

Chapter 13
MEDICAL SERVICE CORPS INSERVICE PROCUREMENT (MSC IPP) PROGRAM

1. References

- (a) SECNAVINST 1920.6B (NOTAL)
- (b) OPNAVINST 6110.1E
- (c) MILPERSMAN 1100-010

2. Program Information

a. The Medical Service Corps Inservice Procurement Program, for Health Care Administration (HCA) and Physician Assistant (PA), provides a pathway to an officer commission for career motivated active duty enlisted personnel who meet the eligibility criteria for HCA or PA, references (a) through (c).

b. Candidates for this program must possess a qualifying degree for HCA, or as described in paragraph 4. Selectees with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level and degree concentration. Candidates for PA must have 60 college credits applicable towards completion of the PA program under military cognizance via attendance of two military PA schools (Phases I and II) as described in paragraph 5. Upon graduation from the PA Program, PA selectees will receive appointments as Ensign (0-1E), Medical Service Corps.

c. The conversion of Chief Warrant Officer Physician Assistants to Medical Service Corps Physician Assistants will be handled on a case by case basis. Applicants are urged to contact Commander, Navy Personnel Command (PERS-911) at (901) 874-4491 for guidance and processing of packages. Further information can be obtained by contacting the Medical Service Corps Officer Community Manager Code (PERS-N131M3) at (703) 693-2327.

3. Basic Eligibility Requirements for the Active Duty Health Care Administration Medical Service Corps In-service Procurement Program

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- a. U.S. citizenship is required and cannot be waived.
- b. Age requirement. Applicants must not have reached their 35th birthday by time of initial appointment and commissioning. Not waivable.
- c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.
- d. Applicant must be a member of the Regular Navy or Naval Reserve, Marine Corps, or Marine Corps Reserve on active duty, including Training and Administration of the Reserve (TAR), serving in any rating or Military Occupational Speciality (MOS), in paygrades E-5 through E-9 at the time of application (paygrade is not waivable). Reservists on Temporary Active Duty for Special Work (ADSW), One Year Recall, and Canvasser Recruiters are not eligible for this program.
- e. Meet physical standards for commissioning in the Staff Corps. Meet physical fitness and height and weight or body fat percentage at the time of application and appointment.
- f. The Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.
- g. Recommended by their commanding officer.

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4. Specific Eligibility Requirements for the Health Care Administration IPP Program

a. Specific HCA education requirements

(1) Minimum education requirement is a qualifying degree for Health Care Administration in business/healthcare administration or a management-related discipline. Applicants must have a 2.5 or better grade point average on a 4.0 scale. Acceptable fields of study are as follows:

(a) Health Care Administration/Management areas, including Health Care Administration, Health Services Administration or Management, Hospital Administration, and Public Health Administration.

(b) Business/Management disciplines, including Accounting, Business Economics and Policy, Finance, Information Systems Management, Logistics, Materials Management, and Public Administration.

(c) Degrees in Health Sciences or Technology- related areas are not acceptable as the basic qualifying degree for appointment in the HCA section of the MSC.

(2) All graduate degree applicants must submit verified GMAT or GRE scores with their application.

(3) It is highly recommended that applicants desiring consideration for graduate level training have an acceptance letter to a full-time graduate degree program with a healthcare concentration, accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB) or Council on Education of Public Health (CEPH).

(4) With a qualifying master degree, entry grade credit for education of up to 24 months may be awarded. Acceptable fields of study are as follows: Health Care Administration, Health Services Administration, Hospital Administration, Public Health Administration with an emphasis in Health Care Administration and Business Administration with an emphasis in Health Care

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Administration. Acceptable masters programs should be accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB) or Council on Education on Public Health (CEPH) as full-time programs.

5. Specific Eligibility Requirements for the Active Duty Physician Assistant IPP Program

a. Age. Be able to be commissioned prior to reaching the 35th birthday. Applicants for PA must not have reached their 33rd birthday by 30 September following the board (nine months later), in order to permit completion of their two-year PA school program. Selection criteria of the Inservice Procurement Program includes the ability of candidates to complete any educational requirements within these constraints in order to comply with age guidelines.

b. Education

(1) Have a high school diploma or equivalency certificate.

(2) Have completed a minimum of 60 semester hours of transferable college credit with a minimum GPA of 2.5 on a 4.0 scale.

(a) Thirty semester hours must be residence training or distance learning courses and must include 6 semester hours of English Composition, 6 semester hours of Chemistry, 6 semester hours of Anatomy and Physiology, 6 semester hours of Humanities and Social Sciences, 3 semester hours of Psychology, and 3 semester hours of Algebra.

(b) Thirty semester hours of Didactic course work in the Biological and Physical Sciences. Successful completion of advance Hospital Corps (IDT) School will satisfy this 30-hour requirement; however, additional course work in Chemistry is highly recommended.

(3) All transfer credit must have been completed with a minimum grade of C (2.0) or better.

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(4) Credit may be awarded for non-traditional classroom or clinical experience. Credit from service schools must be submitted on an official form DD 295 (Application for the Evaluation of Learning Experiences During Military Service).

(5) Credit for CLEP is possible; however, the CLEP general examinations in Mathematics and English will not be accepted and will not fulfill the program credit requirements for these courses.

(6) The university providing academic jurisdiction over the PA training program and Naval School of Health Sciences (NSHS) will review the academic record upon receipt by Commander, Navy Personnel Command (PERS-811) and prior to submission to the selection board. The review is to ensure applicant's academic course work is acceptable and sufficient to be eligible for receipt of a baccalaureate degree upon completion of the PA training program.

6. Application Submission Procedures and Deadlines.
Application Procedures.

a. Applicants must fill out the Officer Programs Application form contained in Chapter 2 of this manual following the guidance provided, and submit it via their chain of command to the Commander, Navy Personnel Command (PERS-811D).

b. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MSC IPP Program. (See Transfer Policy, paragraph 8d.)

c. Completed applications must be forwarded to Commander, Naval Personnel Command in accordance with annual guidance provided via an ALNAV message.

7. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more MSC

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officers, when available, to interview and evaluate each enlisted applicant. Each board member shall complete a NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet, indicating the members who have demonstrated continued superior performance with the potential and motivation for successfully serving as a MSC officer with the academic ability to complete a demanding college curriculum if necessary. In the event that a board cannot be convened, individual interviews can be conducted by three qualifying board members. The commanding officer's endorsement shall contain:

(1) A typewritten signed copy of each board member's Interviewer Appraisal Sheet (with date of interview), as enclosures for each enlisted applicant.

(2) A statement addressing any physical waivers requested by the applicant.

(3) A statement indicating whether the applicant is serving on full duty without limitation.

(4) A statement indicating the applicant's successful completion of the Physical Readiness Test (PRT).

(5) A specific recommendation for the IPP.

b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

c. Forward applications to:

Commander, Navy Personnel Command (PERS-811D)
5720 Integrity Drive
Millington, TN 38055-8110

8. Information and Guidance for Applicant Interviews

a. A minimum of three officers interviews are required. Use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), provided in (Chapter 2), Officer Programs Application.

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b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in paygrades 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command. At least one interviewer should be in the designator for which the applicant is applying.

9. Medical Examination Information

a. Applicants are required to complete a full physical within 18 months of applying for the program. Include the Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. The following must be included with the Physical Examination document:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current EKG.

(3) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(4) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(5) Results of most recent HIV test. Record of HIV test results must be included with the Physical Examination document.

10. Administrative Information

a. Change of address. Applicants must notify the Commander, Navy Personnel Command (PERS-811) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have sufficient service obligation to serve three years on active duty or in a drill status as appropriate. Selectees entering a training program will incur an obligation of three years for the

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First year or any part of the first year of training, and six months for each additional six months or any part of six months of additional training. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (Health Care Administration IPP, MSC or Physician Assistant IPP, MSC)" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon selection for the HCA IPP or PA IPP (as appropriate), this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. The Commander, Navy Personnel Command (PERS-811) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from the HCA IPP or PA IPP programs, or if officers disenroll from Officer Indoctrination School or decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve the time remaining on their current obligation.

(4) Selectees will be required to reimburse the United States for costs of education if selectee fails to complete the service obligation.

(5) Upon initial appointment, officers are required to serve a minimum period of service of three years of

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active duty service and any additional time specified from training program requirements.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Commander, Navy Personnel Command (PERS-811) (see paragraph 9 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Navy Personnel Command (PERS-811) and make a recommendation if the situation warrants revoking his/her selection for the program.

d. Transfer Policy

(1) Applicants for HCA or PA IPP programs receiving Permanent Change of Station orders for execution subsequent to applying for this program will not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the HCA IPP or PA IPP program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer will notify the order originator that the individual has been selected, accepted the commission and that orders should be canceled. If the applicant is not selected, the command will transfer the individual and notify the orders originator that the orders have been executed.

11. Inquiries

a. Information and questions concerning MSC-IPP should be addressed to:

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Office of Deputy Chief of Naval Operations (M&P)
Officer Plans & Policy Branch (N131M3)
Bureau of Naval Personnel
2 Navy Annex, Washington DC 20370
(703) 693-2327/DSN 223
Email: N131M3@bupers.navy.mil

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