

**UNITED STATES AIR FORCE RESERVE  
HEALTH PROFESSIONS SPECIAL AND  
INCENTIVE (HPS&I) PAY PLAN**



**FY18**

*Effective 1 December 2017*



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## **SECTION I. OVERVIEW**

1. PURPOSE. The purpose of this plan is to provide policy and operational guidance for management of the United States Air Force Reserve (USAFR) Health Professions Special and Incentives (HPS&I) pay program. This pay plan specifies implementation of Consolidated Special Pays (CSP) for Health Professions Officers (HPOs) assigned to the Air Force Reserve (AFR), as directed by the National Defense Authorization Act (NDAA) of 2008 (Public Law 110-181). Effective 1 December 2017, all new agreements for special pays for AFR HPOs will be administered in accordance with the CSP authorities in section 37 USC § 335 and 37 USC § 332.
  
2. CSP HPS&I PROGRAMS. HPS&I programs available to AFR HPOs under CSP include the following:
  - Accession Bonus (AB) 37 USC § 335
  - Affiliation Bonus Reserve Component (ABRC) 37 USC § 332
  - Incentive Pay (IP) 37 USC § 335
  - Retention Bonus (RB) 37 USC § 335
  - Board Certified Pay (BCP) 37 USC § 335
  
3. RESPONSIBILITIES.
  - a. AF/RE:
    - (1) By 1 August of each year, ensures completion of annual update to USAFR HPS&I Pay Plan.
  
  - b. AF/REP:
    - (1) Serves as Program Element Monitor (PEM) for Program Objective Memorandum (POM) programming requirements for AB, ABRC, RB, RC STIPEND, and RCHPLRP programs.
  
  - c. AF/REC:
    - (1) Develops and justifies the financial plan for all USAFR HPS&I programs in line with approved POM submissions through the Air Force Corporate Structure.
  
    - (2) Provides oversight of budget execution of all USAFR HPS&I programs to ensure financial solvency and efficiency.

d. AF/REM:

(1) USAFR representative to Office of Assistant Secretary of Defense for Health Affairs (OASD/HA) Reserve Component Health Professions Incentives Subcommittee (RCHPIS).

(2) Serves as PEM for POM programming requirements for IP and BCP programs.

e. AFRC/SG:

(1) Develops with Air Force Reserve Command Recruiting Service (AFRC/RS) the AFR input for the Reserve Component (RC) Wartime Health Care Specialties with Critical Shortages List (CWSL) published by OASD/HA annually.

(2) Monitors the RC CWSL on a regular basis to ensure it continues to meet USAFR needs and/or availability of program funding. If manning in a particular specialty that is not on the current CWSL falls below, or is rapidly approaching a critical level, coordinates request with AFRC/RS to OASD/HA that the specialty be added to the CWSL.

(3) By 1 October of each year, develops and provides AFRC/RS a fiscal year recruiting goals spreadsheet that identifies the current medical skills and requirements for the USAFR. The goals will be specified by each HPS&I program and further identified by specialty and number required within that specialty. HPS&I goals will correlate to all skills on the current CWSL. Exceptions to the goals list may be requested as long as the requested skill is on the CWSL and presently undermanned. The goals are predicated on the fiscal year budget and requirements of the USAFR.

(4) Develops specific program exclusions and restrictions for HPS&I programs based on manning, targeted groups and costs.

(5) Reviews medical officer manning on a regular basis to determine those that remain unfilled 18 months or longer that may be identified as "hard-to-fill" and should be considered for incentive under an "Exception to Policy" waiver.

(6) Provides approvals/disapprovals on all "Exception to Policy" waiver requests, to include those for: (1) "hard-to-fill" (chronically vacant) billets (2) members who cannot be placed in their primary specialty upon graduation and (3) members who request to receive benefits identified under the initial contract who are involuntarily transferred to the Individual Ready Reserve (IRR) as a result of force structure changes or force reduction actions.

(7) Provides approvals/disapprovals on "Period of Non-Availability" requests (up to one year) from members in HPS&I pay programs who are unable to be assigned or to participate once assigned.

(8) Provides approvals/disapprovals on requests for extensions of RC STIPEND payments for fellowships after residency training.

(9) Provides ARPC/DPA Reserve medical officer manning data on a monthly basis.

(10) Provides medical guidance/expertise to AFRC/RS and ARPC/DPA as needed for HPS&I programs.

(11) Notifies AFRC/RS and ARPC/DPA as soon as possible of any major force structure changes to include AFSC changes and position reductions.

(12) USAFR representative to OASD/HA Reserve Component Health Professions Incentives Subcommittee (RCHPIS).

f. AFRC/RS:

(1) When current manning dictates, requests approval for HPS&I pays from ARPC/DPA.

(2) Provides an HPS&I application to all qualified applicants and then initiates, completes and e-mails/faxes/mails the application to ARPC/DPA for processing. The verification of full-time enrollment form (Attachment 9) will be used for the RC STIPEND program.

(3) Once the HPS&I application is approved, provides a contract to the applicant and forwards to ARPC/DPA.

(4) Receives a list of projected RC STIPEND graduates from ARPC/DPA six months prior to members' graduation from residency/fellowship. AFRC/RS will actively work with RC STIPEND members near graduation to place them in the unit program. AFRC/RS will notify ARPC/DPA of all RC STIPEND graduates who have failed to obtain a participating assignment within six months of completing residency training.

g. AFRC/FM:

(1) Provides budget execution and monitoring for all HPS&I programs.

h. AFRC/A1:

(1) Provides personnel administrative support for HPS&I programs.

i. ARPC/DPA:

(1) Administers implementation of HPS&I pay plan.

(2) Coordinates medical incentive applications with AFRC/RS through Air Force Recruiting Information Support System – Total Force (AFRISS-TF).

(3) Reviews and approves/disapproves all applications for HPS&I in AFRISS-TF. Verifies that member is going into a valid vacant position for AB and that member is going to hold a position for RB.

(4) Validates discrepancies where the Military Personnel Data System (MilPDS) does not match the Duty AFSC when requests are submitted by the member's unit Commander on AF Form 1288, Application for Ready Reserve Assignment.

(5) Reviews all HPS&I pay written agreements and ensures they are complete prior to making any payments.

(6) Coordinates with AFRC/SG on members requesting "Exception to Policy" waiver requests, to include those for: (1) "hard-to-fill" (chronically vacant) billets (2) members who cannot be placed in their primary specialty upon graduation and (3) members who request to receive benefits identified under the initial contract who are involuntarily transferred to the Individual Ready Reserve (IRR) as a result of force structure changes or force reduction actions.

(7) Coordinates with AFRC/SG on members requesting a "Period of Non-Availability" (up to one year) in any HPS&I program who are unable to be assigned due to hardship or are unable to obtain a participating position. Extends service obligation in MilPDS if "Period of Non-Availability" is approved by AFRC/SG.

(8) Keeps a record of all members receiving incentives in the medical incentives database and keeps it up to date.

(9) Initiates the RCHPLRP loan verification process at least 45 days prior to scheduled disbursement.

(10) Ensures RCHPLRP payments are sent to Defense Financing and Accounting Service (DFAS). Payments cannot exceed the outstanding balance and loans must be secured at least one year prior to payment. Ensures payments are not made to loans that are in default. Payments will be paid directly to the member's lender. Ensures RCHPLRP is taxed according to current tax codes.

(11) Processes annual incentive payments on time and verifies that the member is in a valid position and has a good year of participation. If member is no longer in a valid position or has a bad year of participation; contact the member to see the reason and process accordingly.

(12) Notifies projected RC STIPEND graduates who are within six months of completing residency training how to obtain a participating assignment and coordinates with AFRC/RS. Coordinates with ARPC/JA to have a memorandum (Attachment 8) drafted and sent out via certified mail if the RC STIPEND graduate has not obtained a participating assignment within six months of completing residency training.

(13) Verifies on an annual basis that members receiving monthly RC STIPEND payments are still in residency training. This will be accomplished by sending members an enrollment verification form (Attachment 9). Processes letters to terminate RC STIPEND payments to the pay office for members who do not reply/comply within 60 days.

(14) By 1 January of each year, provides AFRC/RS with a fiscal year listing of all RC STIPEND graduates for that year. Coordinates with AFRC/RS on assignment actions.

(15) Provides approval/disapproval endorsements for RC STIPEND members who elect to be assigned to a unit and begin participating once the AF Form 1288, Application for Ready Reserve Assignment, has been received from AFRC/RS.

(16) For RC STIPEND members who elect to be dually assigned, notify the member's unit commander in the case of potential deployment activation. RC STIPEND members who elect to be dually assigned will not be deployed during wartime contingencies.

(17) Processes IP and BCP for eligible AFR HPOs going on active duty for **more than 30 days** within two days of receipt to the member's pay entitlements office. **NOTE:** Prorated IP and BCP for Reserve HPOs will not be processed/paid until a DFAS automated payment solution has been developed and implemented. Once a DFAS automated IP/BCP payment solution is in place, eligible Reserve HPOs will be paid at the daily rate of 1/30th of the monthly rate for any period in which the member is entitled to basic pay pursuant to 37 USC § 204 or compensation pursuant to 37 USC §206.

(18) Processes recoupment actions as required due to separation, unsatisfactory participation or failure to obtain a participating assignment.

(19) Coordinates with ARPC/JA to review all new HPS&I contract templates and existing HPS&I contracts that need to be revised following a change to DoDI 6000.13.

(20) USAFR representative to OASD/HA Reserve Component Health Professions Incentives Subcommittee (RCHPIS).

j. ARPC/JA:

(1) Reviews all new HPS&I contract templates and existing HPS&I contracts that need to be revised following a change to DoDI 6000.13 when requested by ARPC/DPA or AFRC/SG.

(2) When requested by ARPC/DPA, drafts and assists DPA in sending a memorandum (Attachment 8) via certified mail to RC health professions stipend recipients who have not obtained a participating assignment within six months of completing residency training. The memorandum will serve to notify the member of their obligation to initiate the required actions to be assigned to a valid position in the Selected Reserve within 30 days of receipt of the certified letter. If member fails to comply, at the

discretion of the Service Secretary, the participant will be (1) ordered to Active Duty to perform one year of active duty for each year (or part thereof) the participant received a stipend or (2) comply with the repayment provisions of 37 USC § 303(a)(e) and HPS&I Section II (3) (i) (18).

k. ARPC/FM:

(1) Administers payment processing for HPS&I programs.



## **SECTION II. POLICIES AND PROCEDURES**

1. INTRODUCTION. This pay plan identifies and clarifies the following:
  - a. Policies and procedures for transition from Legacy Special Pays under 37 USC § 302g to Consolidated Special Pays (CSP) under 37 USC § 335 and 37 USC § 332.
  - b. Policies and procedures for transition of stipend and loan repayment current programs under DoDD 1205.20 and DoDI 1205.21, to revised programs under AFI 10-302 and DoDI 6000.13, published 30 December 2015, *Incorporating Change 1, Effective May 3, 2016.*
  - c. HPS&I eligibility and amounts for AFR HPOs.
2. APPLICABILITY. Unless otherwise stated, this pay plan applies to AFR HPOs when not on active duty for greater than 30 days. AFR HPOs on active duty greater than 30 days are covered by the Active Component (AC) HPS&I pay plan for their specialty.
3. TRANSITION FROM LEGACY TO CSP.
  - a. AFR HPOs who entered into a written agreement for receipt of special pay under the Legacy Special Pay authorities under section 37 USC § 302g before 1 December 2017 will continue to receive payments until the completion date of the written agreement.
  - b. Effective 1 December 2017, all new agreements for special pays for AFR HPOs will be administered in accordance with the CSP authorities in 37 USC § 335 or 37 USC § 332 and will follow the CSP eligibility and obligation guidance in section 5 below.
  - c. Subject to acceptance by the Secretary concerned, members who entered into a written agreement in accordance with the Legacy Special Pay authorities before 1 December 2017 may request termination of that agreement and enter into a new agreement under CSP authorities with an equal or longer obligation at the annual rate in effect at the time of the new agreement.
  - d. AFR HPOs receiving Legacy Special Pays under 37 USC § 302g are not eligible for CSP under 37 USC § 335 or 37 USC § 332, unless they renegotiate their Legacy Special Pay contract to a new agreement under CSP authorities.
  - e. Prorated IP and BCP for AFR HPOs will not be processed/paid until a DFAS automated payment solution has been developed and implemented. Once a DFAS automated IP/BCP payment solution is in place, eligible Reserve HPOs will be paid at the daily rate of 1/30th of the monthly rate for any period in which the member is entitled to basic pay pursuant to 37 USC § 204 or compensation pursuant to 37 USC §206.

4. TRANSITION OF STIPEND AND LOAN REPAYMENT PROGRAMS FOR AFR HPOs.

a. The contractual authority for stipend (10 USC § 16201-16204) and loan repayment programs (10 USC § 16302) for USAFR HPOs remains unchanged.

b. All new AFR HPO stipend and loan repayment contracts will follow the eligibility and obligation requirements outlined in DoDI 6000.13 and below.

5. CONSOLIDATED SPECIAL PAYS (CSP).

a. GENERAL.

(1) An officer receiving a health professions bonus under 37 USC § 335 is not eligible to receive a payment pursuant to 37 USC § 332 (e.g. ABRC) for the same period of obligated service.

(2) An officer receiving health professions IP is not eligible to receive a payment pursuant to 37 USC § 353 for the same skill or period of service.

(3) An officer receiving BCP is not eligible to receive payment pursuant to 37 USC § 353 for the same skill and period of service covered by the certification.

b. ACCESSION BONUS (AB).

(1) Eligibility. To be eligible for AB, an individual must:

(a) Be a graduate of an accredited school(s) in a health profession.

(b) Be fully qualified to hold a commission or appointment as a commissioned officer in the AFR. An individual must accept an appointment as an HPO before payment of a bonus.

(c) Be fully qualified in an Air Force Specialty Code (AFSC) designated as a critical skill in the RC HPS&I Pay Plan (Attachment 1) AND fill a valid vacant position in that critical skill. To be considered fully qualified, the HPO shall complete all necessary training requirements in order to obtain a 3 skill level in their AFSC IAW the current Air Force Officer Classification Directory (AFOCD). A copy of a member's AF Form 2096 awarding a "3" skill level must be sent to ARPC/DPA before the initial AB payment will be authorized. Based on specific provisions determined by AFRC/SG, the following exceptions shall be applied to this requirement:

(1) 48A/48G/48R (Flight Surgeon) AFSCs. Because of the challenges civilian physicians face with the time commitment necessary to become fully qualified Flight Surgeons in the USAFR, an initial AB payment is authorized after successful completion of the Aerospace Medicine Primary (AMP) 101

Course OR after completion of member's first satisfactory year of participation in the Selected Reserve, whichever occurs later. A second AB payment is authorized after successful completion of the AMP-201 Course, provided it has been at least one year since the initial AB payment. A third AB payment is authorized after successful completion of the AMP-202 Course, Mission Qualification Training (MQT), Survival Evasion Resistance and Escape (SERE) training and water survival training. Member may not receive more than one AB payment per year. SERE training is the only requirement that may be waived. The waiver authority for SERE training is the member's OG/CC. A copy of the member's AMP-101 training certificate must be sent to ARPC/DPA before the first AB payment will be authorized. A copy of the member's AMP-201 training certificate must be sent to ARPC/DPA before the second AB payment will be authorized. A copy of the member's AMP-202 training certificate must be sent to ARPC/DPA before the third AB payment will be authorized. In addition, to receive third AB payment, the member's MQT training report and all supporting documents must be sent to AFRC/SGO. AFRC/SGO approval is required before the third AB payment will be authorized.

- (2) 46F (Flight Nurse) AFSC. An initial AB payment is authorized after successful completion of MQT and achieving Mission Ready (MR) status OR after completion of the member's first satisfactory participation year in the Selected Reserve, whichever occurs later. MR status is denoted with an "MH" code on the member's flight orders. A letter from the member's Chief Nurse (CN) or Aeromedical Evacuation Squadron (AES) Commander must be sent to ARPC/DPA stating the member is mission ready and has earned the required MH designation before the initial AB payment will be authorized. Subsequent annual AB payments will be made on the anniversary of the initial AB payment date.
- (3) "Exception To Policy" AFSCs on the CWSL: The following five AFSCs on the CWSL are authorized an AB ONLY if applicant accepts an assignment to a chronically vacant (vacant  $\geq$  18 months) billet as verified by the respective Reserve Career Field Manager (CFM) for each AFSC: 47GX (General Dental Officer), 43TXA (Biomedical Laboratory Science), 42EX (Optometrist), 42GX (Physician Assistant) and 43HX (Public Health Officer). ARPC/DPA will process "Exception to Policy" waiver request through appropriate CFM and AFRC/SG for review and approval.

(d) Have completed a satisfactory year of participation in the Selected Reserve in a non-coverage position in the critical AFSC member is receiving the AB for. Member is eligible for initial AB payment after completion of their first satisfactory year of participation in the Selected Reserve OR the date they become fully qualified in their critical specialty AFSC, whichever occurs later. The only AFSCs excepted from the fully qualified requirement are the Flight Surgeon AFSCs (48A/48F/48G). See paragraph 5.b.(1)(c)(1). Subsequent annual AB payments will be made on the anniversary date of member's initial AB payment.

(e) At the time of commission or appointment, have completed all military service obligations if financial assistance was received from the DoD in order to pursue a course of study to become an officer, or pursue a course of study leading towards appointment as an HPO. This includes, but is not limited to, participants and former participants of the Military Service Academies, Reserve Officers' Training Corps (ROTC), AFHPSP, Financial Assistance Program (FAP), Uniformed Services University of Health Sciences (USUHS), and other commissioning programs.

(f) Execute a written agreement (Attachment 2) to accept a commission or appointment as a HPO in the USAFR for a specific period. An individual who holds an appointment as an officer in any Uniformed Service (Active or Reserve Component) is not eligible for an AB. A former officer who no longer holds an appointment or commission and is otherwise qualified and eligible must have been honorably discharged or released from uniformed service at least 24 months prior to executing the written agreement to receive AB.

(g) Have been honorably discharged or released from any prior service.

(2) Ineligibility. Individuals ineligible for the AB include:

(a) A current Service member.

(b) A cadet who has completed or is completing a program for accession.

(3) Health Care Providers (HCPs). In addition to the requirements in paragraphs 5.b.(1) and 5.b.(2) of this section, HPOs who are HCPs must possess a current, valid, unrestricted license (or an approved waiver) and be qualified in their respective specialties.

(4) AB Amounts. HPOs who meet the eligibility requirements in paragraphs 5.b.(1) and 5.b.(2) of this section are eligible to sign a written agreement (Attachment 2) not to exceed the amount listed in Attachment 1 for each 12-month period of obligated service in the Selected Reserve.

(5) Authorized AB. Upon acceptance of the written agreement (Attachment 2) and verification that all eligibility requirements as specified in the current USAFR HPS&I Pay Plan for the Accession Bonus Program have been met, the initial AB payment will be made. Subsequent payments will be made on the anniversary of the initial AB payment date provided the member meets AFR participation guidelines. All qualifying documentation (e.g., AF Form 2096, Letters from SGO, CN or Commander) shall be submitted to ARPC/DPA prior to initial payment processing. Once the agreement is entered into, HPOs are only authorized to enter other special pay agreements under CSP as defined in 37 USC § 335.

(6) Service Obligations (SOs). During the discharge or execution of the SO associated with AB, individuals are eligible for Incentive Pay (IP) and Board Certified Pay (BCP), if applicable. Any additional obligation incurred by these pays shall be served concurrently. During the discharge or execution of the SO associated with AB, individuals are not eligible for a Retention Bonus (RB).

c. AFFILIATION BONUS FOR THE RC (ABRC).

(1) Eligibility. To be eligible for an ABRC, a HPO must:

(a) Be serving on active duty (AD) or have served on AD and have a DD Form 214, "Certificate of Release or Discharge from Active Duty," that verifies an honorable discharge or release.

(b) Provide the original DD Form 214 (copy 1 or copy 4) or a reproduction with a certified true-copy stamp and the appropriate Federal Government authenticating seal imprinted for each period of prior military service.

(c) Be fully qualified to hold a commission or appointment as a commissioned officer in specialty which they are to serve.

(d) Execute an agreement (Attachment 3) to serve in the SELRES.

(e) Not have previously received an AB in the SELRES, unless granted a waiver.

(f) Not currently be discharging a SO associated with an AB or RB.

(2) Health Care Providers (HCPs). In addition to the requirements in paragraph 5.c.(1) of this section, HPOs who are HCPs must possess a current, valid, unrestricted license (or an approved waiver) and be qualified in their respective specialties.

(3) ABRC Amounts. HPOs who meet the eligibility requirements in paragraphs 5.c.(1) and 5.c.(2) of this section are eligible to sign a written agreement (Attachment 3) in the amount of \$10,000 for a minimum three year period of obligated service in the SELRES.

(4) Authorized ABRC. Upon acceptance of the written agreement (Attachment 3), authorized total ABRC payment of \$10,000 will be made incrementally over a three year period to an eligible individual for a three year obligation in the SELRES. Initial ABRC incremental payment will not be made until the member has completed one year of satisfactory participation.

(5) SOs. During the discharge or execution of the SO associated with ABRC, individuals are eligible for IP and BCP, if applicable. Any additional obligation incurred by these pays shall be served concurrently. During the discharge or execution of the SO associated with ABRC, individuals are not eligible for an Accession Bonus (AB) or a Retention Bonus (RB).

d. INCENTIVE PAY (IP).

(1) Eligibility. To be eligible for IP, a RC HPO must:

(a) Serve in the specialty for which the IP is being paid, unless terminated.

(b) Execute a written agreement (Attachment 4) to remain in the SELRES for a period of

not less than one year.

(c) Possess an unrestricted license (or approved waiver). A HCP must be credentialed in the specialty for which the IP is being paid.

(d) Be entitled to basic pay under 37 USC § 204 or compensation under 37 USC § 206.

(2) Monthly Payments. Maximum IP amounts are listed in the respective Active Component (AC) HPS&I Pay Plan for the clinical specialty. Prorated IP for AFR HPOs will not be processed/paid until a DFAS automated payment solution has been developed and implemented. Once a DFAS automated IP payment solution is in place, eligible Reserve HPOs will be paid at the daily rate of 1/30th of the monthly rate for any period in which the member is entitled to basic pay pursuant to 37 USC § 204 or compensation pursuant to 37 USC §206.

(3) Not Under RB Agreement. A HPO not under an RB agreement, who becomes eligible for a higher IP rate, may request to terminate and renegotiate for the higher IP rate. Member will be obligated for at least a year from the date of renegotiation.

(4) Under RB Agreement. HPOs who enter a RB contract shall continue IP eligibility at the IP rate in effect at the time the RB contract is effective, and will continue for the duration of the RB agreement.

(5) Relationship to 37 USC § 353. A RC HPO receiving IP under 37 USC § 335 is not eligible to receive payment pursuant to 37 USC § 353 for the same skill and period of service.

(6) Effective Date. The effective date of IP shall be calculated from the completion of the qualifying training, as approved by the clinical specialty CFM, plus three months.

e. RETENTION BONUS (RB).

(1) Eligibility. To be eligible for RB, a HPO must:

(a) Be below the grade of O-7;

(b) Have completed:

1. Any Active Duty (AD) or SELRES service commitment incurred for participating in a pre-commissioning program; or

2. Any AD or SELRES obligation associated with the AB or AC Health Professions Loan Repayment Program (ACHPLRP).

(c) Be fully qualified in an AFSC designated as a critical skill in the RC HPS&I Pay Plan (Attachment 1).

(d) Have executed a written agreement (Attachment 5) to remain in the SELRES in the specialty for which the RB is being paid for **three** years.

(e) Must be in a valid Traditional Reserve (TR) unit position and cannot be assigned against an overage position.

(f) Have completed a satisfactory year of participation in the Selected Reserve in a non-overage TR unit position in the critical AFSC member is receiving the RB for. **NOTE:** Member must complete a satisfactory year of participation after the date of the contract before the initial RB payment will be authorized. Subsequent annual RB payments will be made on the anniversary date of member's initial RB payment.

(2) HCPs. In addition to the requirements in paragraph 5.e.(1) of this section, HPOs who are HCPs must possess a current, valid, unrestricted license (or an approved waiver).

(3) Exclusions and Restrictions. Based on specific provisions determined by AFRC/SG, the following additional exclusions and restrictions shall be applied to the AFSCs listed in Attachment 1.

(a) Individual Reservists (also known as Individual Mobilization Augmentees and Participating Individual Ready Reservists) currently serving in Category B positions or in a Category E status within the SELRES are NOT eligible for a RB. **EXCEPTION:** Active Duty (AD) officers with AFSCs on the CWSL transferring into Category B IR/IMA positions within the USAFR SELRES are eligible for the RB if they meet all other requirements in paragraph 5.e.(1) and they have at least 3 SATSVC years and less than or equal to 17 SATSVC years. RB contract cannot extend past member's retirement eligibility date. AD officers transferring into IMA positions with "Exception to Policy" AFSCs on the CWSL (47GX (General Dental Officer), 43TXA (Biomedical Laboratory Science), 42EX (Optometrist), 42GX (Physician Assistant) and 43HX (Public Health Officer) are NOT eligible for a RB when filling a chronically vacant IMA billet with these AFSCs.

(b) 41A (Medical Service Corps Officer) Exclusions and Restrictions. 41As in the USAFR SELRES shall be excluded from RB eligibility regardless of Satisfactory Service (SATSVC) years. **EXCEPTION:** Active Duty (AD), other Reserve Component (RC), Participating Individual Ready Reserve (PIRR), Inter Service Transfers and Individual Ready Reserve (IRR) MSCs transferring into vacant positions within the TR unit program are eligible for the RB if they meet the requirements in paragraph 5.e.(1) and they have at least three SATSVC years and less than or equal to 17 SATSVC years. Enlisted Uniformed Service Members (AD and RC) eligible for commissioning as a 41A are also eligible for a retention bonus if they meet the requirements in paragraph 5.e.(1) and they have at least 3 SATSVC years and less than or equal to 17 SATSVC years. RB contract cannot extend past member's retirement eligibility date.

(c) 48A/48G/48R (Flight Surgeon) and 47GXA (Comprehensive Dentist) 12-15 SATSVC Years Restriction. RB eligibility for 48As/48Gs/48Rs and 47GXAs shall be restricted to include only those officers serving in TR unit positions with greater than or equal to 12 SATSVC years but less than 16 SATSVC years. **EXCEPTION:** AD, other RC, PIRR, Inter Service Transfers and IRR 48As/48Gs/48Rs and 47GXA's transferring into vacant positions within the TR unit program are eligible for the RB if they meet the requirements in paragraph 5.e.(1) and they have at least three SATSVC years

and less than or equal to 17 SATSVC years. RB contract cannot extend past member's retirement eligibility date. 48As/48Gs/48Rs must send a current MQT training report and all supporting documents to AFRC/SGO. AFRC/SGO approval is required before the initial RB payment will be authorized.

(d) "Exception To Policy" AFSCs on the CWSL: The following five AFSCs on the CWSL are authorized an RB ONLY if applicant accepts an assignment to a chronically vacant (vacant  $\geq$  18 months) TR unit billet as verified by the respective Reserve Career Field Manager (CFM) for each AFSC: 47GX (General Dental Officer), 43TXA (Biomedical Laboratory Science), 42EX (Optometrist), 42GX (Physician Assistant) and 43HX (Public Health Officer). RB contract cannot extend past member's retirement eligibility date. ARPC/DPA will process "Exception to Policy" waiver request through appropriate CFM and AFRC/SG for review and approval.

(e) All Other Critical AFSCs 4-7 SATSVC Year Restriction. RB eligibility for all other critical shortage AFSCs listed in Attachment 1, except those noted in paragraph (b), (c) and (d) above, shall be restricted to include only those officers currently serving a TR unit billet with greater than or equal to four SATSVC years but less than eight SATSVC years. **EXCEPTION:** AD, other RC, PIRR, Inter Service Transfers and IRR officers with a critical AFSC listed in Attachment 1, except those noted in paragraph (b), (c) and (d) above, transferring into vacant positions within the TR unit program are eligible for the RB if they meet the requirements in paragraph 5.e.(1) and they have at least three SATSVC years and less than or equal to 17 SATSVC years. RB contract cannot extend past member's retirement eligibility date.

(f) Commander AFSCs: Officers who are currently serving as commanders of TR units (40C0X or C4XX AFSCs) that carry CWSL AFSCs (as a primary or secondary AFSC) that are eligible for a RB according to 5.e. (1), 5.e.(2), 5.e.(3) AND meet the SATSVC year and all other requirements for that AFSC are eligible for a RB.

(4) Prior Special Pay Contract. An HPO with an existing special pay contract may request termination of that contract to enter into a new RB contract with an equal or longer obligation at the RB annual rate in effect at the time of execution of the new RB contract. The new obligation period shall not retroactively cover any portion or period that was executed under the old contract. An officer may not receive a special pay under both subchapter I and subchapter II of chapter 5 of USC 37 for the same activity, skill, or period of service.

(5) SOs. SOs for RB shall be established in accordance with paragraphs 5.e.(1)(a) through 5.e.(1)(f) of this section.

(a) SOs for education and training and previous Multiyear Pay (MP) agreements shall be served before serving the RB SO.

(b) If there are no education and training SOs, the RB SO will be served concurrently with the RB contract period and all non-education and training SOs. If the RB contract is executed before the start date of specialty education or training and no other education and training SO exists, the RB SO will be served concurrently with the RB contract period. However, if the RB contract is executed on or after the start date of specialty education or training, the HPO is obligated for the full specialty education or training period and the RB SO will begin one day after



the specialty education or training SO is completed. Once an HPO has begun to serve an RB SO, the obligation will be served concurrently with any existing SO, including obligations for other special pay agreements or medical education and training obligations incurred after the execution date for that particular RB contract.

(c) Obligations for RB may be served concurrently with all other special pay contractual SOs to include IP and BCP in addition to SOs for promotion, non-clinical doctorate degree, non-clinical master's degree, and non-medical military schooling.

(d) During the discharge of the SO associated with HPLRP, individuals are eligible for RB. The RB SO shall be served consecutive to all HPLRP obligations.

(6) Annual Payment Amounts. Annual payment amounts for RB contracts shall not exceed the amounts listed in Attachment 1. Member must complete a satisfactory year of participation after the date of the contract before the initial RB payment will be authorized. Subsequent RB payments shall be paid annually on the anniversary date of contract.

f. BOARD CERTIFICATION PAY (BCP).

(1) Eligibility. To be eligible for BCP, a RC HPO must:

(a) Be entitled to basic pay under 37 USC § 204 or compensation under 37 USC § 206.

(b) Have a post-baccalaureate degree in a clinical specialty or acceptable post-Master's certificate.

(c) Be certified by professional board in a designated health profession clinical specialty as identified in the respective AC HPS&I Pay Plan.

(d) Serve in an active status in the specialty of the board certification.

(2) HCP. In addition to the requirements in paragraph 5.f.(1) of this attachment, HPOs who are HCPs must possess a current, valid, unrestricted license (or an approved waiver).

(3) Monthly Payments. BCP amounts are listed in the AC Pay Plan for the clinical specialty. Prorated BCP for AFR HPOs will not be processed/paid until a DFAS automated payment solution has been developed and implemented. Once a DFAS automated BCP payment solution is in place, eligible Reserve HPOs will be paid at the daily rate of 1/30th of the monthly rate for any period in which the member is entitled to basic pay pursuant to 37 USC § 204 or compensation pursuant to 37 USC §206.

6. RC HEALTH PROFESSIONS STIPEND PROGRAM (RC STIPEND).

a. General Provisions. The RC STIPEND program executes in accordance with the guidance provided in AFI 10-302, 10 USC § 16201 through 16204 and DoDI 6000.13.

b. Qualifying Specialty. RC STIPEND payments only apply to programs leading to an AFSC designated as critical skill as identified in Attachment 1. “Exception to Policy” AFSCs on the CWSL (47GX (General Dental Officer), 43TXA (Biomedical Laboratory Science), 42EX (Optometrist), 42GX (Physician Assistant) and 43HX (Public Health Officer) are NOT eligible for the RC STIPEND program.

c. Monthly Stipend Amount. The amount of the stipend shall be the same as the monthly stipend rate in effect for participants in the Armed Forces Health Professions Scholarship Program as published annually by Assistant Secretary of Defense for Health Affairs.

d. SO. The participant will agree to serve, upon successful completion of the program, one year in the SELRES for each six months, or part thereof, for which the stipend is paid. The participant must sign an agreement (Attachment 6) specifying the required ADT and acknowledging the requirement to serve on AD in time of war or national emergency as provided by law for members of the Ready Reserve. A participant contracted to serve in the SELRES will serve not less than 12 ADT each year during the period of service required by the agreement.

#### 7. RC HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (RCHPLRP).

a. General Provisions. RCHPLRP executes in accordance with the guidance provided in 10 USC § 16302 and DoDI 6000.13.

b. Qualifying Specialty. RCHPLRP program only applies to programs leading to an AFSC designated as a critical skill as identified in Attachment 1.

c. Payment Amount. The maximum annual amount and maximum total amount by clinical specialty are identified in Attachment 1.

d. SO. Repayment of any such loans under this program shall be made after each year of satisfactory service performed as a commissioned officer in the Selected Reserve, beginning with the date of signing of this contractual agreement. The participant must execute a written agreement (Attachment 7) to serve in the USAFR SELRES.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AB	Accession Bonus
ADSO	Active Duty Service Obligation
ASD (HA)	Assistant Secretary of Defense for Health Affairs
BCP	Board Certification Pay
CSP	Consolidated Special Pay
HCP	Health Care Provider
HPLRP	Health Professional Loan Repayment Program
HPO	Health Professions Officer
HPS&I	Health Professions Special and Incentive
IP	Incentive Pay
MP	Multiyear Pay
RB	Retention Bonus
RC	Reserve Components
SO	Service Obligation

### PART II. DEFINITIONS

Accession Bonus (AB). Bonus paid upon accession pursuant to under 37 USC §335.

Board Certification Pay (BCP). A pay authorized to health professions officer who earns board certification by an approved certifying agency. Pay authorized under 37 USC §335

Credentialed. A qualification held by a health professions officer constituting evidence of qualifying education, training, licensure, experience, and current competence.

Incentive Pay (IP). A pay authorized to a health professions officer serving on Active Duty in a designated health profession specialty for a healthcare related skill. Pay authorized under 37 USC §335.

Pre-Commissioning Program. Any program of education or training funded by the government authorizing commissioning, such as Military Service Academy, Reserve Officers Training Corps, Armed Forces Health Professions Scholarship Program, Financial Assistance program, and Uniformed Services University of the Health Sciences, or any other commissioning programs.

Retention Bonus (RB). A bonus paid to obligate an officer for a specified period of time (two, three, or four years) authorized under 37 USC §335.

## ATTACHMENTS

**Attachment 1**  
**OASD HA**  
**RESERVE COMPONENT**  
**HPS&I PAY PLAN**

Critical Skill <sup>1</sup>	ARNG	USAR	USNR	ANG	USAFR	RC Health Professions Incentives			
MEDICAL CORPS	Eligibility					AB <sup>2</sup>	RB <sup>2</sup>	Stipend <sup>3</sup>	RC HPLRP <sup>4</sup>
Aerospace Medicine Specialist				48AX	48AX	\$30K	\$30K	See note	\$40K/\$250K
Anesthesiologist		60N	15B0/15B1	45AX	45AX	\$40K	\$40K	See note	\$40K/\$250K
Critical Care/Pulmonary Disease Medicine/Cardiology		60F	16R1	44YX	44YX	\$35K	\$35K	See note	\$40K/\$250K
Emergency Services/Emergency Medicine		62A	16P0/16P1	44EX	44E3A	\$30K	\$30K	See note	\$40K/\$250K
Family Medicine, Family Practice		61H	16Q0/16Q1	44FX	44FX	\$25K	\$25K	See note	\$40K/\$250K
Field Surgeon/General Practice Medicine	62B <sup>5</sup>		15F0			\$25K	\$25K	See note	\$40K/\$250K
Flight Surgeon, Aviation/Aerospace GMO, Aviation/Aerospace Res Trained	61N <sup>6</sup>	61N <sup>6</sup>	15A0/15A1	48GX/48RX	48GX/48RX	\$30K	\$30K	See note	\$40K/\$250K
Gastroenterology			16R1			\$25K	\$25K	See note	\$40K/\$250K
Infectious Disease			16R1			\$25K	\$25K	See note	\$40K/\$250K
Internist		61F	16R0/16R1	44MX	44MX	\$25K	\$25K	See note	\$40K/\$250K
Nephrology			16R1			\$25K	\$25K	See note	\$40K/\$250K
Obstetrician and Gynecologist		60J	15E0/15E1	45GX	45GX	\$25K	\$25K	See note	\$40K/\$250K
Ophthalmology		60S				\$25K	\$25K	See note	\$40K/\$250K
Otorhinolaryngologist		60T				\$25K	\$25K	See note	\$40K/\$250K
Pediatrician		60P		44KX	44KX	\$25K	\$25K	See note	\$40K/\$250K
Preventive Medicine		60C <sup>5</sup>				\$25K	\$25K	See note	\$40K/\$250K
Psychiatrist	60W	60W	16X0/16X1		44PX	\$25K	\$25K	See note	\$40K/\$250K
Radiologist, Diagnostic		61R				\$45K	\$45K	See note	\$40K/\$250K
Radiologist, Special Procedures					44RXB	\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Colon/Rectal			15C1			\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Critical Care/Trauma			15C1			\$50K	\$50K	See note	\$40K/\$250K
Surgeon, General		61J	15C0/15C1	45SX	45SX	\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Neurological		61Z	15D0/15D1			\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Orthopedic		61M	15H0/15H1	45BX	45BX	\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Plastic			15C1			\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Thoracic/Cardiovascular		61K	15C1			\$50K	\$50K	See note	\$40K/\$250K
Surgeon, Vascular/Peripheral			15C1			\$50K	\$50K	See note	\$40K/\$250K
Undersea Medicine			16U0/16U1			\$25K	\$25K	See note	\$40K/\$250K
Urologist		60K			45UX	\$45K	\$45K	See note	\$40K/\$250K

<b>NURSE CORPS</b>	<b>Eligibility</b>					<b>AB<sup>2</sup></b>	<b>RB<sup>2</sup></b>	<b>Stipend<sup>3</sup></b>	<b>RC HPLRP<sup>4</sup></b>
Clinical Nurse, Critical Care		<b>66S</b>	<b>1960</b>	<b>46NXE</b>	<b>46NXE</b>	\$15K	\$15K	See note	\$20K/\$60K
Clinical Nurse, Obstetrics				<b>46NXG</b>	<b>46NXG</b>	\$15K	\$15K	See note	\$20K/\$60K
Flight Nurse				<b>46FX</b>	<b>46FX</b>	\$20K	\$20K	See note	\$20K/\$60K
Mental Health Nurse					<b>46PX</b>	\$17.5K	\$17.5K	See note	\$20K/\$60K
Midwife			<b>1981</b>			\$15K	\$15K	See note	\$20K/\$60K
Nurse Anesthetist		<b>66F</b>	<b>1972</b>	<b>46YXM</b>	<b>46YXM</b>	\$25K	\$25K	See note	\$20K/\$60K
Nurse Practitioner, Acute Care				<b>46YXC</b>		\$20K	\$20K	See note	\$20K/\$60K
Nurse Practitioner, Family	<b>66P</b>	<b>66P</b>		<b>46YXH</b>	<b>46YXH</b>	\$20K	\$20K	See note	\$20K/\$60K
Nurse Practitioner, Mental Health		<b>66R</b>	<b>1973</b>			\$20K	\$20K	See note	\$20K/\$60K
Nurse Practitioner, Pediatric			<b>1974</b>			\$15K	\$15K	See note	\$20K/\$60K
Nurse Practitioner, Women's Health					<b>46YXA</b>	\$15K	\$15K	See note	\$20K/\$60K
Operating Room Nurse		<b>66E</b>	<b>1950</b>		<b>46SX</b>	\$20K	\$20K	See note	\$20K/\$60K
Public Health Nurse		<b>66B</b>				\$15K	\$15K	See note	\$20K/\$60K
Trauma Nurse/Emergency		<b>66T</b>		<b>46NXJ</b>	<b>46NXJ</b>	\$15K	\$15K	See note	\$20K/\$60K
<b>DENTAL CORPS</b>	<b>Eligibility</b>					<b>AB<sup>2</sup></b>	<b>RB<sup>2</sup></b>	<b>Stipend<sup>3</sup></b>	<b>RC HPLRP<sup>4</sup></b>
Dental Officer, Clinical/General	<b>63A</b>	<b>63A</b>		<b>47GX</b>	<b>47GX</b>	\$25K	\$25K	See note	\$40K/\$250K
Dentist, Comprehensive		<b>63B</b>	<b>1725</b>	<b>47GXA</b>	<b>47GXA</b>	\$25K	\$25K	See note	\$40K/\$250K
Endodontist		<b>63E</b>				\$25K	\$25K	See note	\$40K/\$250K
Oral & Maxillofacial Surgeon		<b>63N</b>	<b>1750</b>			\$30K	\$30K	See note	\$40K/\$250K
Periodontist		<b>63D</b>				\$25K	\$25K	See note	\$40K/\$250K
Prosthodontist		<b>63F</b>				\$25K	\$25K	See note	\$40K/\$250K
Public Health Dentist		<b>63H</b>				\$20K	\$20K	See note	\$40K/\$250K
<b>MSC/BSC/SP</b>	<b>Eligibility</b>					<b>AB<sup>2</sup></b>	<b>RB<sup>2</sup></b>	<b>Stipend<sup>3</sup></b>	<b>RC HPLRP<sup>4</sup></b>
Aeromedical Evacuation Officer	<b>67J</b>	<b>67J</b>				\$10K	\$10K	N/A	\$20K/\$60K
Audiologist		<b>72C</b>				\$15K	\$15K	N/A	\$20K/\$60K
Clinical Laboratory/Biomedical Laboratory Science					<b>43TXA</b>	\$10K	\$10K	N/A	\$20K/\$60K
Clinical Psychologist	<b>73B</b>	<b>73B</b>				\$20K	\$20K	See note	\$40K/\$250K
Entomologist		<b>72B</b>				\$15K	\$15K	N/A	\$20K/\$60K
Health Services Administration					<b>41AX</b>	\$10K	\$10K	N/A	\$20K/\$60K
Microbiologist		<b>71A</b>				\$10K	\$10K	N/A	\$20K/\$60K
Optometrist		<b>67F</b>			<b>42EX</b>	\$20K	\$20K	N/A	\$20K/\$60K
Patient Administration			<b>1801</b>			\$10K	\$10K	N/A	\$20K/\$60K
Physician Assistant	<b>65D</b>	<b>65D</b>		<b>42GX</b>	<b>42GX</b>	\$25K	\$25K	N/A	\$20K/\$60K
Plans/Ops/Medical Intel			<b>1805</b>			\$15K	\$15K	N/A	\$20K/\$60K
Public Health Officer				<b>43HX</b>	<b>43HX</b>	\$15K	\$15K	N/A	\$20K/\$60K
Social Worker	<b>73A</b>	<b>73A</b>				\$15K	\$15K	See note	\$25K/\$75K
Student Medical/Dental (MDSSP)	<b>00E67</b>	<b>00E67</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	N/A	N/A	See note	N/A

<b>VETERINARY CORPS</b>	<b>Eligibility</b>				<b>AB<sup>2</sup></b>	<b>RB<sup>2</sup></b>	<b>Stipend<sup>3</sup></b>	<b>RC HPLRP<sup>4</sup></b>
Veterinary Clinical Medicine		<b>64F</b>			\$15K	\$15K	N/A	\$20K/\$60K
Veterinary Laboratory Animal Medicine		<b>64C</b>			\$15K	\$15K	N/A	\$20K/\$60K
Veterinary Pathology		<b>64D</b>			\$15K	\$15K	N/A	\$20K/\$60K
Veterinary Preventive Medicine		<b>64B</b>			\$15K	\$15K	N/A	\$20K/\$60K
Veterinary Service Officer	<b>64A</b>	<b>64A</b>			\$15K	\$15K	N/A	\$20K/\$60K

<sup>1</sup> Authorized for officers holding a critical skill including those filling a command or immaterial position who would have otherwise been eligible. Amounts only apply to services with a critical shortage specialty identified under eligibility.

<sup>2</sup> The amount listed for accession bonus (AB) and retention bonus (RB) represents the annual amount authorized for new agreements signed during the period of the pay plan. The length of new contracts will be subject to law, DoDI 6000.13, and Service policy.

<sup>3</sup> The monthly stipend amount shall be the same as the monthly stipend amount in effect for participants in the Armed Forces Health Professions Scholarship Program as published annually by Assistant Secretary of Defense for Health Affairs.

<sup>4</sup> The first number represents the maximum annual amount authorized by specialty. The second number represents the maximum total amount authorized by specialty. The Services are authorized to offer and pay less than the annual maximum award amount for RC HPLRP.

<sup>5</sup> Army only: 62B substitutable specialties include all MC AOCs except 60B, 60W, 61Q, 61R, and 61U. 60C substitutable specialty includes 60D in accordance with Army Regulation 601-142, Army Medical Department Professional Filler System.

<sup>6</sup> Army only: Authorized for specialties filling a 61N authorization and upon award of 61N as a secondary AOC.

**Attachment 2**  
**WRITTEN AGREEMENT**  
**HEALTH PROFESSIONALS ACCESSION BONUS**  
**FOR THE RESERVE COMPONENT**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Reserve Component Accession Bonus Program for Health Professions Officers in the in the Selective Reserve of the United States Air Force (USAF) under the authority of 37 USC § 335. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I am a graduate of an accredited school in a health profession.

1.1.2. I am fully qualified to hold a commission or appointment as a commissioned officer in the Air Force Specialty Code (AFSC) designated as a critical skill by the USAF Reserve Component.

1.1.3. I have completed all active duty service obligations. This includes any financial assistance received from the DoD in order to pursue a course study to become an officer, or pursue a course of study leading towards appointment in the Corps/specialty.

1.1.4. If I am a practicing Health Care Provider, I possess a current, valid, and/or unrestricted license(s) to practice in my area of specialty.

1.2. I understand that the Accession Bonus Program shall apply to me, as follows:

1.2.1. The amount for my bonus shall be \$ \_\_\_\_\_ per year for \_\_\_\_\_ years obligation in the Selected Reserve. An initial annual AB payment will be made upon verification by ARPC/DPA that all eligibility requirements as specified in the current USAFR HPS&I Pay Plan for the Accession Bonus Program have been met. Subsequent annual AB payments will be made on the anniversary date of initial AB payment

1.2.2. I shall be required to perform my obligation satisfactorily in the Selected Reserve in accordance with Service regulations, to include a minimum of 12 days Active Duty.

1.2.3. Once the agreement is accepted, I may only be authorized to enter into other special pay agreements as defined in 37 USC § 335.



1.3. I understand that my eligibility under this program continues unless or until I do one of the following:

1.3.1. Transfer to an ineligible military specialty or ineligible health profession specialty, unless at the express direction of the Secretary concerned.

1.3.2. If a practicing Health Care Provider, I fail to maintain a current or unrestricted valid health professional license(s)/certification, as required, and such additional medical certification and privileges as may be required to practice as a health professional in the critical specialty for which accession bonus participation is authorized.

1.3.3. Accept a military technician or AGR position where membership in a Reserve component is a condition of employment.

1.3.4. Fail to participate satisfactorily in required training with the Selected Reserve including failure to maintain medical and dental readiness, in accordance with Service regulations and this Instruction, unless the failure was due to reasons beyond my control (e.g., death, injury, illness, or other impairment not the result of my own misconduct).

1.3.5. Fail to extend the contracted term of service for a period of authorized non-availability.

1.3.6. Separate from the Selected Reserve for any reason (including appointment, or voluntary order to active duty in the active forces) other than by death, injury, illness or other impairment not the result of my own misconduct, or involuntary separation as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.

1.4. I understand that my termination from the accession bonus program for any of the reasons in this paragraph shall not relieve me from satisfying any military obligation imposed by any other law or regulation.

1.5. If I incur a period of authorized non-availability, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I shall extend my commitment to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of authorized non-availability). Failure to meet reinstatement criteria in a capacity for which previously contracted may result in termination of the incentive and recoupment actions may be initiated.

1.6. I understand that if I am a two-time non-select for promotion to a higher grade I shall be considered for continuation in my current grade.

1.7. It shall be my responsibility to coordinate with my Selected Reserve official concerning the anticipated bonus payment schedule as soon as feasible.

2. **UNDERSTANDING**

I have read each of the statements in section 1, above, and understand that they constitute all promises representations, and agreements concerning my accession bonus entitlement, except as specifically noted hereafter. No other promise, representation, or commitment has been made to me under this agreement.

3. **AUTHENTICATION**

3.1. Name and grade of applicant \_\_\_\_\_

3.2. Signature of applicant and date \_\_\_\_\_

FOR ARPC/DP

3.3. Name and grade of service representative \_\_\_\_\_

3.4. Signature and date \_\_\_\_\_

**Attachment 3**  
**WRITTEN AGREEMENT**  
**HEALTH PROFESSIONALS AFFILIATION BONUS**  
**FOR THE RESERVE COMPONENT**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Affiliation Bonus for the Reserve Component Program for Health Professions Officers in the in the Selected Reserve of the United States Air Force (USAF) under the authority of 37 USC § 332. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I am current serving on active duty, or have served on active duty and have a DD Form 213, "Certificate of Release or Discharge from Active Duty," that verifies an honorable discharge or release.

1.1.2. I am fully qualified to hold a commission or appointment as a commissioned officer in the specialty for which I am applying.

1.1.3. I have not previously received an accession bonus in the Selected Reserve.

1.1.4. I am not currently receiving or performing a service obligation for any health professions bonus pursuant to 37 USC 335.

1.1.5. If I am a practicing Health Care Provider, I possess a current, valid, and/or unrestricted license(s) to practice in my area of specialty.

1.2. I understand that the Affiliation Bonus Program shall apply to me, as follows:

1.2.1. The amount for my bonus shall be \$ \_\_\_\_\_ for \_\_\_\_\_ years obligation in the Selected Reserve. Initial ABRC incremental payment will not be made until the member has completed one year of satisfactory participation. Subsequent annual ABRC payments will be made on the anniversary date of initial ABRC payment.

1.2.2. I shall be required to perform my obligation satisfactorily in the Selected Reserve in accordance with Service regulations.

1.2.3. Once the agreement is accepted, I may only be authorized to enter into other special pay agreements as defined in 37 USC § 332.

1.3. I understand that my eligibility under this program continues unless or until I do one of the following:

1.3.1. Transfer to an ineligible military specialty or ineligible health profession specialty, unless at the express direction of the Secretary concerned.

1.3.2. If a practicing Health Care Provider, I fail to maintain a current or unrestricted valid health professional license(s)/certification, as required, and such additional medical certification and privileges as may be required to practice as a health professional in the critical specialty for which affiliation bonus participation is authorized.

1.3.7. Accept a military technician or an AGR position where membership in a Reserve component is a condition of employment.

1.3.8. Fail to participate satisfactorily in required training with the Selected Reserve including failure to maintain medical and dental readiness, in accordance with Service regulations and this Instruction, unless the failure was due to reasons beyond my control (e.g., death, injury, illness, or other impairment not the result of my own misconduct).

1.3.9. Fail to extend the contracted term of service for a period of authorized non-availability.

1.3.10. Separate from the Selected Reserve other than by death, injury, illness or other impairment not the result of my own misconduct, or involuntary separation as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.

1.4. I understand that my termination from the affiliation bonus program for any of the reasons in this paragraph shall not relieve me from satisfying any military obligation imposed by any other law or regulation.

1.5. If I incur a period of authorized non-availability, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I shall extend my commitment to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of authorized non-availability). Failure to meet reinstatement criteria in a capacity for which previously contracted may result in termination of the incentive and recoupment actions may be initiated.

1.6. I understand that if I am a two-time non-select for promotion to a higher grade I shall be considered for continuation in my current grade.

1.7. It shall be my responsibility to coordinate with my Selected Reserve official concerning the anticipated bonus payment schedule as soon as feasible.

1.8. I must provide my original DD Form 214 (copy 1 or copy 4) or a reproduction with a certified true-copy stamp and the appropriate Federal Government authenticating seal imprinted for each period of prior military service.

2. **UNDERSTANDING**

I have read each of the statements in section 1, above, and understand that they constitute all promises representations, and agreements concerning my affiliation bonus entitlement, except as specifically noted hereafter. No other promise, representation, or commitment has been made to me under this agreement.

3. **AUTHENTICATION**

3.1. Name and grade of applicant\_\_\_\_\_

3.2. Signature of applicant and date\_\_\_\_\_

FOR ARPC/DP

3.3. Name and grade of service representative\_\_\_\_\_

3.4. Signature and date\_\_\_\_\_

**Attachment 4**  
**WRITTEN AGREEMENT**  
**HEALTH PROFESSIONALS INCENTIVE PAY FOR THE**  
**RESERVE COMPONENT**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Reserve Component Incentive Pay Program for Health Professions Officers in the in the Selected Reserve of the United States Air Force (USAF) under the authority of 37 USC § 335g. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I am serving in the specialty for which the Incentive Pay is being requested.

1.1.2. I am entitled to basic pay under 37 USC § 204 or compensation under 37 USC § 206.

1.1.3. I possess a current valid and unrestricted health professional license(s)/certification and such additional credentials and privileges as required to practice in my area of specialty.

1.1.4. I am not receiving any Incentive Pay for the same skill under 37 USC § 353g.

1.2. I understand that the Reserve Component Incentive Pay Program shall apply to me, as follows:

1.2.1. I shall be entitled during the period of my agreement to incentive pay based on an annual amount of \$ \_\_\_\_\_ pro-rated subject to my participation under either 37 USC § 204 or 37 USC § 206. I understand this payment shall be based my duties performed in the \_\_\_\_\_ specialty in which I am fully qualified, for a period of not less than 1 year. I further understand that this incentive pay shall be paid monthly.

1.2.2. I shall be required to perform satisfactorily in the Selected Reserve, in accordance with Service regulations.

1.2.3. If I voluntarily terminate service in the Selected Reserve before the end of the period for which payment was made, I shall refund the full amount of the payment made for the period on which the payment was based. I further understand that if my participation in this program is terminated before the expiration of my agreed term of service, I may be required to refund program monies paid on my behalf, and that Air Force recoupment efforts will be governed by applicable laws and statutes in effect at the time my termination.

1.3. I understand that my entitlement under this program continues unless or until I do one of the following:

1.3.1. Fail to maintain a current or unrestricted valid health professional license(s)/certification, and such additional credentials and privileges as required to practice in my area of specialty.

1.3.2. Complete the contracted period of service.

2. **UNDERSTANDING**

I have read this document in its entirety and understand that the statements herein constitute all promises, representations, and agreements concerning my incentive pay entitlement. No other promise, representation, or commitment has been made to me under this agreement.

3. **AUTHENTICATION**

3.1. Name and grade of applicant\_\_\_\_\_

3.2. Signature of applicant and date\_\_\_\_\_

HQ ARPC/DP:

3.3. Name and grade of Service representative\_\_\_\_\_

3.4. Signature and date\_\_\_\_\_

**Attachment 5**  
**WRITTEN AGREEMENT**  
**HEALTH PROFESSIONALS RETENTION BONUS**  
**FOR THE RESERVE COMPONENT**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Reserve Component Retention Bonus Program for Health Professions Officers in the in the Selected Reserve of the United States Air Force (USAF) under the authority of 37 USC § 335g. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I am below the grade of O-7.

1.1.2. I have completed any applicable Active Duty or Selected Reserve service commitments incurred for participating in a pre-commissioning program, or any applicable obligation associated with the Accession Bonus program or Active Component Health Professions Loan Repayment Program (ACHPLRP).

1.1.3. If I am a practicing Health Care Provider, I am fully qualified in the Air Force Specialty Code (AFSC) designated as a critical skill in the Reserve Component.

1.1.4. I possess a current, valid, and/or unrestricted license(s) to practice in my area of specialty.

1.1.5. I will not reach mandatory removal date or retirement eligibility date in the Selected Reserve during any service obligated period incurred under this agreement.

1.1.6. I meet the Satisfactory Service Years (SATSVC) eligibility requirements for my specialty.

1.2. I understand that the Retention Bonus Program shall apply to me, as follows:

1.2.1. The amount for my bonus shall be \$ \_\_\_\_\_ per year for \_\_\_\_\_ years obligation in the Selected Reserve. I understand this payment shall be based my duties performed in the \_\_\_\_\_ specialty in which I am fully qualified. I further understand an initial RB payment will be made upon verification by ARPC/DPA that all eligibility requirements as specified in the current USAFR HPS&I Pay Plan for the Retention Bonus Program have been met. Subsequent annual RB payments will be made on the anniversary date of initial RB payment.



1.2.2. I shall be required to perform my obligation satisfactorily in the Selected Reserve in accordance with Service regulations.

1.3. I understand that my eligibility under this program continues unless or until I do one of the following:

1.3.1. Transfer to an ineligible military specialty or ineligible health profession specialty, unless at the express direction of the Secretary concerned.

1.3.2. If a practicing Health Care Provider, I fail to maintain a current, valid, and/or unrestricted license(s) to practice in my area of specialty.

1.3.3. Accept a military technician or an AGR position where membership in a Reserve component is a condition of employment.

1.3.4. Fail to participate satisfactorily in required training with the Selected Reserve including failure to maintain medical and dental readiness, in accordance with Service regulations and this Instruction, unless the failure was due to reasons beyond my control (e.g., death, injury, illness, or other impairment not the result of my own misconduct).

1.3.5. Fail to extend the contracted term of service for a period of authorized non-availability.

1.3.6. Separate from the Selected Reserve for any reason (including appointment, or voluntary order to active duty in the active forces); other than by death, injury, illness or other impairment not the result of my own misconduct, or involuntary separation as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.

1.4. I understand that my termination from the retention bonus program for any of the reasons in this paragraph shall not relieve me from satisfying any military obligation imposed by any other law or regulation.

1.5. If I incur a period of authorized non-availability, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I shall extend my commitment to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of authorized non-availability). Failure to meet reinstatement criteria in a capacity for which previously contracted shall result in termination of the incentive and may result in termination of the incentive and recoupment actions may be initiated. I understand that if I am a two-time non-select for promotion to a higher grade I shall be considered for continuation in my current grade.

1.6. It shall be my responsibility to coordinate with my Selected Reserve official concerning the anticipated bonus payment schedule as soon as feasible.

2. **UNDERSTANDING**

I have read each of the statements in section 1, above, and understand that they constitute all promises representations, and agreements concerning my accession bonus entitlement, except as specifically noted hereafter. No other promise, representation, or commitment has been made to me under this agreement.

3. **AUTHENTICATION**

3.1. Name and grade of applicant\_\_\_\_\_

3.2. Signature of applicant and date\_\_\_\_\_

FOR ARPC/DP

3.3. Name and grade of service representative\_\_\_\_\_

3.4. Signature and date\_\_\_\_\_

**Attachment 6**  
**WRITTEN AGREEMENT**  
**RESERVE COMPONENT STIPEND PROGRAM FOR**  
**HEALTH PROFESSIONS**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Reserve Component Stipend Program for Health Professions in the Selected Reserve of the United States Air Force under the authority of 10 U.S.C. Section 16201. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I am a graduate of an accredited medical or dental school.

1.1.2. I am eligible for appointment, designation, or assignment as a medical or dental officer in the Reserve of the Armed Force concerned.

1.1.3. If already commissioned, I have been performing satisfactory service as a commissioned officer in the Selected Reserve of the United States Air Force.

1.1.4. I am enrolled, or have been accepted for enrollment, in a residency program for physicians in a medical specialty or dentists in a dental specialty designated by the Assistant Secretary of Defense for Health Affairs as a specialty critically needed by the US Air Force Reserve in wartime.

1.1.5. I possess a current, valid, and/or unrestricted license(s) to practice medicine or dentistry, and such additional health professional privileges as are required to pursue professional training in the critical specialty for which assistance is being provided.

1.1.6. I am not affiliating to qualify for a military technician or an Active Guard and Reserve (AGR) position where membership in a Reserve component is a condition of employment. (Temporary assignments as a military technician for 6 months or less are excluded.)

1.2. I understand that the Reserve Component Stipend Program for Health Professions shall apply to me, as follows:

1.2.1. I shall receive the stipend rate in effect for participants in the Armed Forces Health Professional Scholarship Program under DoD 7000.14-R, for the period or the remainder of the period of the residency program in which I am enrolled in return for service in the Selected Reserve. I understand that this rate is subject to annual adjustments on July 1, of each year, as determined by the Secretary of Defense. DoD 7000.14-R contains provisions for payment of this incentive.

1.2.2. After completion of my residency training, I shall be required to perform satisfactorily in the Selected Reserve in accordance with Service regulations.

1.2.3. I shall incur a Selected Reserve obligation of one year for each six months, or part thereof, for which stipend assistance is provided. Repayment of the obligation shall begin on completion of my residency training program and shall be in the US Air Force Reserve and in the medical specialty of \_\_\_\_\_, unless excused under "convenience of the government" criteria. If I am also participating in the Health Professional Loan Repayment Program, the service obligation incurred under that program would run consecutively (not concurrently) following or preceding any service obligation incurred from this stipend program. I currently have the following service obligations from the Health Professional Loan Repayment Program:

---

I must be able to fulfill all required service obligations prior to my mandatory removal date or retirement eligibility date in the Selected Reserve.

1.2.4. If I enter into a subsequent agreement as a physician or dentist and successfully complete residency training in a specialty designated by the Secretary of Defense as a specialty critically needed by the military department in wartime, the requirement to serve in the Selected Reserve may be reduced to 1 year for each 6 months, or part thereof, for which the stipend was provided while enrolled in a medical or dental school.

1.2.5. I shall not be eligible for stipend payments before I have been appointed, designated or assigned as a medical or dental officer for service in the Ready Reserve.

1.2.6. If I fail to complete, for any reason, the residency training program for which stipend assistance is provided, or fail to complete an incurred obligation, I may be required, at the discretion of the Secretary concerned, to either:

1.2.6.1. Perform 1 year of active duty (AD) for each year (or part thereof) for which stipend assistance was provided; or

1.2.6.2. Repay the government an amount equal to the total amount paid to me under the Stipend Program.

1.2.7. I shall be subject to such AD requirements as may be specified as a part of this agreement and to AD in time of war or national emergency as provided by law for members of the Ready Reserve.

1.3. I understand that my entitlement under this program continues unless or until I do one of the following:

1.3.1. Transfer to an ineligible military specialty or ineligible health professions specialty, unless at the express direction of the Secretary concerned.

1.3.2. Separate from the Selected Reserve for any reason (including appointment, or voluntary order to AD in the active forces); other than by death, injury, illness or other impairment not the result of my own misconduct, or due to involuntarily separation as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.

1.3.3. Accept a military technician or an AGR position where membership in a Reserve component is a condition of employment (except for temporary assignment as a military technician for 6 months or less).

1.3.4. Fail to participate satisfactorily in required training in the Selected Reserve including failure to maintain medical and dental readiness, in accordance with Service regulations, unless the failure to participate satisfactorily was due to reasons beyond my control (i.e., death, injury, illness, or other impairment not the result of my own misconduct).

1.3.5. Fail to maintain a current and/or unrestricted valid medical or dental license(s), as required, and such additional certification and privileges as may be required to practice as a health professional in the critical specialty for which stipend participation is authorized.

1.3.6. Complete the contracted period of training or receive certification and privileges required to practice as a health professional in the critical specialty for which the stipend is authorized.

1.3.7. Am dropped from the Reserve Component Stipend Program for Health Professions for deficiency in specialty training or voluntarily stop training in the critical specialty designated for the Stipend Program.

1.3.8. Fail to extend the contracted term of service for a period of authorized non-availability.

1.4. If I incur a period of authorized non-availability, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I shall extend my commitment to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of authorized non-availability). Failure to meet reinstatement criteria in a capacity for which previously contracted may result in termination of the incentive and recoupment under 10 USC 2005 may be initiated IAW AFI 10-302.

1.5. I understand that my termination from the Stipend Program for any of the reasons stated in subsection 1.2. through paragraph 1.3.8, above, shall not relieve me of any military obligation imposed by any other law or regulation.

2. **UNDERSTANDING**

I have read each of the statements in section 1 above, and I understand that they constitute all promises, representations, and agreements concerning my stipend entitlement, except as specifically noted hereafter. No other promise, representation, or commitment has been made to me under this agreement.

3. **AUTHENTICATION**

3.1. Name and grade of applicant \_\_\_\_\_

3.2. Signature of applicant and date \_\_\_\_\_

FOR ARPC/DP

3.3. Name and grade of service representative \_\_\_\_\_

3.4. Signature and date \_\_\_\_\_

**Attachment 7**  
**WRITTEN AGREEMENT**  
**RESERVE COMPONENT HEALTH**  
**PROFESSIONS LOAN REPAYMENT PROGRAM**

**1. ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby apply for participation in the Loan Repayment Program for Health Professionals in the Selected Reserve of the USAF under the authority of 10 U.S.C. section 16302. In support of this application, I acknowledge the following:

1.1. I meet the following eligibility criteria:

1.1.1. I was first appointed, assigned or designated for service as a commissioned officer of an Armed Force on \_\_\_\_\_.

1.1.2. I possess the professional qualifications, or I am enrolled in a program leading to a professional qualification, or, if a physician, I have completed at least one year of my residency, in a health profession that the Secretary of Defense has determined to be critically needed to meet identified wartime health professional skill shortages.

1.1.3. I possess a current valid and unrestricted health professional license(s)/certification, and such additional medical privileges that are required to practice as a health professional in the critical specialty for which loan repayment participation is authorized; or I have completed at least one year of my residency in that specialty.

1.1.4. I am not affiliating to qualify for an Active Guard and Reserve (AGR) position or a military technician position where membership in a Reserve component is a condition of employment. (Temporary assignments as a military technician for 6 months or less are excluded.)

1.2. I understand that the Loan Repayment Program for health professional commissioned officers shall apply to me, as follows:

1.2.1. The government of the United States shall repay portions of outstanding loans I have secured on or after October 1, 1975, in accordance with Section 16302 of 10 U.S.C. Such loans may include loans for education regarding a basic professional qualifying degree, as determined by the Secretary of Defense, or graduate education. In addition, qualifying educational loans that I receive hereafter may also qualify for repayment under this program.

1.2.2. The amount of the qualifying loans that may be repaid, when totaled together, may not exceed \$\_\_\_\_\_ annually for each year of satisfactory service performed as a commissioned officer in the Selected Reserve. Payments shall be made to the promissory note holder beginning with the first anniversary date following completion of a satisfactory year of service undertaken pursuant to the signed agreement to participate in that program. The total amount that may be repaid on all loans, on behalf of any person, under this or prior agreements for this incentive shall not exceed a combined total of \$\_\_\_\_\_ as specified in

Section 16302 of 10 U.S.C. Under any prior agreements for this incentive, I have received a total amount of \$\_\_\_\_\_, and I understand this is applicable to the combined total in the preceding sentence. Loans that have been issued for less than 1 year or were in default on execution of this written agreement do not qualify for repayment.

1.2.3. Repayment of any such loans under this program shall be made after each year of satisfactory service performed as a commissioned officer in the Selected Reserve, beginning with the date of signing of this contractual agreement. It shall be my responsibility to request my annual loan in writing, using form DD 2475, within 10 days of completing each year of satisfactory service under this agreement. If I am also participating in the Reserve Component Health Professions Stipend Program for Reserve Service physicians, dentists, registered nurses or baccalaureate students in nursing or other healthcare services, the service obligation incurred under that program would run consecutively (not concurrently) following or preceding any service obligation incurred from this loan repayment program. I currently have the following service obligations from the Reserve Component Health Professions Stipend Program:

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I must be able to fulfill all required service obligations before my mandatory removal date or retirement eligibility date in the Selected Reserve.

1.2.4. This program shall not reimburse amounts paid by me or any other Agency. Repayment of any loan shall not exceed the outstanding balance.

1.3. I understand that my eligibility under this program continues unless or until I do one of the following:

1.3.1. Transfer to an ineligible military specialty or ineligible health profession specialty, unless at the express direction of the Secretary concerned.

1.3.2. If still a resident, fail to complete my residency in the critical skill covered by this agreement.

1.3.3. Fail to maintain a current or unrestricted valid health professional license(s)/certification, as required, and such additional medical certification and privileges as may be required to practice as a health professional in the critical specialty for which loan repayment participation is authorized.

1.3.4. Accept a military technician or AGR position where membership in a Reserve component is a condition of employment (except for temporary assignment as a military technician for 6 months or less).

1.3.5. Fail to participate satisfactorily in required training with the Selected Reserve including failure to maintain medical and dental readiness, in accordance with Service regulations and this Instruction, unless the failure was due to reasons beyond my control (e.g., death, injury, illness, or other impairment not the result of my own misconduct).



1.3.6. Fail to extend the contracted term of service for a period of authorized non-availability.

1.3.7. Separate from the Selected Reserve for any reason (including appointment, or voluntary order to active duty in the active forces); other than by death, injury, illness or other impairment not the result of my own misconduct, or involuntary separation as a result of unit inactivation, unit relocation, unit reorganization, or a DoD-directed reduction in the Selected Reserve force.

1.3. I understand that my termination from the Loan Repayment Program for any of the reasons in this paragraph shall not relieve me from satisfying any military obligation imposed by any other law or regulation.

1.4. If I incur a period of authorized non-availability, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments, I shall extend my commitment to serve the full qualifying period in the Selected Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Selected Reserve service (i.e., the date shall be adjusted for the period of authorized non-availability). Failure to meet reinstatement criteria in a capacity for which previously contracted may result in termination of the incentive and recoupment actions may be initiated.

1.5. I understand that if I am a two-time non-select for promotion to a higher grade I shall be considered for continuation in my current grade.

1.6. It shall be my responsibility to coordinate with my Selected Reserve official concerning the type loan, the educational institution, and the anticipated payout schedule as soon as feasible.

## 2. **UNDERSTANDING**

I have read each of the statements in section 1 above, and understand that they constitute all promises representations, and agreements concerning my loan repayment entitlement, except as specifically noted hereafter. No other promise, representation, or commitment has been made to me under this agreement.

## 3. **AUTHENTICATION**

3.3. Typed name and grade of applicant \_\_\_\_\_

3.4. Signature of applicant and date \_\_\_\_\_

FOR ARPC/DP

3.5. Typed name and grade of service representative \_\_\_\_\_

3.6. Signature and date \_\_\_\_\_

**Attachment 8**

**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER



Date

MEMORANDUM FOR (Stipend Recipient)

FROM: HQ ARPC/DPAMM  
18420 E. Silver Creek Ave, Bldg 390 MS 68  
Buckley AFB CO 80011

SUBJECT: Reserve Stipend Obligation

1. You have received a Reserve stipend from (date) through (date), incurring a \_\_\_\_ month Selected Reserve service obligation in a critical skill.

2. I show you have graduated your fellowship/residency on (date). Per your Stipend contract, paragraph 1.2.6., "If I fail to complete, for any reason, the residency training program for which stipend assistance is provided, or fail to complete an incurred obligation, I may be required, at the discretion of the Secretary concerned, to either:

1.2.6.1. Perform 1 year of active duty (AD) for each year (or part thereof) for which stipend assistance was provided; or

1.2.6.2. Repay the government an amount equal to the total amount paid to me under the Stipend Program."

3. Please acknowledge this letter below that you understand that you have 30 days to contact me at 720-847-3553 or email at [kenneth.kluza.1@us.af.mil](mailto:kenneth.kluza.1@us.af.mil) or I will initiate the required actions for a call to active duty or discharge for failure to fulfill your Selected Reserve service obligation with recoupment of funds.

KENNETH D. KLUZA, Civ, DAF  
Chief, Medical Incentives Branch

1<sup>st</sup> Ind, Rank/Name of member.

I acknowledge this letter and will comply.

\_\_\_\_\_  
NAME AND GRADE, date



Attachment 9  
**Verification of Full-time Enrollment in an  
Accredited Institution to Start and/or Continue  
Participating in the Health Professions Stipend Program**  
Page 1 of 2

*September 2006 Edition - previous editions obsolete*

*Please type (or print legibly)*

APPLICANT'S NAME \_\_\_\_\_ SSN \_\_\_\_\_

APPLICANT'S STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS \_\_\_\_\_

APPLICANT'S ALTERNATE EMAIL ADDRESS \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Name of Accredited Institution \_\_\_\_\_

Institution Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Program Start Date \_\_\_\_\_ Program Completion Date \_\_\_\_\_

Pursuing health professions training in medical specialty \_\_\_\_\_

*Must be a critical wartime health-care specialty designated on Dept of Defense's critical skills list*

*Continued on Reverse*

**VERIFICATION OF FULL-TIME ENROLLMENT IN AN ACCREDITED INSTITUTION TO  
CONTINUE PARTICIPATING IN THE HEALTH PROFESSIONS STIPEND PROGRAM**

Page 2 of 2

APPLICANT'S NAME \_\_\_\_\_ SSN \_\_\_\_\_

*Director of Professional Training Program Completes:*

Name of Accredited Institution \_\_\_\_\_

Training program description \_\_\_\_\_

Training program objectives \_\_\_\_\_

Is applicant currently in good academic standing in this program? \_\_\_\_\_

Dates of current training year: from \_\_\_\_\_ to \_\_\_\_\_

Dates of next training year: from \_\_\_\_\_ to \_\_\_\_\_

Projected completion date of training program in its entirety \_\_\_\_\_

I certify that this applicant is currently enrolled in this institution to pursue the professional training program indicated, and that he/she is in good academic standing.

DIRECTOR'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**INDORSEMENT by HQ ARPC/DPAMM**

Date received \_\_\_\_\_

Verifying Official \_\_\_\_\_

Lead, Medical Incentive Programs

FOR MORE INFORMATION CONTACT:

COMM 1-800-525-0102