**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Chapter CC22--Pay and Allowance Administration
Subchapter CC22.2--Special Pays
Personnel INSTRUCTION 1--Monthly Special Pays for Health Professionals

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Purpose and Scope</td>
<td>2</td>
</tr>
<tr>
<td>B.</td>
<td>Authority</td>
<td>2</td>
</tr>
<tr>
<td>C.</td>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>D.</td>
<td>Variable Special Pay (VSP) for Medical Officers</td>
<td>5</td>
</tr>
<tr>
<td>E.</td>
<td>Board Certified Pay (BCP) for Medical Officers</td>
<td>6</td>
</tr>
<tr>
<td>F.</td>
<td>Special Pay for Medical Officers on Short Tours of Active Duty</td>
<td>6</td>
</tr>
<tr>
<td>G.</td>
<td>Variable Special Pay for Dental Officers</td>
<td>7</td>
</tr>
<tr>
<td>H.</td>
<td>Board Certified Pay for Dental Officers</td>
<td>8</td>
</tr>
<tr>
<td>I.</td>
<td>Board Certification Equivalency (BCE) for Dental Officers</td>
<td>9</td>
</tr>
<tr>
<td>J.</td>
<td>Board Certified Pay for Nonphysician Health Care Providers</td>
<td>12</td>
</tr>
<tr>
<td>K.</td>
<td>Special Pay for Optometry Officers</td>
<td>13</td>
</tr>
<tr>
<td>L.</td>
<td>Special Pay for Veterinary Officers</td>
<td>13</td>
</tr>
<tr>
<td>M.</td>
<td>Privacy Act Provisions</td>
<td>13</td>
</tr>
<tr>
<td>Exhibit I</td>
<td>Rates of VSP and BCP for Medical Officers</td>
<td>14</td>
</tr>
<tr>
<td>Exhibit II</td>
<td>Rates of VSP and BCP for Dental Officers</td>
<td>15</td>
</tr>
<tr>
<td>Exhibit III</td>
<td>Nonphysician Specialty Boards</td>
<td>17</td>
</tr>
<tr>
<td>Exhibit IV</td>
<td>Nonphysician Board Certified (NBCP) Rates</td>
<td>22</td>
</tr>
</tbody>
</table>
Section A. Purpose and Scope

1. This INSTRUCTION states the conditions and circumstances under which commissioned officers of the Public Health Service (PHS) may be authorized monthly special pay. The rates of these special pays, which are paid in equal monthly installments, are set forth in this INSTRUCTION.

2. The conditions and circumstances under which PHS commissioned dental and medical officers may be paid additional special pay (ASP) and retention special pay (RSP) are contained in Subchapter CC22.2, INSTRUCTIONS 2 and 3, respectively, of this Manual.

Section B. Authority

1. Section 805 of the Mental Health Systems Act (MHSA) of 1980 (Public Law 96-398) added Section 208(a)(2) of the PHS Act (42 U.S.C. 210(a)(2)) which specifies that medical and dental officers on active duty in the PHS Commissioned Corps are authorized special pay in the same amounts as, and under the same terms and conditions which apply to, the special pay paid to commissioned medical and dental officers of the Armed Forces under chapter 5 of title 37, U.S. Code. The effective date of the MHSA of 1980 was October 7, 1980.

2. The statutory authorities for monthly special pays are contained in 37 U.S.C. 302 (medical officers), 302a (optometry officers), 302b (dental officers), 303 (veterinary officers), and 302c (nonphysician providers).

3. In accordance with 37 U.S.C. 303a(b), monthly special pays may not be included in computing the amount of any increase in pay authorized by any other provision of law, including retired and severance pays.

4. Regulations implementing the special pays authority for medical officers are contained in Subchapter CC42.2, INSTRUCTION 1, of this Manual. Regulations governing special pays for dental officers are set forth in the Department of Defense Directive No. 1340.8 dated February 21, 1986.

Section C. Definitions

For purposes of this INSTRUCTION, the following definitions apply:

1. Medical Internship. The first year of graduate medical training, whether a formal internship or the first year of residency training, including, in the case of Doctors of Osteopathic Medicine, both osteopathic internships and medical internships.
2. **Medical Residency.** A formal program of graduate medical training leading to certification in a medical specialty or subspecialty by an American medical or osteopathic specialty examining board.

3. **Board Certified (Medical Officers).** A medical officer who is currently credentialed in a medical specialty by an examining board approved by the American Board of Medical Specialties of the American Medical Association (AMA) or the American Osteopathic Association (AOA).

4. **Creditable Service (Medical Officers).**
   
a. Internship and residency training obtained other than as an active-duty member of the Uniformed Services.

   (1) Credit for an internship shall be allowed only if the internship was satisfactorily completed. 1 year of credit shall be allowed for such internship. A period of internship in a foreign medical facility shall not be included in the computation of creditable service unless acceptable by the appropriate credentialing body of the AMA or AOA. In the case of osteopaths, 1 year of credit shall be awarded for a satisfactorily completed osteopathic internship and a second year shall be awarded for a medical internship.

   (2) Credit for periods of residency training shall be given in whole years, provided such year of training is creditable toward satisfaction of medical specialty board requirements. A statement from the appropriate certifying board or the training institution, verifying that the training concerned is creditable toward fulfillment of the requirements for board certification, shall be required prior to giving any credit if the officer has not been credentialed by the appropriate board as a specialist. Maximum credit allowable shall be the minimum amount of training required for board eligibility at the time the training was completed. For example, if 4 years were required to complete a 3-year program, only 3 years would be creditable.

   b. Active service in the Uniformed Services as a medical officer.

5. **Dental Internship.** The first year of graduate dental training, whether a formal internship or the first year of residency training, immediately following graduation from dental school.
6. **Dental Residency Training.** A formal program of dental specialty training of two or more academic years that qualifies the officer as eligible for board certification in a dental specialty recognized by the American Dental Association (ADA). Residency training shall include participation in Masters of Public Health education or any other formal training program for which credit may be awarded for the purposes of obtaining board eligibility.

7. **Creditable Service (Dental Officers)**
   
   a. Dental internship and residency training obtained other than as an active duty member of the Uniformed Services in a field that is recognized by the ADA.

   (1) Credit for a dental internship shall be allowed only if the internship was satisfactorily completed. 1 year of credit shall be allowed for such internship. A period of internship in a foreign dental facility shall not be included in the computation of creditable service unless recognized by the appropriate credentialing body of the ADA.

   (2) Credit for periods of residency training shall be given in whole years, provided such year of training is creditable toward satisfaction of requirements of a dental specialty board recognized by the ADA. A statement from the appropriate certifying board or the training institution, verifying that the training concerned is creditable toward fulfillment of the requirements for board certification, shall be required prior to giving any credit if the officer has not been credentialled by the appropriate board as a specialist. Maximum credit allowable shall be the minimum amount of training required for board eligibility at the time the training was completed.

   **NOTE:** No adjustment will be made in a dental officer's creditable service entry date when the officer is determined to be Board Certified Equivalent (BCE) pursuant to Section I., below.

   b. Active service in the Uniformed Services as a dental officer.

8. **Call or Order to Active Duty for Not Less Than 1 Year.** An order to active duty by personnel order which specifies either:

   a. No terminal date for the call to active duty; or

   b. A terminal date for the tour of active duty that is at least 1 year after the effective date of call to active duty.
9. **Active Service as Medical or Dental Officer.** Active service that the officer has performed as a medical or dental officer in the Army, Navy, Air Force, or PHS, regular or reserve corps, including active duty as an intern or resident.

10. **Creditable Service for Nonphysician Health Care providers.** Creditable service for the purpose of nonphysician BCP is defined as all periods of active service after the officer was qualified in the health care specialty for which BCP is being received.

### Section D. Variable Special Pay (VSP) for Medical Officers

1. **Eligibility.** VSP is an entitlement for all medical officers serving on active duty pursuant to a call or order to active duty for not less than 1 year as defined in Section C.8., above.

2. **Rates of VSP.** The rates of VSP (see Exhibit I) are dependent upon a medical officer's years of creditable service, as defined in Section C.4., above, status (intern), and grade level.

3. **Establishment of Creditable Service Entry Dates (CSEDs).** To establish their CSEDs for the purpose of determining the appropriate rates of VSP, medical officers must provide to the address specified in Section D.4., below, a written statement signed by an official of the appropriate specialty board or from the training program which specifies:

   a. The inclusive dates of the training;

   b. That the training was satisfactorily completed;

   c. That the training is creditable toward board certification in the specialty concerned; and

   d. The number of years actually required for board certification by the specialty board concerned at the time the training was undertaken.

4. **Mailing Address.** All correspondence relating to monthly special pays is to be forwarded to the office below:

   Division of Commissioned Personnel
   ATTN: Compensation Branch
   5600 Fishers Lane, Room 4-50
   Rockville, MD 20857-0001
Section E. Board Certified Pay (BCP)
for Medical Officers

1. Eligibility. BCP is an entitlement for all medical officers who have received specialty board certification and who are serving on active duty pursuant to a call or order to active duty for not less than 1 year as defined in Section C.8., above. To be eligible for BCP, medical officers must have satisfied all board certification requirements and must be considered by the board to be fully certified.

2. Rates of BCP. The rates of BCP (see Exhibit I) are based on a medical officer's years of creditable service as defined in Section C.4., above.

3. Documentation. To facilitate payment, the documentation specified below should be received by the Compensation Branch, at the address specified in Section D.4., above, within 30 days of the officer's call to active duty or date of board certification:

   a. Photocopy of signed certificate indicating that the officer has fulfilled all board certification requirements and is considered by the board to be fully certified; or

   b. Photocopy of congratulatory letter from certification board which has been signed by an appropriate official of the board indicating that the officer has satisfied all board certification requirements and is considered by the board to be fully certified. The congratulatory letter should specify the date on which the officer became board certified; otherwise, the effective date shall be assumed to be the date of the letter.

4. Effective Date of Payment. Payment shall be effective on the officer's call to active duty if he/she is board certified prior to that date, or on the date of board certification if he/she becomes board certified while on active duty.

5. Limitation on Entitlement. Officers who are board certified in two or more specialties are entitled to only one BCP.

Section F. Special Pay for Medical Officers on Short Tours of Active Duty

1. Eligibility. Pursuant to 37 U.S.C. 302(h), monthly special pay is authorized for medical officers who are recalled to active duty for periods of less than 1 year provided such officers have previously served on active duty for 1 year or more.
2. **Rates of Special Pay.** The amount of such special pay is $100 per month for medical officers with less than 2 years of active service and $450 per month for medical officers with two or more years of active service.

3. **Ineligibility for Certain Other Medical Special Pays.** Under the special pay authorities in 37 U.S.C. 302, medical officers who are called to active duty for periods of less than 1 year are not eligible for any other medical officer special pays (i.e., VSP, BCP, RSP, or incentive special pay).

   **NOTE:** Because of the restrictions set forth in Section 640 of the Department of Defense Authorization Act, 1986 (Public Law 99-145), medical officers serving on tours of duty of less than 1 year during the period from November 8, 1985, to November 13, 1986, were not authorized monthly special pay.

   The Department of Defense Authorization Act of 1987 (Public Law 99-661) enacted November 14, 1986, restored monthly special pay for medical officers called to active duty for a period of less than 1 year.

### Section G. Variable Special Pay for Dental Officers

1. **Eligibility.** VSP is an entitlement for all dental officers serving on active duty pursuant to a call or order to active duty for not less than 1 year as defined in Section C.8., above.

2. **Rates of VSP.** The rates of VSP (see Exhibit II) are dependent upon a dental officer's years of creditable service, as defined in Section C.7., above, status (intern), and grade level.

3. **Establishment of Creditable Service Entry Dates (CSEDs).** To establish their CSEDs for the purpose of determining the appropriate rates of VSP, dental officers must provide to the address specified in Section D.4., above, a written statement signed by an official of the appropriate specialty board or from the training program which specifies:

   a. The inclusive dates of the training;

   b. That the training was satisfactorily completed;

   c. That the training is creditable toward board certification in the specialty concerned; and

   d. The number of years actually required for board certification by the specialty board concerned at the time the training was undertaken.
Section H. Board Certified Pay for Dental Officers

1. Eligibility. BCP is an entitlement for all dental officers who have received specialty board certification in a specialty recognized by the ADA, or who have been determined to be BCE pursuant to Section I., below, and who are serving on active duty pursuant to a call or order to active duty for not less than 1 year as defined in Section C.8., above. To be eligible for BCP, dental officers must have satisfied all board certification requirements and be considered by the board to be fully certified or be determined by the Health and Human Services to be BCE.

2. Rates of BCP. The rates of BCP (see Exhibit II) are based on a dental officer's years of creditable service as defined in Section C.7., above.

3. Documentation. To facilitate payment, the documentation specified below should be received by the Compensation Branch, at the address specified in Section D.4., above, within 30 days of the officer's call to active duty or date of board certification:

   a. Photocopy of signed certificate indicating that the officer has fulfilled all board certification requirements and is considered by the board to be fully certified;

   b. Photocopy of congratulatory letter from certification board which has been signed by an appropriate official of the board indicating that the officer has satisfied all board certification requirements and is considered by the board to be fully certified. The congratulatory letter should specify the date on which the officer became board certified; otherwise, the effective date shall be assumed to be the date of the letter; or

   c. A board certification equivalency memorandum signed by the Director, Division of Commissioned Personnel (DCP), which specifies that the dental officer has met all the requirements for board certification equivalency as set forth in Section I., below.

4. Effective Date of Payment. Effective date of payment shall be October 1, 1985, if the dental officer was on active duty and was board certified in a specialty recognized by the ADA on that date. For officers who enter on active duty subsequent to October 1, 1985, and who are board certified in a specialty recognized by the ADA upon call to active duty, payment shall be effective on the date of entry on active duty. For officers who become board certified in a specialty recognized by the ADA while on active duty, payment shall be effective on the date the officer becomes certified. For officers who are determined to be BCE pursuant to Section I., below, payment
shall be effective the first day of the month following the month that the
Director, DCP, issues the board certification equivalent memorandum to the
officer.

5. **Limitation on Entitlement.** Officers who are board certified in two or more
specialties are entitled to only one BCP.

**Section I. Board Certification Equivalency for Dental Officers**

1. **Eligibility.** To be designated as BCE, a dental officer in the PHS
Commissioned Corps must:
   a. Be called to active duty for a period of not less than 1 year;
   b. Have completed a formal postgraduate program of at least two academic
      years in length in a field of study which has not been recognized as a
      specialty by the ADA;
   c. Have demonstrated appropriate experience in the specialty area;
   d. Have successfully passed a comprehensive examination administered by a
      body of acknowledged experts in that specialty area; and
   e. Have met the requirements for an Advanced Dental Practitioner or Dental
      Scientist as set forth in Section I.2. or I.3., below.

2. **Advanced Dental Practitioner.** To be designated an Advanced Dental
Practitioner, a dental officer must:
   a. Have satisfactorily completed the education, experience, and Federal
      Services Board of General Dentistry examination requirements for
      advanced general practice dentistry programs; or
   b. Have been certified by the postdoctoral clinical specialty American
      Boards of Oral Medicine, Oral Diagnosis, or Oral Radiology.

3. **Dental Scientist.** To be designated a Dental Scientist, a dental officer
must possess a doctoral degree as set forth in the Scientist Appointment
Standards in Subchapter CC23.3, INSTRUCTION 4, Exhibit V, of this Manual.
4. Certification Equivalency Review Board

   a. Duties of the Board. The Certification Equivalency Review Board (CERB) shall assess the qualifications of all dental officers who apply for board certification equivalency status as dental scientists and make recommendations to the Director, DCP, concerning such officers. The CERB shall provide a specific rationale in writing to accompany any recommendation of disapproval of an application.

   b. Composition of the Board. The CERB will consist of three Director grade dental officers who are board certified in specialties recognized by the ADA, or who have attained board certification equivalency pursuant to the provisions of this Section. Board members will be appointed by the Director, DCP.

   c. When the Board will be Convened. The CERB will be convened in May and November of each year to review applications.

   d. Documentation of Board Certification Equivalency. A dental officer who is recommended for board certification equivalency by the CERB and such recommendation is approved by the Director, DCP, will be issued a memorandum of board certification equivalency which will entitle the officer, if otherwise eligible, to BCP in the amounts set forth in Exhibit II of this INSTRUCTION.

5. Application Procedures

   a. Advanced Dental Practitioner. A dental officer who has been issued a certificate from the Federal Services Board of General Dentistry or the American Boards of Oral Medicine, Oral Diagnosis, or Oral Radiology, must submit a copy of the certificate to:

      Compensation Branch/DCP
      ATTN: Dental Certification Equivalency Review Board
      5600 Fishers Lane, Room 4-50
      Rockville, MD 20857-0001

      No other documentation is required. The officer will be issued a board certification equivalency memorandum by the Director, DCP.

   b. Dental Scientist. A dental officer who has the credentials to meet the definition of Dental Scientist as described in Section I.3. of this INSTRUCTION shall submit four copies of the following documents in tabulated form to the Executive Secretary, Dental Certification Equivalency Review Board, at the address listed in Section I.5.a., above:
(1) a statement that sets forth the type of professional degree that is possessed by the officer which is included in the list contained in Subchapter CC23.3, INSTRUCTION 4, Exhibit V, Section 2.a. of this Manual.

(2) Documentation, in the form of official transcripts and diplomas, that the officer has successfully completed the equivalent of at least two academic years of formal postgraduate training.

(3) Documentation that the institution which awarded the Ph.D., D.P.H., D.Sc., or Ed.D. degree was accredited by a governmental or professional organization at the time the degree was awarded.

(4) Documentation that the postgraduate academic training was obtained in the claimed competency area as demonstrated by appropriate course descriptions, or bulletins, which attest to the content of the training program.

(5) Documentation of at least 2 years experience in the Service recognized Dental Scientist specialty, for example, statements from a previous employer, billet or job descriptions, etc.

(6) Documentation of successful completion of a formal oral and/or written and/or clinical examination representative of the area of claimed special competency conducted by a body of individuals acknowledged to be expert in that specialty area.

(7) If the area of competence is encompassed by an ADA recognized specialty, certification must be obtained through that Board. If doubt exists that the competency area is separate from and not encompassed by an existing ADA-recognized specialty, comments from the relevant American Dental Specialty Examining Boards shall be provided.

(8) (Optional). Recommendations from not more than three individuals attesting to the officer's competency in the Dental Scientist specialty.

(9) (Optional). Supporting credentials, which may serve to demonstrate competency in the Dental Scientist specialty.
6. Responsibilities

a. Director, DCP. The Director, DCP, is responsible for overall administration of the BCE program which includes:

(1) Developing policies and procedures;
(2) Evaluating the certification equivalency program;
(3) Convening, instructing, and referring cases to the CERB;
(4) Providing executive secretarial services to the CERB;
(5) Notifying each officer who applies for certification equivalency about the decision on his/her application; and
(6) Preparing and issuing personnel orders authorizing BCP.

b. Individual Officers. Dental officers must comply with the application procedures set forth in this Section and provide all information requested by the CERB or Director, DCP, in conjunction with the review of his/her case.

c. Dental Professional Advisory Committee. The Dental Professional Advisory Committee will evaluate requests from dental officers who have educational qualifications not defined in this Section and who seek recognition through the board certification equivalency process. Upon recommendation of the advisory committee and the PHS Chief Dental Officer, the Director, DCP, will determine whether or not to include additional educational qualifications in the board certification equivalency process.

Section J. Board Certified Pay for Nonphysician Health Care Providers

1. Eligibility. To be eligible for Nonphysician Board Certified Pay (NBCP), an officer must:

a. Be a health care provider in a specialty that is granted privileges
b. Have a post baccalaureate degree in their clinical specialty
c. Be certified by a professional board in their clinical specialty
d. Meet the applicable criteria specified below.

2. Rate of NBCP. Active duty Nonphysician health care providers are eligible to receive NBCP at the rate specified in Exhibit IV.

Section K. Special Pay for Optometry Officers

1. Eligibility. PHS commissioned optometry officers are entitled to monthly special pay at the rate specified in Section J.2., below, provided such officers are on active duty as a result of a call or order to active duty for a period of at least 1 year as defined in Section C.8., above.

2. Rate of Special Pay. Active-duty optometry officers are entitled to special pay at the rate of $100 a month for each month of active duty.

Section L. Special Pay for Veterinary Officers

1. Eligibility. PHS commissioned veterinary officers are entitled to monthly special pay at the rate specified in Section K.2., below, provided such officers are on active duty as a result of a call or order to active duty for a period of at least 1 year as defined in Section C.8., above.

2. Rate of Special Pay. Active duty veterinary officers are entitled to special pay at the rate of $100 a month for each month of active duty.

Section M. Privacy Act Provisions

Personnel records are subject to the provisions of the Privacy Act of 1974. The applicable systems of records are: 09-37-0002, "PHS Commissioned Corps Personnel Records, HHS/OASH/OSG"; 09-37-0008, "PHS Commissioned Corps Unofficial Personnel Files and Other Station Files, HHS/OASH/OSG"; and 09-90-0017, "Pay, Leave, and Attendance Records, HHS/OS/ASPER."
## EXHIBIT I

Rates of VSP and BCP for Medical Officers
Effective January 1, 1990

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<th>Grade or Status</th>
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* Civilian internship and residency training and active service as a medical officer in the Uniformed Services (see definition contained in Section C.4. of this INSTRUCTION).

** As defined in Section C.2.a. of INSTRUCTION 1, Subchapter CC42.2, "Special Pays: Variable Special Pay (VSP), Board Certified Pay (BCP), Retention Special Pay (RSP), and Incentive Special Pay (ISP)."
EXHIBIT II
Rates of VSP and BCP for Dental Officers
Effective 10/01/96

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* Civilian internship and residency training and active service as a dental officer in the Uniformed Services (see definition contained in Section C.7. of this INSTRUCTION).
EXHIBIT II (Continued)

Rates of VSP and BCP for Dental Officers
Effective 11/18/97

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* Civilian internship and residency training and active service as a dental officer in the Uniformed Services (see definition contained in Section C.7. of this INSTRUCTION).
EXHIBIT III
Nonphysician Specialty Boards

**Audiology/Speech Pathology** (Board Certified)
- **Sponsor**: American Speech-Language Hearing Association
- **Responsibility**: Clinical Certification Board
- **Boards**: 1) Audiology 2) Hearing 3) Speech Language

**Dietitians**: (Board Certified)
- **Sponsor**: American Dietetic Association
- **Responsibility**: Commission on Dietetic Registration
- **Boards**: 1) Pediatric Nutrition 2) Renal Nutrition 3) Metabolic Nutrition

**Health Physicists (Medical)** (Board Certified)
- **Sponsor**: American Board of Medical Specialties
- **Responsibility**: American Board of Radiology

**Occupational Therapy**: (Board Certified)
- **Sponsor**: American Occupational Therapy Association
- **Responsibility**: American Occupational Therapy Certification Board
- **Boards**: 1) Pediatrics 2) Hand Therapy (Recognized by ACTA, but part of American Society of Hand Therapy) 3) Neurorehabilitation (effective 10/1/97)
EXHIBIT III (Continued)
Nonphysician Specialty Boards

Sponsor: Board of Certification in Professional Ergonomics (effective 10/1/97)
Responsibility: Board of Certification in Professional Ergonomics
Board: Ergonomics

Optometry: (Fellow)
Sponsor: American Academy of Optometry
Responsibility: American Academy of Optometry
Board: Fellow in American Academy of Optometry

Pharmacy: (Board Certified)
Sponsor: American Pharmaceutical Association
Responsibility: American Board of Pharmaceutical Specialties
Boards: 1) Nuclear Pharmacy
2) Pharmacotherapy
3) Nutrition Support Pharmacy Practice

Physical Therapy: (Board Certified)
Sponsor: American Physical Therapy Association
Responsibility: American Board of Physical Therapy Specialists
Boards: 1) Cardiopulmonary
2) Clinical Electrophysiology
3) Geriatrics
4) Neurology
5) Orthopedics
6) Pediatrics
7) Sports
EXHIBIT III (Continued)

Nonphysician Specialty Boards

Physician Assistant (Board Certified)
Sponsor: National Commission of Certification of Physician Assistants
Responsibility: National Commission of Certification of Physician Assistants

Podiatry: (Board Certified)
Sponsor: American Podiatric Medical Association
Responsibility: The council on Podiatric Medical Education
Board: 1) American Board of Podiatric Orthopedics and Primary Podiatric Medicine
       2) American Board of Podiatric Public Health
       3) American Board of Podiatric Surgery

Psychology: (Diplomate)
Sponsor: American Psychological Association
Responsibility: American Board of Professional Psychology
Boards: Diplomate

Social Work: (Diplomate)
Sponsor: American Board of Examiners in Clinical Social Work
Responsibility: American Board of Examiners in Clinical Social Work
Board: Diplomate in Clinical Social Work (BCD), or
Sponsor: National Association of Social Workers
Responsibility: Competence Certification Commission
Board: Diplomate in Clinical Social Work (SCOW)
EXHIBIT III (Continued)
Nonphysician Specialty Boards

Nurse:

Nurse Anesthetist
Sponsor: American Association of Nurse Anesthetists
Responsibility: Council on Certification of Nurse Anesthetists
Board: Nurse Anesthetist

Nurse Practitioner
Sponsor: National Certification Board of Pediatric Nurse Practitioners and Nurses
Responsibility: National Certification Board of Pediatric Nurse Practitioners and Nurses
Board: Pediatric Nurse Practitioner

Sponsor: American Nurses Association
Responsibility: American Nurses Credentialing Center
Boards: 1) Adult Nurse Practitioner
        2) Family Nurse Practitioner
        3) Pediatric Nurse Practitioner

Sponsor: American Academy of Nurse Practitioners Certification Program
Responsibility: American Academy of Nurse Practitioners
Boards: 1) Adult Nurse Practitioner
        2) Family Nurse Practitioner

Sponsor: National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties
Responsibility: National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties
Board: Women’s Health Care Nurse Practitioner (for OB/GYN and GYN Nurse Practitioners)
EXHIBIT III (Continued)

Nonphysician Specialty Boards

Nurse Midwife

Sponsor: American College of Nurse Midwives

Responsibility: American College of Nurse Midwives

Board: Nurse Midwife
### Exhibit IV

**Nonphysician Board Certified Pay (NBCP) Rates**

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<th>Monthly Payment</th>
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