SAMPLE CO ENDORSEMENT ON RETROACTIVE RB/IP PAY REQUEST

7220

Ser

Date

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

From: Commanding Officer, Naval Hospital, Guam

To: BUMED, Director, Total Force

Subj: REQUEST FOR RETROACTIVE ACTIVE DUTY AGREEMENT FOR HEALTH PROFESSIONS OFFICER RETENTION BONUS/INCENTIVE PAY (RB/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 RB/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 RB/IP is requested*].

COMMANDING OFFICER

Copy to:

LCDR John Doe