



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

IN REPLY REFER TO
BUMEDINST 1500.20
BUMED-M7
7 Oct 2014

BUMED INSTRUCTION 1500.20

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) 10 U.S.C. §2015
(b) USD(P&R) memo of 16 Jul 2009, Payment of Professional Expenses for Military Members (NOTAL)
(c) ASN(M&RA) memo of 15 Jan 2013, Delegation of Authority to Administer Payment of Credentialing Expenses for Medical Department Military Members
(d) OPNAVINST 1540.56A
(e) BUMEDINST 7042.1A
(f) OPNAVINST 7220.17

Encl: (1) Acronyms Listing
(2) Sample Funding Request

1. Purpose. To implement policy authorized in references (a) through (c) and establish funding procedures relating to professional credentials and participation in certification, recertification, and specialty board examinations. Enclosure (1) is a listing of acronyms used in this instruction.

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

3. Background. BUMEDINST 1500.18C was canceled by BUMEDNOTE 5215, Cancellation of Instructions, Publications, Forms, and Reports of 3 November 2010, therefore, the instruction has been renumbered. Reference (a) authorizes the Secretary of the Defense to extend government funding for credentials to military members of the uniformed services. Reference (b) implements reference (a) and provides Department of Defense (DoD) policy and guidelines for payment of professional credentialing expenses incurred by military members. The Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN(M&RA)) delegated authority in reference (c) to Chief, Bureau of Medicine and Surgery (BUMED) to administer a program for payment of professional credentialing expenses for Medical Department military members. Other military officers and enlisted members are provided funding opportunities for credentialing expenses pursuant to reference (d). Guidance on the use of appropriated funds for civilian employee professional board certifications and licenses is controlled by reference (e).

4. Definitions

a. Board Certification/Maintenance of Certification. A term that describes the examination given by a professional specialty board that a physician or other health professional has passed and has been certified by that board as a specialist in that subject or discipline.

b. Certification. The process by which a governmental or non-governmental agency or association evaluates and recognizes a person who meets predetermined standards.

c. Credentials. The documents that constitute evidence of appropriate education, training, licensure, experience, and expertise of a health care provider.

d. Licensure. The granting of permission by an official agency of a State, the District of Columbia, a Commonwealth, territory, or possession of the United States to provide healthcare within the scope of practice for a discipline.

5. Policy

a. Contingent upon availability of funds, Navy Medicine activities may pay expenses for Navy Medical Department military members to obtain professional credentials, including expenses for professional certification/recertification and examinations to obtain such credentials. Navy Medicine activities may not fund examinations that are a prerequisite or requirement for an individual's initial appointment in the armed forces. Individuals are personally responsible for obtaining and maintaining a current, active, unrestricted State professional license.

b. In limited situations involving Navy Medical Department officers assigned to civilian medical facilities for training or research, Navy Medicine activities may pay for a State professional license when such facilities requires the member to possess a license from the State in which the facility is located as a condition of patient care activities. Other requests for payment of a State professional license may be considered on a case-by-case basis as long as the licensing requirement can be verified and documented (i.e., joint Department of Veterans Affairs (DVA)/DoD facility). The payment of the license may only be permitted if the member's participation in the training or research project will be prohibited by the civilian facility if the license is not obtained. Any license paid for in this situation shall not become the primary unrestricted license of the member. If the member is still assigned to the civilian medical facility when the license comes up for renewal, the Navy Medicine activity may pay the cost of the renewal.

c. The Navy Medicine Professional Development Center (NMPDC) is the training agent for Navy Medicine and shall execute oversight for this program.

(1) Contingent upon the availability of funds, NMPDC will consider requests for funding eligible Medical Department officers for participation in examinations that meet the conditions of this instruction and are considered essential to the mission of Navy Medicine.

(2) NMPDC 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) Per reference (f) and the annual NAVADMIN message on Medical Department Officer Special Pays, Specialty Board Examinations must be approved or certified by a recognized professional board or association. For Navy Medical Corps officers, NMPDC will only consider funding requests 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. Further information and guidance for all corps can be obtained by accessing the BUMED Special Pays Web site at:
www.med.navy.mil/bumed/special_pay/pages/default.aspx.

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

(c) NMPDC will authorize funding, if available, for specialty board examination fees for requests received after the examination and only for examinations completed during the same fiscal year as the funding request. Travel expenses will not be funded after the fact; this cannot be waived.

(d) NMPDC will not fund additional charges or fees incurred due to late registration (late fees).

d. NMPDC 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) Have submitted a request to the Bureau of Naval Personnel (BUPERS) for retirement, resignation, or Release from Active Duty (RAD);

(b) Are in receipt of RAD or retirement orders; or

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

6. Armed Forces Health Professions Scholarship Program (AFHPSP) Policy. The AFHPSP is a function of BUMED Total Force (BUMED-M1) that reimburses parts of the national licensing examinations required by the participant's contract. Examinations required for State and Federal licensing taken after completion of the AFHPSP are not reimbursable.

7. Procedure

a. Navy Medical Department officers who wish to apply for certification or recertification in a program or specialty must communicate directly with the examining or certifying agency to determine eligibility. Candidates requesting funding from NMPDC must send a request for sponsorship to the Commanding Officer, NMPDC, 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 NMPDC of the date as soon as it becomes available. Enclosure (2) is a sample funding request. Failure to provide all information required in enclosure (2) may result in delay or disapproval of the request. Officers should direct funding requests to the appropriate code at NMPDC below:

- (1) Medical Corps (Code 1WPGMC);
- (2) Dental Corps (Code 1WPGDC);
- (3) Medical Service Corps (Code 1WPGMSC); or
- (4) Nurse Corps (Code 1WPGNC).

b. If funding is approved, NMPDC will authorize the candidate to pay examination and incidental fees from personal funds pending receipt of the funding authorization.

c. The requesting individual is responsible for making travel and lodging arrangements with the Commercial Travel Office.

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

8. Location of Examination. When examinations are offered at more than one location, either simultaneously or at intervals during the year, candidates must request the nearest site to their permanent duty station. In those instances in which an inordinate delay would result from this policy, individual determinations will be made by NMPDC.

7 Oct 2014

9. Travel Authorization

a. If approved, NMPDC will provide a funding citation with which the individual's local command can issue appropriate temporary additional duty (TAD) orders. If not utilizing the Defense Travel System (DTS), the activity receiving the funding citation must provide NMPDC (Code 08F) 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 via their respective Personnel Support Detachment, local TAD office, or DTS for liquidation.

10. 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 BUMED-M13.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.



M. L. NATHAN

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

ACRONYMS

ABMS	American Board of Medical Specialties
AFHPSP	Armed Forces Health Professions Scholarship Program
AOA	American Osteopathic Association
AQD	Additional Qualification Designator
ASN(M&RA)	Assistant Secretary of the Navy, Manpower and Reserve Affairs
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
DoD	Department of Defense
DTS	Defense Travel System
DVA	Department of Veterans Affairs
NMPDC	Navy Medicine Professional Development Center
NOTAL	Not to All
RAD	Release from Active Duty
TAD	Temporary Additional Duty

SAMPLE FUNDING REQUEST

Date of Request

From: Name of Applicant, Corps, USN, Command Address
To: Commanding Officer, Navy Medicine Professional Development Center (Appropriate NMPDC Code), 8955 Wood Road, Bethesda, MD 20889-5628
Via: Commanding Officer, Applicant's Command

Subj: REQUEST FOR CERTIFICATION EXAMINATION FUNDING

Ref: (a) BUMEDINST 1500.20
(b) NAVCOMPTMAN 032106

1. Per reference (a), I request funding to participate in the Certification Examination for (name of certification examination, written or oral board, part 1 or 2) as described below:

a. Inclusive dates of examination: (Including leave in conjunction with temporary additional duty (TAD) and travel dates.)

(1) Date of Start of travel:

(2) Date of Examination:

(3) Date of End of Travel:

b. Location of nearest testing site to permanent duty station: (Including Overseas)

c. Mode of transportation desired:

(1) Originating point: (Specify Airport)

(2) Destination point: (Specify Airport)

d. Sponsor or agency offering the examination:

e. Examination fee:

f. Government quarters are or are not available.

g. Government messing is or is not available.

2. Requestor's Contact Information:

- a. Commercial Telephone
- b. DSN Telephone:
- c. E-mail:
- d. TAD Office Point of Contact (POC):
- e. POC Commercial Telephone:
- f. POC E-mail:

3. I am not in receipt of release from active duty or retirement orders. I agree to remain on active duty for at least 1 year from 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 understand that I shall comply with reference (b) by submitting a travel claim to my local TAD office, Personnel Support Detachment, or Defense Travel System within 5 calendar days of return from travel.

6. I will forward a copy of the official results to my local command Credentialing Office and to the Navy Medicine Corps Planner, BUMED-M13, within 5 business days of receipt.

Signature of Member