



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

Canc: Dec 2018  
IN REPLY REFER TO

BUMEDNOTE 1110  
BUMED-M00C  
31 Jan 2018

BUMED NOTICE 1110

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2018 GUIDANCE ON USE OF HEALTH PROFESSIONS LOAN  
REPAYMENT PROGRAM FOR RETENTION OF NURSE CORPS OFFICERS

Ref: (a) 10 U.S.C.  
(b) DoD Instruction 6000.13 of 30 December 2015  
(c) OPNAVINST 1110.1A  
(d) ASD(HA) memo 08-008 of 29 Jul 08  
(e) BUMED memo 1110 Ser M1/17UM10028 of 12 Jul 17

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

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 2018 (subject to availability of funding), and to provide information concerning eligibility and application procedures.

2. Scope. Applies to active duty officers in the Navy 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), section 2173, establishes the HPLRP and designated responsibility for the program to the Secretaries of the various military departments. Reference (b) includes Department of Defense policy and guidance for the active duty HPLRP. Reference (c) designates Assistant Deputy Chief, Manpower and Personnel, Bureau of Medicine and Surgery (BUMED) as program manager for the HPLRP. Reference (d), Policy Memo 08-008, delineates the current maximum annual repayment amount for qualified loans. Reference (e) delineates the number of available contracts allocated to the Nurse Corps.

4. Definitions

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

- a. Must be a commissioned officer on active duty in the Nurse Corps.
- b. Must have completed initial active duty obligation (ADO) as a commissioned officer by 30 September 2018.
- c. Must hold a current, unrestricted nursing 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 30 September 2018. Nurse Corps officers currently in a Full-time Duty Under Instruction status or under a Duty Under Instruction obligation can apply for HPLRP, but the service obligation for each will be served consecutively.
- e. Questions should be directed to the Nurse Corps point of contact 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 member of a Reserve Component on extended active duty or mobilized to perform active duty.
- 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. If selected to receive HPLRP, the officer cannot apply for Registered Nurse Incentive Specialty Pay until the completion of the HPLRP obligated service.

7. HPLRP Award Amount. The Assistant Secretary of Defense for Health Affairs 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 shall incur an ADO consisting of 2 years for the 1-year benefit. The ADO for HPLRP shall be served in addition to (consecutive with) any educational or training ADO. No portion of the ADO for HPLRP shall 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 Title 10, United States Code.

10. Application Procedures

a. A notice of intent to apply for HPLRP shall be submitted by no later than 23 February 2018 to [usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil](mailto:usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil). The e-mail must include the following information: rank, last name, first name, specialty code(s), telephone number, estimated total health professions loan balance, and degree attained with the loan for which repayment is being sought. The Nurse Corps Planner may be reached at (703) 681-8922 or [usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil](mailto:usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil).

b. Applications for HPLRP must be submitted with all documents scanned into one file to the [usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil](mailto:usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil) using the U.S. Army Aviation and Missile Research Development and Engineering Center Safe Access File Exchange Web application at <https://safe.amrdec.army.mil/safe/Welcome.aspx>. If you are unfamiliar with the Web site, a "Getting Started Guide" can be found by accessing the link at the top of the Web site's homepage. A sample application request is contained in enclosure (1).

c. All applications and supporting documentation must be received by 16 March 2018. Each application must contain the following:

(1) Name, rank, corps, business address, work, home, and cell telephone numbers, facsimile (FAX) number, and work 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-M131) 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) Copy of licensure, board certification, and eligibility documents, if applicable to the applicant's specialty.

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

(6) Copy of Physical Readiness Information Management System Member Report Physical Fitness Assessment listing (summary of all Physical Fitness Assessments taken).

(7) Copy of Officer Summary Record.

(8) Copy of Performance Summary Record.

(9) 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).

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

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

a. An administrative selection board will convene in April 2018, 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 administrative selection board 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 administrative selection board in making approval recommendations:

- (1) Potential for future naval service and leadership.
- (2) Individual assignments, including operational assignments (past and future).
- (3) Individual accomplishments and awards.

c. Individuals will be notified of their selection for enrollment in the HPLRP by May 2018. Selected individuals will receive a contract for the HPLRP from BUMED-M131 delineating the obligations of all parties by 1 June 2018. 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 22 June 2018. BUMED-M131 will coordinate loan repayments with the appropriate lending institution(s) for those officers signing HPLRP contracts.

d. For questions concerning application procedures or eligibility requirements, contact the Nurse Corp Planner noted in paragraph 10a.

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

13. Information Management Control. Reports contained in paragraphs 10c(6) and 10c(9) of this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.



C. FORREST FAISON III

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/BUMEDInstructions.aspx>.

BUMEDNOTE 1110  
31 Jan 2018

SAMPLE REQUEST FOR HEALTH PROFESSIONS LOAN  
REPAYMENT PROGRAM FOR RETENTION

Date:

From: Rank, First Name, Middle Initial, Last Name, NC, USN  
To: Fiscal Year 18 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 2018 HEALTH  
PROFESSIONS LOAN REPAYMENT PROGRAM

Ref: (a) BUMEDNOTE 1110 of 31 Jan 2018

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 Summary Report PFA listing  
(7) Loan information (e.g., lender monthly statement for each loan)

1. I respectfully request participation in the Health Professions Loan Repayment Program (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 2018, 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, e.g., Direct Accession, the Nurse Candidate Program, etc., along with the number of years in that program), with a current specialty of (fill in specialty code(s)).

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

4. 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

Enclosure (1)

BUMEDNOTE 1110  
31 Jan 2018

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2018 HEALTH  
PROFESSIONS LOAN REPAYMENT PROGRAM

specific HPLRP 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), or e-mail (address). My command mailing address is (address).

(Signature Block)

BUMEDNOTE 1110  
31 Jan 2018

SAMPLE FIRST ENDORSEMENT OF HEALTH PROFESSIONS  
LOAN REPAYMENT PROGRAM FOR RETENTION

(Command Letterhead)

1110  
Ser 00/  
Date

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

From: Commanding Officer

To: Fiscal Year 2018 Nurse Corps Health Professions Loan Repayment Program Selection Board, 7700 Arlington Boulevard, Falls Church, VA 22042

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2018 HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM

Ref: (a) BUMEDNOTE 1110 of 31 Jan 2018

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

(Commanding Officer Signature Block)

Copy to:  
(Individual)

Enclosure (2)