

Date of Request

From: Name of Applicant, Corps, USN, Command Address  
To: Commanding Officer, Navy Medicine Professional Development Center 1WPGMC,  
8955 Wood Road, Bethesda, MD 20889-5628  
Via: Commanding Officer, Applicant's Command  
Subj: REQUEST FOR CERTIFICATION EXAMINATION FUNDING  
Ref: (a) BUMEDINST 1500.20A  
(b) Financial Management Policy Manual 03138

1. Per reference (a), I request funding to participate in the certification examination for (name of certification examination, written or oral board, part 1 or 2) as described below:

a. Inclusive dates of examination: (Including leave in conjunction with temporary additional duty (TAD) and travel dates).

(1) Date travel starts:

(2) Date of examination:

(3) Date travel ends:

b. Location of nearest testing site to permanent duty station: (Including overseas)

c. Mode of transportation desired:

(1) Originating point: (specify airport)

(2) Destination point: (specify airport)

d. Sponsor or agency offering the examination:

e. Examination fee:

f. Government quarters are or are not available.

g. Government messing is or is not available.

Subj: REQUEST FOR CERTIFICATION EXAMINATION FUNDING

2. Requestor's contact information:

a. Commercial telephone:

b. DSN telephone:

c. E-mail:

d. TAD office point of contact (POC):

e. TAD office POC commercial telephone:

f. TAD office POC e-mail:

3. I am not in receipt of release from active duty or retirement orders. I agree to remain on active duty for at least 1 year from the date of the certification examination. My projected rotation date from my current command is (enter date).

4. If this request is not approved, I understand any advance payment of fees or related expenses from personal funds will be my responsibility.

5. I understand that I must comply with reference (b) by submitting a travel claim to my local TAD office, Personnel Support Detachment, or Defense Travel System within 5 calendar days of return from travel.

6. I will forward a copy of the official results to my local command credentialing office and to the Navy Medicine Corps Planner (BUMED-M13), within 5 business days of receipt.

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Signature of Member