



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

IN REPLY REFER TO
BUMEDINST 1500.20A
BUMED-M7
3 Nov 2017

BUMED INSTRUCTION 1500.20A

From: Chief, Bureau of Medicine and Surgery

Subj: FUNDING PROFESSIONAL CREDENTIALS AND CERTIFICATION
EXAMINATIONS

Ref: (a) 10 U.S.C. § 2015
(b) USD(P&R) memo of 16 Jul 2009 (NOTAL)
(c) ASN(M&RA) memo of 15 Jan 2013 (NOTAL)
(d) OPNAVINST 1540.56A
(e) BUMEDINST 7042.1A
(f) OPNAVINST 7220.17
(g) OPNAVINST 5102.1D

Encl: (1) Sample Request for Certification Examination Funding
(2) Sample Command Endorsement for Certification Examination
(3) Sample Request for Maintenance of Certification Fee Reimbursement

1. Purpose. To implement policy authorized in references (a) through (c) and establish funding procedures relating to professional credentials and participation in certification, recertification, maintenance of certification (MOC), and specialty board examinations. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1500.20.

3. Scope. This instruction applies to all Navy department personnel (Reserve, active duty, and civilian).

4. Background. Reference (a) authorizes the Secretary of Defense to extend government funding for credentials to military members of the uniformed services. Reference (b) implements reference (a) and provides Department of Defense (DoD) policy and guidelines for payment of professional credentialing expenses incurred by military members. The Assistant Secretary of the Navy, Manpower and Reserve Affairs delegated authority in reference (c) to Chief, Bureau of Medicine and Surgery (BUMED) to administer a program for payment of professional credentialing expenses for medical department military members. Other military officers and enlisted members are provided funding opportunities for credentialing expenses pursuant to reference (d). For guidance on the use of appropriated funds for civilian employee professional board certifications and licenses, see reference (e).

5. Definitions

a. Board Certification. A term that describes the certification via either examination(s) or MOC granted by a professional specialty board that a physician or other health professional has passed and has been certified by that board as a specialist in that subject or discipline.

b. MOC. A term that describes the annual requirement for a board certified physician or other health professional to maintain specialty board certification and credentialing in his or her specialty that occurs in the time period between initial certification and recertification. MOC is required annually for physicians and is a requirement to participate in their American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) specialty board certification and recertification examinations.

c. Certification. The process by which a governmental or non-governmental agency or association evaluates and recognizes a person who meets predetermined standards.

d. Credentials. The documents that constitute evidence of appropriate education, training, licensure, experience, and expertise of a health care provider.

e. Licensure. The granting of permission by an official agency of a State, the District of Columbia, a commonwealth, territory, or possession of the United States to provide health care within the scope of practice for a discipline.

6. Policy

a. Contingent upon availability of funds, Navy Medicine activities may pay expenses for Navy medical department military members to obtain professional credentials, including expenses for professional board certification or recertification, examinations, and MOC to obtain such credentials. Navy Medicine activities may not fund examinations that are a prerequisite or requirement for an individual's initial appointment in the armed forces. Officers are personally responsible for obtaining and maintaining a current, active, unrestricted State professional license. Navy Medicine may fund a professional license or certification for an enlisted member when it is required by DoD or Navy Medicine policy and member meets requirements set forth within reference (d).

b. In limited situations involving Navy medical department officers assigned to civilian medical facilities for training or research, Navy Medicine activities may pay for a State professional license when such facilities require the member to possess a license from the State in which the facility is located as a condition of patient care activities. Other requests for payment of a State professional license may be considered on a case-by-case basis as long as the

licensing requirement can be verified and documented (i.e., joint Department of Veterans Affairs and DoD facility). The payment of the license may only be permitted if the member's participation in the training or research project will be prohibited by the civilian facility if the license is not obtained. Any license paid for in this situation must not become the primary unrestricted license of the member. If the member is still assigned to the civilian medical facility when the license comes up for renewal, the Navy Medicine activity may pay the cost of the renewal.

c. The Navy Medicine Professional Development Center (NAVMEDPRODEVCTR) is the training agent for Navy Medicine and must execute oversight for this program.

(1) Contingent upon the availability of funds, NAVMEDPRODEVCTR will consider requests for funding eligible medical department personnel for participation in board certification processes, examinations, and MOC that meet the conditions of this instruction and are considered essential to the mission of Navy Medicine.

(2) NAVMEDPRODEVCTR may fund requests from Navy medical department officers for certification examinations, MOC, or recertification examinations within the individual's specialty or subspecialty that lead to a subspecialty code suffix denoting board certification, board equivalency certification, or assignment of an additional qualification designator.

(a) Per reference (f) and the annual naval administrative message on medical department officer special pays, specialty board examinations must be approved or certified by a recognized professional board or association. For Navy Medical Corps officers, NAVMEDPRODEVCTR will only consider funding requests for medical specialty board examinations approved by the ABMS or AOA. Dual certification (both ABMS and AOA) funding requests in the same specialty will not be approved. Further information and guidance for all Navy Medicine Corps can be obtained by accessing the BUMED special pays Web site at: www.navy.mil/bumed/special_pay/pages/default.aspx.

(b) NAVMEDPRODEVCTR will not fund requests from Navy Medical Corps officers for practice or experience-based (i.e., "grandfathered") certification.

(c) NAVMEDPRODEVCTR will not fund additional charges or fees incurred due to late registration (late fees).

d. NAVMEDPRODEVCTR will authorize funding, if available, for specialty board examination and MOC fees following the below procedures. NAVMEDPRODEVCTR has the authority to approve any funding request that is considered essential to the mission of Navy Medicine.

(1) Board Exams with Travel. Travel fees associated with board examinations will only be authorized and reimbursed by NAVMEDPRODEVCTR if requested in advance. All efforts

must be made by the requesting member to submit funding requests to NAVMEDPRODEVCTR at least 6 weeks in advance of the travel start date. Travel fee reimbursement for requests received after the travel has occurred will not be supported. NAVMEDPRODEVCTR will not authorize funding for exams taken in prior fiscal years. Members will use enclosures (1) and (2) to request funding from NAVMEDPRODEVCTR.

(2) Board Exams without Travel. All efforts must be made by the requesting member to submit funding requests at least 6 weeks in advance of the exam. Requests for funding can be submitted to NAVMEDPRODEVCTR after the member has taken the exam, provided the request is received by NAVMEDPRODEVCTR in the same fiscal year the exam was taken. NAVMEDPRODEVCTR will not authorize funding for exams taken in prior fiscal years. Members will use enclosures (1) and (2) to request funding from NAVMEDPRODEVCTR and indicate "not applicable" for travel related sections.

(3) MOC. Requests for MOC fees must be submitted to NAVMEDPRODEVCTR in the same fiscal year payment to the specialty boards was made. Reimbursement for travel associated with MOC is not authorized. MOC payments that are made in advance in order to maintain a member's board certification eligibility over a period of years are eligible for reimbursement. Members will use enclosure (3) to request funding from NAVMEDPRODEVCTR.

e. NAVMEDPRODEVCTR funding priorities:

(1) Funding priorities:

(a) Active Component Navy medical department personnel.

(b) Reserve Component Navy medical department personnel activated to duty for periods of 1 year or more. Personnel must be activated at the time of the request and have a minimum of 2 years or more of active duty Service remaining from the date of the examination.

(2) Funding will not be approved for individuals who:

(a) Have submitted a request to the Bureau of Naval Personnel for retirement, resignation, Fleet Reserve, or release from active duty;

(b) Are in receipt of release from active duty or retirement orders; or

(c) Are seeking funding after a failed attempt of the same, or similar, certification or recertification.

7. Procedure

a. Navy Medical department personnel who wish to apply for certification or recertification examinations in a program or specialty must communicate directly with the examining or

certifying agency to determine eligibility. Candidates requesting funding from NAVMEDPRODEVCTR that includes travel must send a request for sponsorship to the Commanding Officer, NAVMEDPRODEVCTR, via their chain of command at least 6 weeks prior to the examination date. If the specific examination date is not available 6 weeks prior to the examination, the candidate must still apply and then advise NAVMEDPRODEVCTR of the date as soon as it becomes available. Failure to provide all information required in enclosure (1) may result in delay or disapproval of the request. Candidates should direct funding requests to the appropriate code at NAVMEDPRODEVCTR below:

- (1) Medical Corps (Code 1WPGMC);
- (2) Dental Corps (Code 1WPGDC);
- (3) Medical Service Corps (Code 1WPGMSC);
- (4) Nurse Corps (Code 1WPGNC); or
- (5) Hospital Corps (Code 1WPGNEC).

b. If funding is approved, NAVMEDPRODEVCTR will authorize the candidate to pay examination and required fees from personal funds pending receipt of the funding authorization.

c. The requesting individual is responsible for making travel and lodging arrangements with the commercial travel office.

d. Active Component officers must agree not to tender their resignation or request a retirement date which is earlier than 1 year from the date of the examination. Recalled Reserve Component officers must agree in writing to remain on active duty for at least 1 year from the date of the examination. An obligation related to board funding is concurrent with any other Service obligation.

8. Location of Examination. When examinations are offered at more than one location, either simultaneously or at intervals during the year, candidates must request the nearest site to their permanent duty station. In those instances in which an inordinate delay would result from this policy, individual determinations will be made by NAVMEDPRODEVCTR.

9. Travel Authorization

a. If approved, NAVMEDPRODEVCTR will provide a funding citation with which the individual's local command can issue appropriate temporary additional duty (TAD) orders. If not utilizing the Defense Travel System (DTS), the activity receiving the funding citation must provide NAVMEDPRODEVCTR (Code 08F) a copy of the individual's travel claim and travel voucher summary, or DTS equivalent, within 10 days of travel completion.

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b. Within 5 business days after completion of TAD, the member must submit a travel claim via their respective Personnel Support Detachment, local TAD office, or DTS for liquidation.

10. Examination Results. Successful board certification candidates must forward a copy of the examining agency's official results and certification documentation to their applicable BUMED Corps Chief office planner.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

12. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

13. Information Management Control. The reports required in paragraphs 6d(1), 6d(2), 6e(2)(a), and 9b are exempted from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7j.


TERRY J. MOULTON
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at: <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.

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SAMPLE REQUEST FOR CERTIFICATION EXAMINATION FUNDING

Date of Request

From: Name of Applicant, Corps, USN, Command Address
To: Commanding Officer, Navy Medicine Professional Development Center (Appropriate Code), 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.

Enclosure (1)

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.

Signature of Member

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SAMPLE COMMAND ENDORSEMENT FOR
CERTIFICATION EXAMINATION

(Must be on letterhead and signed prior to sending to NAVMEDPRODEVCTR)

1500
Ser Code/Serial Number
Date

FIRST ENDORSEMENT on HMC Haze G. Underway, USN ltr of

From: (Commanding Officer or Commander, your command)

To: Commanding Officer, Navy Medicine Professional Development Center (Appropriate Code), 8955 Wood Road, Bethesda, MD 20889-5628

Subj: REQUEST FOR CERTIFICATION EXAMINATION FUNDING

1. Forward, recommending approval. (Name of command) does not have sufficient funds to support this request at this time.
2. The member's absence from the duty station for the time required to take the examination will not cause significant interruptions of service and care.
3. Point of contact name and contact information.

Commanding officer signature
Commanding officer name

Copy to:
(Enter member's rank and last name)

Enclosure (2)

BUMEDINST 1500.20A
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SAMPLE REQUEST FOR MAINTENANCE
OF CERTIFICATION FEE REIMBURSEMENT

Date of Request

From: Name of Applicant, Corps, USN, Command Address
To: Commanding Officer, Navy Medicine Professional Development Center (Appropriate Code), 8955 Wood Road, Bethesda, MD 20889-5628

Subj: REQUEST FOR MAINTENANCE OF CERTIFICATION FEE REIMBURSEMENT

Ref: (a) BUMEDINST 1500.20A

1. Per reference (a), I request reimbursement for the maintenance of certification annual fee for (name of certification or certifying board). I attest that I am currently board certified.

a. Date of payment:

b. Maintenance of certification fee amount:

2. Requestor's contact information:

a. Telephone (Commercial/DSN):

b. E-mail:

c. Command address:

d. Command unit identification code:

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 this request submission to Navy Medicine Professional Development Center. I will have XX years and XX months of active obligated service from the date of submission. My projected rotation date from my current command is (enter date).

4. I understand my request for reimbursement of fees must be submitted in the same fiscal year payment to the specialty board was made.

Enclosure (3)

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Subj: REQUEST FOR MAINTENANCE OF CERTIFICATION FEE REIMBURSEMENT

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

Applicant's Signature