



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

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Ser N00/

From: Commander, Navy Reserve Force  
To: Navy Reserve Activities

Subj: RECRUITING AND RETENTION INCENTIVES FOR RESERVE COMPONENT  
HEALTH PROFESSIONS OFFICERS

Ref: (a) Assistant Secretary of Defense for Health Affairs Memorandum Health  
Professions Officer Special and Incentive Pay Plan dated 29 September 2017.

Encl: (1) Recruiting Incentives for Selected Reserve Health Professions Officers  
(2) Special Bonus for Retention of Selected Reserve Health Professions  
Officers in Critical Skill Shortages  
(3) Special Bonus for Retention of Selected Reserve Health Professions Officers in  
Critical Skill Shortages: Eligible Designators, Ranks, Subspecialties, and Amounts

1. Purpose. Effective October 1, 2017, the Department of the Navy authorizes monetary incentives for Health Professions Officers (HPO) critical skills that may be used as a recruiting and/or retention tool to maintain readiness of the reserve component. The special bonus for retention program targets certain Selected Reserve (SELRES) officer pay grades in specific HPO subspecialties as designated in reference (a).

2. Terms. Members must agree to a three-year SELRES service obligation upon signing the written agreement. An officer applying for participation in the Special Bonus for SELRES HPO in Critically Short Wartime Incentive Program under the authority of 37 United States Code (U.S.C.) Section 335(a) (3) must meet the eligibility criteria as specified in Department of Defense (DoD) Instruction 6000.13, Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers, Financial Management Regulation, DoD 7000.14-R Volume 7A Chapter 56, and Reserve Personnel Manual, Articles 1100-010, 1100-040, and 1570-020.

3. Points of Contact. For policy questions, contact LCDR John Wainwright at (757) 322-2262 or email: johnathon.wainwright@navy.mil. For assistance in determining and establishing retention eligibility, contact the Commander, Navy Reserve Forces Command (N112) Officer Incentive Program specialists at (757) 322-6722/5769 or your supporting Navy Reserve Activity. For assistance in determining and establishing accession eligibility, contact your recruiter. For assistance in determining and establishing affiliation eligibility, contact your Career Transition Office Transition Assistant or Navy Veteran Recruiter.

4. Title. Officers under a current contract for special bonus or incentive pay may request termination of current contract and reapply if the rate in their subspecialties has increased. The

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officer must obligate themselves to the terms set forth in enclosures (1) and (2) in order to receive the increased special bonus rate. Note that an officer must complete a full year of satisfactory participation for each year in which a special pay bonus incentive has been received. Terminating an existing agreement before a full year has been paid back could result in bonus recoupment action. Officers terminating an agreement to receive the higher rate are encouraged to apply for a new incentive at or near their anniversary date to avoid recoupment of an existing incentive.

5. Title. Award levels decreased by this letter are effective after 30 days from this announcement to allow processing of existing quotas/pre-certifications. Unless reauthorized by Congress, no agreement under Title 37, U.S.C. Section 335 may be entered into after 31 December 2017. Specialties not reauthorized will no longer be eligible for the incentives offered, and any outstanding quotas/pre-certifications will be cancelled.



L. M. McCOLLUM

## **Recruiting Incentives for Selected Reserve (SELRES) Health Professions Officers (HPO)**

1. **Introduction.** The Department of the Navy authorizes bonus pay for SELRES Officers. The Navy Reserve shall use the bonus program in the most cost-effective manner to support HPO force management objectives. This enclosure identifies each SELRES Officer Recruiting Incentive, including eligibility criteria, incentive amounts, and required obligations. Enclosure (3) lists eligible designators, paygrades and subspecialties (SSP) for each program. All payments are taxable.
  
2. **Reference Information.**
  - a. Department of Defense (DoD) Instruction 1304.34 (July 11, 2016), "General Bonus Authority for Officers"
  
  - b. DoD Instruction 6000.13 (May 3, 2016), "Accession and Retention Policies, Programs , and Incentives for Military Health Professions Officers (HPOs)"
  
  - c. Navy Reserve Personnel Manual (RESPERSMAN) Articles \*1100-010, -030 -040, 1570-020All RESPERSMAN guidance remains in effect unless amended or amplified in this letter.  
\*available at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N1C2/Navy%20Reserve%20Personnel%20Manual](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/Navy%20Reserve%20Personnel%20Manual)
  
3. **Program Guidance.** Throughout this letter, the terms "Selected Reserve" and "SELRES" indicate a member assigned in a paid inactive duty training (IDT) status in the Navy Reserve. The effective date for all incentives described in this letter is the effective date of affiliation/accession in the Selected Reserve as indicated on NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement. Members who voluntarily accept Active Duty for Special Work (ADSW) orders, or voluntarily or involuntarily execute active duty orders for Presidential Reserve call-up or Full/Partial Mobilization in support of contingency operations, or who accept a definite/temporary recall to active duty, shall maintain bonus entitlement for the duration of the orders or mobilization period. Any such active duty service on these orders counts toward fulfillment of the member's Selected Reserve obligation, but accepting such orders may delay liquidation of an incentive or anniversary payment until a member returns to a drilling status. Indefinite recall to active duty does not fulfill member's select reserve obligation and will result in bonus termination and recoupment HPO specialties identified biennially in the Assistant Secretary of Defense for Health Affairs (ASD-HA) as Health Professions Officer Special and Incentive Pay Plan Memorandum are referred to as Critical Skill Shortages (CSS). Enclosure (3) para. 3 lists HPO CSS who are eligible to receive a Special Bonus for Retention, Affiliation, and Accession.

4. Incentive Categories. This enclosure lists eligibility criteria for the four SELRES HPO recruiting incentives and special pays. The four incentive categories include:

- Section (A) = **Non Critical Skill Shortage Incentives (Non-CSS)**, per DoD Instruction 1304.34.
- Section (B) = **Critical Wartime Subspecialty (CWS) Special Bonus, for HPOs on the CWS Critical Skill Shortage (CSS) List**, per DoD Instruction 6000.13.
- Section (C) = **Reserve Component Health Professions Stipend Program**, per DoD Instruction 6000.13.
- Section (D) = **Reserve Component Health Professions Loan Repayment Program (RCHPLRP)**, per DoD Instruction 6000.13.
- Section (E) = **Training Medical Specialties (TMS) Flex Drill Option**, per RESPERMAN 1570-020.

**A. Non-Critical Skill Shortage Incentives (Non-CSS):**

(1) Affiliation Bonus – This bonus is intended for Officers transferring from AC to RC, prior service Navy Veterans (NAVETs) and Other Service Veterans (OSVETs).

(2) Accession Bonus – This bonus is authorized for members commissioned for the first time in the armed forces as a Direct Commission Officer (DCO).

(3) Eligibility Criteria for Affiliation and Accession Bonuses:

- (a) Affiliation Bonus-eligible designators and paygrades are listed in Enclosure (3) paragraph (1). NAVETs and OSVETs must not have previously received this incentive nor have previously served in the Navy's Selected Reserve within the 12 months preceding their current affiliation.
- (b) Accession Bonus-eligible designators and paygrades are listed in Enclosure (3) paragraph (2).
- (c) Bonus Amount: \$10,000. One-time, lump sum payment for both bonus types.
- (d) Service Obligation: Affiliation (NAVET and OSVET), Three-year SELRES service from effective date. Accession (DCO), Four-year SELRES service from effective date.
- (e) Members electing a Critical Wartime Specialty (CWS) Health Care Special Bonus may not receive an Affiliation or Accession bonus.
- (f) Termination-Recoupment: Failure to fulfill any program requirement will result in bonus termination and recoupment of a pro-rated portion of the total bonus paid.
- (g) A Written agreement for this Bonus must comply with the Program Guidance contained within the RESPERSMAN.

**B. CWS Special Bonus for HPOs on the CWS CSS list:**

- (1) The CWS CSS bonus may be utilized in lieu of an Accession or Affiliation Bonus. It may also be utilized as a Retention Bonus since a service member may elect to receive it multiple times in his or her career.
  - (a) Eligibility criteria for designators, paygrades, and subspecialties (SSP) listed in enclosure (3) paragraph (3).
  - (b) Bonus Amount: Between \$10,000, and \$50,000 per year, based on eligible SSP as outlined in enclosure (3).
  - (c) Service Obligation: Three-year SELRES service from effective date.
  - (d) Termination-Recoupment: Failure to fulfill any program requirement will result in bonus termination, recoupment of all monies received for that year, and forfeiture of all future payments.
  - (e) A Written agreement for this Bonus must comply with DODI 6000.13 and the Program Guidance contained within the RESPERSMAN.

**C. Reserve Component Health Professions Stipend Program:**

- (1) Eligibility criteria
  - (a) Applicants leaving active duty before being matched with a residency may be issued a PRECERT (see paragraph 5) based on application for a residency that would qualify for a CWS listed in Enclosure (3) paragraph (3), subject to the following conditions:
  - (b) HPO PRECERT is valid until the end of the FY of affiliation or until beginning a qualifying residency, whichever occurs first.
  - (c) If Enclosure (3) paragraph (3) is amended prior to beginning residency, residency applied for must meet all updated eligibility requirements or PRECERT will be cancelled.
- (2) Payment amount: Monthly installments as indicated in Department of Defense 7000.14-R, Financial Management Regulation (FMR) Volume 7A Chapter 62. Payment is pro-rated for partial months at the beginning and end of the specialized training program.
- (3) Obligation: Stipend obligation will be one year of service for every 6 months of stipend payments as determined by DoDI 6000.13 (Enclosure (3) paragraph 11 – RC Health Professions Stipend Program)
- (4) Termination-Recoupment: Failure to complete program and fulfill all eligibility and obligation requirements will result in stipend termination, recoupment of all monies received under the stipend program, and forfeiture of any future payments.
  - (a) Written agreement for this bonus must comply with DODI 6000.13 and the Program Guidance contained within the RESPERSMAN.

#### **D. Reserve Component Health Professions Loan Repayment Program (RCHPLRP)**

- (1) Loan Eligible: For each year of satisfactory service in the SELRES, any qualifying applicant's loan will be considered eligible for repayment if it:
  - (a) Has outstanding balance on the principal.
  - (b) Is at least one year old, not in default, and was used to obtain qualification in a CWS listed in Enclosure (3) paragraph (3) or qualifying degree in the specialty for which the Sailor has contracted.
  - (c) Consolidated educational loans are eligible for repayment. The individual must provide evidence showing the portion of the loan consolidation used to obtain the qualifying degree. This is the only portion of the loan eligible for repayment.
- (2) Terms of Payment: Under the RCHPLRP, payment in any given year (pre-tax) will not exceed the amount authorized for the specialty or the remaining balance of the student loan, whichever is less. Total repayment for all years will not exceed the maximum authorized amount for specialty listed in Enclosure (3) paragraph (4).
  - (a) The borrower will not be reimbursed for payments already made on loans. Payments are made to educational and financial institutions; not to individuals.
  - (b) Repayment cannot exceed outstanding balance of DOD-recognized loan(s). Payments include interest and associated fees.
  - (c) Loans in default at the anniversary are not authorized for payment. Loans in default may resume payment only after they are placed in good standing.
  - (d) Payments will be made until one of the following happens:
    - (i) The student loan is paid in full
    - (ii) The original, DoD-recognized loan balance plus interest and fees is paid
    - (iii) The lifetime cap is reached
    - (iv) The HPO exits the service
    - (v) The HPO opts to terminate the LRP
    - (vi) The HPO fails to satisfactorily participate
- (3) Obligation (Reference Enclosure (3) paragraph 4 for eligible designator / SSP):
  - (a) \$40,000/yr (\$250,000 life cap) incurs 4-year satisfactory SELRES participation
  - (b) \$20,000/yr (\$60,000 life cap) incurs 3-year satisfactory SELRES participation
- (4) Application: Navy Reserve Activities(NRA) shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (CNRFC) N11 when the member affiliates. The application must include a copy of the LRP Written Agreement.
- (5) Annual Loan Certification:
  - (a) Complete a DD-2475 each year and for each loan, showing the current outstanding balance from the lender and certification that the loan isn't in default. The first payment will not be released until the end of the first year of the RCHPLRP; RCHPLRP is paid in arrears.

- (b) Begin the process 60 days prior to the anniversary date of eligibility
  - (c) Submit completed DD-2475 electronically to CNRFC N11 Officer Incentives Branch at [cnrfc\\_officerbonus\\_shop@navy.mil](mailto:cnrfc_officerbonus_shop@navy.mil) for payment processing. Funds will be transferred directly to loan servicer(s) indicated on the DD-2475(s).  
Member is responsible for initiating DD-2475(s) each year to obtain payments.
- (6) HPOs who previously completed a RCHPLRP written agreement may apply for a revised agreement to have the RCHPLRP program pay the new increased annual RCHPLRP amount for their specialty if the RCHPLRP obligation has not been previously completed. The following steps will be completed for HPOs currently exercising a RCHPLRP contract:
- (a) HPOs will sign a Statement of Understanding (NAVPERS 1070/613) (prior to the anniversary date) at the time they submit their annual loan payment paperwork electing to receive either their current LRP contract amount or the increased RCHPLRP program amount.
  - (b) The anniversary payment will be scheduled based on the new program amounts. CNRFC N11 Officer Incentives Branch will ensure that remarks are entered to request an administrative correction to the rate code.
  - (c) Once the anniversary payment is processed, the current contract rate code and lifetime cap will be administratively corrected with changes to the effective date or anniversary date.
- (7) Termination: Failure to maintain credentials and a satisfactory participation year prior to RCHPLRP application will result in non-payment of annual and future RCHPLRP installments.

#### **E. Training Medical Specialties (TMS) Flex IDT Option**

The TMS drill option allow HPOs an opportunity to earn Reserve drill pay, training credit and retirement points by completing civilian training programs that would enhance their reserve mobilization readiness. This program may be utilized in conjunction with RC Health Professions Stipend Program. Members will normally be assigned to Operational Health Support Units (OHSUs) supporting medical treatment facility units but may request assignment to billets outside Budget Submitting Office (BSO)-18 (i.e. Marine units, Reserve Force Squadrons, Seabees, etc.). Members shall be assigned Projected Rotation Dates (PRDs) that coincide with the completion of their training or schooling program and additional related obligated service. PRDs will reflect on the member's orders and be entered into NSIPS. In addition to the FLEX IDT Drill Option, participants must sign the addendum NAVPERS 1070/613, Administrative Remarks acknowledging their additional drill responsibility and obligation requirements for the TMS or HM to BSN drill options. NRA COs do not have authority to approve participation in the TMS program. This program may be cancelled at any time based upon the needs of the Navy.

(1) Eligibility Criteria:

(a) Pursue a full-time residency or fellowship in a medical discipline that is defined as a Reserve Component Wartime Health Care Critical Skills Shortage (CSS), which enhances the member's mobilization readiness. CSS are defined biennially by Assistant Secretary of Defense (ASD) (Health Affairs (HA)) as those areas where Department of Defense (DoD) will have difficulty in meeting the need for wartime health professionals. ASD (HA) is responsible for defining CSS in the Navy Reserve Medical Community.

(b) Request TMS status via the Corps specific Reserve Affairs Officer (RAO) at Navy Bureau of Medicine and Surgery (BUMED).

(2) Participation Requirements:

(a) Perform a minimum of four IDTs per quarter (these drills do not have to be performed at the supporting NRA), in addition to the four required IDT periods (two IDTs semi-annually) at their unit or supporting NRA to complete required Navy administration requirements (PFA, General Military Training (GMT), medical/dental/mobilization readiness).

(b) If requesting assignment to other than a BSO-18 Unit, will be required to perform the normal allowance of drills required of these non-BSO-18 Unit's members.

(c) Agree to provide an annual official letter from their educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full enrollment status (full enrollment is defined as year round attendance with applicable course load); the program the applicant is enrolled in, official start date and estimated completion (graduation) date.

(d) All Direct Commissioned Officers shall use their first AT to attend Direct Commission Officer Indoctrination Course (DCOIC) in accordance with [RESPERSMAN 1200-010](#). TMS participants enrolled in a full-time residency training program who are unable to perform the AT requirements set forth in [RESPERSMAN 1571-010](#), shall request an AT waiver in conjunction with the annual submission of written documentation of continued participation from the training program. AT waiver process is outlined in [RESPERSMAN 1571-010](#). TMS participant AT waivers supported with written documentation should be approved and recorded by the NRA. An approved AT waiver and supporting documentation of enrollment will defer the DCOIC required per reference (g) once submitted via the NRA to CNRFC (N7).

(e) All TMS students shall be credentialed by Centralized Credentials and Privileging Department, Jacksonville at the lowest level for their Corps (e.g., if Medical Corps, as a General Medical Officer/Primary Care Medical Officer; if Dental Corps, as a General Dentist etc.)

(3) Obligation:



(a) Training for critical sub-specialty and receiving a stipend (offered at the time of recruitment) will incur a SELRES obligation equal to 1 year for each 6 month period or portion thereof of stipend received, upon completion of training, per the Navy's stipend written agreement.

(b) All non-stipend TMS participants incur a 3 year service commitment (members become a mobilization asset in the final year of this 3 year commitment) following completion of training. Acknowledgement of this requirement shall be made by signing a NAVPERS 1070/613, Administrative Remarks.

(4) Termination: TMS participants dropping out of their training program will serve out their obligated three years in a General Medical Officer (GMO) billet.

5. Dual participation in both RC Health Professions Stipend Program and RCHPLRP:

- a. The member must not be serving an obligation for an incentive received under another program or serving another obligation by another section of law.
- b. The applicant SSP must be listed in a CWS from Enclosure (3) paragraph (3)
- c. The N11 Officer Incentives Branch shall be notified by the NRA when RCHPLRP incentives are suspended, completed, or terminated so the officer can begin their RC Health Professions Stipend Program obligation. Incurred service obligation for the RC Health Professions Stipend Program and RCHPLRP will be served consecutively; the 3 or 4 year RCHPLRP obligation followed by one year of obligation for each 6 months of Stipend received.
- d. A RC Health Professions Stipend Program participant whose final RCHPLRP payment is received prior to completion of his or her specialized training is not required to have the service obligation extended.

6. PRECERT: For a practical definition, a PRECERT may be treated as a quota issued by CNRFC N11 Officer Incentives Branch. Roles, Responsibilities and application procedures:

- a. Recruiters: Submit NAVCRUIT 1131/43 to CNRFC N11 Officer Incentives Branch via the Navy Reserve Homeport Uniform Resource Locator (URL) listed in paragraph 9.B. prior to applicant's affiliation date.
- b. Career Transition Office (CTO) Transition Assistants: Submit Affiliation Processing and Summary Record (APSR - NAVPERS 1300/2) to CNRFC N11 Officer Incentives Branch prior to applicant's affiliation date via HP TRIM and notify POC listed in paragraph 7 via email.
- c. NRAs shall:
  - a. Submit NAVPERS 1300/2 to CNRFC N11 Officer Incentives Branch within 90 days after the eligible officer's affiliation date, if the applicant requests an affiliation/accesion bonus but the APSR was not submitted by a Recruiter or CTO prior to the affiliation.

For those officers who become eligible for a higher special pay entitlement, NRAs shall submit a retention request for the new amount within 30 days of release of this policy or 60 days prior to an officer's anniversary date (whichever is later)

- d. CNRFC N11 Officer Incentives Branch shall:
  - (1) Review PRECERT applications to verify basic eligibility requirements.
  - (2) Issue a PRECERT number and provide applicable incentive written agreement(s) to recruiters, transition assistants or the corresponding NRA.

7. Eligibility Verification and Incentive Application Procedures:

- a. NRAs shall:
  - (1) Verify incentive eligibility for newly assigned personnel.
    - (a) Verify eligibility for newly published amounts for HPOs currently receiving CWS special pay or RCHPLRP.
  - (2) Collect supporting documents from member.
  - (3) Submit supporting documents to the CNRFC Officer Incentives Branch within five working days of the officer's first drill weekend via the respective upload link located on the Navy Reserve Homeport at the URL in Paragraph 9.B of this document.
  - (4) Counsel all eligible officers who have not elected to receive an affiliation, accession, or retention bonus prior to affiliation within 90 days of the member's SELRES affiliation date, and document this counseling on NAVPERS 1070/613, which is to be filed in the member's Official Military Personnel File (OMPF). For this purpose, NRAs shall use the Affiliation/Accession Incentive Eligibility Counseling NAVPERS 1070/613, which can be found at the Navy Reserve Homeport URL listed in paragraph 9.B.

8. Amplifying Guidance:

- a. Issuance of a PRECERT certifies fund availability if an officer meets final eligibility requirements and CNRFC receives all supporting documents. A quota/PRECERT is not an incentive guarantee.
- b. PRECERTs older than 90 days (post affiliation) without submission of supporting documents may be cancelled by CNRFC N11 Officer Incentives Branch.
- c. If a subsequent bonus policy updates eligibility requirements or incentive amounts after issuance of a PRECERT and prior to the member's commissioning and affiliation, the member's PRECERT must be reissued following the requirements of the new guidance.
- d. If ASD (HA) Memorandum designating Reserve Component Wartime Health Care Specialties with Critical Shortages is superseded while this letter is in effect, SSPs that do not appear on the most recent version of the ASD (HA) Memorandum will no longer be eligible for the incentives offered, and any outstanding PRECERTS will be cancelled.
- e. CNRFC (N1) is the final adjudication authority for Bonus Program execution to include

eligibility, termination, and repayment. This does not include remission of indebtedness cases. Any request for remission of indebtedness will be adjudicated by proper authority in accordance with applicable statute, Department of Defense (DOD) regulations, and Department of the Navy (DON) Guidance.

9. Contact Information:

a. For application questions: CNRFC (N11) Officer Incentive Program Specialists at:  
cnrfc\_officerbonus\_shop(at)navy.mil

b. Homeport Link:

[https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc\\_n112a/pages/n112a.aspx](https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n112a/pages/n112a.aspx)

**Special Bonus for Retention of Selected Reserve (SELRES)  
Health Professions Officers (HPO) in Critical Skill Shortage**

1. Introduction. The Department of the Navy authorizes a Special Bonus for Health Professions Officers (HPO). This incentive encourages retention of members in designated military career fields, skills, or under such other condition(s) of service for specified periods of obligated service to meet Navy personnel requirements. The Navy Reserve shall use the bonus program in the most cost-effective manner to support Force management objectives.

2. Program guidance

a. All program policies contained in Navy Reserve Personnel Manual (RESPERSMAN)-1001.5, Articles 1100-010, and 1100-040 remain in effect unless amended or amplified in this letter. The RESPERSMAN is published on the Navy Reserve Homeport Website at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N1C2/Navy%20Reserve%20Personnel%20Manual](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/Navy%20Reserve%20Personnel%20Manual)

Department of Defense Instruction (DoDI) 6000.13, "Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officer" provides policy concerning HPO incentives for retention. Health Professions Officer Special and Incentive Pay Plan dated 29 September 2017 authorizes incentives for Critical Skill Shortage of reserve component health professional specialites.

b. Officer eligibility

(1) Must be worldwide deployable (i.e., no mobilization limitations) unless waived by Commander, Navy Reserve Force (CNRF) policy or exception such as pregnancy or a temporary medical limiting injury, and currently serving in the Selected Reserve. Members currently serving in the Individual Ready Reserve (IRR), including a Voluntary Training Unit (VTU) are ineligible.

(2) HPOs are no longer limited to only one retention bonus per career and may now apply for a retention bonus multiple times provided they will not meet mandatory removal date during any service obligation period incurred for receipt of this special bonus and they meet all satisfactory drilling requirements.

(3) Must not be under a current contractual obligation for receipt of any other incentive pay such as: affiliation bonus, accession bonus, financial assistance, or any other contractual agreement to serve in the Selected Reserve.

(4) Shall agree to serve in the Navy Selected Reserve for three years.

(5) Must be a graduate of an accredited school, fully qualified in the specific eligible designator, subspecialties (SSP), and pay grade. An officer may continue to receive annual payments if promoted to a rank not in enclosure (3).

Enclosure (2)

(6) Must possess and maintain current, valid, and unrestricted HCP license(s)/certification(s) for the duration of the obligated service required of this special bonus period, and such additional credentials and privileges as required to practice in the critical specialty for which this special bonus is authorized.

(7) If eligible, officers will be required to read and sign a NAVPERS 1070/613 via Navy Standard Integrated Personnel System to document the required three-year Selected Reserve service obligation requirement. The following verbiage for the 1070/613 shall be used: "To gain eligibility for special bonus for retention, I hereby agree to serve satisfactorily in a Selected Reserve status in the Navy Reserve and maintain proper credentialing in the critical skill for which I have applied, for a period of three years from the date of my signature. I understand that failure to satisfactorily complete this service obligation due to any reason(s) caused by my own action or inaction shall result in immediate termination of my eligibility for this program, cancellation of any unpaid anniversary payments, and shall lead to repayment of any unearned portion (if applicable) of the current special bonus payment (initial or anniversary, as applicable) that I received. I further understand that if termination is deemed due to my unsatisfactory participation that I shall not be eligible for any future entitlement under this program."

(8) HPOs may sign a contract in an eligible rank and continue to receive anniversary payment if promoted to rank not eligible for a bonus.

(9) HPOs who become eligible for a higher special pay amount may request termination of their existing special pay agreement and enter under contract for the higher rate. Officers who terminate less than 12 months since their last payment may be subject to recoupment of the incentive since fulfillment of a full year of participation has not occurred. Officers are encouraged to apply for the higher incentive within 30 days of release of this policy or 60 days prior to their anniversary date (which ever is later) to avoid recoupment at the time of termination of the old agreement.

c. Special bonus payments and participation criteria

(1) Special bonus will be in three equal payments (less tax).

(2) Initial payment will be paid upon receipt and approval of application by Commander, Navy Reserve Forces Command (CNRFC) Officer Incentives Branch (N112).

(3) Anniversary payment on subsequent years will be paid annually on or about the first day of the month following the anniversary month in which the eligibility obligation was established (e.g., for a member who gained eligibility for special bonus and incurred the required service obligation on 20 January 2016, the first anniversary payment would be approved for payment on 1 February 2017.)

(4) Unsatisfactory participation and failure to serve satisfactorily in the Selected Reserve, for the entire year for which payment is made, shall result in termination of member's special

bonus eligibility. Credentials must be maintained for the entire period. Effective date of termination shall be the date the member is declared an unsatisfactory participant.

(5) Members who voluntarily transfer to the IRR, including VTU, or are indefinitely recalled to active duty prior to the completion of any year in which payment was made, will be deemed ineligible for special bonus effective on the date of transfer from the Selected Reserve.

(6) Involuntary transfer from Selected Reserve status for members who are required to terminate Selected Reserve status due to no fault of their own (i.e., Officer Selective Early Retirement board, directed reduction in force, apply board non-select), special bonus entitlement will be terminated effective on the date of transfer and the member will not be entitled to any unpaid anniversary payments. If transfer is affected prior to completion of the year in which initial or anniversary payment is made, recoupment of any unearned portion shall be waived.

(7) Repayment for members whose special bonus eligibility is terminated for circumstances contained in paragraph 2.C.(4) or 2.C.(5) above shall be subject to repayment per chapter 2 of Financial Management Regulations (FMR), DoD 7000.14-R Volume 7A. Note: if eligibility is terminated due to unsatisfactory participation, or failure to maintain credentialing, member will not qualify for future special bonus eligibility.

3. Eligibility determination and incentive application procedures. Navy Reserve Activities (NRA) shall

a. Determine eligibility for special bonus for retention of all assigned Health Professions Officers per this policy memorandum, FMR DoD 7000.14-R Volume 7A , Reserve Personnel Manual, RESPERSMAN M-1001.5, and Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs), DoDI 6000.13.

b. NRAs shall assist eligible officers in completing the application for special bonus for retention, Navy Reserve (NAVRES) Incentive Application request form. NAVRES Incentive Application is located on the Navy Reserve Homeport Website under (N1), (N11), under (N112A) Officer Incentives, Officer Incentive Document Library tab, and named "Officer Retention Bonus Application." Application should be uploaded by clicking "SUBMIT OFFICER APSRs AND INCENTIVE PACKAGES."

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112A/Pages/N112A.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx)

c. Once eligibility is verified by CNRFC (N112), a completed special bonus for retention written agreement, NAVRES Officer Incentive Agreement (precert), will be returned via email to the NRA for member and designated official signatures.

d. Issuance of a precert (quota) number on a written agreement does not guarantee special bonus entitlement. The precert guarantees funding availability should the officer meet final eligibility requirements in the time required.

e. After receipt of officer special bonus for retention written agreement, NAVRES Officer Incentive Agreement, the NRA will complete the NAVPERS 1070/613 for eligible members.

f. To establish special bonus eligibility, the NRA shall scan and upload a copy of the signed special bonus for retention written agreement and NAVPERS 1070/613 to CNRFC (N112) via the same link above. If the ability to scan is not available, submit a request for guidance to: [cnrfc\\_officerbonus\\_shop@navy.mil](mailto:cnrfc_officerbonus_shop@navy.mil). NOTE: NRA shall upload the signed NAVPERS 1070/613 to the member's Official Military Personnel File.

g. If Assistant Secretary of Defense for Health Affairs (ASD (HA)) memorandum designating reserve component Wartime Health Care Specialties with Critical Shortages is superseded while this letter is in effect, subspecialties that do not appear on the Fiscal Year 2018-2019 ASD (HA) Memorandum will no longer be eligible for the incentives offered and any outstanding PRECERTS will be cancelled.

4. Final Adjudication Authority. CNRFC (N1) is the final adjudication authority for bonus program execution, to include eligibility, termination, and repayment. This does not include remission or waiver of indebtedness cases. Any request for remission or waiver of indebtedness will be adjudicated by proper authority in accordance with applicable statute, DoD regulations and Department of the Navy (DON) Guidance.

5. Contact Information:

a. For application questions: COMNAVRESFORCOM (N11) Incentive Program Specialists  
Email: [CNRFC\\_officerbonus\\_shop@navy.mil](mailto:CNRFC_officerbonus_shop@navy.mil).

b. Navy Reserve Homeport link: [https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc\\_n112a/pages/n112a.aspx](https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n112a/pages/n112a.aspx).

**Recruiting and Retention Incentives for Selected Reserve (SELRES) Health Professions  
Officers Eligible Designators, Ranks, Subspecialties (SSP), and Amounts**

1. Officer Affiliation Bonus (Active Component to Reserve Component, Navy Veterans (NAVETS), Other Service Veterans (OSVETS) – Note 1) for \$10,000 lump sum:

Eligible

Designator	Paygrade	SSP
2105	CDR and Below	Any
2205	LCDR and Below	1700
2905	LCDR and Below	1910
2905	LCDR and Below	1976

2. Officer Accession Bonus (Direct Commission Officer (DCO) – see Note 2) for \$10,000 lump sum:

Eligible

Designator	Paygrade	SSP
2105	CDR and Below	Any
2205	LCDR and Below	1700
2905	LTJG and Below	1910
2905	LCDR and Below	1976

3. Critical Wartime Subspecialty (CWS) Special Bonus (Note 3) – Health Professions Officer (HPO) Special Bonus for Reserve Component Accession, Affiliation and retention for HPOs CWS shortages:

Eligible Designator	Paygrades	SSP	Special Pay Amount/Year
2105	CDR and Below	15C*, 15D*, 15H*	\$50,000
2105	CDR and Below	16Y*	\$45,000
2105	CDR and Below	15B*	\$40,000
2105	CDR and Below	16R1	\$35,000
2105	CDR and Below	16P*, 15A*	\$30,000
2105	CDR and Below	15E*, 15F0, 16Q*, 16R*, 16U*, 16X*	\$25,000
2205	CDR and Below	1725, 1750	\$25,000
2305	CDR and Below	1805	\$15,000
2305	CDR and Below	1801	\$10,000
2905	CDR and Below	1972	\$25,000
2905	CDR and Below	1950, 1973	\$20,000
2905	CDR and Below	1960, 1974, 1981	\$15,000

4. Loan Repayment Plan (RCHPLRP – Note 4):

a. \$40,000 per year, with a \$250,000 lifetime cap

Eligible

Designator	SSP
2105	15A*, 15B*, 15C*, 15D*, 15E*, 15F0, 15H*, 16P*, 16Q*, 16R*, 16,R*, 16X*, 16U*, and 16Y*
2205	1725, 1750

Enclosure (3)



b. \$20,000 per year, with a \$60,000 lifetime cap  
Eligible

<u>Designator</u>	<u>SSP</u>
2905	1950, 1960, 1972, 1973, 1974, 1981
2305	1801, 1805

Notes:

(1) Reserve component prior service affiliation eligibility as outlined by DoDI 1304.34. Member must be serving in the regular component, in the Ready Reserve, or have served previously served as a commissioned officer and was released under honorable conditions (AC to RC, NAVET, OSVET).

(2) Reserve component accession bonus eligibility requirements as outlined by DoDI 1304.34. Members initial receipt of an appointment DCO.

(3) HPOs listed on CWS list can receive a reserve component accession, affiliation, or retention bonus. Eligibility requirements are outlined in DoDI 6000.13, specifically:

(a) Affiliation Bonus (AB) RC Accession Bonus eligibility, member must have been discharged at least 24 months before execution of the written agreement, and no longer hold an appointment.

(b) (ABRC) RC Affiliation Bonus eligibility, member must have been discharged from the Uniformed Service as evidenced by providing an original or certified DD Form 214 (Certificate of Release or Discharge from Active Duty) and be qualified in the specialty in which they agree to serve.

(c) (RB) RC Retention Bonus may be taken in lieu of an AB referenced in section (b) above. It may be given multiple times in an officer's career.

(d) Where the letter \* is the last character of a SSP code, it indicates any character is acceptable in that place.

(e) RCHPLRP may be only taken if there is no contract in place for an Accession or AB or Special Pay referenced in the above sections (1) through (3).