SAMPLE CO ENDORSEMENT ON RETROACTIVE HPO BCP REQUEST

 7220

 Ser

 Date

FIRST ENDORSEMENT on LCDR John L. Doe, MSC, USN ltr of

From: Commanding Officer, USS EVERSAIL (CV‑35)

To: BUMED, Director, Total Force

Subj: REQUEST FOR RETROACTIVE APPROVAL OF HEALTH PROFESSIONS

 OFFICER BOARD CERTIFICATION PAY (BCP)

1. Forwarded, recommending approval/disapproval.

2. The effective date of this agreement and the dollar award has been verified to be correct. The reason for delay in execution of Lieutenant Commander Doe's BCP is... [*justification for retroactive request must be detailed to include inclusive dates, and clearly articulate what caused the delay*] and the cause of the delay was by no fault of Lieutenant Commander Doe.

 COMMANDING OFFICER

Copy to:

LCDR John Doe