

BUMEDNOTE 1520
4 Feb 2022

SAMPLE REQUEST LETTER FOR ADVANCED DENTAL EDUCATION
(Not on letterhead, delete all text above including this line)

Date

From: (Rank, Name, Service, Corps of applicant)
To: Commanding Officer, Naval Medical Leader and Professional Development Command,
Graduate Dental Programs, Code 1WPGDC, 8955 Wood Road, Bethesda, MD 20889-
5628
Via: Commanding Officer, (Name of Command) or Dean, (Name of Dental School)
Subj: FISCAL YEAR 2023 NAVY DENTAL CORPS ADVANCED DENTAL EDUCATION
Ref: (a) BUMEDNOTE 1520 of 4 Feb 22 (Canc: Feb 23)
(b) DoD Instruction 6000.13 of 30 December 2015
Encl: (1) Statement of Motivation

1. Per references (a) and (b), I request to be considered for assignment to residency training in (discipline), commencing in fiscal year 2023. I request to be considered for (insert specific program or programs you are applying): only full-time in-Service (FTIS) training at a Navy residency or fellowship, other Federal institution, or Tri-Service dental facility; only full-time out-Service (FTOS) training at a civilian institution; considered equally for FTIS and FTOS; primarily FTIS, but will accept FTOS; primarily FTOS, but will accept FTIS.

2. Enclosure (1) is provided for consideration. Other application requirements have been submitted or requested as required. I have arranged for an interview with the appropriate specialty leader as directed.

3. If this request for residency training is approved, and I am assigned to such training, I agree not to resign during the residency and to serve in the Navy for my service obligation plus any previously unfulfilled service obligation after completion of the residency course. I understand my service obligation for the requested primary residency to be __ years service obligation per enclosure (5) of reference (a). This will be served in conjunction with any unfulfilled service obligation existing prior to the start of the residency program. I understand that this period of service obligation is in addition to that for which I may be previously and otherwise obligated and it may or may not be performed concurrently (reference (b)).

Enclosure (2)