



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

Canc: May 2017  
IN REPLY REFER TO  
BUMEDNOTE 12410  
BUMED-M00C3  
12 May 2016

BUMED NOTICE 12410

From: Chief, Bureau of Medicine and Surgery

Subj: BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN REGISTERED NURSES – FISCAL YEAR 2017

Ref: (a) DoD Instruction 1400.25 Volume 541 of 1 December 1996  
(b) BUMEDINST 1520.27H  
(c) MANMED, Chapter 8, article 8-21

Encl: (1) Bachelor Degree Completion Program for Federal Civilian Registered Nurses  
Application Requirements  
(2) Sample Application Letter  
(3) Privacy Act Statement  
(4) Bachelor Degree Completion Program for Federal Civilian Registered Nurses  
Continued Service Agreement

1. Purpose. To establish policy and guidance for the Bachelor Degree Completion Program (BDCP) for Federal Civilian Registered Nurses (FCRN) Program in order to enhance Navy Medicine's capabilities consistent with references (a) through (c), to provide application procedures, and to set the application deadline of 15 June 2016.

2. Background. The BDCP-FCRN Program has been implemented by Navy Medicine to address the challenges associated with recruitment and retention of FCRN and advance clinical expertise within our Federal civilian nurses' workforce, especially within our medical treatment facilities (MTF).

3. Scope. This notice applies to FCRNs employed at Navy Medicine commands for a minimum of 3 years of full-time employment as established within the Department of the Navy and Department of Defense (DoD) guidelines, per reference (a). This Bureau of Medicine and Surgery (BUMED) notice does not apply to contract personnel. It only applies to DoD civilian registered nurses at Navy Medicine MTFs. Federal civilian nurses who participate in the BDCP-FCRN Program receive full pay and allowances of their permanent position. BUMED through the Navy Medicine Professional Development Center (NMPDC) pays tuition and associated educational fees, per reference (b). Participating nurses are not compensated for the time that they are in school. FCRNs accepted for the BDCP-FCRN Program are required to work within the Baylor Plan 24/40 Compressed Work Schedule as mandated for this program.

4. Definition. The Baylor Plan 24/40 Compressed Work Schedule is a work schedule for FCRNs completing the BDCP-FCRN Program. The Baylor Plan consists of two regularly-scheduled 12-hour work shifts existing entirely within a time period beginning at midnight Friday and ending at midnight the following Sunday. Although other flexible work schedules exist under the term “Baylor,” those work schedules are not an option for participants in Navy Medicine’s BDCP-FCRN Program. DoD guidance regarding flexible work schedules is outlined in reference (a).

5. Eligibility

a. Candidates must have served at least 3 years in the Federal civilian service at a Navy Medicine command prior to applying for the BDCP-FCRN Program.

b. Candidates must have approval of their immediate supervisor and the command’s Director of Nursing Service/Senior Nurse Executive (DNS/SNE) who will ensure the implementation and compliance of the 24/40 compressed work schedule within the mandates of the Baylor Plan for this program while a full-time student. An endorsement from the MTF commanding officer or officer in charge is required.

c. Candidates must be career or career conditional employees and be eligible for admission to a Bachelor of Science in Nursing (BSN) Program. Participation and educational funding is limited to the academic requirements of a BSN degree.

d. Candidates must have a letter of acceptance from a nationally accredited school of nursing.

e. Candidates who have existing service obligation from a previously sponsored Navy program (e.g., full-time basis tuition assistance or the Perioperative Nurse Training Program for FCRNs) will serve the obligated time from all programs consecutively.

6. Selection

a. NMPDC will release an announcement on [www.MILSUITE.com](http://www.MILSUITE.com) and through the DNS/SNE each year. It will denote the number of BDCP candidates to be selected for the BDCP-FCRN Program each fiscal year at: <https://www.milsuite.mil/book/groups/navy-nurse-corps>

b. The office of the Navy Nurse Corps will determine the number of BDCP selections each year based on the current and projected Nurse Corps inventory, end-strength needs, training billet availability, and accession projections.

c. Curriculum shall allow for satisfaction of degree requirements. Applicants who meet the above eligibility criteria will submit applications to NMPDC for review and presentation to the selection panel.

d. Review of candidate application packages and selections will be made by a professional panel comprised of:

(1) A senior FCRN (at a minimum grade of GS-12 or equivalent pay grade within the Federal civilian service system),

(2) Head, Nurse Corps Programs, NMPDC,

(3) A SNE, and,

(4) A representative from the Office of the Navy Nurse Corps.

e. Selection will be based on the quality of the application, command endorsements, demonstrated academic capability, professional performance, and potential for continued career success performing duties consistent with the educational program being pursued.

f. Nurses selected for the BDCP-FCRN Program will be notified by the command's DNS/SNE. Selection results will be posted on NKO on the Nurse Corps home page.

#### 7. Curricula Guidelines

a. Nurses may pursue approved curricula leading to BSN degree from private and public colleges or university schools of nursing.

b. Curriculum length is considered in the selection process. The maximum time a nurse will be authorized to complete a BSN through the BDCP-FCRN Program is 24 months.

c. Select a curriculum that will allow satisfaction of degree requirements at minimal study lengths. Whenever possible, take proficiency exams and complete more than the minimum credits for full-time student status.

#### 8. Factors Considered for Approved Schools. Factors considered in determining the acceptability of a civilian institution include:

a. Must be accredited by a nationally recognized nursing accreditation agency.

b. Quality of the learning institution.

c. Availability of degree required courses throughout the calendar year.

d. Proximity to current place of employment. Attendance for BDCP-FCRN Program students to institutions offering distance learning and/or on-line programs will be considered on a case by case basis. If accepted to attend such a program, the accepting institution is responsible

for the coordination of clinical rotations. Additionally, costs for residency/on-site visits are incurred by and the responsibility of the student. Questions regarding other costs/fees of program completion may be directed to Head, Nurse Corps Programs, NMPDC.

9. Declination. Candidates selected for the BDCP-FCRN Program that desire to decline can do so in writing to NMPDC (Code 1WPGNC), 8955 Wood Road, Bethesda, MD 20889-5628. This must be done within 30 days of receiving official notification to allow for the timely notification of a selected alternate. Additionally, it is the responsibility of the selectee to notify their immediate supervisor and DNS/SNE of their intent to decline.

10. Academic Continuation. Nurses who fail to maintain academic standards (GPA 2.7 or educational institution's requirement if higher) will be considered for continuation based on the recommendation of the Commanding Officer, NMPDC and the Director of the Navy Nurse Corps.

11. Removal from the BDCP. NMPDC and the Director of the Navy Nurse Corps reserve the right to remove a student from the program if the student fails to meet the work and academic requirements of the program, experiences medical incapacitation, or misconduct of any type.

12. Funding. NMPDC is responsible for funding all tuition and associated fees for those participating in the BDCP-FCRN Program. The participant's employer will pay all salary and benefits costs. Funds management responsibility related to the academic program will be performed by NMPDC.

13. Action

a. Director, Navy Nurse Corps:

(1) Analyzes educational needs for the Nurse Corps and the Federal civilian registered nursing community.

(2) Establishes annual quota for training opportunities.

(3) Publishes opportunities available under the BDCP-FCRN Program.

b. NMPDC Command:

(1) Develops and maintains statistical methodologies for forecasting BDCP-FCRN Program quotas.

(2) Forecasts annual costs for program operations and coordinates funding needs with Deputy Director, Financial Management (BUMED-M8) and the Navy Medicine Education and Training Command. Manages funds and ensures training cost commitments are met.

(3) Conducts program administration and resource management.

(4) Manages formal communication with applicants, selectees, their command, and universities.

(5) Monitors student educational progress and maintains academic records on all students assigned to BDCP-FCRN Program.

c. Commanding Officer or Designee:

(1) Mentor FCRNs regarding higher professional knowledge.

(2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training. Forwarding letter should be sent to NMPDC via the appropriate Navy Medicine Region.

(3) Ensure the successful completion of continuing service obligations for program graduates assigned to their commands.

d. Individual FCRN Interested in the BDCP-FCRN Program:

(1) Seek education and career counseling from their respective SNE and Head, Nurse Corps Programs, NMPDC (Code 1WGPNC).

(2) Consult the annual published list/Web page for the latest information on BDCP-FCRN Program opportunities and program guidelines.

(3) Submit application to NMPDC (Code 1WPGNC) via appropriate chain of command following the guidance in enclosures (1) through (4). Applications must reach NMPDC (Code 1WPGNC) no later than 15 June 2016. All required application elements must be provided by this date. Incomplete applications will be ineligible.

(4) Apply to at least two schools of nursing. Seek programs that will grant in-state tuition. Candidates must have letters of acceptance or other documentation from universities noting that the applicant's academic credentials meet admission criteria.

e. Individual FCRN selected for the BDCP-FCRN Program must:

(1) Complete the BSN program for which chosen in the minimum amount of time possible. Taking more than the minimum hours required for full-time student status is encouraged.

(2) Must maintain a 2.7 GPA or educational institution's requirements if higher.

(3) Must be enrolled in school full-time, year round, in classes that are creditable to their degree.

(4) Must send grade reports to NMPDC (Code 1WPGNC), 8955 Wood Road, Bethesda, MD, 20889-5628 as soon as available following each semester.

(5) Must send a cost quote for the initial and subsequent semesters to NMPDC (Code 1WPGNC) 70 days in advance of each new semester.

(6) Must keep NMPDC (Code 1WPGNC) informed of current address, telephone number, and e-mail address as changes occur.

(7) Must have all changes to their curriculum plan approved by Head, Nurse Corps Programs at NMPDC (Code 1WPGNC) prior to initiating the change.

(8) Must inform NMPDC (Code 1WPGNC) of any circumstances that might adversely affect school progress.

(9) Must not moonlight while a student per reference (c).

(10) Must accept BDCP-FCRN in writing and sign a continuing service agreement for a period of 2 years from the date the BSN degree is received. See enclosure (4) for the terms of the continued service agreement.

(11) Must agree to work the Baylor Plan 24/40 compressed weekend work schedule for the duration of the BDCP-FCRN. Application package must contain endorsement from the employing MTF.

(12) Reporting Education Achievement. Graduate must forward a final transcript of grades stating the degree conferred to NMPDC (Code 1WPGNC), 8955 Wood Road, Bethesda, MD, 20889-5628.

(13) Application Requirements. Enclosures (1) through (4) contain guidance on information required for applying for the BDCP-FCRN.

14. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (d).

  
C. FORREST FAISON III

Distribution is electronic only via the Navy Medicine Web site at:  
<https://www.med.navy.mil/directives/Pages/default.aspx>

BUMEDNOTE 12410  
12 May 2016

BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN  
REGISTERED NURSES APPLICATION REQUIREMENTS

1. Use format contained in enclosure (2) of this notice. Note the letter must clearly list preferred order of priority for all programs into which the applicant has been officially accepted.
2. Provide official transcripts from all schools of nursing, colleges, and universities attended after high school.
3. Include summary of all professional development successfully completed during the past 5 years. Begin with names of diploma school, colleges, and universities attended and the dates credited toward a degree or diploma. (For those applicants who completed their Associate of Science in Nursing or other certifications more than 5 years ago, it is strongly recommended that they take courses through civilian institutions or self-study programs to strengthen their academic background at the bachelor level. This is most pertinent for those who do not have a noteworthy undergraduate record.)
4. Letters of acceptance or other documentation from educational institutions noting that the candidate's academic credentials meet admission criteria.
5. Proposed curriculum plan (schedule listed by semester/quarter showing the course title and credit hours for each course). Individuals must meet the school's full-time student requirements. University academic advisors may give assistance. Curriculum plans must be typed and not be reproductions from Web sites or college course catalogs.
6. No more than three letters of recommendation which address current and potential level of performance. Letters of recommendation should include those from active duty Nurse Corps officers or Federal civilian registered nurse supervisors within the chain of command who can speak directly to clinical performance as it relates to the particular course of study.
7. Statement of rationale not to exceed 250 words. This statement must explain why this training is desired and how it will benefit the medical treatment facility, Navy Medicine, and the Navy's mission.

Enclosure (1)

BUMEDNOTE 12410  
12 May 2016

SAMPLE APPLICATION LETTER

Date

From: Jane L. Doe, RN, GS-9  
To: Commanding Officer, NMPDC (Code 1WPGNC)  
Via: (Appropriate chain of command)

Subj: APPLICATION FOR THE BACHELOR DEGREE COMPLETION PROGRAM FOR  
FEDERAL CIVILIAN REGISTERED NURSE

Ref: (a) BUMEDNOTE 12410 of 12 May 2016

Encl: (1) Official Transcripts (a complete set of official or otherwise legible transcripts is needed from all diploma programs, colleges/universities attended after high school)  
(2) Summary of Professional Development  
(3) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)  
(4) Proposed Curriculum Plan  
(5) Letters of Recommendation (maximum number is three)  
(6) Statement of Rationale for Program Participation  
(7) Required Continued Service Agreement

1. Per reference (a), I request training via the Bachelor Degree Completion Program (BDCP) for Federal Civilian Registered Nurse (FCRN) Program leading to Bachelor of Science degree in nursing at (educational institution name). I have been formally accepted at (name) to begin this program (day, month, and year). I expect to complete the program (month and year). My alternate education institution for this degree is (educational institution name). I have been formally accepted at (university name) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

2. Per reference (a), I provide the following personal information in support of my application:

a. My current position, pay plan, position title, occupational code/series, and grade is covered under the general schedule. My duty telephone number is (DSN or commercial). My e-mail address is (e-mail address) and my fax number is (fax number).

b. I have completed (XX) years of Federal service of which (XX) years have been in the employment of the U.S. Navy. I presently work at (name of MTF) where I have been employed since (date).

Enclosure (2)

Subj: APPLICATION FOR THE BACHELOR DEGREE COMPLETION PROGRAM FOR  
FEDERAL CIVILIAN REGISTERED NURSE

c. I do/do not have obligated or continuing service for previously funded education programs. (if you are still under an obligated or continuing service, state clearly when that period of obligation or continuing service ends (month and year)). This obligation results from (use of tuition assistance, for student loan repayment, etc.).

d. I understand that participation in this program requires that I work the Baylor Plan 24/40 compressed weekend work schedule at my MTF. The Baylor Plan consists of two regularly-scheduled, 12-hour tours of duty entirely within the period beginning at midnight Friday and ending at midnight the following Sunday. I understand that the period of time outside of my 24/40 compressed work schedule during which I will be pursuing my course of study, is not subject to reimbursement and is considered self-development outside of work hours.

e. I understand that upon completion of the BDCP-FCRN Program that I am obligated to remain with Navy Medicine for a period of 2 years.

f. I hold the following professional certifications: (list certification). My current nursing specialty area of practice is (name specialty).

g. My professional nursing experience include: (Provide a chronological list beginning with current assignment). List all health care related civilian and Federal employments. Do not provide as a separate enclosure.

3. Enclosures (1) through (7) provide the additional information required in the application for BDCP-FCRN Program. (Although each of the enclosures need not be addressed specifically in this cover letter, separate subparagraphs should be considered where information requires clarification, e.g., documenting your education may be listed under other names, proposed curriculum may have various options (address the one you intend to pursue), etc. All transcripts must be legible.

4. Enclosure (4) contains a signed continued service agreement that I accept as a condition for participation within the BDCP-FCRN Program. I also agree not to request release from my current government service employment or request retirement while participating in the BDCP-FCRN Program or during the incurred period of obligated service.

5. I understand that Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

A. A. MEMBER

PRIVACY ACT STATEMENT

The authority to request information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to aid officials and employees of the Department of the Navy in deciding my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for Bachelor Degree Completion Program for Federal Civilian Registered Nurse, the Navy Medicine Professional Development Center Command will keep a training file on me. Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Signature

(Unsigned and undated applications will be returned.)

BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN  
REGISTERED NURSES CONTINUED SERVICE AGREEMENT

I understand that:

1. Upon selection to the Bachelor Degree Completion Program (BDCP) for Federal Civilian Registered Nurses (FCRN), all salary, benefits, and tuition and related academic fees for my approved graduate program will be paid for with government funds. I hereby agree to follow all required procedures relating to the use of government funds and the requirement for the BDCP-FCRN Program.
2. If I do not satisfactorily complete the program for which accepted, I will reimburse the government for the cost of the program (excluding salary and benefits costs). Personal and family situations may present special circumstances which should immediately be discussed with the supervisor and/or Navy Medicine Professional Development Center designee.
3. Upon successful completion of the BDCP, I will continue full-time in service at my employing activity or at a different medical treatment facility (within the region to which I am presently assigned) for a period of 2 years unless involuntarily separated from Federal service. Should I not complete the BDCP, I will be obligated to serve with the Federal Government for a period of time equal to 1 month for each month (or part thereof) that I attended school, not to exceed 24 months.
4. If I plan to separate from my employing activity before completing the continued service obligation for this program, I must notify my supervisor and the Senior Nurse Executive at my employing activity, in writing, at least 30 days prior to my planned separation date. The notification must give a complete justification for failure to complete the service agreement. In certain instances a waiver of the repayment may be permitted.
5. When repayment has not been waived or is not secured directly from me, action will be taken to recover the funds (see 5 U.S.C. §4108). Repayment will not be required of an employee who enters on active military duty under those circumstances that permit restoration rights under 5 U.S.C. §410.353.
6. During the period of continued service, I agree to work required shifts, watches, and on-call duty expected in the area of nursing for which I am assigned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date