DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1500.18C
NMSC/NAVMED MPT&E
27 Aug 2010

BUMED INSTRUCTION 1500.18C

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

Subj: POLICIES AND PROCEDURES FOR FUNDING PROFESSIONAL CREDENTIALS AND CERTIFICATION EXAMINATIONS

Ref: (a) Title 10, United States Code, section 2015

Encl: (1) Sample Funding Request

1. Purpose. To issue policies and funding procedures relating to professional credentials and participation in certification, recertification, or specialty board examinations. This instruction is a significant revision and should be reviewed in its entirety.

2. Scope. This instruction applies to all Navy Medical Department Officers (reserve and active duty).

3. Cancellation. BUMEDINST 1500.18B.

4. Policy

a. Per reference (a), contingent upon availability of funds, Navy Medicine activities may pay expenses for members to obtain professional credentials, including expenses for professional accreditation, professional certification/recertification, and examinations to obtain such credentials. Navy Medicine activities may not fund examinations that are a prerequisite for an individual's initial appointment in the armed forces. If applicable, individuals are personally responsible for obtaining and maintaining a current unrestricted state professional license.

b. Contingent upon the availability of funds, Navy Medicine Manpower, Personnel, Training and Education (NAVMED MPT&E) Command will consider requests for funding eligible Medical Department personnel for participation in examinations that meet the conditions of this instruction and are considered essential to the mission of Navy Medicine.

(1) The Armed Forces Health Professions Scholarship Program (AFHPSP) reimburses parts of the national licensing examinations required for participant graduation. Examinations required for State and Federal licensing taken after completion of the AFHPSP are not reimbursable.

(2) NAVMED MPT&E Command may fund requests from Navy Medical Department officers for certification examinations, maintenance of certification examinations, or

recertification examinations within the individual's specialty or subspecialty that lead to a subspecialty code suffix denoting board certification/board equivalency certification or assignment of an Additional Qualification Designator (AQD).

(a) NAVMED MPT&E Command will only consider funding requests from Navy Medical Corps officers for Medical Specialty Board Examinations approved by the American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA). Dual certification (both ABMS and AOA) funding requests in the same specialty will not be approved.

(b) NAVMED MPT&E Command will not fund requests from Navy Medical Corps officers for practice or experience based (i.e., "grandfathered") certification.

c. NAVMED MPT&E Command funding priorities:

(1) Funding priorities:

(a) Active Component Navy Medical Department personnel.

(b) Reserve Component Navy Medical Department personnel activated to duty for periods of 1 year or more.

(2) Funding will not be approved for individuals who:

(a) Are in receipt of release from active duty (RAD) orders.

(b) Have submitted a pending request for retirement, resignation or RAD.

(c) Request reimbursement after the examination date.

(d) Request funding after a failed attempt of the same, or similar, certification/ recertification examination.

5. Procedure

a. Navy Medical Department personnel who wish to apply for certification/recertification in a program or specialty must communicate directly with the examining or certifying agency to determine eligibility. Candidates requesting funding from NAVMED MPT&E Command must send a request for sponsorship to the Commanding Officer, NAVMED MPT&E Command, via their chain of command at least 6 weeks prior to the examination date. If the specific examination date is not available 6 weeks prior to the examination, the candidate must advise NAVMED MPT&E Command of the date as soon as it becomes available. Enclosure (1) is a sample funding request. Failure to provide all information required in enclosure (1) may result in delay or disapproval of the request. Officers should direct funding requests to the appropriate code at NAVMED MPT&E Command: Medical Corps (Code 1WGPMC), Dental Corps (Code 1WGPDC), Medical Service Corps (Code 1WGPMSC) or Nurse Corps (Code 1WGPNC). If

funding is approved, NAVMED MPT&E Command will authorize the candidate to pay examination fees and fees incidental to the examination from personal funds pending reimbursement. The requesting individual is responsible for making travel and lodging arrangements with the Commercial Travel Office. NAVMED MPT&E Command approval for participants will include a funding citation and instructions for obtaining reimbursement. Reimbursement will not be made until after the individual completes the board examination.

b. Active Component officers must agree not to tender their resignation or request a retirement date which is earlier than 1 year following the date of the examination. Recalled Reserve Component officers must agree in writing to remain on active duty for at least 1 year following the date of the examination. An obligation related to board funding is concurrent with any other service obligation.

6. Location of Examination

a. When examinations are offered at more than one location, either simultaneously or at intervals during the year, candidates must request the nearest site. In those instances in which an inordinate delay would result from this policy, individual determinations will be made by NAVMED MPT&E Command.

b. Eligible candidates must have command endorsement stating absence from their duty station for the time required to take the examination will not cause significant interruption of service and care. A sample command endorsement is included in enclosure (1).

7. Travel Authorization

a. If approved, NAVMED MPT&E Command will provide the individual with a funding citation for the individual's local command to issue appropriate temporary additional duty (TAD) orders. If not utilizing the Defense Travel System (DTS), the activity receiving the funding citation must provide NAVMED MPT&E (Code O8F) a copy of the individual's travel claim and travel voucher summary, or DTS equivalent, within 10 days of travel completion.

b. Within 5 business days after completion of TAD, the member must submit a travel claim to their respective Personnel Support Detachment, local TAD office or through DTS for liquidation.

8. Examination Results. Successful board certification candidates must forward a copy of the examining agency's official results and certification documentation to the appropriate Corps Planner at NAVMED MPT&E (Code 1WPP).

A. M. Robinson, Jr.

A. M. ROBINSON, JR.

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http://www.med.navy.mil/directives/Pages/default.aspx

SAMPLE FUNDING REQUEST

Date of Request

From: Name of Applicant, Corps, USN, Command Address
To: Commanding Officer, Navy Medicine, Manpower, Personnel, Training and Education Command (list appropriate code), 8901 Wisconsin Ave, Bethesda, MD 20889
Via: Commanding Officer, (Appropriate Chain of Command)

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

Ref: (a) BUMEDINST 1500.18C
(b) DoD Financial Management Regulations

1. Per reference (a), I request funding to participate in the (name of certification exam) as described below:

a. Location of nearest testing site.

b. Inclusive dates of examination.

c. Sponsor or agency offering the examination.

d. Examination fee.

e. Mode of transportation desired.

f. Government quarters are/are not available.

g. Government messing is/is not available.

2. Contact information

a. Commercial Telephone:

b. DSN Telephone:

c. E-mail:

d. Temporary Additional Duty (TAD) Point of Contact (POC):

e. TAD POC Telephone:

f. TAD POC E-mail:

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

3. I am not in receipt of release from active duty (RAD) orders. I agree to remain on active duty for at least 1 year following the date of the certification examination.

4. If this request is not approved, I understand any advance payment of fees or related expenses from personal funds will be my responsibility.

5. I shall comply with reference (b) by submitting a travel claim to my local Personnel Support Detachment within 5 business days of return from travel. If not utilizing Defense Travel System, I will personally forward a fully liquidated copy of the travel claim to the Manpower, Personnel, Training and Education (NAVMED MPT&E) Command Fiscal Department after my travel liquidation is completed.

6. I will forward a copy of the official results to my Corps Planner at NAVMED MPT&E Command within 5 business days of receipt.

SIGNATURE

SAMPLE ENDORSEMENT
(ON COMMAND LETTERHEAD)

SSIC
Serial Code/
Date

FIRST ENDORSEMENT on (Name of Applicant) ltr of (Date)

From: Commanding Officer, (Command name)
To: Commanding Officer, Navy Medicine, Manpower, Personnel, Training and Education Command (list appropriate code), 8901 Wisconsin Avenue, Bethesda, MD 20889-5612

Subj: REQUEST FOR FUNDING OF CERTIFICATION EXAMINATION

1. Forwarded, recommending approval.

2. The member's absence from the duty station for the time required to take the examination will not cause significant interruption of services and care.

SIGNATURE