Medical Corps Funding

Guidance for BUMEDINST 1500.20

Required Documents are indicated by ⬜ and may be found at the MC Funding website:
https://www.med.navy.mil/Naval-Medical-Leader-and-Professional-Development-Command/
Professional-Development/GME-CME-Funding-Opportunities/Medical-Corps-MoC-and-
Exam-Funding/

- If your exam has travel, do not wait until you have all required documents to submit a funding request.

- The exam must occur during the current fiscal year to qualify for funding.

- Requests are processed in order of exam date.

Board Certification / Recertification Funding Checklist

⬜ 1. Pay for and schedule the exam.

⬜ 2. Six weeks prior to the exam email the following documents to MC Funding:
usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-cme-funding@health.mil

⬜ ⬜ • Signed Funding Request – If there is no travel involved, mark portions involving travel as N/A. Do not delete fields deemed unnecessary.

⬜ ⬜ • Command Endorsement – On command letterhead, signed by your Commanding Officer or someone with By Direction authority. This may be waived under special circumstances.

- Date confirmation – From the board or testing center. It must show the date and location of your exam. For exams that have already occurred, a copy of your examination results may be accepted in place of the date confirmation.

- Receipt – From the board showing payment. PDF version required.

- Bank statement – Showing payment of the fee. PDF version required.

- Electronic Funds Transfer (EFT) Form

- TAD request worksheet – After approval of travel request by NMLPDC. The travel office will email worksheet for input and submission into DTS..

Maintenance of Certification (MOC) Fund Processing checklist
- NMLPDC will only fund one MOC fee, per member, per fiscal year. For members with multiple subspecialties, one MOC per specialty/subspecialty may be funded per fiscal year.

1. Pay your MOC fee.

2. After you pay the fee, email the following documents to MC Funding usn.bethesda.navmedleadprodevcmd.mbx.nmlpdc-cme-funding@health.mil

- Signed Funding Request

- Receipt – From the board showing payment.

- Bank statement – Showing payment of the fee.

Maintenance of Certification (MOC) Fund Processing checklist cont.

For MOC cycle payments spanning multiple years (e.g. The American Board of Pediatrics)

- The MOC fee may be funded in a lump sum <u>only</u> if the member's OSD extend past the end of the MOC cycle.

- The fee will be reimbursed in annual installments if the member's OSD does not extend past the end of the MOC cycle.

Funding Approval Process

KEY

☐ MC Processor

☐ NMLPDC Fiscal Department

☐ Member/Member's Command

- In order to process requests in a timely manner, please limit status inquires as this can cause delays. Requests are processed in order of exam date.

☐ 1. Upon receipt of request, processing begins. Members will receive an auto-notification; if request is missing required documents a staff member will contact member via email (we'll attempt to reach the member twice, if no response request will be deleted). Travel request is routed to NMLPDC XO one month prior to start of travel.

☐ 2. A late statement is required to be submitted if the travel request is submitted less than 6 weeks prior to start of travel and should be signed by your Commanding Officer.

☐ 3. Upon travel approval, funding request is routed submitted to NMLPDC Fiscal Department for submission to DFAS. Funding requests are held on file until service has been rendered (exam taken).

4. Requests are funded with the following priority:

    1. Funding requests for exams with travel.

    2. Funding requests for exams with no travel.

    3. Funding requests with MOC fees.

    4. Funding request for exams submitted after the exam has occurred.

☐ 5. Per the NMLPDC Fiscal Department, travel may be booked in DTS before the DTS direct site request form is received. If the travel is not signed by the member it will automatically be deleted by DTS. Because the travel voucher routes to the member's command before receipt of the DTS direct site form, the service member should indicate travel is "pending NMLPDC funding approval". If the DTS direct site form is not uploaded 72 hours before the start of travel, DTS will delete the travel voucher. Your local travel office may choose not to schedule travel until receipt of the DTS direct site form, depending on local policy.

6. Approved funding request are provided to NMLPDC fiscal. Fiscal sends the member's final authorization.

7. Your travel office issues TAD orders, travel arrangements and retrieves funds from DTS. If no travel office is available, the member must schedule their own travel via DTS.

8. Exam fees will be processed and funded outside of DTS. SF1034s and a copy of the payment receipt are submitted to fiscal by the MC funding Coordinator on behalf of the member. Relevant members are cc'd in the correspondence.

- Upon completion of travel arrangements and SF1034 submission to fiscal, funding is complete. Funds should arrive within one week of your exam date. For exams that have already occurred and MOC, fund should arrive one week after fiscal completes processing.

- For status inquiries at this point please contact the fiscal POC who sent your DTS Direct Cite Form.

Other Items of Interest

- Though every attempt will be made, NMLPDC cannot guarantee travel funding for requests submitted less than six weeks before start of travel.

- Requests are processed in order of exam date. Requests submitted early (e.g. requests submitted six months before the exam) are still processed in order of their occurrence.

- Travel will not be funded after the fact.

- Late fees will not be funded.

- Extra travel or leave taken in conjunction to the exam will not be funded.

- Travel for the exam only will be indicated on the line of accounting, travel preference adjustments in DTS will be made by the service members or local travel office.

- Exams must be taken at the nearest available location to your command. Please schedule your exam as early as possible to ensure availability. Exams not taken at the nearest location may not receive funding for travel. If this will cause an inordinate delay, individual determinates may be made by NMLPDC.

- NMLPDC is not liable for fees paid if funding is not approved. All funding is contingent upon availability of funds.

- You must have one year of obligated service after the exam date to qualify for funding. If your obligated service date is not indicative of when you will end your active duty service, we require an OSD Statement signed by the specialty leader. This statement will be made available upon request.

- NMLPDC may only fund your specialty board fees if the Navy has sponsored your training.