



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

Canc: Jul 2020  
IN REPLY REFER TO  
BUMEDNOTE 12410  
BUMED-M00C3  
15 Jul 2019

BUMED NOTICE 12410

From: Chief, Bureau of Medicine and Surgery

Subj: BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN REGISTERED NURSES – FISCAL YEAR 2020

Ref: (a) BUMEDINST 1520.43  
(b) NAVMED P-117

Encl: (1) Bachelor Degree Completion Program for Federal Civilian Registered Nurses Application Requirements  
(2) Sample Application Letter  
(3) Privacy Act Statement  
(4) Bachelor Degree Completion Program for Federal Civilian Registered Nurses Continued Service Agreement

1. Purpose. To establish policy and guidance for the Bachelor Degree Completion Program (BDCP) for the Federal Civilian Registered Nurses (FCRN) Program in order to enhance Navy Medicine's capabilities consistent with references (a) and (b), the Manual of the Medical Department, chapter 8, article 8-21, to provide application procedures and to set the application deadline of 15 July 2019.

2. Background. The BDCP-FCRN Program has been implemented by Navy Medicine to address the challenges associated with recruitment and retention of FCRNs and advance clinical expertise within our Federal civilian nursing workforce, especially within our medical treatment facilities (MTF). This program is consistent with the Navy Nurse Corps professional practice model, Civilian Corps strategies, and contributes to high reliability organization initiatives to increase patient health outcomes and safety.

3. Scope and Applicability. This notice applies to FCRNs employed at Navy Medicine commands for a minimum of 3 years of full-time employment. This Bureau of Medicine and Surgery (BUMED) notice does not apply to contract personnel. It only applies to Department of Defense civilian registered nurses at Navy Medicine MTFs and clinics.

4. Eligibility

a. Candidates must have served at least 3 years in Federal civilian service at a Navy Medicine command prior to applying for the BDCP-FCRN Program.

- b. Candidates must have approval of their immediate supervisor and the command's Director of Nursing Service (DNS) or senior nurse executive (SNE). Additionally, an endorsement from the commanding officer or officer in charge is required.
- c. Candidates must be career or career conditional employees and be eligible for admission to a bachelor of science in nursing (BSN) program. Participation and educational funding is limited to the academic requirements of a BSN degree.
- d. Candidates must have a letter of acceptance from a nationally accredited school of nursing.
- e. Candidates who have an existing service obligation from a previously sponsored Navy program (e.g., full-time basis tuition assistance) will serve the obligated time from all programs consecutively.

## 5. Selection

- a. The Director of the Nurse Corps, in coordination with the Director of Navy Medicine Civilian Corps, will release an announcement that will denote the number of BDCP candidates to be selected for the BDCP-FCRN Program each fiscal year at <https://www.milsuite.mil/book/groups/navy-nurse-corps> (available by common access card only).
- b. The office of the Navy Nurse Corps will determine the number of BDCP selections each year based on the current and projected Nurse Corps inventory, end-strength needs, training billet availability, and accession projections.
- c. Curriculum must satisfy all BSN degree requirements. Applicants who meet the eligibility criteria outlined in paragraph 4 will submit applications to Navy Medicine Professional Development Center (NAVMEDPRODEVCTR) for review and presentation to the selection panel.
- d. Review of candidate application packages and selections will be made by a professional panel comprised of:
  - (1) One senior FCRN (at a minimum grade of General Schedule-12 or equivalent pay grade within the Federal civilian service system);
  - (2) Head, Nurse Corps programs, NAVMEDPRODEVCTR;
  - (3) One SNE, and;
  - (4) One representative from the office of the Director of the Navy Nurse Corps.

e. Selection will be based on the quality of the application, command endorsements, demonstrated academic capability, professional performance, and potential for continued career success performing duties consistent with the educational program being pursued.

f. Nurses selected for the BDCP-FCRN program will be notified by the command's DNS or SNE.

#### 6. Curricula Guidelines

a. Nurses must pursue approved curricula leading to a BSN degree from accredited university schools of nursing for which they qualify at the in-State tuition rate.

b. Curriculum length is considered in the selection process. The maximum time a nurse will be authorized to complete a BSN through the BDCP-FCRN program is 24 months.

c. Nurses must select a curriculum that will allow satisfaction of degree requirements at minimal study lengths. Whenever possible, they must take proficiency exams and complete more than the minimum credits for full-time student status.

#### 7. Factors Considered for Approved Schools. Factors considered in determining the acceptability of a civilian institution include:

a. Must be accredited by a nationally recognized nursing accreditation agency.

b. Quality of the learning institution.

c. Availability of degree required courses throughout the calendar year.

d. Proximity to current place of employment. Attendance for BDCP-FCRN Program students to institutions offering on-line programs will be considered. If accepted to attend such a program, the accepting institution is responsible for the coordination of clinical rotations. Additionally, costs for residency or on-site visits are incurred by and the responsibility of the student. Questions regarding other costs of program completion may be directed to Head, Nurse Corps programs, NAVMEDPRODEVCTR.

8. Declination. Candidates selected for the BDCP for the FCRN program that desire to decline may do so in writing to NAVMEDPRODEVCTR (Code 1WPGNC), 8955 Wood Road, Bethesda, MD 20889-5628. This must be done within 30 days of receiving official notification to allow for the timely notification of a selected alternate. Additionally, it is the responsibility of the selectee to notify their immediate supervisor and DNS or SNE of their intent to decline.

9. Academic Continuation. Nurses who fail to maintain academic standards (minimum grade point average (GPA) of 2.7 or educational institution's requirement if higher) will be considered for continuation based on the recommendation of the Commanding Officer, NAVMEDPRODEVCTR and the Director, Navy Nurse Corps.

10. Removal from the Bachelor Degree Completion Program. NAVMEDPRODEVCTR and the Director, Navy Nurse Corps reserve the right to remove a student from the program if the student fails to meet the work and academic requirements of the program, experiences medical incapacitation, or misconduct of any type.

11. Funding. NAVMEDPRODEVCTR is responsible for funding all tuition and associated fees for those participating in the BDCP for the FCRN Program. The participant's command will pay all salary and benefits costs. Funds management responsibility related to the academic program will be performed by NAVMEDPRODEVCTR.

12. Action

a. Director of the Navy Nurse Corps must:

- (1) Analyze educational needs for the Nurse Corps and the FCRN nursing community.
- (2) Establish annual quotas for training opportunities.
- (3) Publish opportunities available under the BDCP-FCRN Program.

b. NAVMEDPRODEVCTR must:

(1) Develop and maintain statistical methodologies for forecasting BDCP-FCRN Program quotas.

(2) Forecast annual costs for program operations and coordinates funding needs with Assistant Deputy Chief, Financial Management (BUMED-M8) and the Navy Medicine Education, Training and Logistics Command. Manage funds and ensure training cost commitments are met.

(3) Conduct program administration and resource management.

(4) Manage formal communication with applicants, selectees, their command, and universities.

(5) Monitor student educational progress and maintain academic records on all students assigned to BDCP-FCRN Program.

c. Commanding Officer or Designee must:

- (1) Mentor FCRNs regarding higher professional knowledge.
- (2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training to NAVMEDPRODEVCTR.
- (3) Ensure the successful completion of continuing service obligations for program graduates assigned to their commands.

d. Individual FCRNs Interested in the BDCP-FCRN Program must:

- (1) Seek education and career counseling from their respective SNE and Head, Nurse Corps programs.
- (2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training to NAVMEDPRODEVCTR (Code 1WGPNC).
- (3) Consult <https://www.milsuite.mil/book/groups/navy-nurse-corps> for the latest information on the BDCP-FCRN program opportunities and program guidelines.
- (4) Submit application to NAVMEDPRODEVCTR via appropriate chain of command following the guidance in enclosures (1) through (4). Scan and e-mail command endorsed package to Captain Rhonda Hinds at: [rhonda.o.hinds.mil@mail.mil](mailto:rhonda.o.hinds.mil@mail.mil) no later than 15 July 2019. All required application elements must be provided by this date. Incomplete applications will be ineligible.
- (5) Apply to at least two schools of nursing. Seek programs that will grant in-State tuition. Candidates must have letters of acceptance or other documentation from universities noting that the applicant's academic credentials meet admission criteria.
- (6) Continue to work in their current position, but are not compensated for the time when they are in school, if applicable. If required, alternate work scheduling arrangements must be agreed upon between the applicant and their work center supervisor prior to applying.

e. Individual FCRNs Selected for the BDCP-FCRN Program must:

- (1) Complete the BSN program for which chosen, in the minimum amount of time possible. Taking more than the minimum hours required for full-time student status is encouraged.

- (2) Maintain a 2.7 GPA or educational institution's requirements if higher.
- (3) Be enrolled in school full-time, year round, in classes that are creditable to their degree.
- (4) Send grade reports to NAVMEDPRODEVCTR (Code 1WPGNC), 8955 Wood Road, Bethesda, MD 20889-5628 as soon as available following each semester.
- (5) Send a cost quote for the initial and subsequent semesters to NAVMEDPRODEVCTR (Code 1WPGNC) 70 days in advance of each new semester.
- (6) Keep NAVMEDPRODEVCTR (Code 1WPGNC) informed of current address, telephone number, and e-mail address as changes occur.
- (7) Have all changes to their curriculum plan approved by Head, Nurse Corps programs at NAVMEDPRODEVCTR (Code 1WPGNC) prior to initiating the change.
- (8) Inform NAVMEDPRODEVCTR (Code 1WPGNC) of any circumstances that might adversely affect school progress.
- (9) Understand moonlighting restrictions while a student pursuant to reference (b), Manual of the Medical Department, chapter 1, article 1-22.
- (10) Accept BDCP-FCRN program in writing and sign a continuing service agreement for a period of 2 years from the date the BSN degree is received. See enclosure (4) for the terms of the continued service agreement.
- (11) Ensure Application package contains an endorsement from the employing MTF.
- (12) Upon graduation, forward a final transcript of grades stating the degree conferred to NAVMEDPRODEVCTR (Code 1WPGNC), 8955 Wood Road, Bethesda, MD 20889-5628.

### 13. 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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14. Information Management Control. Reports contained in paragraph 12e(4) are exempted from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.

  
TERRY J. MOULTON  
Deputy Chief

**Releasability and distribution:**

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

BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN  
REGISTERED NURSES APPLICATION REQUIREMENTS

1. Use format contained in enclosure (2) of this notice. Letter must clearly list preferred order of priority for all programs into which the applicant has been officially accepted.
2. Provide official transcripts from all schools of nursing, colleges, and universities attended after high school.
3. Include summary of all professional development successfully completed during the past 5 years. Begin with names of diploma school, colleges, and universities attended and the dates credited toward a degree or diploma. (For those applicants who completed their associate of science in nursing or other certifications more than 5 years ago; it is strongly recommended that they take courses through civilian institutions or self-study programs to strengthen their academic background at the bachelor level. This is most pertinent for those who do not have a noteworthy undergraduate record.)
4. Provide letters of acceptance or other documentation from educational institutions noting that the candidate's academic credentials meet admission criteria.
5. Provide proposed curriculum plan (schedule listed by semester or quarter showing the course title and credit hours for each course). Individuals must meet the school's full-time student requirements. University academic advisors may give assistance. Curriculum plans must be typed and not be reproductions from Web sites or college course catalogs.
6. Include no more than three letters of recommendation which address current and potential level of performance. Letters of recommendation should include those from active duty Nurse Corps officers or FCRN supervisors within the chain of command who can speak directly to clinical performance as it relates to the particular course of study.
7. Submit statement of rationale not to exceed 250 words. This statement must explain why this training is desired and how it will benefit the facility, Navy Medicine, and the Navy's mission.



SAMPLE APPLICATION LETTER

Date

From: Amy A. Member, RN, GS-9  
To: Commanding Officer, NAVMEDPRODEVCTR (Code 1WPGNC), 8955 Wood Road,  
Bethesda, MD 20889-5628  
Via: (Appropriate chain of command)

Subj: APPLICATION FOR THE BACHELOR DEGREE COMPLETION PROGRAM FOR  
FEDERAL CIVILIAN REGISTERED NURSE

Ref: (a) BUMEDNOTE 12410 of 15 Jul 2019

Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or  
conditional acceptance will be considered if school cannot give letters of acceptance)  
(2) Official Transcripts (a complete set of official or otherwise legible transcripts is  
needed from all diploma programs, colleges and universities attended after high  
school)  
(3) Summary of Professional Development  
(4) Proposed Curriculum Plan  
(5) Letters of Recommendation (maximum number of three)  
(6) Statement of Rationale for Program Participation  
(7) Required Continued Service Agreement

1. Per reference (a), I request training via the Bachelor Degree Completion Program (BDCP) for the Federal Civilian Registered Nurse (FCRN) Program leading to Bachelor of Science degree in nursing at (educational institution name). I have been formally accepted at (name) to begin this program (day, month, and year). I expect to complete the program (month and year). My alternate education institution for this degree is (educational institution name). I have been formally accepted at (university name) to begin this program (day, month, year), as noted in enclosure (1). I will complete the program (month and year).

2. Per reference (a), I provide the following personal information in support of my application:

a. My current position, pay plan, position title, occupational code or series, and grade are covered under the general schedule. My duty telephone number is (DSN or commercial) and e-mail address is (e-mail address).

b. I have completed (XX) years of Federal service of which (XX) years have been in the employment of the U.S. Navy. I presently work at (name of facility) where I have been employed since (date).

Enclosure (2)

Subj: APPLICATION FOR THE BACHELOR DEGREE COMPLETION PROGRAM FOR  
FEDERAL CIVILIAN REGISTERED NURSE

c. I (do or do not) have obligated or continuing service for previously funded education programs. (if you are still under an obligated or continuing service, state clearly when that period of obligation or continuing service ends (month and year)). This obligation results from (use of tuition assistance, for student loan repayment, etc.).

d. I understand that if participation in this program requires that I work an alternative work schedule that this is agreed upon with my work center supervisor prior to submission of my application.

e. I understand that upon completion of the BDCP-FCRN Program that I am obligated to remain with Navy Medicine for a period of 2 years.

f. I hold the following professional certifications: (list certification). My current nursing specialty area of practice is (name specialty).

g. My professional nursing experience include: (Provide a chronological list beginning with current assignment). List all healthcare related civilian and Federal employments. Do not provide as a separate enclosure.

3. Enclosures (1) through (7) provide the additional information required in the application for BDCP-FCRN Program. [Note: Although each of the enclosures need not be addressed specifically in this cover letter, separate subparagraphs should be considered where information requires clarification, e.g., documenting your education may be listed under other names, proposed curriculum may have various options (address the one you intend to pursue), etc. All transcripts must be legible.]

4. Enclosure (4) contains a signed continued service agreement that I accept as a condition for participation within the BDCP-FCRN Program. I also agree not to request release from my current government service employment or request retirement while participating in the BDCP-FCRN Program or during the incurred period of obligated service.

5. I understand that Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. My signature attests I am familiar with the statement contained here and authorize use of the information given for the purpose listed.

A. A. MEMBER

PRIVACY ACT STATEMENT

The authority to request information is contained in section 301 of Title 5, U.S. Code Departmental Regulations. The principal purpose of the information is to aid officials and employees of the Department of the Navy in deciding my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for the Bachelor Degree Completion Program for Federal Civilian Registered Nurses, the Navy Medicine Professional Development Center command will keep a training file on me. Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Signature

(Unsigned and undated applications will be returned.)

BACHELOR DEGREE COMPLETION PROGRAM FOR FEDERAL CIVILIAN  
REGISTERED NURSES CONTINUED SERVICE AGREEMENT

I understand that:

1. Upon selection to the Bachelor Degree Completion Program (BDCP) for the Federal Civilian Registered Nurses (FCRN), all salary, benefits, and tuition and related academic fees for my approved graduate program will be paid for with government funds. I hereby agree to follow all required procedures relating to the use of government funds and the requirement for the BDCP-FCRN Program.
2. If I do not satisfactorily complete the program for which accepted, I will reimburse the government for the cost of the program (excluding salary and benefits costs). Personal and family situations may present special circumstances which should immediately be discussed with the supervisor or Navy Medicine Professional Development Center designee.
3. Upon successful completion of the BDCP, I will continue full-time in service at my employing activity or at a different medical treatment facility (within the region to which I am presently assigned) for a period of 2 years unless involuntarily separated from Federal service. Should I not complete the BDCP, I will be obligated to serve with the Federal Government for a period of time equal to 1 month for each month (or part thereof) that I attended school, not to exceed 24 months.
4. If I plan to separate from my employing activity before completing the continued service obligation for this program, I must notify my supervisor and the senior nurse executive at my employing activity, in writing, at least 30 days prior to my planned separation date. The notification must give a complete justification for failure to complete the service agreement. In certain instances a waiver of the repayment may be permitted.
5. When repayment has not been waived or is not secured directly from me, action will be taken to recover the funds (see section 4108 of Title 5, U.S. Code). Repayment will not be required of an employee who enters on active military duty under those circumstances that permit restoration rights under section 410.353 of Title 5, U.S. Code.
6. During the period of continued service, I agree to work required shifts, watches, and on-call duty expected in the area of nursing for which I am assigned.

\_\_\_\_\_  
Full Signature

\_\_\_\_\_  
Date