

Reserve Component (RC) Health Professions Officers (HPO)
Special Pay Application Process
Date: 01 Mar 2026

1. PURPOSE: This document provides guidance for U.S. Navy Reservists on Active Duty orders >30 days and their gaining commands on the process for applying for Medical Department Special Pays.

2. ELIGIBILITY: Reserve Component (RC) Health Professions Officers (HPOs) may be eligible for the Active Component (AC) Incentive Pay (IP) and/or Board Certification Pay (BCP) under the following circumstances:

- RC HPO on Active Duty (AD): member is on active duty for >30 days under Temporary Recall, Active Duty for Operational Support (ADOS), or mobilization orders.
- RC HPO on Active Duty for Training (ADT): member is on ADT orders for >30 days.
- Eligibility is determined by the Annual Pay Guidance, available at <https://www.med.navy.mil/Special-Pays/>.

3. REQUIRED DOCUMENTATION: The application must include the following documents in **one PDF**:

1. A completed AC Special Pay request for each type of pay being requested.
2. A copy of the member's orders.
3. CO Endorsement (See Section 4 below).
4. Verification of all training history, including start and end dates for all internships, residencies, and fellowships.
5. A completed Special Pays Information Form

See <https://www.med.navy.mil/Special-Pays/> for templates of required documentation and applicable checklists explaining how to complete the templates IAW the AC submission standards

4. COMMAND ENDORSEMENT REQUIREMENTS:

- If the requested specialty is listed on the orders: only the CO endorsement is required.
- If the requested specialty differs from the orders (or if no specialty is listed), an endorsement from the Privileging Authority is also required and must verify that the RC HPO meets all eligibility criteria as per the relevant Annual Pay Guidance.

5. APPLICATION AND SUBMISSION PROCEDURES: The gaining command is responsible for coordinating/submitting the special pays application package immediately upon onboarding of RC HPO:

- **RC HPO on ADOS, Recall, or Mobilization orders:** Gather all required documentation as listed in Section 3 above and submit as one PDF to the BUMED N1 Special Pays office at usn.ncr.bumedfchva.mbx.specialpays-bumed@health.mil.
- **RC HPO on ADT orders:** Gather all required documentation as listed in Section 3 above and submit as one PDF to BUMED N1R at usn.ncr.bumedfchva.mbx.specialpays-bumed-adt@health.mil.