



DEPARTMENT OF THE NAVY
 COMMANDER NAVY RESERVE FORCE
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Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

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 Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1100-040	Reserve Officer Incentive for Health Professions Officer
	<ul style="list-style-type: none"> <li data-bbox="446 1031 1421 1098">Simplifies existing Reserve officer for Health Professions Officer (HPO) incentives policy and procedures. <p data-bbox="446 1136 966 1169">(COG: COMNAVRESFORCOM (N11))</p>

RESPERSMAN 1100-040

RESERVE OFFICER INCENTIVES FOR HEALTH PROFESSIONS OFFICER (HPO)

Responsible Office	COMNAVRESFORCOM (N11)	Phone: DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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References	(a) DoD 7000.14-R FMR Volume 7A, Military Pay Policy - Active Duty and Reserve Pay (b) DoDINST 6000.13, Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officer (HPOs) (c) DoDINST 1304.29, Administration of Enlistment Bonuses, Accession Bonuses for New Officer in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members (d) DoDINST 1304.34, General Bonus Authority for Officer (e) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists (f) OPNAVINST 5300.10B, Navy Selected Reserve Incentive Programs
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1. Purpose. To provide specific guidance on incentives for Selected Reserve (SELRES) Health Professions Officers (HPO) in designated critical skills, including stipends, reserve component loan repayment, and special pay incentives. Governing incentive program requirements are outlined in references (a) through (f), RESPERSMAN 1100-010 and appropriate Office of the Chief of Navy Reserve (OCNR) bonus policy.

2. Definitions

a. Policy Terms

(1) Accession. The recruitment of an applicant with no prior enlisted or commissioned service in the armed forces.

(2) Affiliation. The recruitment of an applicant with prior enlisted or commissioned service in the armed forces.

(3) Affiliation Date. The date an officer is assigned to a SELRES unit, annotated on the Ready Reserve Transfer Request Service Agreement, NAVPERS 1200/1.

(4) Critical Wartime Subspecialty (CWS). Health professional specialties which the Assistant Secretary of Defense (Health Affairs) has determined to be critically short. Listed on the Critical Skill Shortages (CSS) list, identified by designator, paygrade, subspecialty (SPP), and additional qualification designators (AQD), if applicable.

(5) Critical Skill Shortages (CSS) List. Identifies SELRES HPOs eligible for recruiting incentives and special pays for CWS. Included on the annual Office of the Chief of Navy Reserve (OCNR) bonus policy.

(6) Direct Commission Officer (DCO). Naval officer commissioned directly into the SELRES with no prior commissioned service in the armed forces.

(7) HPO. SELRES officer in the Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), and Nurse Corps (NC) communities.

(8) Officer Incentives Navy Reserve Homeport N112 Page. Contains Reserve Application Module for Bonuses (RAMBO), OCNR Bonus Policies, applicable Bonus RESPERSMANs, Bonus Termination Letter templates, Bonus Declination NAVPERS 1070/613 template, Bonus Checklists, Field Bonus Coordinator Playbook, and other applicable tools to assist Navy Reserve Activity (NRA) Incentive Program Coordinators. These tools are located at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx.

(9) Prior Service. Describes members who have previous active and/or reserve experience.

(10) RAMBO. The officer bonus application process is managed by the RAMBO tool located on the COMNAVRESFORCOM Officer Incentives (N112) website at Navy Reserve Homeport, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx.

(11) Training Medical Specialty (TMS). A drill option that allows eligible HPOs that are enrolled in an eligible medical residency or fellowship program, an opportunity to earn Reserve drill pay, training credit, and retirement points by completing civilian training programs that enhance their mobilization readiness.

(12) Written Agreement. The 'Officer Incentive Agreement for the Navy Reserve' official form used as a binding incentive contract that specifies terms, obligations, entitlements, and statement of understanding.

b. HPO Incentive Categories

(1) Accession bonus. An incentive intended to assist in the recruitment of DCOs in designated specialties only.

(2) Affiliation bonus. An incentive intended to assist in the recruitment of prior service veterans in designated specialties only.

(3) HPO Stipend. A monthly stipend available to approved HPOs participating in the Armed Forces Health Professions Scholarship program for each month of their training program.

(4) Non-Critical Skills Shortage Incentive (Non-CSS). An incentive intended to assist in the recruitment and retention of HPOs in eligible designators that are not determined to be critically short.

(5) CWS Special Pay for HPOs on the CSS List. An incentive intended to assist in the recruitment and retention of HPOs in eligible CWS designators.

(6) Reserve Component Health Professions Loan Repayment Program (RCHPLRP). An incentive intended to assist in the recruitment of HPOs holding specific healthcare specialties.

3. Policy

a. General HPO Incentive Policy

(1) Reserve incentive program requirements, responsibilities, and policy can be found in RESPERSMAN 1100-010, and applicable governing directives found in references (a) through (f). It is imperative that RESPERSMAN 1100-010 is read in its entirety to better understand/manage all incentive programs contained in this article.

(2) All officers determined to be eligible for an incentive are required to read and sign the applicable incentive program written agreement, or sign a Declination NAVPERS 1070/613, Administrative Remarks. Officer written agreements will be completed via RAMBO, per RESPERSMAN 1100-010.

(3) An officer may only receive one accession recruiting incentive as a commissioned officer. An officer may only receive one affiliation recruiting incentive in a career.

(4) Qualified CWS HPOs may receive a stipend, RCHPLRP incentive, or CWS special pay. Officer who receive any of these incentives are unable to also receive an accession or affiliation bonus.

(5) Multiple retention bonuses may be authorized.

(6) Installment payments are made at the beginning of each year of service, on the anniversary of member's accession, affiliation, or date the bonus request was approved in the case of a retention bonus.

b. Application Procedures. Navy Recruiting Command Recruiters, the Career Transition Office (CTO), and NRA Incentive Program Coordinators will submit initial applications and completed incentive packages to COMNAVRESFORCOM (N112) per RESPERSMAN 1100-010.

c. Declination of Eligible Bonus. Eligible officers who decline a bonus for which they are eligible must sign a Declination NAVPERS 1070/613, and submit per guidance in RESPERSMAN 1100-010.

d. Termination and Recoupment. Refer to RESPERSMAN 1100-010 for complete policy on termination and recoupment to include a table and examples to further clarify conditions.

(1) For affiliation and accession bonuses, failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received based on the period of obligated service not completed, as applicable per reference (c), section E1.4.

(2) For CWS special pay, failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed, as applicable per reference (c), section E1.4. The officer will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

(3) For the RCHPLRP, failure to satisfactorily complete the required obligated period will result in bonus eligibility termination. The officer will not be eligible for any further incentive payments of this type once their eligibility has been terminated. Recoupment does not apply to RCHPLRP payments which are based on prior satisfactory service.

(4) For stipends, termination will occur if an officer:

(a) Is disenrolled from their approved specialty training program, interrupts their training program for any reason, or fails to complete the entire training program in the specified time period.

(b) Changes their training program without prior authorization from COMNAVRESFORCOM (N11).

(c) Fails to satisfactorily complete the required obligated period, which will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed., as applicable per reference (c), section E1.4.

(5) NRAs will submit Incentive Program Termination Letters to COMNAVRESFORCOM (N112). A sample termination letter can be downloaded from the COMNAVRESFORCOM (N112) homeport pages listed in paragraph b 2.

4. HPO Incentives

a. Affiliation Bonus. Applicable to prior service veteran who affiliate in the SELRES, in designated specialties. The officer may only contract an affiliation bonus at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Bonus categories

- (a) Non-Critical Skills Shortage (Non-CSS). Referred to as HPO-Affiliation.
- (b) Critical Wartime Subspecialty (CWS). Referred to as HPO CWS-Affiliation.

(2) Eligibility requirements. Applicants will:

- (a) Not have a current military contractual obligations for receipt of any other incentive or educational assistance per reference (a).
- (b) Be a commissioned officer affiliating with the SELRES, having served on active duty and released under honorable conditions, and have not previously served in the SELRES within the 12 months preceding their current affiliation.
- (c) Affiliate in a designated critical officer skill, paygrade, SPP, AQD, if applicable, listed in the OCNR Bonus policy in effect on date of affiliation.
- (d) Meet all criteria set forth in the OCNR bonus policy in effect on date of affiliation.
- (e) Not reach his/her mandatory removal date or retirement eligibility date in the Ready Reserve during any service obligation period incurred under this agreement per reference (b).
- (f) Not have previously received an affiliation bonus in the SELRES, or for the same military skill, grade, or unit.
- (g) Not have a current contractual obligation to serve in the SELRES (i.e., must not have received Separation Pay upon separation from active duty) per reference (b).

(3) Obligation. Upon agreement to an affiliation bonus, officer will incur a SELRES obligation of three years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation is the date of affiliation with the SELRES.

b. Accession Bonus. Applicable to officers who commission for the first time in the armed forces as a DCO, in eligible designated specialties. The Officer may only contract an accession bonus at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Bonus categories

- (a) Non-Critical Skills Shortage (Non-CSS). Referred as HPO-Accession
- (b) Critical Wartime Subspecialty (CWS). Referred as HPO CWS-Accession.

(2) Eligibility requirements. Applicant will:

(a) Be qualified and apply for an appointment as a commissioned officer with the SELRES, in a designated critical officer skill, paygrade, SPP, AQD, if applicable, listed on current OCNR bonus policy in effect on date of accession.

(b) Meet all criteria set forth in the OCNR bonus policy in effect on date of accession.

(c) Not have previously received an accession bonus as a commissioned officer.

(3) Obligation. Upon agreement to an accession bonus, officer will incur a SELRES obligation of four years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation will be the date of affiliation with the SELRES.

c. CWS Special Pay for HPOs on the CSS List. An incentive program intended to assist in the recruitment and retention of HPO in CWS designators. This incentive cannot be combined with stipend, RCHPLRP, affiliation or accession incentives.

(1) Incentive categories

(a) An officer eligible for an accession or affiliation incentive may receive a CWS special pay in lieu of that accession or affiliation incentive. This option is only available at the time of affiliation into the SELRES, or within 90 days thereafter.

(b) Special pay for retention (referred to as HPO CWS-Retention) may only be processed by appropriate NRA, after existing obligations are fulfilled.

(2) Eligibility requirements. Applicant will:

(a) If accessing, be qualified and applying for an appointment as a commissioned officer with the SELRES, in a designated critical officer skill, paygrade, SPP, AQD, and if applicable, listed on current OCNR bonus policy in effect on date of accession.

(b) If affiliating, be a commissioned officer affiliating with the SELRES, after serving on active duty and being released under honorable conditions. Applicant must not have previously served in the SELRES within the 12 months preceding his/her current affiliation, and must affiliate in a designated critical officer skill, paygrade, SPP, and/or AQD, if applicable, listed in the OCNR Bonus policy in effect on date of affiliation.

(c) If being retained, be currently serving an appointment as a Navy Reserve commissioned officer in the SELRES in a designated critical officer skill, paygrade, SPP, and/or AQD, if applicable, listed on current OCNR bonus policy effect on date of approval of the incentive.

(d) Meet all criteria set forth in the OCNR bonus policy in effect on date of approval of the incentive.

(e) Be a graduate of an accredited school of medicine, dentistry, nursing, or physician assistant program.

(f) Possess a current valid and unrestricted medical, dental, nursing or physician assistant license and any associated credentials, as determined by the Navy Medicine Support Command – Centralized Credentials and Privileging Directorate (CCPD), required to perform the duties of the critical skill specialty for which Special Pay is authorized.

(g) Not have a current contractual obligation to serve in the SELRES (i.e., must not have received Separation Pay upon separation from active duty) per reference (b).

(h) Maintain credentials for specific SPP and AQD, and worldwide deployable status, with no precluding Manpower Availability Status (MAS) codes per RESPERSMAN 3060-010.

(3) Obligation

(a) In lieu of accession or affiliation bonuses. CWS-HPO's who elect CWS special pay in lieu of accession or affiliation incentives must incur a SELRES obligation of four years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation will be the date of accession or affiliation with the SELRES.

(b) Special pay for retention. CWS-HPO's who elect special pay must incur a SELRES obligation of three years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation will be the date of approval of the incentive.

(4) Types of requests for HPO CWS-Retention

(a) Initial request. For officers who have not previously received a retention bonus.

(b) Subsequent request. For officers currently receiving a retention bonus, who request an additional retention bonus following satisfactory completion of terms of the current retention bonus. These requests must be initiated no earlier than 60-days prior to the end of the current service obligation. Approved new agreements may be signed any time after the current service obligation is fulfilled (i.e., current service obligation ends on 30 June 2022; officer may submit subsequent request as early as 30 April 2022; new approved contract may be signed 1 July 2022 or later).

(c) Renegotiation request. Officers currently receiving a retention bonus, who become eligible for a higher retention bonus amount, may request termination of their existing retention bonus agreement and enter under a new contract for a higher rate. The request to renegotiate must occur within 60-days prior to the due date of the 2nd or 3rd installment. The

effective date of the new agreement will coincide with the due date of the 2nd or 3rd installment (the anniversary date of the current retention bonus).

d. Health Professions Stipend Program. Applicable to HPOs in eligible critical skills, paygrades, and any additional eligibility criteria listed in the current OCNR policy. Officer must be enrolled in an authorized medical residency, fellowship program, or accredited program in nursing. Officer may only contract this incentive at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Eligibility requirements. Applicants will:

(a) Be a commissioned SELRES HPO, or be eligible for appointment in a designated critical skill, paygrade, and any additional eligibility criteria listed in the current OCNR policy. Officer will not be eligible for stipend payments prior to their commission date in the SELRES.

(b) Be a graduate of an accredited medical or dental school, or possess a Bachelor of Science in nursing.

(c) Be enrolled in or accepted for, a full time enrollment in a residency, fellowship, or accredited specialty program that will lead to qualification in a CWS listed in the current OCNR bonus policy.

(d) Elect to receive stipend for the entire residency period, or entire remaining residency period if already enrolled. Partial receipt for less than the full residency period is not authorized.

(e) Be enrolled in the TMS program, maintain satisfactory drill participation per RESPERSMAN 1570-020, and all other program requirements within the program per RESPERSMAN 1001-010.

(f) Not have current contractual obligation to serve in the SELRES, except for the RCHPLRP (i.e., must not have received Separation Pay upon separation from active duty) per references (a) and (b).

(g) Not have previously received a stipend.

(h) Serve satisfactorily in the Selected Reserve during each year in which stipend is received.

(2) Entitlement. Approved participants will be entitled to a monthly stipend paid at the same rate to officers participating in the Armed Forces Health Professions Scholarship program for each month of their training program. For the most current rates, refer to section 600403 of reference (a). Payment to DCO applicants who meet all eligibility requirements is authorized

after acceptance of commission and assignment to a SELRES unit. The stipend is pro-rated for portions of a month at the beginning and end of the course of specialized advanced training per reference (a).

(3) Obligation

(a) Immediately upon completion of the training program, participants are obligated to serve satisfactorily in the SELRES for a period of one year for each six months (or portion thereof) per reference (a), for which this stipend was paid to them. Time spent in the SELRES prior to completing the training program does not count toward fulfillment of this obligation.

(b) Officers who elect to participate in both the stipend program and RCHPLRP must satisfy their RCHPLRP SELRES service obligation prior to their stipend program SELRES service obligation. The obligations are served consecutively.

Example: LT Munteanu (designator 2305) affiliated in the SELRES in January 2018 and elected for both the stipend and loan repayment. He completed his three-year residency for a Wartime Health Care Specialty with Critical Shortages in January 2021. LT Munteanu has one year of service obligation remaining for his loan repayment upon completion of his residency. This obligation will end in January 2022. LT Munteanu's six-year service obligation for his stipend commences upon completion of his participation in RCHPLRP. The service obligation for the stipend will end January 2028.

(c) Drilling obligation for the TMS program is fulfilled concurrently with SELRES service obligation incurred for receipt of stipend.

e. Reserve Component Health Professions Loan Repayment Program (RCHPLRP). Applicable to HPOs holding specific health care specialties. Officers may only contract an RCHPLRP incentive at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Eligibility requirements. Applicant will:

(a) Be a commissioned SELRES HPO, or be eligible and applying for appointment.

(b) Be a graduate of an accredited medical or dental school or possess a Bachelor of Science in Nursing.

(c) Be fully credentialed by current Navy standards, as determined by the Navy Medicine Support Command – CCPD, or be enrolled in an authorized medical residency, fellowship program, or accredited program in Nursing, that meets eligibility criteria listed in the current OCNR policy.

(d) Not be under a contractual agreement for any other regular Navy or Navy Reserve incentive program except for the Health Professions Stipend Program.

(e) Not have a current contractual obligation to serve in the SELRES (i.e., must not have received Separation Pay upon separation from active duty) per references (a) and (b).

(f) Serve satisfactorily in the Selected Reserve for each year in which loan repayment is made. RCHPLRP payments are made at the end of each year of service, based on satisfactory participation in the preceding 12 months.

(g) Elect to participate in all or some of the following programs concurrently: RCHPLRP, stipend, or TMS.

(h) Satisfy his/her RCHPLRP SELRES obligation prior to the stipend program SELRES obligation, if electing to participate in both the stipend program (to include TMS) and RCHPLRP. The obligations are served consecutively. Paragraph 4(3)(b) of this article, provides an example of how to calculate a service obligation for dual participation.

(2) Loan eligibility requirements. For each year of satisfactory participation in the SELRES, any qualifying applicant's loan will be considered eligible for repayment if it:

(a) Has outstanding balance on the principal.

(b) Is at least one year old, not in default, and:

1. Was used to obtain qualification in a CWS listed in the OCNR bonus policy effective at the time of enrollment, or

2. Was used to obtain a qualifying degree in the specialty listed in the OCNR bonus policy effective at the time of enrollment.

(c) Has consolidated educational loans that are eligible for repayment. The officer must provide evidence showing the portion of the loan consolidation used to obtain the qualifying degree. This is the only portion of the loan eligible for repayment.

(3) Annual Loan Certification. Member will:

(a) Complete a DoD LRP Annual Repayment Application (DD Form 2475) each year and for each loan to be paid, showing the current outstanding balance and that the loan is not in default.

(b) Begin this process 60 days prior to the anniversary date of eligibility.

(c) Submit completed DD Form 2475 electronically via encrypted e-mail to point of contact listed on the Navy Reserve Homeport N112 SharePoint page.

(4) Entitlement

(a) Payments made against loans described above will be authorized per the OCNR bonus policy effective at the time of enrollment.

(b) All loan repayment benefits are taxable, requiring that a portion of the annual benefit be withheld for tax and not be paid to the lending institution, per reference (b). The officer is responsible for paying the portion of the benefit representing taxes withheld to the lending institution.

(c) Payments will be made directly to the financial institution or agency/office servicing the loan.

(d) Loans in default, less than one year old or already paid by the member or other agency, will not qualify for repayment under this program.

(e) Disbursement will not exceed indebtedness.

(f) For payments to be made, program officers must remain in the specialty for which participation was approved and must maintain current credentialing as determined by the Navy Medicine Support Command – CCPD.

(g) If all requirements are met, per this instruction, and the OCNR bonus policy, payments will be made until one of the following happens:

1. The student load is paid in full.
2. The original, DoD-recognized loan balance plus interest and fees are paid.
3. The lifetime cap is reached.
4. The officer elects to terminate the RCHPLRP.
5. The officer fails to maintain satisfactory participation in the Navy Reserve.
6. The officer fails to maintain all other program requirements within the program agreement.

(5) Obligation. Upon agreement to an accession incentive, officers will incur a SELRES obligation of three or four years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation is the date of affiliation with the SELRES.