SAMPLE CO ENDORSEMENT ON RETROACTIVE IP REQUEST

 7220

 Ser

 Date

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

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

To: BUMED, Director, Total Force

Subj: REQUEST FOR RETROACTIVE APPROVAL OF ACTIVE DUTY AGREEMENT

 FOR HEALTH PROFESSIONS OFFICER INCENTIVE PAY (IP)

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 Medical IP 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.

3. Lieutenant Commander Doe is licensed, privileged and practicing in the specialty listed in paragraph 2.b of their request, and has met all requirements [*For Health Care Provider (HCP) officers, CO must verify officer is licensed, privileged and practicing in the specialty for which the IP is requested*].

 COMMANDING OFFICER

Copy to:

LCDR John Doe