1. Purpose & Scope

The purpose of this process is to manage the NADDS trainees while in civilian GME training.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 1520.11 series, d) SECNAVINST 5212.5 series, e) SECNAVINST 1610 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **NADDS**: Navy Active Duty Delay for Specialists.
3.2 **GME**: Graduate Medical Education.
3.3 **GMESB**: Graduate Medical Education Selection Board.
3.4 **NPC**: Navy Personnel Command.
3.5 **OM**: Medical Corps Professional Programs Directorate.
3.6 **BUMIS:** BUMED Management Information System.
3.7 **CNRC**: Commander, Navy Recruiting Command.
3.8 **PERS-4415**: Medical Department Officers Assignment & Distribution Branch.
3.9 **PPI**: Personal and Professional Information.
3.10 **ICF:** Individual Credentials File.
3.11 **FAP:** Financial Assistance Program

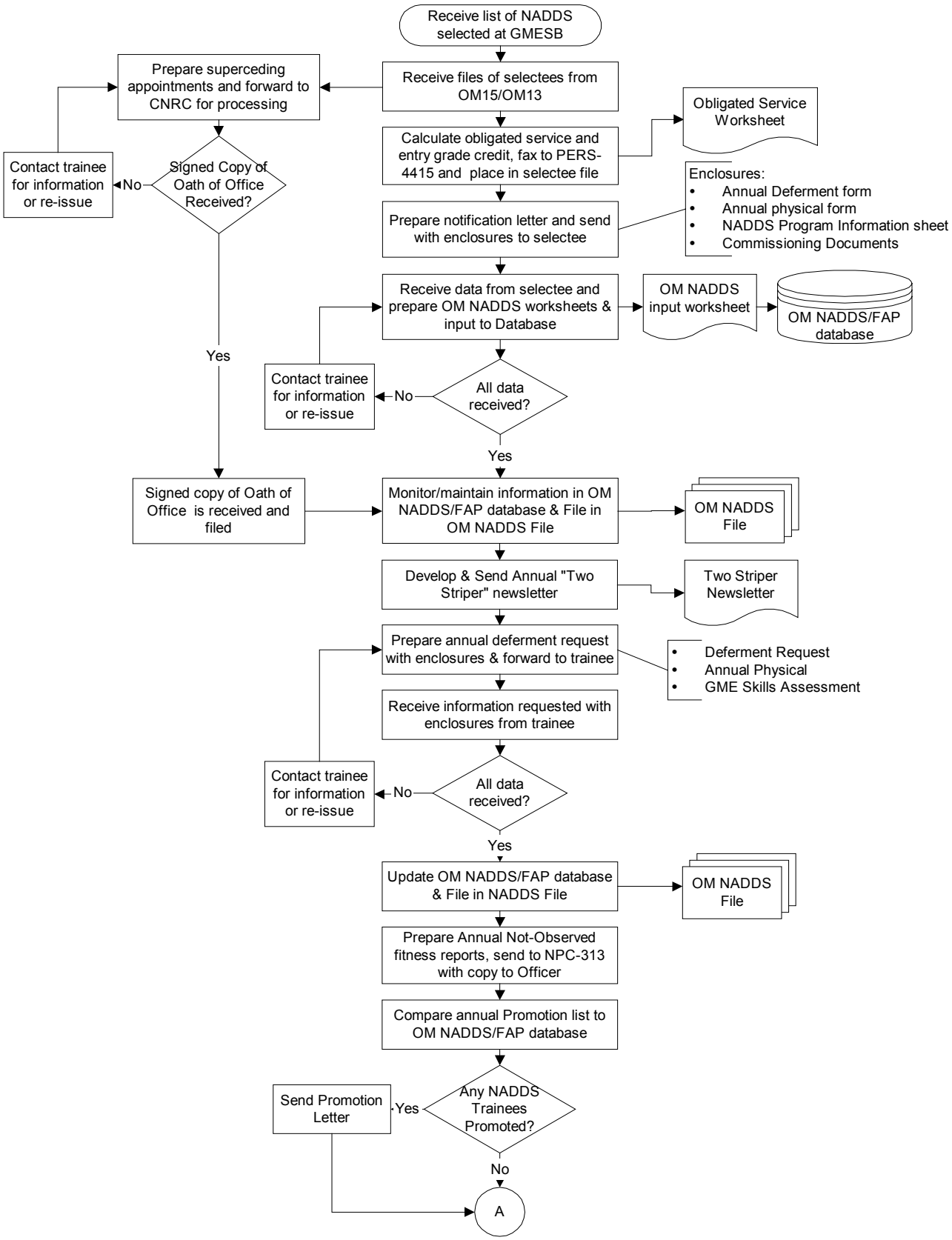
4. Document Review & Concurrence

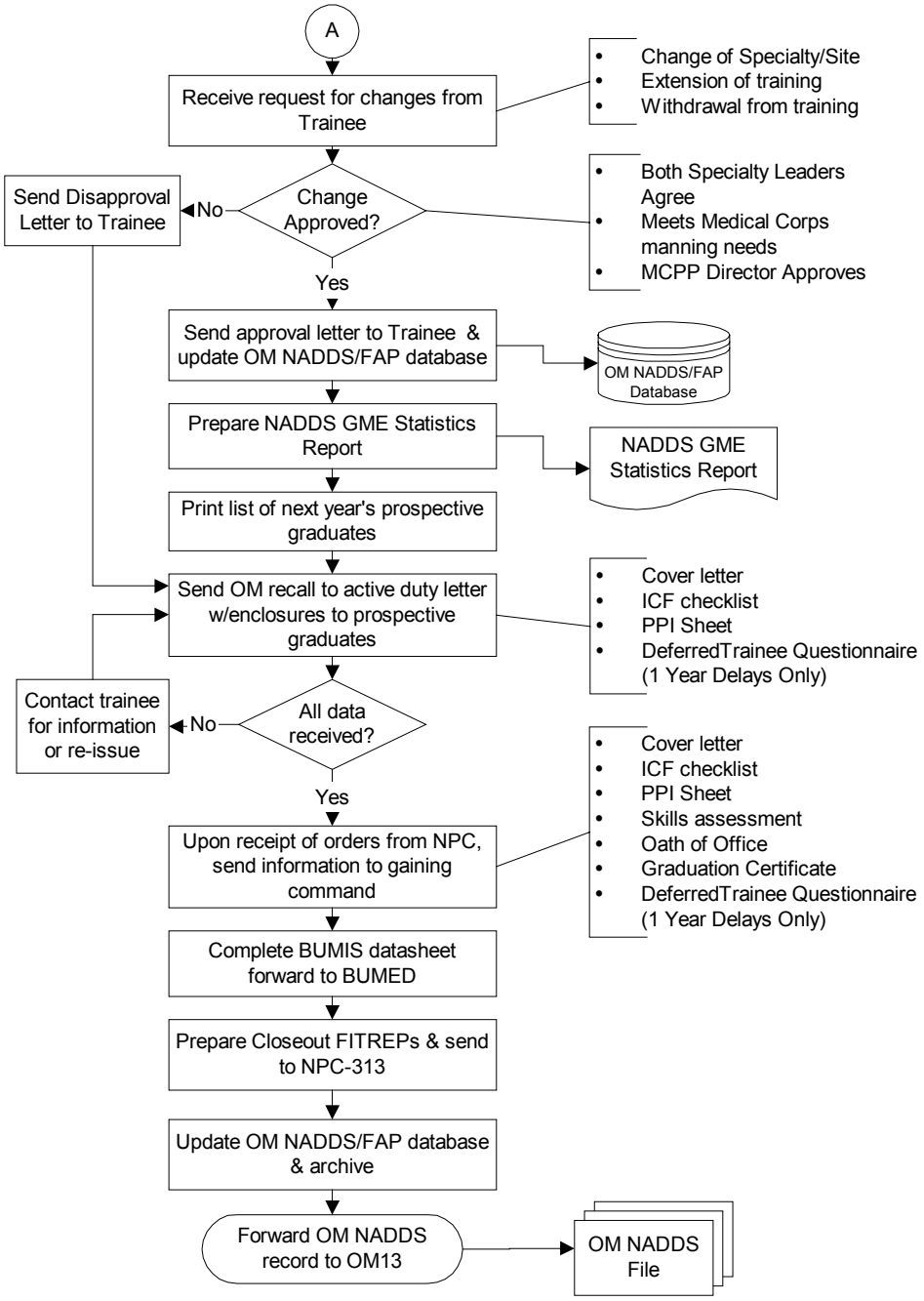
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
NADDS Program Manager	OM (Process Owner)	Ms. V. Gordon	Director of MCPP	OM (Approval Authority)	CAPT T. Miller
NADDS Program Assistant	OM	Ms. M. Judkins	MCPP Deputy Director	OM	Ms. H. Gordon

5. Summary of Changes

Version	*Description*	*Date*
01	Initial issue of procedure.	17 MAY 01
02	Clarified flowchart to reflect actual practice, added reference e, and added definition 3.11	30 SEP 01

6. Process Flowchart




A
Receive request for changes from Trainee
Change of Specialty/Site
Extension of training
Withdrawal from training
Change Approved?
No
Send Disapproval Letter to Trainee
Yes
Both Specialty Leaders Agree
Meets Medical Corps manning needs
MCPP Director Approves
Send approval letter to Trainee & update OM NADDS/FAP database
OM NADDS/FAP Database
Prepare NADDS GME Statistics Report
NADDS GME Statistics Report
Print list of next year's prospective graduates
Send OM recall to active duty letter w/enclosures to prospective graduates
Cover letter
ICF checklist
PPI Sheet
DeferredTrainee Questionnaire (1 Year Delays Only)
All data received?
No
Contact trainee for information or re-issue
Yes
Upon receipt of orders from NPC, send information to gaining command
Cover letter
ICF checklist
PPI Sheet
Skills assessment
Oath of Office
Graduation Certificate
DeferredTrainee Questionnaire (1 Year Delays Only)
Complete BUMIS datasheet forward to BUMED
Prepare Closeout FITREPs & send to NPC-313
Update OM NADDS/FAP database & archive
Forward OM NADDS record to OM13
OM NADDS File

7. Quality Records

Record Name	*Owner*	*Location*	*Indexing*	*Duration*	*Disposition*
OM NADDS File	NADDS Program Manager	File Cabinet	By: Name	Length of GME deferment	Forward to inactive file & destroy per SECNAVINST 5212.5 series at end of active service

8. Addendum

N/A