

**Medical Department Special Pays Process  
Information for Reservists and Gaining Command**

Medical Department Reserves reporting to **ACTIVE DUTY (AD)** for periods of more than 30 days under Temporary Recall, Active Duty for Operational Support (ADOS), or mobilization may be eligible for Incentive Pay (IP) and/or Board Certification Pay (BCP), as outlined in the Annual Pay Guidance which can be found on the below website.

For Reserve Corps (RC) Health Profession Officers (HPO) under Active Duty for Training (ADT) orders for more than 30 days, and practicing an eligible specialty, the POC is N1R

<https://www.med.navy.mil/Special-Pays/>

To ensure timely processing of special pays, RC HPOs on AD for other than ADT orders should have available copies of their internship, residency, fellowship and board certification certificates related to their specialty.

The gaining command should coordinate and forward the following documentation to establish the start date for special pays:

1. Send information listed below, along with a Special Pay request for each pay being requested for all reserve recalls within 5 working days of their arrival on station to **BUMED N1 Special Pays** ([usn.ncr.bumedfchva.mbx.specialpays-bumed@health.mil](mailto:usn.ncr.bumedfchva.mbx.specialpays-bumed@health.mil)):

a. Orders.

b. Verify and provide all training information, to include beginning and ending dates of all internships, residencies, fellowships and board certifications. This information should be available from the gaining command credentialing office.

c. A special pays information form is provided below to facilitate recording each members training and personal data.

**Special Pays reserve officers are eligible:** If the officer is requesting special pays for the specialty/billet

specialty listed on the orders then the command CO can endorse; however, if the officer is requesting special pays for a different specialty than what is listed on the orders, or there is no specialty listed on the orders, then the Privileging Authority will have to:

1. endorse the member's request or;
2. provide documentation stating it is from the Privileging Authority and;
3. the officer is privileged and practicing the specialty for which the pay is being requested and;
4. the officer meets all qualification/eligibility criteria according to Corps pay plans found at <https://www.med.navy.mil/Special-Pays/>.

# SPECIAL PAYS INFORMATION

Name:		SSN:		Grade:	
Desig:		Corps:		PRD:	
Command:				Estimated Loss Date:	
Subspecialty 1:		Subspecialty 2:		Subspecialty 3:	
<b>Command POC</b>				<b>Phone #</b>	
<b>POC Signature</b>				<b>Date</b>	
<b>Training Information</b>					
INTERNSHIP:					
Beginning Date:				Ending Date:	
1 <sup>st</sup> RESIDENCY:					
Beginning Date:				Ending Date:	
2 <sup>nd</sup> RESIDENCY:					
Beginning Date:				Ending Date:	
3 <sup>rd</sup> RESIDENCY:					
Beginning Date:				Ending Date:	
1 <sup>st</sup> Fellowship:					
Beginning Date:				Ending Date:	
2 <sup>nd</sup> Fellowship:					
Beginning Date:				Ending Date:	