

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE COMMISSIONED CORPS

FACT SHEET FOR COMPLETING

MEDICAL SPECIAL PAY (MSP) CONTRACT

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* THE INSTRUCTIONS CONTAINED IN THIS FACT *
* SHEET MUST BE FOLLOWED FOR MSP TO BE PAID *
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Attached to this fact sheet is a contract (form PHS-6300-1) for Medical Special Pay (MSP). MSP is an annual bonus payable to eligible medical officers who agree to serve on active duty for at least 1 year in the Commissioned Corps of the Public Health Service (PHS). MSP consists of three separate contractual pays: Retention Special Pay (RSP), designed to attract and retain qualified physicians; Multiyear Retention Bonus (MRB), designed to enhance retention of trained specialists; and Incentive Special Pay (ISP), designed to make the compensation levels of qualified specialists competitive with the private sector. All medical officers are eligible for RSP, except under certain conditions (see item 3 for exceptions). However, only medical officers who are medical specialists (see item 5 for specialists) are eligible to apply for MRB and/or ISP. **Before completing the MSP contract, carefully read the following information and instructions. Failure to complete the MSP contract in accordance with these instructions may result in late payment or nonpayment of MSP.**

GENERAL INFORMATION

1. PHS policies and procedures for MSP are contained in [INSTRUCTION 3, "Retention Special Pay \(RSP\)"](#), [INSTRUCTION 9, "Multiyear Retention Bonus \(MRB\)"](#), and [INSTRUCTION 10, "Incentive Special Pay \(ISP\)"](#), Subchapter CC22.2, of the Commissioned Corps Personnel Manual (CCPM). *It is to your advantage to be familiar with the policies and procedures set forth in the personnel issuances.* Regulations concerning RSP are contained in INSTRUCTION 1, Subchapter CC42.2, of the CCPM.
2. *An MSP contract is a formal agreement which serves as proof of your obligation.* The contract is binding on you and will continue in force until its terms and conditions are fulfilled. The MSP contract becomes a legal and binding contract only after the Compensation Branch (CB), Division of Commissioned Personnel (DCP), issues orders and payment in consideration of your obligation to the PHS. NO other agency or office has the authority to make this contract binding.
3. To be eligible for RSP, you must be entitled to variable special pay (VSP) and be on active duty under a call to active duty for a period of not less than 1 year. In addition, you must be eligible to remain on active duty for a period of at least 1 year from the effective date of the RSP contract and execute an RSP contract to remain on active duty. However, you are not eligible for RSP if you are participating in a medical internship or in initial residency training, as defined in [INSTRUCTION 3, Subchapter CC22.2, of the CCPM](#), or if you are working in an assignment, with the exception of Indian Health Service (IHS), during which time you are serving obligated service pursuant to participation in the National Health Service Corps (NHSC) or PHS scholarship program. You must also have a current valid license, and a recent Commissioned Officer's Effectiveness Report (COER) (if you have been on duty for more than 6 months) in order to receive RSP.

4. Unless you are initially entering on active duty, you may execute, if otherwise eligible, the MSP contract/RSP portion for 1, 2, 3, or 4 years. If you are initially entering on active duty and if otherwise eligible, you must execute an RSP contract for at least a 2 year period. The advantage in signing a multi-year contract is that it eliminates the necessity for having a contract notarized annually.
5. To be eligible for MRB and/or ISP, you must be eligible to receive RSP, and you must be "board certified" or "fully trained in a medical specialty" (see [INSTRUCTION 1, Section C.3., Subchapter CC22.2, of the CCPM](#), for definition of "board certified." The definition of "fully trained in a medical specialty" as defined in [INSTRUCTION 9, Section C.7., or INSTRUCTION 10, Section C.6., Subchapter CC22.2, of the CCPM](#), is "satisfactory completion of an accredited residency training program approved by the Accreditation Council for Graduate Medical Education or the Advisory Board for Osteopathic Specialists of the American Osteopathic Association.), and you must be able to undertake a minimum of 112 hours of clinical practice time or be fulfilling your clinical practice requirement through the execution of your billet (i.e., Preventive Medicine, Research Officers Group (ROG)).
6. If you are applying for MRB and/or ISP, if otherwise eligible, you must execute the [MSP contract/RSP](#) portion and the MRB and/or ISP portion(s) for a period of 1 (RSP/ISP combination only), 2, 3, or 4 year (RSP/MRB/ISP combinations) to run concurrently. Although the ISP is a 1 year contract, the rate of ISP you receive is locked in for the duration of the RSP/MRB contract when executed simultaneously. (This provision does not apply to ISP contracts executed for hardship locations or for 1 year RSP/ISP only combinations).
7. If you are applying for MRB and/or ISP you must complete a MRB/ISP Validation Record (available through your agency, see [Exhibit 1](#)) and submit all required documentation. Contracts submitted without complete documentation will be held for payment until all such required documents have been received. If there is a delay in submitting all documentation, forward the contracts with a note stating that the required documents are forthcoming, through your agency to preserve your contract date.
8. By signing the [MSP contract](#) and accepting MSP, you are voluntarily agreeing to remain on active duty as a PHS commissioned medical officer, beginning with the effective date of your RSP contract, for the number of years you indicated on your contract. The effective date of your MSP contract cannot be changed once the contract is in effect.
9. If you do not serve on active duty for the entire period for which you received MSP, you will be required to refund a pro rata portion of any payment received which represents the unexpired part of your active duty obligation and any additional bonus amount received for longevity contracts (3 or 4 year MRB contract amounts). In addition, if you voluntarily terminate your MSP contract, you will be divested of your separation entitlements, such as travel and transportation allowances for you and your dependents, shipment of household goods, and transfer of or payment for unused annual leave under authority of the Joint Federal Travel Regulations and annual leave regulations and policies respectively. (See [INSTRUCTION 3, Subchapter CC22.2, of the CCPM](#), for additional information concerning the voluntary and involuntary termination of MSP contracts plus the consequences of such termination.) If you are denied lump-sum payment for unused annual leave because you failed to fulfill the terms of the RSP contract, you must also be denied terminal leave in accordance with [INSTRUCTION 2, Subchapter CC29.1, of the CCPM](#). Terminal leave is any approved annual leave taken after an officer has submitted form PHS-1373, "Separation of a Commissioned Officer."

10. Before your MSP contract becomes effective and prior to any payment, the PHS component or other Federal agency to which you are assigned or detailed (see Exhibit 1 for a list of PHS components and other Federal agencies to which PHS commissioned officers are assigned or detailed) must certify that you are eligible to receive MSP, that your performance is satisfactory, that you are able to remain on active duty for the entire time period covered by the contract and that the required documentation is included with your MSP contract. If you are not recommended for an RSP contract by the PHS component or Federal Agency to which you are assigned or detailed, or if you are not "board certified" or "fully trained in a medical specialty", or if your clinical practice time is in question, a board composed of medical officers may be convened to make a recommendation about your eligibility for MSP, as well as recommendations on payment of MSP.
11. If you sign an MSP contract for more than 1 year, the PHS component or other Federal agency to which you are assigned or detailed will be required to annually recertify that you meet the same eligibility criteria as established in item 10 above before subsequent payments will be made.
12. Once a completed MSP contract and required documentation is received, payment will normally be made within 90 days of the effective date of your contract. However, **YOU SHOULD NOT INCUR ANY FINANCIAL OBLIGATIONS** based on the possibility that you will receive MSP until you actually receive the payment.
13. Carefully follow the instructions for completing the MSP contract.

RATES OF RSP

RSP is payable in the amount of \$15,000 a year.

RATES OF MRB/ISP

See [Exhibit 2](#) for rates effective January 1, 2002.

EFFECTIVE DATE OF MSP CONTRACTS

The effective date of your contract is the date your MSP obligation begins. The effective date will be determined as follows (this information is also on the face of the contract):

1. Initial Contract. If you enter into an initial contract incident to entry on active duty or after your entry on active duty, your MSP contract will be effective on one of the following dates, whichever is later:
 - a. Date you attain eligibility for MSP, provided the completed contract is received in the CB, DCP, within 60 days after you are initially eligible and your contract is signed and notarized within 30 days after you are initially eligible for MSP;
 - b. Date your completed contract is notarized if received in CB, within 60 days of date of your eligibility but has not been notarized within 30 days of date of initial eligibility;
 - c. Date your completed, notarized contract is received in CB, if not received in CB, within 60 days of date of your eligibility; or
 - d. A later date specified by you in your RSP contract.

2. Subsequent Contract. The effective date of your second or subsequent MSP contract will be one of the following dates, whichever is later:
 - a. Date following the date your preceding contract expires, provided your completed contract is received in CB, within 60 days after the date of expiration of your previous contract and the contract is signed and notarized on or before the date following the date your preceding contract expired;
 - b. Date your completed contract is notarized if the contract is received in CB, within 60 days after the date of expiration of the previous contract but has not been notarized on or before the date your previous contract expired;
 - c. Date your completed, notarized contract is received in CB, if not received in CB, within 60 days of the date following the date that your preceding contract expired; or
 - d. A later date specified by you in your RSP contract.

INSTRUCTIONS FOR COMPLETING THE MSP CONTRACT

1. Read the contract carefully, including the Privacy Act Statement on the reverse side of the contract.
2. The **MSP contract** is a two sided form. The original form bearing original signatures of the officer, supervisor, and component official should be returned to DCP, a copy should be retained by PHS component, and the officer should retain a copy.
 - a. In Section 1 - print or type your full name, grade and PHS serial number on the first line on the front of the contract. Fill in the name of the PHS component or other Federal agency to which you are assigned or detailed (see Exhibit 1), your duty station phone number, and your social security number on line 2.
 - b. In Section 2 - the type of special pay requested (RSP, MRB, and/or ISP) and the number of years (either 1,2, 3, or 4 years) you wish the contract to be in effect. Again, note that if you are initially entering on active duty, you must execute an RSP contract for at least a 2 year period.
 - c. If you agree to the terms and conditions of the RSP contract, take the contract to a notary, sign and date the contract in the notary's presence, and have the notary complete the notarization blanks. Please ensure that signature and notarization are readable.
 - d. Submit original contract to your immediate supervisor. **Retain** a photocopy of the contract with your important papers to verify, if necessary, that you completed and notarized an MSP contract on a certain date. **Failure to submit your contract in accordance with these procedures will delay your payment or result in nonpayment.**
 - e. Your immediate supervisor will recommend whether you should or should not receive MSP and will forward the contract through normal supervisory channels to the PHS component or other Federal agency to which you are assigned or detailed. The head of the PHS component, or a designated official at the headquarters level, to which you are assigned must certify your contract before it will be accepted by DCP.

If your contract is approved, personnel orders will be issued authorizing RSP, MRB and/or ISP. If the personnel order is dated on or before the 17th of the month, MSP will usually be included in that month's pay. Personnel orders dated after the 17th of the month generally indicate that MSP will be included in your next month's pay. Please note that all medical special pays are taxable income.

If you have any additional questions about MSP, the contract, or other related matters, contact the appropriate office for the PHS component or other Federal agency to which you are assigned or detailed as listed in Exhibit 1.

EXHIBIT 1

LIST OF PHS COMPONENTS AND OTHER FEDERAL AGENCIES TO WHICH
PHS COMMISSIONED OFFICERS ARE ASSIGNED OR DETAILED

Listed below are the PHS components and other Federal agencies to which PHS commissioned officers are assigned or detailed. If you have additional questions about RSP, the contract, or other related matters, contact the appropriate office for the PHS component or other Federal agency to which you are assigned or detailed.

AHRQ	Agency for Healthcare Research and Quality Human Resource Management Staff 2101 East Jefferson Street Suite 601 Rockville, MD 20852 telephone: (301) 594-2408
BOP	Bureau of Prisons Health Services, Rm. 1031 320 First Street, N. W. Washington, DC 20534 telephone: (202) 307-2867 x144
CDC/ASTDR	Human Resource Management Office Commissioned Corps Section Centers for Disease Control and Prevention 4770 Buford Highway, MS-K-15 Atlanta, GA 30341-3742 telephone: (770) 488-1743
COAST GUARD	Commandant (G-WKH-3) U.S. Coast Guard Headquarters 2100 Second Street, S.W. Washington, D.C. 20593 telephone: (202) 267-0805
EPA	Office of Human Resources and Organizational Svcs Environmental Protection Agency Rm. M3711, Mail Code 3650 1200 Pennsylvania Avenue N.W. Washington, D.C. 20460 telephone: (202) 260-3328

EXHIBIT 1 continued

FDA	Division of Human Resources Management Food and Drug Administration Rm. 7B-44, Mailcode H.A.-407, Parklawn Bldg. 5600 Fishers Lane Rockville, MD 20857-0001 telephone: (301) 827-4083
HCF	HCF / HRMG 7500 Security Boulevard, C2-09-27 Baltimore, MD 21244-1850 telephone: (410) 786-1786
HRSA/OA	Health Resources and Services Administration/PHS Rm.14-29, Parklawn Building 5600 Fishers Lane Rockville, MD 20857-0001 telephone: (301) 443-2741
BPHC	Bureau of Primary Health Care East/West Tower, 11th Floor 4350 East West Highway Rockville, MD 20814 telephone: (301) 594-4227
NHSC	National Health Service Corps East/West Tower, 8th Floor 4350 East West Highway Rockville, MD 20814 telephone: (301) 594-4191
BHP _r	Bureau of Health Professions Rm. 9-20, Parklawn Building 5600 Fishers Lane Rockville, MD 20857-0001 telephone: (301) 443-0992
MCHB	Maternal and Child Health Bureau Rm. 18A-05, Parklawn Building 5600 Fishers Lane Rockville, MD 20857 -0001 telephone: (301) 443-1089

EXHIBIT 1 continued

HIV-AIDS	HIV/AIDS Bureau Rm. 7A-12, Parklawn Building 5600 Fishers Lane Rockville, MD 20857-0001 telephone: (301) 443-8035
IHS	Indian Health Service Commissioned Personnel Support Team Room 4B-23, Parklawn Building 5600 Fishers Lane Rockville, MD 20857 telephone: (301) 443-3464
NIH	Senior and Scientific Employment Division National Institutes of Health Building 31, Room B3C08 31 Center Drive, MSC 2203 Bethesda, MD 20892-2203 telephone: (301) 496-1443
OS & PSC	OS/PSC/HRS Switzer Building, Room 1100 330 C Street, SW Washington, DC 20201 telephone: (202) 260-1645
SAMHSA	Division of Human Resource Management/SAMHSA Personnel Operations Branch Rm. 14C-14, Parklawn Building 5600 Fishers Lane Rockville, MD 20857-0001 telephone: (301) 443-5407
SEH	Commission on Mental Health Services/St. E's R Building, Rm. 100 2700 Martin Luther King, Jr. Avenue, SE Washington, DC 20032 telephone: (202) 373-6349
For all other personnel:	Division of Commissioned Personnel/PSC/HRS ATTN Compensation Branch 5600 Fishers Lane, Rm. 4-50 Rockville, MD 20857-0001 telephone: (301) 594-2963

ISP and MRB Rates Effective 01/01/2002

SPECIALTY	CODE	ISP	2 YR MRB	3 YR MRB	4 YR MRB
ALLERGY	0601	23,000.00	8,000.00	9,000.00	10,000.00
ANESTHES	0100	36,000.00	12,000.00	13,000.00	14,000.00
AROSPACE	2200	12,000.00	8,000.00	9,000.00	10,000.00
CARD DIS	0602	36,000.00	12,000.00	13,000.00	14,000.00
CLINPATH	1408	16,000.00	8,000.00	9,000.00	10,000.00
CLINPHRM	8000	14,000.00	8,000.00	9,000.00	10,000.00
CRITCARE	0615	23,000.00	8,000.00	9,000.00	10,000.00
DERMATOL	0300	18,000.00	8,000.00	9,000.00	10,000.00
DIA RAD	1803	36,000.00	12,000.00	13,000.00	14,000.00
EMERGNCY	6200	26,000.00	8,000.00	9,000.00	10,000.00
ENDO&MET	0607	14,000.00	8,000.00	9,000.00	10,000.00
FMLYPRAC	0501	13,000.00	12,000.00	13,000.00	14,000.00
GASTROEN	0604	23,000.00	8,000.00	9,000.00	10,000.00
GERIATRC	0614	14,000.00	8,000.00	9,000.00	10,000.00
HEMATOLO	0608	23,000.00	8,000.00	9,000.00	10,000.00
IMMUN	0613	23,000.00	8,000.00	9,000.00	10,000.00
INFCTDIS	0609	14,000.00	8,000.00	9,000.00	10,000.00
INT MED	0600	14,000.00	8,000.00	9,000.00	10,000.00
MDGENETIC	0620	14,000.00	8,000.00	9,000.00	10,000.00
NEONATAL	1507	23,000.00	8,000.00	9,000.00	10,000.00
NEPHROLO	0610	23,000.00	8,000.00	9,000.00	10,000.00
NEUROLGY	1702	14,000.00	8,000.00	9,000.00	10,000.00
NonTenROG	9998/9997	0	8,000.00	9,000.00	10,000.00
NUCLEAR	2400	31,000.00	8,000.00	9,000.00	10,000.00
OBST&GYN	0800	31,000.00	8,000.00	9,000.00	10,000.00
OCCUPATL	2300	12,000.00	8,000.00	9,000.00	10,000.00
ONCOLOGY	0611	23,000.00	8,000.00	9,000.00	10,000.00
OPHTHALM	5800	28,000.00	8,000.00	9,000.00	10,000.00
ORTHOSUR	1000	36,000.00	12,000.00	13,000.00	14,000.00
OTOLARYN	1200	30,000.00	8,000.00	9,000.00	10,000.00
PATHOLGY	1400	16,000.00	8,000.00	9,000.00	10,000.00
PEDCARDI	1502	23,000.00	8,000.00	9,000.00	10,000.00
PEDCC	1515	23,000.00	8,000.00	9,000.00	10,000.00
PEDGASTR	1505	23,000.00	8,000.00	9,000.00	10,000.00
PEDHMONC	1503	23,000.00	8,000.00	9,000.00	10,000.00
PEDIATRS	1500	12,000.00	8,000.00	9,000.00	10,000.00
PEDIMMUN	1508	14,000.00	8,000.00	9,000.00	10,000.00
PEDINFEC	1509	14,000.00	8,000.00	9,000.00	10,000.00
PEDPULMO	1510	23,000.00	8,000.00	9,000.00	10,000.00
PEDSURG	5440	36,000.00	12,000.00	13,000.00	14,000.00
PHY&REHB	1600	12,000.00	8,000.00	9,000.00	10,000.00
PREVTIVE	1900	12,000.00	8,000.00	9,000.00	10,000.00
PSYCHIAT	1701	15,000.00	12,000.00	13,000.00	14,000.00
PULM-DIS	0606	23,000.00	8,000.00	9,000.00	10,000.00
RADIOLOGY	1800	36,000.00	12,000.00	13,000.00	14,000.00
RESEARCH	9999	31,000.00	0	0	0
RHEUMATO	0612	14,000.00	8,000.00	9,000.00	10,000.00
SURGERY	5400	29,000.00	12,000.00	13,000.00	14,000.00
SRGCRTCR	5415	36,000.00	12,000.00	13,000.00	14,000.00
UROLOGY	2000	28,000.00	8,000.00	9,000.00	10,000.00
SITE A		19,000.00			
SITE B		11,000.00			