



DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1510.100
PERS-00C
17 Sep 2019

BUPERS INSTRUCTION 1510.100

From: Chief of Naval Personnel

Subj: FUNDING PROFESSIONAL CREDENTIALS AND CERTIFICATION
EXAMINATIONS FOR NAVY MORTICIANS

Ref: (a) COMNAVCRUITCOMINST 1130.8K
(b) NAVPERS 18068F, Navy Enlisted Classifications Manual, Chapter 4
(c) OPM General Schedule Qualifications Standards
(d) 10 U.S.C. § 2015
(e) 5 U.S.C. § 5757
(f) OPNAVINST 1540.56B

Encl: (1) Sample Request for Maintenance of Certification Fee Reimbursement

1. Purpose. To issue policy and to establish procedures to fund and reimburse required training and licensing for Navy hospital corpsmen with Navy enlisted classification (NEC) code L29A (mortician) and General Schedule (GS) Government employees in job series 0050.
2. Scope and Applicability. This instruction applies to Navy morticians, military and civilian, and to Navy commands with assigned morticians.
3. Background. Per references (a) and (b), a Navy mortician (NEC L29A) must hold and maintain a current license from one of the 50 States or the District of Columbia. Per reference (c), civilians in the GS job series 0050 must adhere to the same licensing criteria. References (d) and (e) authorize the use of government funds for military and civilian morticians to obtain the Continuing Education Units (CEUs, see paragraph 5) required to maintain this licenses. Reference (f) directs the funding and reimbursement of costs associated with credentialing.
4. Policy. Navy Personnel Command (NAVPERSCOM) will ensure all Sailors with NEC L29A and civilians in the GS series 0050 are funded or reimbursed for expenses incurred while obtaining CEUs to maintain a current license, using the procedures outlined in this instruction. 17Per reference (f), reimbursement of costs to obtain required credentials for enlistment is not authorized.

5. Procedures and Action

a. Morticians

(1) Continuing Education Units (CEU). CEUs are required by individual States to maintain licensure. Morticians must submit a SF-182 Authorization, Agreement, and Certification of Training and NAVPERSCOM 4491/3 Command Material and/or Service Agreement to the NAVPERSCOM Casualty Office (PERS-00C) no later than 4 weeks prior to training opportunity.

(2) State License renewal. Because of challenges involved in introducing third party payments for State licenses, morticians should obtain required licenses and then request reimbursement. Complete and submit the request letter (enclosure (1)) along with a completed SF-270 (Request for Advance or Reimbursement) via their chain of command.

(3) Confirmation Documentation. For each funded action, the attending mortician must forward confirmation documentation to PERS-00C for tracking and verification.

b. PERS-00C

(1) Ensure morticians remain qualified to perform mortuary duties and maintain a database of licensing and training data for all morticians

(2) Maintain copies of all documents submitted and approved per this directive.

(3) Provide a plan to maintain 100% mortuary coverage for each mortician attending training per this directive.

c. Commanding Officers, officers in charge, or directors of commands and activities with assigned Morticians will support the needs of assigned morticians by allowing time to obtain required training.

6. Travel. When required, all travel in support of obtaining professional credentials and certification examinations must be submitted and approved through the Defense Travel System (DTS). Ensure pre-travel approval is submitted per current guidance prior to entering request in DTS.

7. Records Management

a. Records created as a result of this instruction, 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>.

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

9. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-00C will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

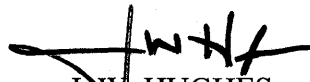
9. Forms

a. The following forms may be obtained from the Executive Services Directorate Web site at https://www.esd.whs.mil/Directives/forms/sf_forms/

(1) SF 182 Authorization, Agreement, and Certification of Training

(2) SF 270 Request for advance or reimbursement

b. NAVPERSCOM 4491/3 Command Material and/or Service Agreement may be obtained from the NAVPERSCOM Web site at <https://www.public.navy.mil/bupers-npc/reference/forms/Pages/default.aspx>.



J. W. HUGHES

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.npc.navy.mil/>

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SAMPLE REQUEST FOR MAINTENANCE OF CERTIFICATION FEE REIMBURSEMENT

Date

From: Name of Mortician, USN, Command Address

To: Commander, Navy Personnel Command (PERS-00C)

Subj: REQUEST FOR MAINTENANCE OF LICENSE FEE REIMBURSEMENT

Ref: (a) 10 U.S.C. § 2015

(b) 5 U.S.C. § 5757

(c) USD (P&R) memo of 16 Jul 2009 (NOTAL)

(d) OPNAVINST 1540.56

Encl: (1) Licensing State law (cost and periodicity of licensure)

(2) Receipt from State Licensing Board

(3) Copy of License

1. Per references (a) through (d), I request reimbursement for the maintenance of license annual/biennial fee for (state board). I attest that I am currently licensed. The following information is provided in support of my request:

a. Date of payment:

b. Maintenance of license fee amount:

2. 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. I will have XX years and XX months of active obligated service from the date of request. 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 that payments to the specialty board was made.

Enclosure (1)

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Subj: REQUEST FOR MAINTENANCE OF LICENSE 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