



DoD INSTRUCTION 5105.45

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

Originating Component:	Office of the Under Secretary of Defense for Personnel and Readiness
Effective:	May 30, 2019
Change 1 Effective:	November 9, 2022
Releasability:	Cleared for public release. Available on the Directives Division Website at https://www.esd.whs.mil/DD/ .
Reissues and Cancels:	DoD Instruction 5105.45, "Uniformed Services University of the Health Sciences (USUHS)," December 26, 2013
Incorporates and Cancels:	DoD Directive 6010.7, "Admission Policies for the Uniformed Services University of the Health Sciences (USUHS)," November 12, 1997 DoD Instruction 6010.20, "Admission Procedures for the Uniformed Services University of the Health Sciences (USUHS)," June 17, 1997 DoD Instruction 5105.33, "Armed Forces Radiobiology Research Institute (AFRRI)," March 29, 2006
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Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02 and pursuant to Chapter 104 of Title 10, United States Code (U.S.C.), this issuance establishes policy, assigns responsibilities, and prescribes procedures of the Uniformed Services University of the Health Sciences (USU).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. The Commissioned Corps of the U.S. Public Health Service, under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce.

1.2. POLICY.

The USU:

a. Pursuant to Chapter 104, Title 10 U.S.C., conducts its mission as described in Paragraph 4.1. of this issuance.

b. When making admissions decisions, adheres to the principle of equal educational opportunity for all. Pursuant to DoDD 1020.02E:

(1) Individual consideration will be given to all applicants to USU programs.

(2) Acceptance decisions will be made without unlawful discrimination based on race, sex, sexual preference, color, creed, religion, national origin, marital status, or State of residence.

(3) USU will establish focused, significant, and sustained programs to recruit and retain suitably diverse students.

1.3. INFORMATION COLLECTIONS.

Applications to the USU, referred to in Paragraph 3.2, have been assigned report control symbol DD-HA-2659 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 and Office of Management and Budget control number 0720-AAFB in accordance with the procedures in Volume 2 of DoD Manual 8910.01. The expiration date of this information collection is listed in the DoD Information Collections System at <https://www.esd.whs.mil/Directives/collections/>.

1.4. SUMMARY OF CHANGE 1.

This change:

- a. Prescribes the role of the USU, through the Center for Global Health Engagement, in providing Global Health Engagement-related support to other DoD Components in accordance with DoD Instruction (DoDI) 2000.30.
- b. Clarifies the financial management responsibilities of the President, USU.
- c. Updates references for currency and accuracy.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).

In addition to the responsibilities in Paragraph 2.5., the USD(P&R) has overall responsibility for operation and oversight of the USU and establishes salary schedules and other related benefits for faculty and staff.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)).

Under the authority, direction, and control of the USD(P&R), the ASD(HA):

a. Exercises authority, direction, and control over the President, USU; develops policies and procedures for the operation and oversight of the USU; and implements such policies and procedures pursuant to DoDD 5136.01.

b. Exercises the authorities over the USU vested in the Secretary of Defense by Title 10, U.S.C., except:

(1) The authority to appoint the President, USU, which resides with the Secretary of Defense.

(2) The authority to establish salary schedules and other related benefits for faculty and staff described in Paragraph 2.1.

(3) The authorities reserved to the Secretary of Defense, the USD(P&R), and the Director of Administration and Management of the Department of Defense pursuant to DoDI 5105.04.

c. Reviews and approves the USU annual budget submission and ensures its consideration and integration in the Unified Medical Budget for the Defense Health Program (DHP) appropriation. Reviews and approves the USU manpower document.

d. Supports the Board of Regents, USU, in its capacity to provide independent advice to the Secretary of Defense through the USD(P&R); the ASD(HA); and the President, USU on matters concerning the operation of the USU, particularly academic affairs and management.

e. Develops USU performance goals to assist in strategic planning and characterizes accomplishment of the USU mission.

f. Defines performance metrics to measure achievement of USU goals.

g. Consults regularly with the Surgeons General of the uniformed services; the Director, Defense Health Agency; and the Joint Staff Surgeon concerning USU goals and objectives and progress in meeting them.

h. Through the President, USU, and in coordination with the Director, Defense Threat Reduction Agency, ensures the Director, Armed Forces Radiobiology Research Institute (AFRRI) maintains three deployable medical radiobiology advisory teams pursuant to DoDD 3150.08 and DoDI 3150.10, and in accordance with DoDI 5105.18.

i. In coordination with the Secretaries of the Military Departments and the Secretary of Health and Human Services, assesses statutory and budgetary limits on USU student admissions.

2.3. PRESIDENT, USU.

Under the authority, direction, and control of the ASD(HA), the President, USU:

a. Offers educational programs leading to degrees in the health professions that meet the standards of applicable and recognized accrediting, licensing, and certifying agencies, and confers such degrees after considering the recommendations of faculty.

b. Ensures that curriculum and training opportunities, to the maximum extent possible, are aligned to critical wartime specialties, and that students are encouraged to pursue operationally relevant assignments.

c. Develops and administers policies and procedures on:

(1) The academic affairs of:

(a) The F. Edward Hébert School of Medicine (SOM).

(b) The Daniel K. Inouye Graduate School of Nursing (GSN).

(c) The Postgraduate Dental College (PDC).

(d) The College of Allied Health Sciences (CAHS).

(2) Activities of the AFRRI and other USU organizational elements and associated programs, sponsored or accredited by the USU to accomplish the USU mission.

d. Develops funding requirements for USU that will be resourced in the program objective memorandum of the DHP for incorporation into the budget estimate submission and President's budget submissions.

(1) Collaborates with the Defense Health Agency Deputy Assistant Director for Financial Operations to ensure USU DHP financial reporting complies with all applicable requirements of law and regulation.

(2) Ensures USU internal controls are robust and working effectively to mitigate fraud, waste, and abuse of DHP and other resources.

(3) Promptly responds to requests for financial transaction information requested by the Office of Inspector General of the Department of Defense, or any other entity appointed by the ASD(HA) to investigate, audit, or otherwise review USU financial information.

(4) Collaborates as requested by Defense Health Agency Deputy Assistant Director for Financial Operations and the ASD(HA) in DHP Planning, Programming, Budgeting and Execution efforts.

e. Ensures accreditation requirements are met for USU to operate as an academic institution with appropriate autonomy.

f. Appoints a representative to any coordination, oversight, or assessment board or committee established pursuant to DoDI 5105.18 and as directed by the ASD(HA).

g. Selects an officer to serve as professor of military, naval, or air science pursuant to Section 2113 (c)(3) of Title 10, U.S.C.

h. Selects, after consultation with the Surgeons General of the respective uniformed services, one or more military officer(s) to serve as professors, instructors, or administrative staff pursuant to Section 2113(c)(1) of Title 10, U.S.C. Unless released earlier by the President, USU, the selected military officer(s) will serve in the positions no less than 4 years.

i. Consults regularly with the Surgeons General of the uniformed services; the Director, Defense Health Agency; and the Joint Staff Surgeon concerning USU goals and objectives and progress in meeting them.

j. Through the Director, AFRRI, conducts activities to better understand the biological effects of ionizing radiation, support the operational force, and engages in collaborative research and development (R&D) of medical capabilities for exposure to ionizing radiation. These activities will:

(1) Reflect requirements identified by the DoD Components in support of current and future military operations.

(2) Evaluate the individual and collective performance of deployed Service members in radiological and nuclear environments.

(3) Consider present and projected risks to the United States and the Military Services, including risks to operations, weapons, and defense systems.

(4) Include advanced education and training in the field of radiobiology, including the biological effects from nuclear and radiological weapons, to meet the internal requirements of USU, the Military Departments, other DoD Components and, as necessary, other organizations.

(5) Include analysis, study, and consultation on the impact of the biological effects of ionizing radiation on the organizational efficiency of the Military Departments and their members.

(6) Include cooperative research with the Military Departments on aspects of operational and medical support, considerations related to nuclear weapons effects, and the radiobiological hazards of space operations.

(7) Include cooperative research and other enterprises with other federal agencies involved in homeland security and emergency medical preparedness, consistent with the mission of the AFRRI and applicable authorities.

k. Develops an annual plan for AFRRI R&D activities.

l. Develops and implements overall procedures for operation and oversight of USU admissions, to include:

(1) Coordinating with the Surgeons General of the uniformed services to determine the overall number of students to be admitted into USU educational programs each year and, as appropriate, the relative number of spaces in USU educational programs to be allocated to the individual uniformed services.

(2) Coordinating with academic deans of the SOM, GSN, PDC, and CAHS in developing, prescribing, monitoring, reviewing, and evaluating comprehensive admission requirements, application procedures, and acceptance procedures for all USU programs, revising them as necessary to ensure effectiveness and efficiency, and implementing national standard best academic practices to the extent these practices are consistent with this instruction and its references.

(3) Coordinating with the Secretaries of the Military Departments and the Department of Health and Human Services, or their designees, to ensure the proper implementation of the admissions process and compliance with officer commissioning requirements.

(4) Coordinating the appointment of a USU commissioning coordinator, who will forward requests for waiver of medical standards to a medical officer identified and appointed by each uniformed service to approve USU waiver requests for waivers of Service accession medical standards to the Service designated waiver authority to adjudicate USU waiver requests. Final decisions on waiver requests are made by the uniformed service appointed medical officer. Unless otherwise determined by their respective uniformed service, this medical officer will be assigned to the USU. Unless otherwise determined by the accession waiver authority of the respective uniformed service, the medical student applicant will be assigned to the USU. Students are held to retention standards upon matriculation and throughout their enrollment at the USU.

(5) Issuing, at least every other year, with addendums as necessary, the USU Bulletin describing USU educational programs and their admissions requirements, application procedures, and acceptance procedures, as well as summarizing federal-duty obligations as specified in separate, individual contracts with the Military Departments, the U.S. Public Health Service, and other federal agencies.

m. Exercises authority to grant exceptions, consistent with accreditation requirements, to all matters related to USU admissions procedures that are not specifically reserved for the respective

uniformed services. This authority does not create any appellate right for applicants to any USU degree-granting programs.

n. Exercises the authorities delegated in ASD(HA) memorandums.

o. Makes use of established facilities and services in the DoD and other government agencies, when possible, to avoid duplication and achieve maximum efficiency and economy, and is responsible for the day-to-day operation of the USU.

p. Ensures that all transactions with the Henry M. Jackson Foundation for the Advancement of Military Medicine (or any other non-profit entity) under Section 2113(g) of Title 10, U.S.C., comply with all applicable requirements of law, DoD issuances, and delegations of authority from the ASD(HA).

2.4. DIRECTOR, DEFENSE LEGAL SERVICES AGENCY.

Under the authority, direction, and control of the General Counsel of the Department of Defense, and in addition to the responsibilities in Paragraph 2.5., the Director, Defense Legal Services Agency, provides legal advice and services for the USU in accordance with DoDD 5145.04.

2.5. OSD AND DOD COMPONENT HEADS.

The OSD and DoD Component heads will coordinate with the ASD(HA) on all matters relating to the USU mission.

2.6. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

a. In alignment with Service staffing levels, provide authorized military manpower to the USU in accordance with approved individual Service manning documents that identify USU billets and which describe the requirements of the Service member selected to fill the position in terms of Service, Corps, grade, and specialty.

b. Ensure periods of active duty served by medical students of USU are accurately determined for purposes of computation of retirement pay pursuant to Sections 2114(b)(1) and (c) and 2126 of Title 10, U.S.C.

SECTION 3: PROCEDURES

3.1. DIRECTOR, AFRRI, NOMINATION AND APPOINTMENT.

The Director, AFRRI, is selected and appointed as follows:

- a. Candidates are individuals that are military officers (in grade O-6 or above) and hold an earned academic doctoral degree in one of the life sciences.
- b. The President, USU, will request nominations from the Surgeons General of the Military Departments who will nominate one candidate from their respective Departments with the proper professional qualifications and demonstrated leadership ability.
- c. The President, USU, will appoint an individual from the Surgeons General-nominated list of Military Department candidates to the position of the Director, AFRRI.

3.2. ADMISSIONS PROCEDURES.

Individuals seeking admission as medical students, graduate students, or students in other USU degree-granting programs are advised to apply following instructions periodically published by the respective schools in the USU Bulletin, available online at <https://www.usuhs.edu/admissions>.

SECTION 4: MISSION AND ORGANIZATION

4.1. MISSION.

The USU mission is to:

a. Educate, train, and comprehensively prepare uniformed services health professionals, officers, scientists, and leaders to directly support the Military and Public Health Systems, the National Security and National Defense Strategies of the United States, and the readiness of the uniformed services.

b. Provide high quality educational programs in health sciences and grant applicable degrees pursuant to Sections 2113(e) and 2113(f) of Title 10, U.S.C.

c. Ensure consistent development of sound qualities (including professionalism, ethics, leadership, and commitment) in USU students to prepare them for exemplary careers as operationally oriented health professionals and leaders, thus providing continuity in the health care for the DoD, uniformed services, and others.

d. Conduct health readiness training and continuing health education for members of the uniformed services and others in the health professions.

e. Conduct health sciences research consistent with the academic mission of the USU.

f. Conduct R&D activities related to the biological effects of ionizing radiation and other specified functions through the AFRRRI.

g. Provide Global Health Engagement–related support to the ASD(HA), OSD, Joint Staff, Combatant Commands, Services, and other DoD Components, in accordance with DoDI 2000.30, through the Center for Global Health Engagement, by:

(1) Conducting professional development, research, knowledge management, assessment, monitoring, evaluation, and operational support.

(2) Helping to ensure DoD activities are effective in improving health readiness; fostering partner nation interoperability; and contributing to the achievement of Combatant Command, DoD, and U.S. national security strategic objectives.

(3) Supporting DoD’s Global Health Security Agenda–related efforts, helping to ensure DoD fulfills its responsibilities under the U.S. Global Health Security Strategy.

(4) Supporting DoD efforts to promote military-civilian collaboration and advance regional health security.

(5) Supporting ASD(HA) participation in the Global Health Security Agenda Interagency Review Council.

h. Conduct additional activities as directed by the ASD(HA) or higher authorities to further the DoD health mission.

4.2. ORGANIZATION.

USU is an organizational entity of the DoD. The USU consists of:

a. A President, who is the chief executive officer of the USU, appointed by the Secretary of Defense pursuant to Section 2113 (b) of Title 10, U.S.C.

b. A Board of Regents:

(1) Established by Section 2113a of Title 10, U.S.C., and operated pursuant to DoDI 5105.04.

(2) Consisting of appointed members pursuant to Section 2113a (b) of Title 10, U.S.C.

(3) Vested with the authority to advise, under procedures authorized by DoDI 5105.04, the Secretary of Defense; the USD(P&R); the ASD(HA); and the President, USU on matters concerning the operation of the USU, particularly academic affairs and management.

c. Four schools and one institute:

(1) The SOM. The SOM admits students (medical officer candidates) to the doctor of medicine program and military and civilian graduate students to non-doctor of medicine degree-granting graduate programs.

(2) The GSN. The GSN admits registered nurses into one of several advanced nursing practice tracks and to a research doctoral program in nursing science.

(3) The PDC. The PDC selects and admits students to the master of science in oral biology program from the cohort of officers previously selected for residency training in USU-affiliated graduate dental education programs by their respective uniformed service.

(4) The CAHS. The CAHS admits students to undergraduate and graduate programs of study in the field of allied health sciences with a goal of enhancing their performance on military health multidisciplinary teams.

(5) The AFRRI. The AFRRI conducts R&D activities and provides education, training, and advisory assistance to the DoD related to the health effects of radiation exposure, especially as related to the support of military operations.

d. Other schools, institutes, or subordinate organizational elements and associated programs as directed by the ASD(HA) and established by the President, USU, within assigned resources.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AFRRI ASD(HA)	Armed Forces Radiobiology Research Institute Assistant Secretary of Defense for Health Affairs
CAHS	College of Allied Health Sciences
DHP DoDD DoDI	Defense Health Program DoD directive DoD instruction
GSN	Daniel K. Inouye Graduate School of Nursing
PDC	Postgraduate Dental College
R&D	research and development
SOM	F. Edward Hébert School of Medicine
U.S.C. USD(P&R) USU	United States Code Under Secretary of Defense for Personnel and Readiness Uniformed Services University of the Health Sciences

REFERENCES

- DoD Directive 1020.02E, “Diversity Management and Equal Opportunity in the DoD,” June 8, 2015, as amended
- DoD Directive 3150.08, “DoD Response to U.S. Nuclear Weapon and Radiological Material Incidents,” November 27, 2020
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- DoD Directive 5145.04, “Defense Legal Services Agency (DLSA),” April 16, 2012, as amended
- DoD Instruction 2000.30, “Global Health Engagement (GHE) Activities,” July 12, 2017
- DoD Instruction 3150.10, “DoD Response to U.S. Nuclear Weapon Incidents,” July 2, 2010, as amended
- DoD Instruction 5105.04, “Department of Defense Federal Advisory Committee Management Program,” August 6, 2007
- DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014, as amended
- United States Code, Title 10