

# Medical Corps Funding

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## Guidance for BUMEDINST 1500.20

Required Documents are indicated  and may be found at the MC Funding website: <http://www.med.navy.mil/sites/nmpdc/professional-development/SitePages/Medical%20Corps%20Funding.aspx>



- Requests with a short fuse (travel starting in less than 15 days) please indicate **\*\*\*\*SHORT FUSE\*\*\*\*** in your email subject.
- If your exam has travel, do not wait until you have all required documents to submit a funding request.

## Board Certification/Recertification Funding Checklist

- 1. Pay for and schedule the exam.
- 2. Six weeks prior to the exam email the following documents to MC Funding: [usn.bethesda.navmedprodevctrmd.list.nmpdc-cme-funding@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-cme-funding@mail.mil)
-  • **Signed Funding Request** – If there is no travel involved, mark portions involving travel as N/A. Travel requirements must be provided if they deviate from standard travel. Do not delete fields deemed unnecessary. Please provide a complete social security number.
-  • **Command Endorsement** – On command letterhead, signed by your Commanding Officer or someone with By Direction authority. This may be waived under special circumstances.
-  • **SF1034** – Required for fee reimbursement. An example SF1034 will be provided.

- **Date confirmation** – From the board or testing center. It must show the date and location of your exam. For exams that have already occurred, a copy of your examination results may be accepted in place of the date confirmation.
- **Receipt** – From the board showing payment.
- **Bank statement** – Showing payment of the fee. Redact all PII.
- **TAD request worksheet** – Required to be uploaded in DTS, after approval of your travel. You may wish to route this form with your command endorsement.

### Maintenance of Certification (MOC) Fund Processing checklist



• NMPDC will only fund one MOC fee, per member, per fiscal year. For members with multiple subspecialties, one MOC per specialty/subspecialty may be funded per fiscal year.

- 1. Pay your MOC fee.
- 2. After you pay the fee, email the following documents to MC Funding [usn.bethesda.navmedprodevctrmd.list.nmpdc-cme-funding@mail.mil](mailto:usn.bethesda.navmedprodevctrmd.list.nmpdc-cme-funding@mail.mil).
-  • **Signed Funding Request** – Mark portions involving travel as N/A. Do not delete fields deemed unnecessary. Please provide complete SSN.
-  • **SF1034** – Required for fee reimbursement. An example SF1034 will be provided.
-  • **Receipt** – From the board showing payment.
-  • **Bank statement** – Showing payment of the fee. Please redact all PII.

## Maintenance of Certification (MOC) Fund Processing checklist cont.



For MOC cycle payments spanning multiple years (e.g. The American Board of Pediatrics)

- The MOC fee may be funded in a lump sum **only** if the members OSD extend past the end of the MOC cycle.
- The fee will be reimbursed in annual installments if the members OSD does not extend past the end of the MOC cycle. The member must submit a new request for each annual installment. The **receipt must show the current fiscal year**. An example of this receipt is available upon request.

## Funding Approval Process

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### KEY

-  MC Processor
-  NMPDC Fiscal Department
-  Member/Member's Command

**In order to process requests in a timely manner, please limit status inquires as this can cause delays.**

-  1. Upon receipt of request, processing begins. Members are notified if request is received and if documents are missing. Travel request is routed to NMPDC CO one month prior to start of travel.
-  2. A **late statement** is required to be submitted if the travel request is submitted less than 15 days prior to start of travel. It should be signed by your Commanding Officer.
-  3. Upon travel approval, funding request is routed for approval at the department level. If there is no travel a funding request is routed for departmental approval. Funding requests are routed one month prior to the member's exam.
4. Requests are funded accordingly:
  1. Funding requests for exams with travel
  2. Funding requests for exams with no travel
  3. Funding requests with MOC fees
  4. Funding request for exams submitted after the exam has occurred.

5. **Per the NMPDC Fiscal Department, travel may be booked in DTS before the DTS direct site request form is received.** If the travel is not signed by the member it will automatically be deleted by DTS. Because the travel voucher routes to the member's command before receipt of the DTS direct site form, the service member should indicate travel is pending NMPDC funding approval. If the DTS direct site form is not uploaded **72** hours before the start of travel, DTS will delete the travel voucher. Your local travel office may choose not to schedule travel until receipt of the DTS direct site form, depending on local policy.
6. **Approved funding request is provided to NMPDC fiscal. Fiscal sends the member's final authorization.** No response is required by the member unless the member has not submitted their SF1034 to the MC Funding Coordinator.
7. Your travel office issues TAD orders, travel arrangements and retrieves funds from DTS. If no travel office is available, the member must schedule their own travel via DTS.
8. Exam fees will be processed through Wide Area Work Flow (WAWF), not DTS. SF1034s and a copy of the payment receipt are submitted to fiscal by the MC funding Coordinator on behalf of the member. Relevant members are cc'd in the correspondence.
- Upon completion of travel arrangements and SF1034 submission to fiscal, funding is complete. Funds should arrive within one week of your exam date. For exams that have already occurred and MOC, fund should arrive one week after fiscal completes processing.
  - For status inquiries at this point please contact the fiscal POC who sent your DTS Direct Cite Form.
9. Upon your successful certification or recertification please contact Mr. Tony Frabutt, [anthony.w.frabutt.civ@mail.mil](mailto:anthony.w.frabutt.civ@mail.mil) with BUMED Special Pays.

## Other Items of Interest

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- NMPDC cannot guarantee travel funding for requests submitted less than six weeks before start of travel.
- Requests are processed in order of exam date. Requests submitted early (e.g. requests submitted six months before the exam) are still processed in order of their occurrence.
- Per instruction, travel will not be funded after the fact.
- Per instruction, late fees will not be funded.
- Extra travel or leave taken in conjunction to the exam will not be funded.
- Exams must be taken at the nearest available location to your command. Please schedule your exam expediently to ensure availability. Exams not taken at the nearest location may not receive funding for travel.
- NMPDC may coordinate with Pearson Vue and the board to arrange exams at testing centers located on military installations. A list of these sites is available on request. If you are taking an exam at a Pearson Vue testing center and you require travel, should a local testing center be made available, you may reschedule your exam at that location or fund your own travel.
- NMPDC will not be held responsible for fees paid if funding is not approved. Additionally, per instruction all funding is contingent upon availability of funds.
- You must have one year of obligated service after the exam date to qualify for funding. If you intend to extend, submit a statement with your funding request regarding the extension. The MC Funding Coordinator sends the statement to PERS through the Specialty Leader.
- NMPDC may only fund your specialty board fees if the Navy has trained you in that specialty.