

# Assignment Incentive Pay (AIP)

an incentive to serve in a  
Critical Public Health Assignment  
(CPHA)

# **AIP is an incentive pay created to assist organizations in recruitment and retention for difficult-to-fill assignments**

- The Organization Head selects which assignments will be submitted for AIP and determines how much will be offered.
- Commissioned Corps liaisons and the Office of Commissioned Corps Force Management (OCCFM) will assist organizations with this process.
- Further information can be obtained from the liaison or you can email OCCFM at [carlos.plasencia@hhs.gov](mailto:carlos.plasencia@hhs.gov)

# Important Dates

- Policy is effective until 31 DEC 2010
- No written agreement may be entered into after 31 DEC 2008

# 5 STEPS

1. Identify assignments that may qualify for and be selected to offer AIP
2. Submit PHS Form 7080 by email as a scanned document to: **aip.apps@hhs.gov**
3. Await the receipt of PHS Form 7081, signed by the Director of OCCFM, indicating whether the assignment was designated a CPHA and the reasons why.
4. Officers selected to receive AIP must complete, sign and notarize PHS Form 7065. Submit with a 1662.
5. OCCO will review the written AIP agreement. If the officer meets all the requirements, OCCO will then process PHS Form 1662.

# STEP ONE

- Identify assignments that may qualify as CPHAs
- Identify which of these will be offered AIP

“Note: The Corps strongly recommends that OPDIVs/STAFFDIVs and non-HHS organizations form an AIP Board to identify which CPHAs are eligible to receive AIP and involve OCCFM in the board process, either as observers or participants, in order to facilitate the introduction of the AIP program.”

# 4 ways to get designated as a CPHA

- Meet the criteria for an **isolated/hardship** assignment
- Meet criteria for a **hazardous** assignment
- Be a hard-to-fill assignment that can only be filled by a **medical or dental** officer
- Be identified as a “**Critical Needs Assignment**” (CNA) by the Head of the organization

## CPHA Isolated / Hardship Designation Requires a SUM TOTAL of 6 Points

### Physical Isolation:

6 points = Population Density  $\leq$  6/sq mi

3 points = Population  $\leq$  2,500

2 points = Population of 2,501 – 20,000

1 point = Population of 20,001 – 50,000

### Remote by Ground Transportation as measured by the distance to the boundary of an urban destination (population of 50,000 or more inhabitants):

6 points > 100 miles

3 points = 81 – 100 mi

2 points = 61 – 80 mi

1 point = 41 – 60 mi

### Limited Medical Availability as measured by the distance to a hospital providing secondary level of care (stabilized patients, an emergency room, OB care, major medical facilities, an ICU, etc.) and accessible to Corps officers and dependents:

6 points > 100 miles

4 points = 71 – 100 mi

2 points = 51 – 70 mi

1 point = 26 – 50 mi

## **CPHA Hazardous Assignment Designation Needs to Meet ONE of these Conditions for 180 days or more of Continuous Duty or Exposure**

- BOP working directly with inmates &/or detainees
- ICE working directly with detainees
- Mental Health Forensic Unit (St. Elizabeth's Hospital)
- USMS working directly with inmates &/or detainees
- Routine exposure to hazardous materials:
  - Biosafety level 3 or higher
  - Personal Protection Level B or higher
  - Subsurface mines
- Small aircraft flights (min. of 15 in the 180 day period)
- Other hazardous conditions as determined by the SG



## **CPHA Hard-to-fill Medical or Dental Officer Designation:**

- Can ONLY BE FILLED by medical or dental officers  
as evidenced by training and education requirements;
- Are HARD TO FILL  
as evidenced by historical and current shortages.

**CPHA Designation as a Critical Needs Assignment Requires Supporting Documentation by Head of Organization indicating special circumstances:**

- Criticality of assignment to the organization's mission
- High vacancy rates
- High turnover rates
- Need for highly trained professionals or those with unique skills

# STEP TWO

- Submit PHS Form 7080 “Request for Designation of a Critical Public Health Assignment Billet Qualifying for Assignment Incentive Pay” to the Director of the Program Evaluation and Oversight Division (PEOD) by email as a scanned document to:

**[aip.apps@hhs.gov](mailto:aip.apps@hhs.gov)**

- Include...
  - grade level of the position
  - minimum education and training qualifications
  - special skills requirements
  - amount of AIP being proposed for the position
- Attach supporting documentation (scanned as well)

Note: Incomplete or inaccurate applications will be returned and will not be deemed as submissions until errors have been corrected and all requested supporting documentation has been attached.

# STEP THREE

- **Await the receipt of PHS Form 7081 “Approval or Disapproval of Request for Designation of a Critical Public Health Assignment Billet Qualifying for Assignment Incentive Pay”, signed by the Director of OCCFM, indicating whether the assignment was designated a CPHA and the reasons why.**
- **PHS Form 7081 will be sent as a scanned document by email within 45 days of a complete and accurate submission. OCCO and Compensation Branch (OCCSS) will be cc’d if designated a CPHA; OCCO will note the designation on the billet.**
- **Disapproved sites have the option of appealing to the Assistant Secretary for Health (ASH) in writing in coordination with the Surgeon General.**

Note: Requests for CPHA designation based on Critical Needs will be reviewed by a panel, as will any submissions where the decision is not clear.

# STEP FOUR

- Officers selected to receive AIP must complete, sign and notarize PHS Form 7065 “Assignment Incentive Pay Contract Request.” The form must include the monthly AIP amount, the beginning and ending dates, and the designated CPHA. It should be send to:

OCCFM – PEOD, ATTN: AIP Coordinator  
1101 Wootton Parkway, Suite # 100  
Rockville, MD 20852

# Step Four Continues

- Since this is a pilot program, we will be asking the officer to fill out a confidential survey to be submitted to us along with PHS Form 7065.
- If the form is complete and correct, it will be forwarded to OCCO and to Compensation Branch (OCCSS) for processing.
- PEOD will keep the survey confidential

Note: An officer may not enter into a written AIP agreement until an assignment has been designated as a CPHA.

# STEP FIVE

- **OCCO will review the written AIP agreement. If the officer meets all the requirements, OCCO will then process PHS Form 1662.**
- **AIP requires an official personnel order for an officer to receive the pay.**
- **The personnel order must state the amount of the monthly payment.**
- **The tour of duty must be 12 months or greater.**
- **The AIP written agreement will be documented in the officer's eOPF.**
- **Compensation Branch will be responsible for disbursing pay in cooperation with OCCO.**

# OFFICER REQUIREMENTS

- **Must be on extended active duty for the length of time specified in the written AIP agreement (NO LESS THAN 12 Months)**
- **Meet and maintain force readiness standards**
- **Meet all appointment standards**
  - Licensure requirements**
  - Category specific requirements**
- **Satisfactory performance on the COER for the previous 5 years (if in the Corps <5yrs, then on all completed COERs)**
- **Cannot be COSTEP or IRC**
- **Cannot be on obligated service unless NHSC assigned to IHS or BOP**
  - Waived by the ASH**
- **Cannot be on LWOP (Leave Without Pay) except in very rare circumstances.**



# TERMINATION OF AIP

- **AIP may be terminated without the consent of the officer or organization if at any time congressional authorization is withdrawn**
- **Termination requires issuance of official personnel orders**
- **AIP may be terminated for the following reasons:**
  - Misconduct**
  - Failure to be recommended for promotion**
  - LWOP**
  - Involuntary retirement**
  - Disability retirement**
  - Death of an officer**
  - Less than satisfactory performance on the COER**
  - Failure to meet or maintain force readiness standards**
  - Separation from active duty or termination of commission**
  - PCS to a non-CPHA or to a CPHA where AIP is not offered**

# FAQs

- **Just because an assignment is designated a CPHA does not mean that AIP will be offered or paid**
- **AIP is an incentive and may vary between officers, even when assigned to the same location, regardless of category, discipline, specialty, billet description, education, training, grade or experience**
- **Designation as a CPHA qualifying for AIP does NOT confer any rights or benefits to any other pays**
- **AIP is prorated for partial months**
- **TDY orders and Annual Leave do NOT stop AIP**
- **AIP is taxable and eligible for TSP**