

22 March 2004

Greetings!

A variety of topics this week:

AT UPDATE

As of 1 March, you will need to send travel claims to our command for reimbursement, instead of turning them in at PSDs at your clerkship site, as was the process in the past. Please forward your travel claims to the address below:

Commander
NAVMEDEDTRACOM
Attn: OH, Reimbursements
8901 Wisconsin Ave
Bethesda, MD 20889-5611

Did you know that when you use NOWS to request orders for AT, you need to print out your own orders off the computer? They will no longer be sent to you by FedEx, as was the process before.

NOTE FOR GRADUATING STUDENTS

Orders: Normally sent out 3-4 months prior to graduation, via electronic email. The Graduate Medical Education Detailer is at PERS, (Tel: Commercial (901) 874-4048; DSN 882-4048). Once orders are received, members can schedule their pack out dates as instructed in the orders.

Commissioning Documents: HPSP initiates the Superceding documents, documents are then sent to PERS for completion of the Oath of Office. This year's (2004) graduating student's Oath of Office documents will be sent to the Naval Recruiting District (NRD) nearest the student's medical school. Students will either report to the NRD to sign their Oath of Office and pick up their service and medical records or the NRD may coordinate a date and time for the signing of the Oath of Office and deliverance of medical and service records, if several students are attending the same school.

Note: Oath of office cannot be signed prior to student's graduation date and all Oath of Office documents will be delivered to the NRD's by mid April.

OPTOMETRY STUDENTS

Check out the list of CLERKSHIP SITES that was recently added to our website!

PHYSICAL EXAMINATIONS/HIV TESTS

Too many students have been contacting us wondering WHEN their last physical exam and HIV test were done and when the next one is needed! You should all be making a copy of these important documents when you get them done, and keep them at home in your files. When you request orders for AT, if you don't have a current annual certificate and HIV on file with us, your request will be rejected. These need to be updated ANNUALLY.

CORRESPONDENCE NOTES

Now a final note about corresponding with me: please forgive me but I am getting old. I have been having some difficulty remembering the specifics about each of your issues and questions. If there is some follow up to your issue, please ATTACH your newest message to the original message when you send it. If you are contacting me to follow up about something from 2 or 3 weeks prior, please remember that I'm getting 60-100 new messages each day so it would take a long time for me to go back and search through my inbox to read the specifics.

WHEN CREATING A NEW MESSAGE: in the subject line-- please type your LAST NAME IN CAPS and then the subject, see the example below:

LASTNAME: Reimbursement Request

This is how I sort your e-mails when I forward them off to the staff, and it would assist me if you would do that part.

Have a wonderful week!
Registrar