

**U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**

**PERSONNEL OPERATIONS MEMORANDUM**



**POM 821.70  
EFFECTIVE DATE: 18 January 2021**

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**By Order of the Surgeon General of the U.S. Public Health Service:**

**VADM Jerome M. Adams, MD, MPH**

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**TO:** All members of the Regular Corps and Ready Reserve Corps

**SUBJECT:** HPSP Submission, Effective Dates, and Subspecialty Rates

1. This Personnel Operations Memorandum (POM) sets forth the procedures that a U.S. Public Health Service (USPHS) officer and the Operating Division (OPDIV), Staff Division (STAFFDIV), or non-Health and Human Services (HHS) organization to which the officer is assigned must follow in submitting a Health Professions Special Pays (HPSP) agreement. This POM also establishes the criteria used by Commissioned Corps Headquarters (CCHQ) in setting the effective date of an HPSP agreement. This POM is issued in accordance with Commissioned Corps Instructions (CCI) [633.01](#), "Special Pays."
2. Submitting Agreements.
  - a. An HPSP agreement and its supporting document(s) are consolidated into one pdf document.
    - (1) Required supporting documentation includes the officer's license, board certification, residency certificate, or other documents required by CCHQ.
    - (2) The agreement is submitted electronically using the officer's official e-mail account that is assigned to him/her by the OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned or a secure portal available for such purposes within the OPDIV/STAFFDIV/non-HHS organization.
  - b. Agreements submitted via e-mail should be password protected for security purposes.
  - c. Officer. The officer electronically submits the HPSP agreement to his/her immediate supervisor.
    - (1) The officer digitally signs the agreement using his/her DoD issued Common Access Card (CAC) or a Personal Identity Verification (PIV) card that is issued by the OPDIV/STAFFDIV/non-HHS Federal organization to which the officer is assigned.
    - (2) The officer may include a copy of this POM in his/her submission to the supervisor.

- d. Supervisor. After signing the agreement using his/her CAC or PIV, the supervisor returns the HPSP agreement to the officer. If the supervisor believes that the officer is ineligible for the HPSP or recommends against payment of HPSP, the supervisor must contact the OPDIV/STAFFDIV/non-HHS organization's [Agency Liaison](#) for guidance.
  - e. Officer. Upon receipt of the HPSP agreement with the supervisor's signature, the officer electronically submits the agreement to his/her Agency Liaison in accordance with guidance provided by the Agency Liaison.
  - f. Agency Liaison. The Agency Liaison will:
    - (1) Ensure that the all of the necessary supporting documents are included with the agreement.
    - (2) Ensure that the OPDIV/STAFFDIV/non-HHS organization's budget official/certifying official electronically signs the agreement.
    - (3) Electronically submit the agreement to CCHQ, in accordance with guidance provided by the Director, CCHQ, or his/her designee. The Liaison must submit the agreement to CCHQ within two weeks of receipt of the agreement from the officer. If the Liaison is unable to submit the agreement within two weeks, the Liaison will notify the Chief, Financial Services Branch (FSB), CCHQ.
    - (4) Contact CCHQ for guidance if the OPDIV/STAFFDIV/non-HHS organization believes that the officer is ineligible for the HPSP or recommends against payment of HPSP.
  - g. If authorized by the OPDIV/STAFFDIV/non-HHS organization, in lieu of a digital signature and/or electronic processing within the OPDIV/STAFFDIV/non-HHS organization, hand-written signatures may be used on the agreement and/or a hard-copy of the agreement may be transmitted; however, the final agreement must be in pdf format and electronically submitted to CCHQ by the Agency Liaison in accordance with this Section.
3. Effective Date of HPSP Agreement. The effective date of an agreement is determined as follows:
- a. Initial Agreement.
    - (1) The date the officer becomes eligible for HPSP, provided the completed agreement is signed within 30 days of becoming eligible and the agreement is received by CCHQ within 60 days of becoming eligible;
    - (2) The date the completed agreement is signed, if received by CCHQ within 60 days of the date of becoming initially eligible for HPSP but signed more than 30 days after becoming initially eligible;
    - (3) The date the completed agreement is received by CCHQ, if received more than 60 days after the date of becoming initially eligible; or
    - (4) A later date as specified by the officer in the HPSP agreement.
  - b. Subsequent Agreement. The effective date of an officer's second or subsequent HPSP agreement will be one of the following dates:

- (1) The day after the previous HPSP agreement expires, provided the new agreement is received by CCHQ within 60 days after the date the previous agreement expires and provided the new agreement is signed on or before the day the previous agreement expires;
  - (2) The date the new HPSP agreement is signed, if the new agreement is received by CCHQ within 60 days after the date the previous agreement expires but the new agreement is signed after the previous agreement expires;
  - (3) The date the new HPSP agreement is received by CCHQ, if the new agreement is not received within 60 days of the date the previous agreement expired; or
  - (4) A later date as specified by the officer in the new HPSP agreement.
- c. HPSP Accession Bonus Agreements. CCHQ will not accept agreements for an Accession Bonus (AB) or Critical Short Wartime Specialty Accession Bonus (CWS-AB) if CCHQ receives the agreement more than 180 days after the officer's appointment to the USPHS Commissioned Corps. Officers appointed prior to 1 January 2019 are not eligible for AB or CWS-AB.
- d. Backdating an Agreement. Backdating the effective date of an agreement beyond what is outlined in this Section is not authorized except in extraordinary and unusual circumstances, as determined by the Director, CCHQ, to remedy a delay in processing the agreement within the OPDIV/STAFFDIV/non-HHS organization that is reasonably outside of the officer's control (e.g., after the agreement is submitted to the Agency Liaison).
- (1) The Director, CCHQ, without further delegation, may approve a request from the Agency Liaison to backdate an agreement's effective date in circumstances that are outside of the officer's control (e.g., a delay in processing the agreement in the agency, an officer is experiencing significant medical issues). The Director, CCHQ, may backdate an agreement no more than 3 months prior to the date outlined in this Section.
  - (2) If the Director, CCHQ, detects a pattern of requests for backdating agreements from a particular OPDIV/STAFFDIV/non-HHS organization that is a result of the Agency Liaison's actions/inactions, the Director, CCHQ, will notify the immediate supervisor of the Agency Liaison, the senior flag officer within the Agency Liaison's OPDIV/STAFFDIV/non-HHS organization, and the Chief Human Capital Officer (CHCO) and/or equivalent individual within the Agency Liaison's chain of command. The Liaison may be subject to disciplinary action in accordance with Commissioned Corps Directive (CCD) [111.02](#), "Disciplinary Actions."
  - (3) In accordance with CCI 633.01, the Director, CCHQ, may backdate an RB agreement to 1 October 2020 for officers who entered the Uniformed Services University of the Health Sciences (USUHS) School of Medicine prior to 30 December 2019.
  - (4) In accordance with CCI 633.01, the Director, CCHQ, may backdate an RB agreement to 1 October 2020 for officers who were serving a GPE training ADO on 30 December 2019 or incurred a GPE training ADO prior to 30 December 2019 but had not begun serving the ADO.

- (5) In order for the Director, CCHQ, to adjust an agreement's effective date under this Section 3.d.(3) or (4), an officer must initiate an agreement or make a request to adjust an existing agreement within 4 months of the effective date of CCI 633.01. The Director, CCHQ, may not adjust an agreement if the officer makes a request more than 4 months from the effective date of this POM.
    - (6) If warranted, the Director, CCHQ, may submit a request to the SG to backdate an agreement for more than 3 months prior to the date outlined in this Section.
4. Payment of a HPSP will typically commence within 90 days after receipt of the completed agreement in CCHQ or within 90 days after CCHQ receives all necessary supporting documentation.
  - a. Agreements that are missing signatures or are not submitted to CCHQ in accordance with this POM are not considered complete and will be returned to the officer's Agency Liaison.
  - b. If an agreement is missing supporting documentation, FSB will return the agreement to the Liaison.
5. CCHQ will not process an agreement if the officer does not meet any of the eligibility criteria outlined in CCI 633.01 (e.g., current adverse action in the officer's record, or a marginal or unsatisfactory performance rating). In such cases, FSB will notify the officer of their ineligibility.
6. If an officer does not meet the eligibility criteria for the requested HPSP and payment is denied, CCHQ will notify the officer and/or the officer's Agency Liaison of the officer's ineligibility.
7. Reassignments. Should an officer transfer to another assignment while serving an HPSP Active Duty Obligation (ADO), the losing program's budget officer may work with the gaining program's budget officer to determine appropriate payment responsibility and whether reimbursement will be made to the losing program's budget. Such reimbursements are between the respective programs and are not determined by or made through the USPHS Commissioned Corps' payroll system.
8. HPSP Medical Subspecialty Rates. The Appendix of this POM clarifies the specific medical subspecialties for which HPSP is available along with the subspecialties that fall within the Subspecialty Categories (i.e., I, II, III, IV, or V) indicated in Appendix B of CCI 633.01.
9. The SG, may provide further guidance regarding submission of agreements.
10. This POM replaces POM 821.70, "HPSP Submission, Effective Dates, and Subspecialty Rates," dated 18 January 2019 and will remain in effect until rescinded.

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Surgeon General

Appendix

American Board of Medical Specialties (ABMS) and  
 American Osteopathic Association Specialty Certifying Boards (AOA)  
 Medical Subspecialties

HPSP Specialty	General Certificate	Subspecialties
Aerospace Medicine	Aerospace Medicine	none
Anesthesiology	Anesthesiology	Addiction Medicine Critical Care Medicine Hospice and Palliative Medicine Pain Medicine Pediatric Anesthesiology Sleep Medicine
Dermatology	Dermatology	Dermatopathology Pediatric Dermatology Anesthesiology
Emergency Medicine	Emergency Medicine	Anesthesiology Critical Care Medicine Emergency Medical Services Hospice and Palliative Medicine Medical Toxicology Pain Medicine Pediatric Emergency Medicine Sports Medicine Undersea and Hyperbaric Medicine
Family Practice	Family Medicine Family Medicine and OMT	Addiction Medicine Adolescent Medicine Adolescent/Young Adult Medicine Correctional Medicine Geriatric Medicine Hospice and Palliative Medicine Pain Medicine Sleep Medicine Sports Medicine Undersea and Hyperbaric Medicine
Internal Medicine	Internal Medicine	Addiction Medicine Adolescent Medicine Adult Congenital Heart Disease Advanced Heart Failure and Transplant Cardiology Cardiology Cardiovascular Disease Clinical Cardiac Electrophysiology Correctional Medicine Endocrinology Endocrinology, Diabetes and Metabolism Gastroenterology Geriatric Medicine Hematology Hematology / Oncology Hospice and Palliative Medicine Infectious Disease Interventional Cardiology Medical Oncology Nephrology Oncology Rheumatology Sleep Medicine Sports Medicine Undersea and Hyperbaric Medicine Transplant Hepatology
General Surgery	General Surgery Vascular Surgery General Vascular Surgery Plastic & Reconstructive Surgery Neurological Surgery Thoracic Cardiovascular Surgery Urological Surgery	Hospice and Palliative Medicine Pediatric Surgery Surgery of the Hand Surgical Critical Care

HPSP Specialty	General Certificate	Subspecialties
Obstetrics/Gynecology	Obstetrics and Gynecology	Critical Care Medicine Female Pelvic Medicine / Reconstructive Surgery Female Pelvic Medicine and Reconstructive Surgery Gynecologic Oncology Hospice and Palliative Medicine Maternal and Fetal Medicine Reproductive Endocrinology Reproductive Endocrinology/Infertility
Ophthalmology	Ophthalmology	none
Orthopedics	Orthopedic Surgery Orthopaedic Surgery	Hand Surgery Orthopaedic Sports Medicine Surgery of the Hand
Otolaryngology	Otolaryngology	Neurotology Otolaryngic Allergy Pediatric Otolaryngology Sleep Medicine
Pathology	Anatomic Pathology Anatomic Pathology & Laboratory Medicine Laboratory Medicine Pathology-Anatomic Pathology-Clinical Pathology-Anatomic/Pathology-Clinical	Blood Banking/Transfusion Medicine Chemical Pathology Clinical Informatics Cytopathology Dermatopathology Forensic Pathology Hematopathology Hematology-Pathology Immunopathology Medical Microbiology Neuropathology Pathology-Chemical Pathology-Forensic Pathology-Medical Microbiology Pathology-Molecular Genetic Pathology-Pediatric
Pediatrics	Pediatrics	Adolescent Medicine Adolescent & Young Adult Medicine Child Abuse Pediatrics Developmental-Behavioral Pediatrics Hospice and Palliative Medicine Medical Toxicology Neonatal Neonatal-Perinatal Medicine Pediatric Cardiology Pediatric Emergency Medicine Pediatric Endocrinology Pediatric Gastroenterology Pediatric Hematology-Oncology Pediatric Infectious Diseases Pediatric Nephrology Pediatric Rheumatology Sleep Medicine Sports Medicine
Physical Medicine	Physical Medicine and Rehabilitation	Brain Injury Medicine Hospice and Palliative Medicine Neuromuscular Medicine Pain Medicine Pediatric Rehabilitation Medicine Spinal Cord Injury Medicine Sports Medicine
Preventive/Occupational Medicine	Occupational Medicine Preventive Medicine / Public Health Public Health and General Preventive Medicine	Addiction Medicine Clinical Informatics Correctional Medicine Medical Toxicology Occupational Medicine Sports Medicine Undersea and Hyperbaric Medicine

HPSP Specialty	General Certificate	Subspecialties
Psychiatry – Adult/Peds	Neurology Neurology with Special Qualification in Child Neurology Psychiatry	Addiction Medicine Addiction Psychiatry Brain Injury Medicine Child and Adolescent Neurology Child and Adolescent Psychiatry Clinical Neurophysiology Epilepsy Forensic Psychiatry Geriatric Psychiatry Hospice and Palliative Medicine Neurodevelopmental Disabilities Neurology/Psychiatry Neuromuscular Medicine Neurophysiology Pain Medicine Sleep Medicine Vascular Neurology
Pulmonary/Critical Care	Internal Medicine Pediatrics	Critical Care Medicine Pediatric Critical Care Medicine Pediatric Pulmonology Pulmonary Disease
Radiology – Diagnostic/Therapeutic	Diagnostic Radiology Interventional Radiology/ Diagnostic Radiology Radiation Oncology Therapeutic Medical Physics	Hospice and Palliative Medicine Nuclear Radiology Pain Medicine Pediatric Radiology Vascular and Interventional Radiology
Urology	Urology	Female Pelvic Medicine and Reconstructive Surgery Pediatric Urology
SUB SPEC CAT I	Colon and Rectal Surgery General Vascular Surgery Otolaryngology Otolaryngology/Facial Plastic Surgery Orthopaedic Surgery Orthopedic Surgery Plastic & Reconstructive Surgery Plastic Surgery Vascular Surgery Urological Surgery Thoracic and Cardiac Surgery Thoracic Cardiovascular Surgery	Complex General Surgical Oncology Congenital Cardiac Surgery Hand Surgery Orthopaedic Sports Medicine Pediatric Surgery Plastic Surgery within the Head and Neck Surgery of the Hand Surgical Critical Care
SUB SPEC CAT II	Nuclear Medicine	
SUB SPEC CAT III	Allergy and Immunology Internal Medicine Pediatrics	Adult and Pediatric Allergy / Immunology Hematology / Oncology Nephrology Pediatric Hematology-Oncology Pediatric Nephrology
SUB SPEC CAT IV	Internal Medicine Pediatrics Clinical Biochemical Genetics Clinical Cytogenetics and Genomics	Endocrinology Endocrinology, Diabetes and Metabolism Geriatric Medicine Hematology Hospice and Palliative Medicine Infectious Disease Medical Oncology Neonatal Neonatal-Perinatal Medicine Oncology Pediatric Emergency Medicine Pediatric Endocrinology Pediatric Infectious Diseases Pediatric Rheumatology Pediatric Transplant Hepatology Rheumatology Sleep Medicine Sports Medicine Undersea and Hyperbaric Medicine

HPSP Specialty	General Certificate	Subspecialties
SUB SPEC CAT V	Obstetrics and Gynecology Otolaryngology Otolaryngology/Facial Plastic Surgery Urology Urological Surgery	Female Pelvic Medicine / Reconstructive Surgery Female Pelvic Medicine and Reconstructive Surgery Gynecologic Oncology Hospice and Palliative Medicine Maternal and Fetal Medicine Pediatric Otolaryngology Plastic Surgery within the Head and Neck Otolaryngic Allergy Pediatric Urology Reproductive Endocrinology Reproductive Endocrinology/Infertility Sleep Medicine