



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

Canc: Feb 2018  
IN REPLY REFER TO  
BUMEDNOTE 1110  
BUMED-M00C  
1 Feb 2017

BUMED NOTICE 1110

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2017 HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM  
FOR RETENTION OF NURSE CORPS OFFICERS

Ref: (a) 10 U.S.C. § 2173  
(b) ASD(HA) Policy Memo 08-006 of 8 Apr 2008  
(c) OPNAVINST 1110.1A  
(d) ASD(HA) Policy Memo 08-008 of 29 Jul 2008  
(e) BUMED memo 1110 Ser 15UM10136 of 19 Oct 2015

Encl: (1) Sample Request for Health Professions Loan Repayment Program for Retention  
(2) Sample First Endorsement of Health Professions Loan Repayment Program

1. Purpose. To announce the availability of loan repayments under the Health Professions Loan Repayment Program (HPLRP) to qualified health professionals currently on active duty for Fiscal Year 2017 (subject to availability of funding), and to provide information concerning eligibility and application procedures.

2. Scope. Applies to active duty Navy officers in the Nurse Corps.

3. Background. The HPLRP is an accession and retention incentive program within the Armed Forces Health Professions Financial Assistance Programs. The HPLRP is a means to assist eligible personnel in the repayment of qualified loans in exchange for an obligated period of active duty. Reference (a) established the HPLRP and designated responsibility for the program to the Secretaries of the various military departments. Reference (b) established Department of Defense policy and guidance for the HPLRP. Per reference (c), the Surgeon General of the Navy/Chief, Bureau of Medicine and Surgery (BUMED) (hereinafter Chief, BUMED), designated the Assistant Deputy Chief, Manpower and Personnel (BUMED-M1) the program manager for the HPLRP. Reference (d) delineated the current maximum annual repayment amount for qualified loans. Reference (e) delineated the number of available contracts allocated to the Nurse Corps.

4. Definitions

a. Active Duty Health Professional. Any regular active duty Navy officer in the Nurse Corps.

b. Qualified Loans. Government or commercial loans for the actual costs paid for tuition, reasonable educational expenses, and reasonable living expenses relating to the attainment of a Baccalaureate of Science in Nursing.

5. Eligibility Requirements for Fiscal Year 2017 Active Duty HPLRP Applicants

a. Must be a commissioned officer on active duty in the Nurse Corps. Must not be a member of a Reserve Component on extended active duty or mobilized to perform active duty.

b. Must have completed initial active duty obligation (ADO) as a commissioned officer by 29 September 2017.

c. Must hold an unrestricted license, if required to perform duties in the Navy.

d. Must have 3 years of commissioned service, but less than 12 years of total active duty service (enlisted and officer service combined) by 29 September 2017. Nurse Corps officers currently in a Full-time Duty Under Instruction (DUINS) status or under a DUINS obligation can apply for HPLRP, but the service obligation for each will be served consecutively.

e. Questions should be directed to the designated Corps point of contact (POC) noted in paragraph 10a.

f. Additional requirements:

(1) Must sign an agreement to incur an ADO in exchange for loan repayment.

(2) Must meet all height, weight, and physical readiness requirements.

(3) Must have a qualifying debt.

6. Ineligibility Factors for HPLRP Applicants

a. Must not be a student or graduate of the Uniformed Services University of the Health Sciences (USUHS).

b. Must not be subject to a court judgment or lien against personal property arising from a civil or criminal proceeding in which there is debt owed to the United States (to include Federal student loans).

c. Must not be in default or delinquent on loans for which requesting repayment, or have any other Federal debt.

d. Must not be in a "non-select" promotion status.

e. Must not have a punitive discharge or any other adverse personnel or administrative action pending or in effect.

f. Must not have received HPLRP previously, either upon recruitment or for retention, or currently receiving Registered Nurse Incentive Specialty Pay (RN-ISP). If selected to receive HPLRP, the officer cannot apply for RN-ISP until the completion of the HPLRP obligated service.

7. HPLRP Award Amount. The Assistant Secretary of Defense for Health Affairs (ASD(HA)) sets the maximum annual award amount of loan repayment, currently established at \$40,000. Funds used in the HPLRP are taxable income and approximately 25 percent Federal income tax will be deducted prior to disbursement of funds to each lending institution.

8. Awards. Nurse Corps will award six, 1-year contracts, worth up to a maximum of \$40,000 each.

9. ADO. Participants in the HPLRP must incur an ADO consisting of 2 years for the 1-year benefit. The ADO for HPLRP must be served in addition to (consecutive with) any educational/training ADO. No portion of the ADO for HPLRP can be fulfilled by prior active service. In addition, the member may not be relieved of his or her ADO solely because of willingness and ability to refund all payments made by the Government, pursuant to United States Code, Title 10.

10. Application Procedures

a. A notice of intent to apply for HPLRP must be submitted to the designated POC in the Nurse Corps by 24 February 2017. Intent should be submitted by unencrypted e-mail and include the following information: rank, last name, first name, middle initial (MI), specialty/code, telephone number, estimated total health professions loan balance, and degree attained with the loan for which repayment is being sought. The designated Nurse Corps POC is CAPT Carolyn McGee, [usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil](mailto:usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil), (703) 681-8922.

b. Applications for HPLRP must be submitted as one package to the designated Nurse Corps POC as noted in paragraph 10a using the AMRDEC Safe Access File Exchange Web Application at <https://safe.amrdec.army.mil/safe/Welcome.aspx>. There is a Getting Started Guide link at the top of the home page for those who are unfamiliar with this program. A sample application request is contained in enclosure (1). All applications and supporting documentation must be uploaded on this site by 16 March 2017. Each application must contain the following:

(1) Name, rank, corps, business address, work, home, and cell telephone numbers, facsimile (FAX) number, and work and/or home e-mail address.

(2) Complete loan information with supporting documentation (e.g., copy of original loan document(s), current monthly statement(s), or printout(s) from lender Web site) that contains lender contact information, account number, balance, and non-delinquent status of each loan for which repayment is requested. If educational loans were consolidated, all documents related to the consolidation must be included. The applicant is responsible for providing a clear paper trail

of the educational loans in the consolidation. The HPLRP program manager (BUMED-131) reserves the right to disqualify a recipient on the basis of an incomprehensible loan. The applicant must state the total loan obligation for the health professions degree and the current loan balance for which repayment is sought.

(3) Current active duty status, years of commissioned service, years of active service, and accession program.

(4) The following certification statement: "I certify that I have not incurred any prior or current active duty obligation as a result of being a student or graduate from the USUHS."

(5) Copy of licensure and board certification/eligibility documents, if applicable to the applicant's specialty.

(6) A brief motivational statement regarding the applicant's desire for continued military service, no longer than one page, double spaced.

(7) Copy of Physical Readiness Information Management System (PRIMS) Member Report Physical Fitness Assessment (PFA) listing (summary of all PRTs taken).

(8) Copy of Officer Summary Record.

(9) Copy of Performance Summary Record.

(10) Copies of fitness reports covering the last 5 years or all fitness reports since commissioning, if less than 5 years. Remove all social security numbers from the fitness reports (blacken out or white out).

(11) Commanding officer's endorsement, sample in enclosure (2), to include verification that no punitive or other adverse personnel or administrative action is pending or in effect and that the applicant meets height/weight and physical readiness requirements.

#### 11. Application Review Process and Selection Notification

a. An Administrative Selection Board (ASB) will convene in April 2017, to review all completed applications and provide selection recommendations to Chief, BUMED. Chief, BUMED will provide final approval of individuals for participation in the HPLRP.

b. As it is likely there will be many more requests for enrollment in the HPLRP than available awards, the selection process will be very competitive. The ASB will be governed by a precept approved by Chief, BUMED. The following criteria, while not encompassing all details of the precept, will be considered by the ASB in making approval recommendations:

(1) Potential for future naval service and leadership.


(2) Individual assignments, including operational assignments (previous and future).

(3) Individual accomplishments and awards.

c. Individuals will be notified of their selection for enrollment in the HPLRP by May 2017. Selected individuals will receive a contract for the HPLRP from BUMED-M131 delineating the obligations of all parties by 2 June 2017. The original signed contract must be returned to the Navy Medicine Accessions Program Manager (ATTN: HPLRP), Bureau of Medicine and Surgery Detachment Bethesda, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611, by close of business 23 June 2017. BUMED-M131 will coordinate loan repayments with the appropriate lending institution(s) for those officers signing HPLRP contracts.

d. For questions concerning application procedures and/or eligibility requirements, contact the designated Nurse Corps POC noted in paragraph 10a.

12. Records Management. Records created as a result of this notice or instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

  
TERRY J. MOULTON  
Acting

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site at:

<http://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx>

SAMPLE REQUEST FOR HEALTH PROFESSIONS LOAN  
REPAYMENT PROGRAM FOR RETENTION

(To be submitted via e-mail)

Date:

From: Rank, First Name, MI, Last Name, NC, USN  
To: Fiscal Year 2017 Nurse Corps Health Professions Loan Repayment Selection Board,  
7700 Arlington Boulevard, Falls Church, VA 22042  
Via: Commanding Officer

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2017 HEALTH  
PROFESSIONS LOAN REPAYMENT PROGRAM (HPLRP)

Ref: (a) BUMEDNOTE 1110 of 1 Feb 2017

Encl: (1) Personal motivational statement  
(2) Copy of licensure and board certification documents  
(3) Copy of Officer Summary Record  
(4) Copy of Performance Summary Record  
(5) Copies of last 5 years of Fitness Reports, or all, if less than 5 years of service  
(6) Copy of PRIMS member Report PFA listing  
(7) Loan information (e.g., lender monthly statement for each loan)

1. I respectfully request participation in the HPLRP. Request consideration for a 1-year contract to repay current outstanding loans totaling \$ (fill in). I attained a \_\_\_\_\_ degree with the loan for which I am requesting repayment.

2. I am regular active duty, not a member of the Reserve Component on extended active duty or mobilized to perform active duty. As of 29 September 2017, I will have completed (fill in) years of commissioned service and (fill in) years of total active service. I was commissioned via (fill in program, examples include Direct Accession, the Medical Enlisted Commissioning Program, the Nurse Candidate Program, etc., along with the number of years in that program), with a current specialty of (fill in specialty/code).

3. I certify that I have not incurred any prior or current active duty obligation as a result of being a student or graduate of the Uniformed Services University of the Health Sciences.

4. Per reference (a), enclosures (1) through (7) are submitted.

5. I understand that I must sign and return the original HPLRP contract if approved for participation in the HPLRP. I also understand that HPLRP funds are taxable income and income tax withholding will be deducted prior to disbursement of funds to each lending institution. I further understand that failure to satisfy all Department of Defense and Service-specific HPLRP

Enclosure (1)

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requirements, to include provision of necessary loan documentation, could result in forfeiture of any loan repayments that may be awarded. I can be reached at DSN (number); commercial (number); FAX (number), e-mail (address), and my command mailing address is (fill in address).

(Signature Block)

BUMEDNOTE 1110  
1 Feb 2017

SAMPLE FIRST ENDORSEMENT OF HEALTH PROFESSIONS  
LOAN REPAYMENT PROGRAM

1110  
Ser 00/  
Date

FIRST ENDORSEMENT on (rank, name, USN, ltr of (date))

From: Commanding Officer

To: Fiscal Year 2017 Nurse Corps Health Professions Loan Repayment Program Selection Board, 7700 Arlington Boulevard, Falls Church, VA 22042

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2017 HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (HPLRP)

1. Forwarded recommending approval.
2. Per reference (a), I verify that no punitive or other adverse personnel or administrative action is pending or in effect and that (name of applicant) meets height and weight and physical readiness requirements.
3. Additional comments.

(Signature Block)

Copy to:  
(Individual)

Enclosure (2)