

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC22--Pay and Allowance Administration  
Subchapter CC22.2--Special Pays  
Personnel INSTRUCTION 6--Incentive Special Pay - Research Officer Group (ISP-R)

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5. Call to Active Duty For Not Less Than One Year. An order to active duty by personnel order which specifies either:
  - a. No terminal date for the tour of duty; or
  - b. A terminal date for the tour of active duty that is at least one year after the effective date of call to active duty.
6. Research Officer Group. Officers who are members of ROG (independent of tenure status) as defined in INSTRUCTION 1, CC23.6, who are involved with basic research.

#### Section D. Eligibility

To be eligible for ISP-R a medical officer must:

1. Be in pay grade 0-6 or below;
2. Not be serving obligated service pursuant to participation in a PHS-supported scholarship or training program;
3. Be eligible to remain on active duty for a period of at least two years from the effective date of the ISP contract or the duration of the contract, whichever is greater;
4. Be designated as a member of the ROG; and
5. Execute an ISP contract to remain on active duty for a minimum of two years in a research billet.

#### Section E. Responsibilities

1. Surgeon General (SG) or His/Her Designee. The SG, or his/her designee, is responsible for:
  - a. Recertifying annually that medical officers receiving ISP-R continue to meet the eligibility requirements specified in Section D. above;
  - b. Issuing implementing instructions for administering the ISP-R program;
  - c. Awarding ISP-R payments based on his/her discretion as to the needs of the Service; and
  - d. Recommending regulatory changes in the ISP-R program to the Secretary of Health and Human Services.

2. PHS Agency Head. The head of each PHS agency is responsible for:
  - a. Identifying officers in the ROG who are eligible to receive ISP-R; and
  - b. Recommending officers for payment of ISP-R.

Section F. Rate of Incentive Special Pay-R

1. Annual ISP-R amounts for medical officers in the Research Officer Group are:

	<u>2 Year Contract</u>	<u>3 Year Contract</u>	<u>4 Year Contract</u>
A. Medical Officer with Ph.D. or Sc.D assigned to Clinical, Research, or Staff Associate Program*	\$ 3,000	NA	NA
*Note that medical officers assigned to the Clinical, Research, or Staff Associate Program are not eligible for RSP or ISP-R. However, medical officers assigned to this program who possess either a Ph.D. degree or a Sc.D degree in addition to the medical degree may be eligible for ISP-R while in the Associate program.			
B. Medical Officer without Scientific Tenure	\$ 5,000	NA	NA
C. Medical Officer with Scientific Tenure and Rank of			
O-4 Grade	\$ 5,000	\$ 7,000	\$ 9,000
O-5 Grade	\$ 6,000	\$ 9,000	\$12,000
O-6 Grade	\$ 8,000	\$12,000	\$16,000

2. If ISP-R is paid to a medical officer in ROG under the authority of this INSTRUCTION, the officer is not eligible to participate in the Medical Officer Retention Bonus program, or to receive ISP for any other reason.
3. Officers presently serving under a Retention Special Pay (RSP) contract who are eligible to receive ISP-R shall terminate the current RSP contract and shall execute a new RSP contract with dates concurrent with the ISP contract. A payback for the unserved portion of the RSP contract will be calculated based on 1/360th for each day not served. The payback will be collected from the new RSP contract amount at the time of the payment for the new RSP and ISP-R contracts.

4. An officer who is promoted during the duration of the contract may elect to renegotiate a new contract with an effective date of his/her promotion or receive the appropriate increase for his/her promotion effective at the next annual payment of ISP-R. If a new contract is executed, a pro rata payback (without penalty) for the unused portion will be collected from the first payment made under the new contract.

#### Section G. Termination of ISP-R

1. ISP-R will be terminated on the earliest of the following dates:
  - a. Effective date of transfer from a ROG Billet except in unusual circumstances approved by the SG; or
  - b. Release from active duty.
2. An officer who is transferred to a billet not designated as a ROG billet or does not serve on active duty for the entire contract period for which he/she received ISP-R shall refund that portion of the ISP-R payment which represents 1/360th of that payment for each day of the period not served. Note that the bonus for multiple year contracts is NOT prorated if the contract is terminated early.
3. An officer who is relieved from active duty prior to the expiration of the ISP contract may be divested of entitlements for travel and transportation allowances, shipment of household goods, and transfer of or payment of unused annual leave upon release from active duty.

#### Section H. Involuntary Termination of ISP Contracts

The same criteria and procedures for termination of Retention Special Pay contracts shall apply for involuntary termination of ISP contracts as defined in Section L, INSTRUCTION 3, Subchapter CC22.2, "Retention Special Pay."

#### Section I. Privacy Act Provisions

Payroll records are subject to the Privacy Act of 1974. The applicable systems of records are 09-37-0002, "PHS Commissioned Corps Personnel Records, HHS/OASH/OSG," and 09-90-0017, "Pay, Leave, and Attendance Records, HHS/OS/ASPER."

EXHIBIT I