



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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OPNAVINST 1120.8
PERS-44
14 Sep 05

OPNAV INSTRUCTION 1120.8

From: Chief of Naval Operations

Subj: APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE
MEDICAL SERVICE CORPS OF THE NAVY

Ref: (a) DOD Directive 1310.2 28 May 96
(b) SECNAVINST 1210.5A
(c) SECNAVINST 1000.7E
(d) DOD Directive 1300.4 of 15 Nov 96
(e) 10 U.S.C.
(f) DOD Instruction 6000.13 of 30 June 97
(g) DOD Directive 1312.3 of 21 Oct 96
(h) SECNAVINST 1420.1A
(i) SECNAVINST 1520.8A
(j) Program Authorization 132
(k) OPNAVINST 1420.1A
(l) SECNAVINST 5300.28C
(m) Manual of the Medical Department (NAVMED P-117)
(n) SECNAVINST 1920.6B
(o) SECNAVINST 6401.2A
(p) SECNAVINST 1427.2B
(q) Manual of Navy Officer Manpower and Personnel
Classifications, Vol I (NAVPERS 15839I)
(r) SECNAVINST 1427.1C
(s) DOD Directive 6025.13 of 4 May 04
(t) Program Authorization 115

1. Purpose. To issue regulations governing:

a. Appointment of officers in the Medical Service Corps (MSC), including appointment in the Regular and Reserve components under reference (a), officers transferred from the line community or another staff corps into the MSC under reference (b), and in either component through interservice transfer from another uniformed service under references (c) and (d).

b. Voluntary recall of officers of the MSC to the active duty list.

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c. Award of entry grade credit on appointment in the MSC under reference (e), sections 533 and 12207 and under references (f) and (g).

2. Applicability. This instruction applies to all individuals appointed as Regular and Reserve officers in the MSC, including officers transferred from another uniformed service, Reserve officers transferred into the Regular component, Reserve officers recalled voluntarily to the active duty list, and officers transferred from the line community or another staff corps into the MSC.

a. Additional guidance on the transfer of Regular and Reserve officers between the services into the MSC is found in reference (b).

b. Additional guidance on the transfer of Reserve MSC officers into the Regular component of the MSC and the transfer of Regular and Reserve officers between the line and the MSC or between another staff corps and the MSC is found in references (c) and (d).

3. Policy. The Department of the Navy (DON) will maintain authorized strength and grade levels in the MSC and its approved specialties by recruiting the personnel required to support the annual 5-year promotion plan approved under reference (h), to provide a base for an all Regular career force, and to attain authorized strength in the Reserve component to meet approved requirements for mobilization.

a. Requirements for newly appointed officers on the active duty list will be filled from diverse programs, which include direct procurement of qualified civilians, Armed Forces Health Professions Scholarship Program (AFHPSP) under reference (i), Health Sciences Collegiate Program (HSCP) under reference (j) and Inservice Procurement Program (IPP) under reference (k). Any other request for active duty commission will be handled on a case by case basis. All initial appointments shall be in to the Regular Navy.

b. Requirements for Regular officers on the active duty list in control grades that cannot be met by promotion may be supplemented by voluntary recall to active duty of officers from the Reserve component qualified in the approved specialties.

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c. Requirements for the Selected Reserve (SELRES) and Individual Ready Reserve (IRR) will be filled primarily through transfer of officers from the active duty list. Requirements that cannot be met from this source will be met through direct procurement of former military officers and other civilians qualified in the approved specialties.

4. Accessions Plans

a. The Chief of Naval Operations (CNO) will establish an annual accession plan for the Regular component and for the Reserve component which together with retention incentives, will attain authorized strength in each of the specialties in the MSC. There must be sufficient accessions to support the annual 5-year promotion plans for the active duty force and inactive duty Reserve component and ensure that the promotion opportunity and flow points necessary to meet authorized strength-in-grade requirements are maintained.

b. In determining the proportions of accession programs used to attain and maintain specialty authorizations, both the current and projected supply and demand for officers in each of the approved specialties shall be considered. Maximum use of the most effective program, relative to cost and time to attain, will be used in preference to more expensive programs. Plans will ensure flexibility in adjusting to changes in the civilian market and in specialty requirements. Reasonable career progression opportunities for the authorized strength of entry-level applicants shall be maintained.

5. Basic Qualifications. To be eligible for appointment as a MSC officer in either the active duty force or the active status (Reserve component) or for voluntary recall from the Reserve component to the active duty list, the applicant must meet the following requirements:

- a. Citizenship. Must be a citizen of the United States.
- b. Entry Age

(1) Entry age eligibility criteria are established to meet three goals:

(a) Attain the Defense Officer Personnel Management Act (DOPMA) objective of an all Regular career force.

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(b) Maintain an officer corps young enough and vigorous enough to meet the more arduous duty requirements, such as duty at sea and in arduous locations.

(c) Define a recruiting pool large enough to meet accession requirements.

(2) An initial appointment in the Regular Navy may be given to a person who is able to complete 20 years of active commissioned service by age 62.

(3) An initial appointment in the Navy Reserve may be given to a person who is able to complete 20 years of active commissioned service by age 60.

(4) The maximum age qualification for the initial appointment of a person as a Reserve to serve in a health profession specialty that has been designated by Chief of Naval Operations (Manpower, Personnel, Training, and Education (CNO (N1/NT)) as critically needed in wartime is 47 years of age. CNO (N1/NT) will designate a specialty as critically needed in wartime when:

(a) The specialty is at least 20 percent below authorized strength.

(b) Is otherwise significantly under strength in the Selected Reserve.

(c) For which other means of procuring commissioned officers in the specialty will be unable to correct the shortage within three years.

(5) Record of Age Waivers Authorized. The Commander, Navy Recruiting Command (COMNAVCRUITCOM), acting for CNO (N1/NT), shall maintain on file written justification for each waiver granted.

c. Moral Character. Must be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation. As prescribed in reference (1), individuals who are drug or alcohol dependent, who abuse drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who have a record of any drug trafficking offenses shall not be permitted to enter the MSC.

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d. Physical Standards. Must meet the physical standards for service on active duty as recommended by the Chief, Bureau of Medicine & Surgery (BUMED) and approved by the CNO. CNO (N1/NT), upon recommendation of BUMED, may waive physical defects that will not interfere with performance of active duty within the guidelines of reference (m).

e. Availability for Mobilization. Appointments in the Reserve component not on the active duty list are predicated upon mobilization requirements and the applicants' availability for mobilization. Members of Congress, Federal political appointees, elected State and local government officials, and Federal career Senior Executive Service (SES) employees may not be tendered an original direct appointment without prior approval of Secretary of the Navy (SECNAV).

f. Indoctrination Requirements. Officers appointed directly to the active duty list must complete an officer indoctrination training course prior to reporting to their first duty station. Officers appointed directly into the Reserve component must complete a Reserve officer indoctrination training course during their first year.

g. Failure to Complete Initial Training Requirements. Officers who fail to complete officer indoctrination requirements shall be separated for cause under reference (n).

6. Professional Qualifications. To be eligible for appointment in the MSC or for voluntary recall from the Reserve component to the active duty list, the applicant must meet the following educational requirements:

a. Must be a graduate of a certified health care professional educational program at an accredited school which meets Program Authorizations.

b. Applicants for the following specialties must be certified, licensed or registered by one of the individual States, District of Columbia, or appropriate national accrediting agency as specified in reference (o):

Clinical Psychologist	Pharmacist
Podiatrist	Dietician
Physical Therapist	Social Worker
Optometrist	Physician Assistant
Occupational Therapist	Audiologist

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Appointees who do not attain required licensure or certification within 1 year of appointment will be separated under reference (p).

c. Applicants for the MSC Inservice Procurement Programs (IPP) are guided by the program requirements and application procedures as stated in reference (k).

7. Examination of Professional Qualifications. The Director, MSC shall review the credentials and examine the professional qualifications of all applicants for appointment in the MSC or for voluntary recall of a Reserve officer to active duty.

a. Direct Appointments. The Director, MSC shall examine and certify the professional qualifications of all applicants, and the completeness and authenticity of the Individual Credentials File (ICF) or Individual Professional File (IPF), as applicable.

b. Voluntary Recall. Reserve and retired officers to be voluntarily recalled to active duty must be currently licensed, certified, and/or engaged in the practice of the MSC specialty for which recalled and provide documentation necessary to recertify professional qualifications required in paragraph 6 above. The Director, MSC shall recertify qualifications specified for appointment in paragraph 6. Recalled officers within the same specialty will retain the rank held in the Reserve component without recomputation of entry grade.

c. Professional Review Procedure

(1) The Director, MSC shall appoint a MSC Professional Review Board (PRB) to examine the professional qualifications of all applicants. The Board shall be composed of senior MSC officers on active duty and MSC officers of the Navy Reserve assigned to BUMED for temporary duty. At least three but not more than five Board members shall review applicants' records. The senior member of the Board shall be in the grade of captain or above. When considering applicants for appointment in one of the specialties the Board shall confer with an officer designated by the Director, MSC as the specialty leader when readily available for this purpose.

(2) The Board will review the applicant's credentials, including academic performance, post-graduate education, professional and managerial experience, professional recognition such as membership in professional societies and authorship of

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professional publications, professional reputation, current experience in a primary specialty, and level of certification/licensure. This review must be completed, based on the abbreviated documentation requirements specified in this instruction, before recommending qualifications for appointment or recall and entry grade credit to be awarded an appointment.

(3) The Board shall recommend to the Director, MSC, which specific qualifications of the table in paragraph 8 are met; recommend entry grade credit for those qualifications; and provide an evaluation of the quality and desirability of the candidate based on their professional qualifications and experience in the MSC specialty for which being considered. The Board shall make its report directly to the Director, MSC without intervening endorsements or clearances.

(4) The Director, MSC, shall make their approval directly to CNO (N1/NT), or designee, without intervening endorsements or clearances.

(5) Once the Director, MSC has approved the applicant's professional qualifications, CNO (N1/NT) shall determine whether the applicant is otherwise qualified for a commission as a MSC officer in the specialty for which designated. CNO (N1/NT) may delegate this authority to COMNAVCRUITCOM with appropriate guidelines.

8. Entry Grade Credit. A prospective MSC officer's entry grade and rank within grade shall be determined by the number of years of entry grade credit awarded on original appointment, designation, or assignment as an MSC officer. The entry grade credit to be awarded shall equal the sum of constructive service credit and prior commissioned service credit (other than as a commissioned warrant officer), except in cases where the total exceeds the maximum credit allowed, and as stated in the below table. A period of time shall be counted only once when computing entry grade credit. Prior commissioned service credit includes commissioned service on active duty or in an active status as a commissioned officer as required by references (f) and (p). Constructive service credit includes credit for advanced education and training and may also include credit for professional experience. Entry grade credit will be subject to the computation and maximum credit criteria in paragraphs 9 and 10 and as specified in the following table.

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ENTRY GRADE CREDIT TABLE

	Prior Commissioned Service Credit	Credit
1.	Commissioned service on active duty in an active status as a MSC officer in any of the Uniformed Services in the specialty being appointed.	1 year for each year.
2.	Commissioned service on active duty or in an active status as a commissioned officer in any of the Uniformed Services but not in the corps or professional specialty in the MSC.	1/2 year for each year.
	Constructive Service Credit	Credit
3.	Successful completion of qualifying degree for each MSC specialty authorized by the CNO and identified by a specialty classification code in reference (q), part E. The qualifying degrees and level required are specified in the Program Authorization.	1 year for each year (2 years max for masters, 4 years max for PhD/doctoral degrees).
4.	Successful completion of Post-baccalaureate professional education in the health care and science areas such as residencies in Optometry, Pharmacy, and Podiatry which are approved by an accrediting agency.	1 year for each year (maximum 2 years).
5.	Experience in a related health profession or specialty may be credited. Such experience must be comparable to experience in, and will be directly used in, the MSC specialty in which being appointed.	1/2 year for each year of experience up to a maximum of 3 years credit. (If 6 months or less, no credit will be granted).

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6.	In unusual cases, additional credit may be granted for special professional experience in the specialty in which appointed when that experience is accrued after obtaining the qualifying degree. This additional credit applies only to individuals who have an experience level that uniquely distinguishes that from the normal qualifications required for appointment as a commissioned officer. Maximum credit for experience must be earned under Qualification 5 before earning any experience credit under this paragraph. Credit under this provision will not be given to health professionals solely on the basis of special experience that is unassociated with advanced education or an advanced degree.	1 year for each year of special professional experience (if 6 months or less no credit will be granted)
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9. Limits and Computation of Entry Grade Credit. Entry grade credit shall be computed as follows:

- a. A period of time or special qualification shall be counted only once.
- b. Qualifying period of less than 1 full year shall be credited proportionately to the nearest day except where noted otherwise.
- c. Credit will not be awarded for service as an enlisted member, warrant officer, or commissioned warrant officer.
- d. In general, credit will not be granted for work experience prior to the qualifying degree.
- e. Credit will not be awarded for qualifying degrees earned while on active duty in a commissioned status.
- f. Graduates of the service academies will not be awarded credit for service performed or education, training or experience obtained before graduation from the academy.

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g. The recall of a MSC officer in the Reserve component not on the active duty list is not an original appointment; therefore, such officers are not entitled to additional entry grade credit.

10. Maximum Entry Grade Credit. Total entry grade credit granted shall normally be limited to 6 years. After considering the recommendations of CNO (N1/NT), Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) may waive the 6-year limit to a maximum of 8 years on a case-by-case basis in the following circumstances:

a. For appointment as a Regular officer for service on the Active Duty List. When there is a shortage against authorized strength in the MSC specialty for which the appointee is nominated which cannot be met by:

(1) Direct and inservice procurement of qualified health professionals in the grades of lieutenant commander and below.

(2) Voluntary recall to active duty of qualified Reserve officers.

(3) In-zone promotion under the 5-year promotion plan approved by SECNAV.

(4) When a gross inequity to the applicant would otherwise result.

b. For appointment in the Reserve Component. When there is a shortage against authorized strength in the MSC specialty for which the appointee is nominated which cannot be met by:

(1) Transfer of officers from the active duty list.

(2) Direct procurement of qualified health professionals in the grades of lieutenant commander and below.

(3) In-zone promotion under the 5-year promotion plan approved by the SECNAV.

(4) When a gross inequity to the applicant would otherwise result.

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11. Entry Grade Credit in Transition Period. This instruction provides for entry grade credit to be awarded to individuals being appointed in the MSC from the effective date of this instruction. There shall be no retroactive changes, as a result of this instruction, to the entry grade credit granted to officers appointed in the MSC prior the date of this current instruction.

12. Appointments. Appointments in the MSC shall be made subject to the following guidance:

a. Entry Grade. A prospective MSC officer who is not awarded entry grade credit under the Service Credit Table shall be appointed in the grade of ensign with the date of rank coinciding with the date of appointment. A prospective MSC officer who is awarded entry grade credit under the Service Credit Table shall be appointed in a grade based on total entry grade credit awarded under reference (f). The minimum entry grade credit required for each grade is equal to the promotion flow points prescribed in the approved annual 5-year promotion plan in effect at the time of appointment. Under references (b) and (c), officers transferred from other Uniformed Services into the MSC of the Navy shall continue to hold the same grade and date of rank held in the losing Uniformed Service except as provided in reference (d).

b. Date of Rank. When the minimum entry grade credit required for appointment in a given grade is granted, the date of rank shall be the date of appointment. When entry grade credit is granted in excess of the minimum years required for appointment in a given grade, but less than the amount necessary to justify the next higher grade, the excess credit shall be used to adjust the date of rank within grade.

c. Assignment of Precedence. Each appointee will be placed on the active duty list as follows:

(1) Appointees ordered to active duty or retained on active duty (other than Reserve officers on Active Duty for Special Work (ADSW) as described in reference (e), section 641(1), incident to appointment shall be placed on the active duty list under reference (r).

(2) Officers in the grades of lieutenant, lieutenant commander, and commander, in-zone and above-zone eligible officers whose placement on the active duty list is within 1 year of the convening dates of selection boards are

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automatically deferred unless they specifically request to be considered. Under reference (h), the officer may waive this deferment and request consideration for promotion, in writing, to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4801), 5720 Integrity Drive, Millington, TN 38055-8500. COMNAVPERSCOM (PERS-4801) must receive the request prior to the convening of the board.

(3) Appointees not concurrently ordered to or retained on active duty other than ADSW described in reference (e), section 641(1), shall be placed on the inactive duty precedence list in an active status under reference (r).

13. Application Processing

a. To facilitate rapid application processing, CNO (N1/NT) will establish all military and professional documentation required for the application.

b. Completed applications for appointment on the active duty list shall be forwarded to COMNAVCRUITCOM expeditiously.

c. Prospective appointees awaiting authorization for appointment in grades commander and above may be appointed in a grade of lieutenant commander pending approval of the higher grade. Officers who accept appointments in the lower grade may at their option be voluntarily separated under reference (p) if the grade for which nominated is not approved.

d. The professional credential documents must be obtained from the issuing source or validated for authenticity through contact with the issuing source or a secondary source approved by the Surgeon General to meet the requirements of reference (s).

e. COMNAVCRUITCOM shall notify CNO (N1/NT) and ASN (M&RA) when "high visibility" candidates are being considered for direct appointment in the inactive duty Reserve component. Such candidates include high-named-recognition individuals not connected with the government and non-SES government officials who occupy positions of significant responsibility.

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14. Responsibilities

a. CNO is responsible for:

(1) Procurement and appointment of MSC officers per this instruction.

(2) Establishing the annual accession plan for the active duty force and the inactive duty Reserve component.

b. CNO (N1/NT):

(1) Will approve entry grade credit and establish entry grades and dates of rank of MSC officers per the guidelines in this instruction.

(2) Will ensure that all direct accession applications are processed within the maximum time standard in this instruction.

(3) May propose changes in the policies governed by reference (h) for submission by ASN (M&RA) to ASD (HA).

c. The Director, MSC shall:

(1) Certify professional qualifications and provide the calculation of entry grade credit to CNO (N1/NT).

(2) Establish the MSC PRB and review qualifications under reference (t).

d. COMNAVCRUITCOM shall:

(1) Determine grade and date of rank based on calculations provided by the Director, MSC, subject to approval of CNO (N1), per the guidelines in this instruction.

(2) Maintain statistical data required for preparation of summary reports for ASN (M&RA) and for special reports when required by the Assistant Secretary of Defense (Health Affairs) (ASD (HA)).

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(3) Prepare for CNO (N1/NT) the annual summary report and supplementary information required by reference (f) and paragraphs 12 and 14 of this instruction.

15. Reports. The PRB reports required by paragraph 7c, are exempt from reports control per SECNAVINST 5214.2B.

/s/

G. L. HOEWING

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Deputy Chief of Naval Operations

(Manpower, Personnel, Training,
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