

Non-BSO18 Professional Update Training (PUT) Funding

1. Pay for the conference.

2. At least 6 weeks prior to the conference submit funding request, command authorization, attendance roster, BUMED approval, brochure, conference brief sheet, TMCA, SF1034 and payment 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 security number.

B. The command endorsement must be on command letterhead and be signed by your commanding officer or someone with “by direction” authority. The endorsement must show that your command does not have sufficient funds to support your request.

C. Attendance roster showing member will attend. Please contact your specialty leader if your name needs added to the attendance roster. Your specialty leader may require a request to attend a non-DoD hosted conference.

D. BUMED approval is required for non-DoD hosted conferences. For information on how to receive BUMED approval, please visit <http://www.med.navy.mil/Pages/default.aspx> and select Conference Information.

E. Brochure showing daily agenda, CME credit hours provided, and the fee.

F. Conference Brief sheet will be required for all non-DoD hosted conferences. It is preferable to be completed for all conference requests involving travel, however is not a requirement.

G. Travel Mission Criticality Attestation (TMCA) form will be required for all conferences involving travel.

H. SF1034 will be used to process your fee reimbursement with 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.

I. We must have the payment receipt for reimbursement. The credit card statement will not be sufficient. The conference fee should not be paid until BUMED approval has been received. NMPDC will not be responsible for fees paid if funding is not approved. Due to the lengthy BUMED approval process, late fees may be funded on a case by case basis.

J. 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 conference, the Medical Corps Funding Coordinator will submit a travel request (if travel is involved) and the funding request to the chain of command. All required documentation must be received for funding submission.

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 funds from DTS.

B. All course 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. Member must be stationed at a non-BSO18 command.

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

C. If the request is submitted less than 6 weeks prior to the conference or start of travel please submit a statement regarding the cause of the late submission.

D. Some courses may be considered for funding, they must provide the appropriate CME credit hours.

E. Travel will not be funded after the fact.

F. Extra travel or leave taken in conjunction to the conference will not be funded.

H. Extra fees (e.g. parking) will not be funded.

I. You must have one year of active duty after the conference 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 conference, and do not intend to extend, you do not qualify for funding from NMPDC.

J. The above is intended to provide guidance on instruction BUMEDINST 5050.6. Please refer to this instruction for additional clarification.

K. Forms to be provided by NMPDC

1. Non-BSO18 PUT Processing Procedures Guidance
2. BUMED instruction 5050.6
3. Request to Attend Non-DoD Hosted Conference
4. Sample Request and Endorsement for MC Continuing Education
5. Conference Brief Sheet
6. TMCA
7. SF1034 and example SF1034
8. TAD Request Worksheet