

Navy Anesthesia Boards Reimbursement Guide (10 MAR 2010):

1. Fill out the board reimbursement request, including the Command endorsement page. Please ensure that all the margins are lined up and it looks presentable for the CO's viewing.
2. Obtain command letterhead from Monica and print off the CO endorsement- please do not enlist Monica or Mary to do any of the paperwork or 'help' with formatting.
3. Fill out red sections in direct cite form, print off.
4. Go to the ABA website and print off the receipts for your fees- credit card statements won't work.
5. Sign everything applicable, make a copy, and hand to Monica for routing.

Everything must be in the manpower office NLT 6 weeks prior to boards and nothing happens quickly in the command suite, so you should have April as your goal for submission. Every year NMMPT&E modifies the format, so expect things to get kicked back. Also, this is the format for oral board reimbursement, so save this guide for next year.