SECNAV INSTRUCTION 1520.11B

From: Secretary of the Navy

Subj: NAVY ACTIVE DUTY DELAY FOR SPECIALISTS PROGRAM

Ref: (a) NAVPERS 15839I
(b) OPNAVINST 1120.4C
(c) OPNAVINST 1120.5B
(d) OPNAVINST 1120.7A
(e) OPNAVINST 1120.8A
(f) 10 U.S.C. §2123
(g) DoD Instruction 6000.13 of 3 May 2016
(h) MILPERSMAN Article 1920-170
(i) OPNAVINST 7220.17
(j) BUPERSINST 1001.39F
(k) OPNAVINST 1540.56B
(l) BUMEDINST 1500.15F
(m) SECNAVINST 5200.35F

Encl: (1) Responsibilities

1. Purpose. To establish policy and procedures for the Navy Active Duty Delay for Specialists (NADDS) Program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1520.11A.

3. Applicability. This instruction applies to all health professionals who are on the Active Duty List (ADL) or are programmed for appointment to the Navy ADL.

4. Policy. Department of the Navy (DON) policy is to use the NADDS Program to permit Graduate Professional Education (GPE) in accredited civilian institutions to assist with shaping the specialty structure of the active duty force. Training programs must lead to eligibility for a specialty code that is both, authorized by the Chief of Naval Operations (CNO) under reference (a), part A, and required to fill an unmet valid active duty billet requirement. The NADDS program must be fully
integrated with other accession and graduate professional education sources to ensure that health professional specialty requirements are met in the most economical and effective way as outlined below.

a. NADDS may be used in conjunction with in-service GPE and Full-Time Out-Service (FTOS) training to meet requirements for fully trained officers in medical, dental, allied health science, and nursing specialties that cannot be met through direct procurement of fully trained specialists under the accession programs covered by references (b) through (e).

b. NADDS training may be used for authorized specialties for which active duty GPE capability is insufficient or unavailable to meet active duty billet requirements.

c. On a case-by-case basis, NADDS participants may be considered for the Financial Assistance Program (FAP). If it is anticipated that the FAP, designed for new accessions, will not meet its goal for Medical or Dental Corps students in residencies or fellowships leading to the attainment of a specialty in a critically undermanned field, FAP may be used in conjunction with NADDS. Officers participating in this option will incur additional obligated service as set forth in reference (f) and (g). Active duty obligations for FAP will be served consecutively with other service obligations. Applications for FAP must be approved by, Commander, Navy Recruiting Command (COMNAVCRUITCOM).

5. Responsibilities. See enclosure (1).

6. Eligibility. Student officers in the Armed Forces Health Professional Scholarship Program (AFHPSP) or Uniformed Services University of the Health Sciences (USUHS) may participate in this program upon graduation. Additionally, officers on the ADL who have not yet completed a GPE fellowship are eligible to participate in the NADDS program to train to fill an unmet valid active duty billet requirement.

7. Delay of Active Duty Obligations

a. Requirements to complete active duty obligations will be temporarily deferred to permit GPE. In accordance with reference (h), officers of the Regular Navy and Navy Reserve on
active duty will relinquish their current commission and be recommissioned Ensign, USNR prior to beginning their medical training programs. Upon completion of the required medical training, such officer will receive superseding appointments with the proper ranks and designators for specific Navy staff corps in a health profession.

b. Active duty obligations for training will be served upon completion or termination of an authorized period in NADDS. Upon completion of the authorized GPE, or upon earlier termination, the officer will be called to active duty to complete their active duty obligation. The following criteria apply to serving active duty obligations:

1. Individuals who had remaining active duty obligation prior to entering NADDS will serve the deferred period of active duty obligation or 2 years, whichever is longer.
2. If there was no remaining service obligation, the officer will incur 2 years of obligation for NADDS.
3. If FAP is used in conjunction with NADDS, and the officer was not under obligation for training, the active duty obligation will be the obligation required by the FAP contract.
4. If FAP is used in conjunction with NADDS and the officer has remaining obligation for education or training, the active duty obligation incurred for FAP will be served consecutively with that obligation.

c. In accordance with reference (i), officers with service obligations for monetary purposes, such as special pay bonus contracts, must terminate these agreements one day prior to release from active duty (RAD) for entry into the NADDS program and repay the unearned portion of any such contracts.

d. NADDS participants will be held in an Individual Ready Reserve (IRR) status. They are encouraged to affiliate with a Reserve unit and may participate in Reserve medical training. However, pursuant to reference (j), NADDS and FAP participants are not eligible for paid Selective Reserve (SELRES) positions. They may be assigned to the IRR either as a drilling unpaid Volunteer Training Unit (VTU) or non-drilling member. These students are encouraged to participate as non-pay Reservists and
to perform annual training (AT) so they will have more substantial fitness reports in their records when they are being considered for promotion. Otherwise, "Not Observed" fitness reports are submitted by the Program Manager at Navy Medical Accessions Department (NAVMEDAD), Bureau of Medicine and Surgery (BUMED). NADDS participants should ensure they have a Naval Reserve Qualification Questionnaire (NRQQs) on file at Navy Personnel Command. See the following link for more information: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/Pages/NRQQ.aspx

8. Accredited Civilian Institutions. GPE under NADDS is authorized in any accredited college, university, or institution providing education creditable as qualifying education under references (b) through (e).

9. Application for NADDS

a. Applications must be in writing and include, as a minimum, acknowledgment that the officer:

   (1) Will arrange acceptance for training in an accredited civilian institution and notify NAVMEDAD upon acceptance;

   (2) Will be required to complete all active duty obligations immediately upon completion of the approved GPE;

   (3) Will be subject to an immediate recall to active duty to complete existing obligations if approved GPE is not completed;

   (4) Will, upon selection, voluntarily be transferred to the IRR for the period of GPE;

   (5) Will not be entitled to pay and allowances while in deferred status but will be entitled to longevity credit and be eligible for promotion in the Reserve component while in the NADDS program. The officer may accept stipends paid by the civilian institution.

b. Application procedures for physicians will be announced annually via a NAVMEDAD Notice 1524 for graduating medical students, who are not on the ADL, and via Chief, Bureau of
Medicine and Surgery (BUMED) Notice 1524 for active duty officers. Application procedures for dentists will be announced annually via a BUMEDNOTE 1520.

10. Selection Process. Applicants must submit their applications and be recommended for deferment via their corps specific graduate education board. Requests for training in overmanned specialties will not be approved. Final approval authority for NADDS applications will be BUMED.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:


b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

12. Forms. NAVMED 6120/3 (Rev. 6-91), Annual Certificate of Physical Condition form may be downloaded at https://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx

13. Reports. The reporting requirements in paragraph 7d and enclosure (1), paragraph 6 are exempt from information collection control by SECNAV M-5214.1, Part IV, paragraphs 7n and 7p

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RESPONSIBILITIES

1. The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) is responsible for the management oversight of the DON Navy Active Duty Delay for Specialists (NADDS) Program.

2. Chief of Naval Personnel (CHNAVPERS) will:
   
   a. Ensure that specialty training requested by NADDS applicants are aligned with specialty manning requirements;
   
   b. Provide advice to BUMED regarding specialties recommended for NADDS training;
   
   c. Provide technical assistance as required to ensure the smooth transitions between active and Reserve status, or vice versa, for officers participating in NADDS.

3. BUMED will:

   a. Annually, solicit applications for NADDS and publish eligibility criteria, the specialties for which applicants are sought, and application procedures;
   
   b. Determine training requirements based upon projected inventory shortages among the health care specialties identified established under reference (a);
   
   c. Establish procedures for selection and choose candidates that will become eligible for projected undermanned specialties;
   
   d. Establish a board composed of medical department officers to ensure that the best qualified candidates are selected for the program;
   
   e. Notify officers of the selection board results.

4. NAVMEDAD will:

   a. Manage the execution of the NADDS program;
   
   b. Monitor student’s progress while in training to ensure that students remain in good standing with their academic
programs. Should participants fail to comply with educational requirements or remain in good standing, NAVMEDAD will coordinate termination of the NADDS arrangement and recall to active duty with Commander, Navy Personnel Command (COMNAVPERSCOM);

c. Provide funding for board certification exams in accordance with reference (k), subject to the availability of funds. This may require recall to active duty for temporary additional duty to facilitate the processing and liquidation of orders;

d. Provide funding for resuscitative certifications, appropriate to the officer’s specialty as defined in reference (l), subject to the availability of funds.

5. Participants will:

a. Contact the NAVMEDAD Program Manager at USN.OHSTUDENT@MAIL.MIL 60 days prior to entering the NADDS program;

b. Provide NAVMEDAD with contact information while in training;

c. Upon completion of training provide NAVMEDAD with copy of official transcripts or certificates of completion;

d. Submit NAVMED 6120/3, Annual Certificate of Physical Condition, and a Human Immuno-deficiency Virus (HIV) result within the last two years to Medical Records at NAVMEDAD;

e. Provide NAVMEDAD with any change in personal status such as health or family member information;

f. Provide NAVMEDAD with any change in academic status immediately;

g. Acknowledge that failure to comply with the provisions of the instruction could result in a discontinuation of benefits and/or disenrollment from the program with recoupment of funds;

h. Acknowledge their service obligation in writing.

6. **Manager’s Internal Control.** In accordance with reference (m), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program (MCIP) report, the Office of the Chief of Naval Operations will provide the Assistant Secretary of the Navy (Manpower and Reserve Affairs) with copies of reports that are relevant to NADDS. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.