

Medical Corps Funding Procedure

- 1.** Pay for and schedule the exam.
- 2.** At least 6 weeks prior to the exam submit funding request, command authorization, SF1034, date confirmation, and receipt to the NMPDC CME funding group:
usn.bethesda.navmedprodevctrmd.list.nmpdc-cme-funding@mail.mil
 - A.** Funding requests must be completed for funding. If there is no travel involved, leave portions involving travel blank or N/A. Please include your full social.
 - B.** The command endorsement must be on command letterhead and be signed by your commanding officer or someone with by direction authority. This may be waived under special circumstances.
 - C.** The SF1034 will be used to process your fee reimbursement in our fiscal department. It should be completed electronically. Fill out the portion showing payee's name and address, date of delivery or service, articles or services and cost. Do not sign. An example will be provided.
 - D.** The date confirmation should come from the board or testing center. It must show the date and location of your exam.
 - E.** The receipt should come from the board. The credit card statement will not be sufficient.
 - F.** A TAD request worksheet is a requirement in DTS, to be uploaded after approval of your travel. You may wish to route this form with the command endorsement.
- 3.** The Medical Corps Funding Coordinator will begin processing the funding request to ensure all required documents are available.
- 4.** One month prior to the exam, the Medical Corps Funding Coordinator will submit a travel request (if travel is involved) and the funding request to the chain of command.
- 5.** Once the travel and funding is approved, the request will be taken to the NMPDC fiscal department.
- 6.** Fiscal will send a DTS Direct Cite Request Form.
 - A.** Your travel office will be responsible for making TAD orders, travel arrangements and retrieving the funding from DTS.
 - B.** All exam fees will be processed through Wide Area Work Flow (WAWF), not DTS. An SF1034 and a copy of the payment receipt will be submitted to fiscal on behalf of the

member, with involved members cc'd in the correspondence. The account listed in your DTS profile will be used for your reimbursement, please ensure it is accurate.

7. Of note:

A. If you are missing a portion of your request, please submit what you have so the funding process may begin.

B. If the request is submitted less than 6 weeks please submit a statement regarding the cause of the late submission.

C. Travel will not be funded after the fact.

D. Late fees will not be funded.

E. Extra travel or leave taken in conjunction to the exam will not be funded.

F. Examinations must be taken at the nearest available location to your command. Exams not taken at the nearest location may not receive funding for travel.

G. Maintenance of Certification (MOC) fees must occur during the current fiscal year. Only one MOC fee may be reimbursed per year. Because a portion of 2014 occurs during fiscal year 2015, MOC fees may be funded.

H. You must have one year of active duty after the exam to qualify for funding. If you intend to extend, submit a statement with your funding request regarding the extension. The Medical Corps Funding Coordinator will send the statement to your specialty leader. The specialty leader will then submit the statement to PERS. If you will not have one year of active duty after the exam, and do not intend to extend, you do not qualify for funding from NMPDC.

I. Medical Service Corps funding requests should be submitted to Patricia Edward spatricia.b.edwards10.civ@mail.mil. Nursing Corps funding requests should be submitted to Annette Flowers annette.m.flowers-heino.civ@mail.mil. Dental Corps funding requests should be submitted to Hatim Bibi bibi.a.hatim.civ@mail.mil.

J. The above is intended to provide guidance on instruction BUMEDINST 1500.20. Please refer to this instruction for additional clarification.