



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1001.2A

BUMED-07

5 Sep 97

BUMED INSTRUCTION 1001.2A

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations Having Medical Department Personnel

Subj: ASSIGNMENT OF MEDICAL DEPARTMENT RESERVE NAVY OFFICER  
BILLET CLASSIFICATION (NOBC), SUB-SPECIALTY (SSP), AND  
ADDITIONAL QUALIFICATION DESIGNATOR (AQD) CODES

Ref: (a) Manual of Navy Officer Manpower and Personnel  
Classifications (NAVPERS 158394I), volumes 1 and 2  
(b) BUPERSINST 1001.39A  
(c) BUMEDINST 1214.1  
(d) SECNAVINST 1920.6A

Encl: (1) Sample Request Letter for Addition of or Deletion in  
Medical Department Reserve Navy Officer Billet  
Classification (NOBC), Subspecialty Code (SSP), or  
Additional Qualification Designator (AQD)

1. Purpose. To provide guidelines for Medical Department Selected Reserve (SELRES) and Individual Ready Reserve (IRR) officers to acquire and maintain a Navy officer billet classification (NOBC), a subspecialty (SSP) code, and when applicable, an additional qualification designator (AQD) code.

2. Cancellation. BUMEDINST 1001.2.

3. Background

a. Reserve Medical Department officers must be assigned a NOBC, SSP, and if applicable, AQD codes to match active duty mobilization requirements.

b. Direct commission officers (DCOs) are assigned an NOBC, SSP, and AQD codes by a corps specific Professional Review Board at the Bureau of Medicine and Surgery (BUMED) (MED-51). An assignment letter is generated by BUMED (MED-75) and mailed to the officer. A copy is electronically sent to the Naval Healthcare Support Office, Centralized Credentials Review and Privileging Department (CCPD Code-07). The information is entered into the Inactive Manpower and Personnel Management Information System (IMAPMIS).

c. Previous Navy active duty officers' NOBC, SSP, and AQD codes are transferred from the active duty BUMED Information System (BUMIS). Officers' NOBC, SSP, and AQD codes are reviewed by BUMED corps representatives for accuracy and currency. An officer attainment list is received from Commander, Naval Reserve Recruiting Command (N-32). An assignment letter is generated by BUMED

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(MED-75) and mailed to the officer's home. When applicable, a copy is sent electronically to CCPD (Code-07).

d. IRR officers maintain their qualifications through an annual review of their Naval Reserve Officer Questionnaire. Naval Reserve Personnel Command forwards a copy of the officer's questionnaire to BUMED (MED-75). References (a) through (d) provide further guidance.

#### 4. Definitions

a. An NOBC code is a description of a general occupational duty that can function in two ways. When the purpose is for billet description, it is a general statement of performance capabilities required to do part of an activity's mission. When the purpose is for officer classification, it is a result of an officer's experience in a billet, other experience, or educational level.

b. An SSP code is a corps specific qualification in support of a NOBC. The code contains a suffix (e.g., 1501K) which provides additional information related to the individual's level of training, education, experience, and certification.

c. An AQD code is a specific qualification structure identifying additional qualifications, skills, and knowledge required to perform the duties of a billet beyond those implicit in the billet designator, grade, NOBC, or subspecialty. All officers are currently awarded AQDs as part of their professional review process.

#### 5. Policy

a. Each Medical Department SELRES and IRR officer must maintain at least one Medical Department NOBC, along with a corresponding SSP (and AQD code when applicable) identifying qualifications relating to training, education, professional experience, and certification.

(1) Medical Department SELRES officers who are unable to achieve and maintain the billet-required NOBC, SSP, and when applicable AQD code, will not be retained in a drill-pay status.

(2) Failure to meet any Medical Department NOBC, SSP, and AQD code qualifications can result in administrative separation per reference (d).

b. SELRES and IRR officers should review their NOBC, SSP, and AQD codes using references (a) through (c) and may apply for NOBCs, SSPs, or AQDs for which they qualify. All supporting documentation, which may include a certified copy of transcripts or diplomas must be submitted. A curriculum vitae or resume should also be

enclosed. A complete review of existing NOBC, SSP, and AQDs is conducted when members submit for new or deletion of codes.

c. When advanced education or training is completed, Reserve Medical Department officers must forward their request for assignment of NOBC, SSP, or AQD codes, to BUMED (MED-75), per enclosure (1).

d. Officers are required to notify BUMED (MED-75) if they no longer qualify for any assigned NOBC, SSP, or AQD codes. NOBC, SSP, or AQD codes shall not be retained unless an officer can perform the full range of duties required. Independent practitioners must have full and unrestricted or itemized core privileges, whichever is applicable.

#### 6. Qualifying for NOBC, SSP, or AOD Codes

a. SSP and AQD codes designate the training, education, and experience of Medical Department officers. Reference (a) contains the basic qualification criteria for Medical Department subspecialties.

b. NOBC, SSP, or AQD codes may be earned through a combination of drill participation, active duty, documented applicable civilian experience, or education applicable to the codes requested. Each case is reviewed individually, but NOBC, SSP, and AQDs may not be earned strictly through attending drill weekend duty, active duty for training, or Reserve schooling. Officers must have performed the duties of the NOBC, SSP, or AQD codes within the past 5 years.

c. Medical Corps officers in residency training shall retain a NOBC of 0106 (health service resident in training) as their primary NOBC. Their training status is further defined by a SSP code, with the suffix of "T" listed on their SSP code. Officers shall notify BUMED (MED-75), per enclosure (1), upon completion of their training, so their codes can be updated.

#### 7. Maintenance of NOBC, SSP, and AQD Codes

a. SELRES and IRR officers are responsible for their NOBC, SSP, and AQD codes. Officers who cannot qualify for their NOBC, SSP, and AQD codes shall request code deletion.

b. NOBC, SSP, and AQD codes may be removed if:

(1) Licensure or certification cannot be maintained for mobilization or clinical privileging.

(2) Full and unrestricted or itemized privileges have not been exercised in the past 2 years.

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(3) The NOBC, SSP, or AQD have not practiced within a period of 5 years, unless documentation can show competency.

(4) Demonstrated lack of professional skill or qualifications. Periodic scrubs of all officers manpower qualifications shall occur by Reserve Corps representatives at BUMED.

8. Priority of NOBC, SSP, or AOD Codes

a. Medical Department SELRES or IRR officers are expected to meet practice standards of the codes assigned.

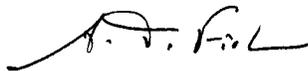
b. The initial priority of NOBC, SSP, and AQD codes is the responsibility of BUMED (MED-75). The NOBC code precedence may also be reprioritized by Commander, Naval Reserve Force (Code N13) as manpower needs require.

9. Application for Assignment or Deletion of NOBC, SSP, and AOD Codes

a. Application for assignment or deletion of NOBC, SSP and AQD codes for SELRES officers follows enclosure (1).

b. For officers in the IRR and not affiliated with a Reserve medical unit, Naval Reserve Personnel Command will forward a copy of the officer's Naval Reserve Qualification Questionnaire (NRQQ) to BUMED (MED-75).

c. Officers receive either a positive or negative endorsement from BUMED (MED-75). An explanation is provided in the case of a negative endorsement.



S. T. FISHER  
Deputy

Available from:  
<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

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SAMPLE REQUEST LETTER FOR ADDITION OF OR DELETION IN  
MEDICAL DEPARTMENT RESERVE NAVY OFFICER BILLET CLASSIFICATION  
(NOBC), SUBSPECIALITY CODE (SSP), ADDITIONAL QUALIFICATION  
DESIGNATOR CODE (AQD)

From: LT Chris A. Doe, MC, USNR, 012-34-5678/2105  
To: Chief, Bureau of Medicine and Surgery (MED-75)  
Via: Reserve Unit Commanding Officer

Subj: APPLICATION FOR ADDITION TO OR DELETION OF RESERVE MEDICAL  
DEPARTMENT OFFICER NOBC, SSP, OR AQD

Ref: (a) BUMEDINST 1001.2A

Encl: (1) Documentation of education, training, certification,  
licensure and experience  
(2) Current curriculum vitae or resume

1. Per reference (a), I request the (addition or deletion) of NOBC  
\_\_\_\_\_, SSP \_\_\_\_\_ and AQD \_\_\_\_\_, based upon the following  
information:

a. Training, Education, and Certification

- (1) Training
- (2) Education
- (3) Certification
- (4) Military courses

b. Practical Experience Supporting the Request

(1) Civilian experience: Enclosures (1) and (2) are  
forwarded for additional information. Show dates, billets, or  
duties that relate.

(2) Active duty for Special Work (ADSW), Annual Training  
(AT), Inactive Duty Training (IDT). Show dates, location, billets,  
or duties that relate to the NOBC, SSP, and AQDs.

2. If additional information is needed, I may be contacted at:  
(Address and daytime telephone number).

CHRIS A. DOE

Copy to:  
Reserve Center

Enclosure (1)