



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

Canc: Jan 2020
IN REPLY REFER TO
BUMEDNOTE 1110
BUMED-M00C
14 Feb 2019

BUMED NOTICE 1110

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2019 NURSE CORPS HEALTH PROFESSIONS LOAN
REPAYMENT PROGRAM GUIDANCE

Ref: (a) 10 U.S.C. §2173
(b) DoD Instruction 6000.13 of 30 December 2015
(c) BUMED memo 1110 Ser DCTF/18UDCTF0025 of 10 May 18
(d) OPNAVINST 7220.17
(e) CNO WASHINGTON DC 071545Z DEC 18 (NAVADMIN 295/18)

Encl: (1) Sample Request for Health Professions Loan Repayment Program for Retention
(2) Sample First Endorsement of Health Professions Loan Repayment Program for Retention

1. Purpose. To announce the availability of loan repayments under the Health Professions Loan Repayment Program (HPLRP) to qualified health professionals currently on active duty for fiscal year 2019 (subject to availability of funding), and to provide information concerning eligibility and application procedures.

2. Scope and Applicability. Applies to active duty officers in the Navy Nurse Corps.

3. Background. The HPLRP is an accession and retention incentive program within the Armed Forces Health Professions Financial Assistance Programs. The HPLRP is a means to assist eligible personnel in the repayment of qualified loans in exchange for an obligated period of active duty. Reference (a) establishes the HPLRP and designates responsibility for the program to the Secretaries of the various military departments. Reference (b) includes Department of Defense policy and guidance for the active duty HPLRP. Reference (c) delineates the number of available Nurse Corps contracts and specifies the maximum allowable rate per contract. Reference (d) establishes policies and procedures to administer special pays for Navy Medicine and reference (e) provides current fiscal year guidance for medical department special pays.

4. Definitions

a. Active Duty Health Professional. Any regular active duty officer in the Navy Nurse Corps.

b. Qualified Loans. Government or commercial loans for the actual costs paid for tuition, reasonable educational expenses, and reasonable living expenses relating to the attainment of a baccalaureate of science in nursing.

5. Eligibility Requirements for Applicants

- a. Must be a commissioned officer on active duty in the Nurse Corps.
- b. Must have completed initial active duty obligation (ADO) as a commissioned officer by 30 September 2019.
- c. Must hold a current, unrestricted nursing license, if required to perform duties in the Navy.
- d. Must have 3 years of commissioned service, but less than 12 years of total active duty service (enlisted and officer service combined) by 30 September 2019. Nurse Corps officers currently in a Full-time Duty Under Instruction status or under a Duty Under Instruction obligation can apply for HPLRP, but the service obligation for each will be served consecutively.
- e. Questions should be directed to the Nurse Corps point of contact noted in paragraph 10a.
- f. Additional requirements:
 - (1) Must sign an agreement to incur an ADO in exchange for loan repayment.
 - (2) Must meet all height, weight, and physical readiness requirements.
 - (3) Must have a qualifying debt.

6. Ineligibility Factors for HPLRP Applicants

- a. Must not be a member of a Reserve Component on extended active duty or mobilized to perform active duty.
- b. Must not be subject to a court judgment or lien against personal property arising from a civil or criminal proceeding in which there is debt owed to the United States (to include Federal student loans).
- c. Must not be in default or delinquent on loans for which requesting repayment, or have any other Federal debt.
- d. Must not be in a "non-select" promotion status.

e. Must not have a punitive discharge or any other adverse personnel or administrative action pending or in effect.

f. Must not have received HPLRP previously, either upon recruitment or for retention.

g. Must not be currently under contract for the registered nurse retention bonus. If selected to receive HPLRP, the officer cannot apply for the registered nurse retention bonus until the completion of the HPLRP obligated service.

7. HPLRP Award Amount. The Assistant Secretary of Defense for Health Affairs sets the maximum annual award amount of loan repayment, currently established at \$40,000. Funds used in the HPLRP are taxable income and approximately 22 percent federal income tax will be deducted prior to disbursement of funds to each lending institution.

8. Awards. Nurse Corps will award six 1-year contracts, worth up to a maximum of \$40,000 each.

9. ADO. Participants in the HPLRP will incur an ADO consisting of 2 years for the 1-year benefit. The ADO for HPLRP will be served in addition to (consecutive with) any educational or training ADO. No portion of the ADO for HPLRP will be fulfilled by prior active service. In addition, the member may not be relieved of his or her ADO solely because of willingness and ability to refund all payments made by the Government, pursuant to Title 10, United States Code.

10. Application Procedures

a. Submit a notice of intent to apply for HPLRP no later than 27 February 2019 to usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil. The e-mail must include the following information: rank, last name, first name, specialty code(s), telephone number, estimated total health professions loan balance, and degree attained with the loan for which repayment is being sought. The Nurse Corps career planner may be reached at (703) 681-8922 or usn.ncr.bumedfchva.mbx.bumed-nc-career-planner@mail.mil.

b. Applications for HPLRP must be submitted via encrypted e-mail to the Nurse Corps career planner. The e-mail address for applications will be provided in response to the notice of intent. A sample application request is contained in enclosure (1).

c. All applications and supporting documentation must be received by 20 March 2019. Each application must contain the following:

(1) Name, rank, corps, business address, work, home, cell telephone numbers, and work e-mail address.

(2) Complete loan information with supporting documentation (e.g., copy of original loan document(s), current monthly statement(s), or printout(s) from lender Web site) that contains lender contact information, account number, balance, and non-delinquent status of each loan for which repayment is requested. If educational loans were consolidated, all documents related to the consolidation must be included. The applicant is responsible for providing a clear paper trail of the educational loans in the consolidation. The Bureau of Medicine and Surgery (BUMED) Accessions Program Manager (BUMED-M131) reserves the right to disqualify a recipient on the basis of an incomprehensible loan. The applicant must state the total loan obligation for the health professions degree and the current loan balance for which repayment is sought.

(3) Current active duty status, years of commissioned service, years of active service, and accession program.

(4) Copy of licensure, board certification, and eligibility documents, if applicable to the applicant's specialty.

(5) A brief motivational statement regarding the applicant's desire for continued military service. The statement will be no longer than one page, double spaced.

(6) Copy of Physical Readiness Information Management System Member Report Physical Fitness Assessment listing (summary of all physical fitness assessments taken).

(7) Copy of Officer Summary Record.

(8) Copy of Performance Summary Record.

(9) Copies of fitness reports covering the last 5 years, or all fitness reports since commissioning, if less than 5 years. Remove all social security numbers from the fitness reports (blacken out or white out).

(10) Commanding officer endorsement, see enclosure (2) for sample, to include verification that no punitive or other adverse personnel or administrative action is pending or in effect and that the applicant meets height and weight, and physical readiness requirements.

11. Application Review Process and Selection Notification

a. An administrative selection board will convene in April 2019, to review all completed applications and provide selection recommendations to Chief, BUMED. Chief, BUMED will provide final approval of individuals for participation in the HPLRP.

b. As it is likely there will be many more requests for enrollment in the HPLRP than available awards, the selection process will be very competitive. The administrative selection

board will be governed by a precept approved by Chief, BUMED. The following criteria, while not encompassing all details of the precept, will be considered by the administrative selection board in making approval recommendations:

- (1) Potential for future naval service and leadership.
- (2) Individual assignments, including operational assignments (past and future).
- (3) Individual accomplishments and awards.

c. Individuals will be notified of their selection for enrollment in the HPLRP by 31 May 2019. Selected individuals will receive a contract for the HPLRP from BUMED-M131 delineating the obligations of all parties by 3 June 2019. The original signed contract must be returned to the Navy Medicine Accessions Program Manager (ATTN: HPLRP), Bureau of Medicine and Surgery Detachment Bethesda, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611, by close of business 12 June 2019. BUMED-M131 will coordinate loan repayments with the appropriate lending institution(s) for those officers signing HPLRP contracts.

d. For questions concerning application procedures or eligibility requirements, contact the Nurse Corps career planner noted in paragraph 10a.

12. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice, or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

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13. Information Management Control. Reports contained in subparagraphs 10c(1) through 10c(10) of this notice are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.


TERRY J. MOULTON
Acting

Releasability and distribution:

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

BUMEDNOTE 1110
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SAMPLE REQUEST FOR HEALTH PROFESSIONS LOAN
REPAYMENT PROGRAM FOR RETENTION

Date

From: Rank, First Name, Middle Initial, Last Name, NC, USN
To: Fiscal Year 2019 Nurse Corps Health Professions Loan Repayment Selection Board,
7700 Arlington Boulevard, Falls Church, VA 22042
Via: Commanding Officer

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2019 HEALTH
PROFESSIONS LOAN REPAYMENT PROGRAM

Ref: (a) BUMEDNOTE 1110 of 14 Feb 2019

Encl: (1) Personal motivational statement
(2) Copy of licensure and board certification documents
(3) Copy of Officer Summary Record
(4) Copy of Performance Summary Record
(5) Copies of last 5 years of Fitness Reports, or all, if less than 5 years of service
(6) Copy of Physical Readiness Information Management System member Summary
Report of Physical Fitness Assessment
(7) Loan information (e.g., lender monthly statement for each loan)

1. I respectfully request participation in the Health Professions Loan Repayment Program (HPLRP). Request consideration for a 1-year contract to repay current outstanding loans totaling \$ (fill in). I attained a _____ degree with the loan for which I am requesting repayment.

2. I am regular active duty, not a member of the Reserve Component on extended active duty or mobilized to perform active duty. As of 29 September 2019, I will have completed (fill in) years of commissioned service and (fill in) years of total active service. I was commissioned via (fill in program, e.g., Direct Accession, the Nurse Candidate Program, etc., along with the number of years in that program), with a current specialty of (fill in specialty code(s)).

3. Per reference (a), enclosures (1) through (7) are submitted.

4. I understand that I must sign and return the original HPLRP contract if approved for participation in the HPLRP. **I also understand that HPLRP funds are taxable income and income tax withholding will be deducted prior to disbursement of funds to each lending institution.** I further understand that failure to satisfy all Department of Defense and Service

Enclosure (1)

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Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2019 HEALTH
PROFESSIONS LOAN REPAYMENT PROGRAM

specific HPLRP requirements, to include provision of necessary loan documentation, could result in forfeiture of any loan repayments that may be awarded. I can be reached at work, home, cell (telephone numbers), or work e-mail (address). My command mailing address is (address).

(Signature Block)

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14 Feb 2019

SAMPLE FIRST ENDORSEMENT OF HEALTH PROFESSIONS
LOAN REPAYMENT PROGRAM FOR RETENTION
(Command Letterhead)

1110
Ser 00/
Date

FIRST ENDORSEMENT on (rank, name, USN, ltr of (date))

From: Commanding Officer

To: Fiscal Year 2019 Nurse Corps Health Professions Loan Repayment Program Selection Board, 7700 Arlington Boulevard, Falls Church, VA 22042

Subj: REQUEST FOR PARTICIPATION IN THE FISCAL YEAR 2019 HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM

Ref: (a) BUMEDNOTE 1110 of 14 Feb 2019

1. Forwarded recommending approval.
2. Per reference (a), I verify that no punitive or other adverse personal or administrative action are pending or in effect and that (name of applicant) meets height, weight, and physical readiness requirements.
3. Additional comments.

(Commanding Officer Signature Block)

Copy to:
(Individual)

Enclosure (2)