

Medical Actions Branch
(NGGA-PEM)

Board Certification and Incentive Pay Implementation for Health Professional Officers

Joint Forces Headquarters
Georgia Army National Guard
Marietta, GA
1 October 2024

SUMMARY of CHANGE

SOP

Board Certification and Incentive Pay Implementation for Health Professional Officers

This major revision, dated 1 October 2024-

o. Updates Board Certification (BCP) process for United States Property & Fiscal Office (USPFO) (chapter 2, b (2))

o. Adds and further explains retroactive pay (chapter 2, c (1-3))

Proposed changes, modifications, and/or deletions should be made known GAARNG G-1, HR Plans using GA Form 2028. Your feedback to provide a quality product is always welcome.

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Chapter 1 Overview

1-1 Purpose.

The purpose is to provide Board Certification Pay (BCP) and Incentive Pay (IP) implementing guidance for Georgia Army National Guard (GAARNG) Health Professional Officers (HPOs).

1-2 Applicability.

BCP and/or IPs are authorized for GAARNG specialties listed in the current Assistant Secretary of Defense Health Affairs Health Professions Officer Special and Incentive (ASD-HA HPS&I) Pay Plan for any period in which a qualified HPO is entitled to basic pay pursuant to section 204 or compensation pursuant to section 201 under Title 37, United States Code (USC).

1-3 General Provisions.

- a. The HPO must be serving in good standing in the GAARNG Selected Reserve (SELRES) and be qualified to perform duties in one of the designated BCP and/or IP health profession specialties.
- b. BCP requires the HPO to be board certified by a board certification agency as listed in the ASD-HA HPS&I Pay Plan and to have a post-baccalaureate degree or post-master's certificate in that clinical specialty.
- c. IP & BCP amounts are based on the monthly rate of the annual entitlement amount listed in the ASD-HA HPS&I Pay Plan. For GAARNG HPOs, the IP annual entitlement is the amount under the Fully Qualified 1-Year Rate column of the Pay Plan.
- d. Eligible HPOs in a mobilized status or serving on active duty (AD) for more than 30 continuous days are entitled to the full BCP and/or IP monthly rate if they are credentialed. To activate eligibility status and payments, they must follow the guidance and policies listed in the Army Active Component HPO Special and IP Plan published annually. This process is completed at through the National Guard Bureau (NGB). Eligible HPOs should contact the Deputy State Surgeon-Clinical (DSS-C) for submission requirements and instructions.
- e. Eligible HPOs serving in the GAARNG SELRES are entitled to BCP and/or IP at the 1/30th prorated amount of the monthly rate listed in the ASD-HA HPS&I Pay Plan. During inactive duty training (IDT), each unit training period (UTP) is considered a valid day for BCP and/or IP to a maximum of 2 UTPs per day.
- f. HPOs in the GAARNG SELRES, must perform IDT, Active-Duty Training (ADT), or any authorized equivalent or rescheduled duties in a pay status under Section 206, Title 37, USC., and meet all requirements outlined in this guidance at the time the duties are performed to receive BCP and/or IP. Retroactive pay is not authorized.
- g. HPOs are authorized to receive BCP and/or IP concurrently with other incentives in the current HPS&I Pay Plan, provided they meet all the requirements stated under this policy and the requirements stated in the ASD-HA HPS&I Pay Plan.
- h. HPOs can receive BCP and/or IP for only one specialty, even if they are qualified for more than one specialty that is eligible for BCP and/or IP.
- i. Effective date of BCP cannot be earlier than the board certification date. IP effective date cannot be earlier than completion of the qualifying specialty training, plus three months.
 1. HPOs serving in the GAARNG SELRES must enter a BCP and/or IP contract to activate it. The contract duration will not extend beyond the current credentialing/privileging expiration date.
 2. The DSS-C will validate the contract. Once validated by the State Surgeon cell, the contract remains active and is automatically renewed until it is terminated because: the specialty is no longer listed in the ASD-HA HPS& I pay plan, the HPO can no longer hold and perform the duties of the eligible specialty, or the appropriate Board Certification is expired.
 3. The HPO must enter a new contract if the specialty reappears in subsequent pay plans or if the HPO regains the ability to hold and perform in the eligible specialty.

4. Any failure to fulfill the conditions of the agreement may result in termination of the agreement and the repayment of any unearned portion of BCP and/or IP.

j. HPOs that are board certified and trained in multiple specialties may receive the rate of the higher specialty based on the Office of the Secretary of Defense (OSD) pay plan. HPOs must be credentialed and privileged for the specialty of the higher rate, and this process will be verified through the state's credentialing coordinator and the C2P2 board results for validation.

k. HPOs must be assigned and remain in a valid Primary Military Occupational Specialty (PMOS) consistent with their branch to receive BCP and/or IP. BCP and/or IP pay are not linked to unit or duty position.

l. HPOs must have a current, valid, and unrestricted state license, current certification, registration, and additional credentials, or privileges required to perform duties in the specialty for which the incentive is authorized. Credentialing memos must have a National Guard Bureau letterhead.

m. HPOs must remain satisfactory participants in the SELRES.

n. Any failure to fulfill the conditions of the agreement may result in termination of the agreement.

Chapter 2

Process and Implementation

a. Eligible HPOs must submit board certification contract agreement and/or incentive pay contract agreements to the State Credentialing Coordinator for initial verification. Once verified, the HPO's unit will scan the BCP/IP agreements into the HPO's interactive Personnel Electronic Records Management System (iPERMS) record. HCPs must submit new contacts when credentialing, board certification, or license expires.

b. At the end of the month, all units with eligible HPOs will prepare a request for payment of BCP and/or IP, identifying all IDT and active duty performed by HPOs. Requests must be submitted to United States Property & Fiscal Office (USPFO) on attached transmittal letter (TL). Readiness NCOs must join the Microsoft Teams Channel to stay abreast of any pay changes. See Appendix A.

1. Incentive Pay (IP): For all IDT, the USPFO, Military Pay Section (MPS) will input a TIN D01 with component of pay (COP) 'IK'. For all active duty, the USPFO MPS will input TIN D02 with the component of pay 'IK'. The daily amount cannot exceed \$163.89. Input a TIN D19 remark identifying the periods paid so the Officer and an auditor can match the dates to the payment.

2. Board Certification (BCP). New contracts authorizing BCP for \$8000 annually will require the following work-around to be utilized. Process TIN D02 with COP 'II' for active duty and TIN D01 with COP 'II' for IDT. (Daily rate \$16.67) to pay the amount of \$6000. Process TIN D02 with COP 'BA' for active duty and TIN D01 with COP 'BA' for IDT. (Daily rate \$5.56) to pay the supplemental amount of \$2000. A detailed D18/D19 remark will accompany all 'BA' transactions with the specifics of the payment for audit trail purposes. Multiple D18/19 remarks may be necessary to fully explain the reason for the action.

c. Retroactive pay is not authorized.

1. In accordance with Office of the Assistant Secretary of Defense-Health Affairs (OSD-HA) dated 15 February 2019 Memorandum retroactive payments are not authorized prior to service component implementation. For Army National Guard implementation began on 15 April 2020. If a HPO qualifies for submission of pay from 2020-2023, contact the DSS-C for assistance with submission.

2. Applications. The DSS-C in coordination with the state credentialing coordinator, and readiness noncommissioned officer (NCO) will be responsible to determine eligibility, validate credentials, and initiate contracts upload contracts in iPERMS, validate satisfactory IDT attendance, and coordinate with USPFO to create the TL using the excel template provided. USPFO will process the TL for payment under guidance of DFAS RMC-F.

3. Disbursement of Funds. Payment processing expected within 30 days of duty performance providing the officer's credentialing and privileging is current at the time duty is performed.

**Appendix A
References**

Memorandum, NGB 7 October 2020

Board Certification Pay (BCP) and Incentive Pay (IP) Implementing Guidance for Army National Guard (ARNG) Health Professions Officers

Department of Defense (DOD) Instruction 6000.13

Accession and Retention Policies, Programs, and Incentives for Military Health Professions Offices (HPOS), incorporating change, dated 3 May 2016

Assistant Secretary of Defense (ASD) Memorandum

Health Professions Officer Special and Incentive (HPS&I) Pay Plan, dated 24 October 2019

<https://dod.teams.microsoft.us/l/team/19%3adod%3a4d08a5e389074a5fba93c5e176550733%40thread.tacv2/conversations?groupId=ee1d0351-0ed3-40e4-8d27-2bfb6d805280&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>

Appendix C
Glossary

AD
Active Duty

ADT
Active-Duty Training

ARNG
Army National Guard

ASD
Assistant Secretary of Defense

ASD-HA HPS&I
Assistant Secretary of Defense Health Affairs Health Professions Officer Special and Incentive

BCP
Board Certification Pay

DOD
Department of Defense

DSS-C
Deputy State Surgeon Clinical

GAARNG
Georgia Army National Guard

HPO
Health Professional Officer

HPS&I
Health Professions Officer Special and Incentive

IDT
Inactive Duty Training

IP
Incentive Pay

iPERMS
Soldier's interactive Personnel Electronic Records Management System

MPS
Military Pay Section

NGB
National Guard Bureau

OSD
Office of the Secretary of Defense

PMOS
Primary Military Occupational Specialty

SELRES
Selected Reserve

Appendix C
Glossary

TL
Transmittal Letter

Appendix C
Glossary

USC
United States Code

USPFO
United States Property & Fiscal Office

UTP
Unit Training Period