SAMPLE MEMBER REQUEST FOR RETROACTIVE HPO BCP

 7220

 Date

From: LCDR John L. Doe, MSC, USN

To: BUMED, Director, Total Force

Via: Commanding Officer, USS EVERSAIL (CV-35)

Subj: REQUEST FOR RETROACTIVE APPROVAL OF HEALTH PROFESSIONS

 OFFICER BOARD CERTIFICATION PAY (BCP)

Ref: (a) OPNAVINST 7220.17A

 (b) NAVADMIN (current FY)

1. Per references (a) and (b), I request retroactive approval of Health Professions Officer (HPO) Board Certification Pay (BCP), and hereby agree to remain on active duty for a continuous period of not less than one year from\_\_\_\_\_\_.

2. Conditions of the agreement. I understand that:

 a. The minimum one year of continuous active duty that I agree to serve, shall commence on .

 b. BCP in the annual amount of $\_\_\_\_\_\_\_\_\_ will be paid monthly with an effective date of\_\_\_\_\_\_\_\_ may not be paid before approval of this agreement by Chief, BUMED .

 c. This agreement may be terminated by the Chief, BUMED (for any reason enumerated in reference (a).

 d. I understand it is my responsibility to submit to BUMED, Director, Total Force my board recertification when, and if, I fulfill my recertification, or Maintenance of Certification (MOC) requirements. I also understand my BCP shall expire when my board certification expires unless I submit to BUMED, Director, Total Force my recertification documentation. If I fail to do so and my BCP does expire I understand I shall be required to submit a new BCP request and agreement to remain on active duty for a minimum of one year from the date my BCP begins again.

3. Unit POC \_\_\_\_\_\_, e-mail \_\_\_\_\_\_, and telephone number \_\_\_\_\_\_.

 J.L. DOE