



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000

SECNAVINST 7220.61G  
BUMED-52/PERS-2  
20 May 1996

SECNAV INSTRUCTION 7220.61G

From: Secretary of the Navy

Subj: SPECIAL PAYS FOR DENTAL CORPS OFFICERS

Ref: (a) Title 37, U.S.C. 302b  
(b) DoD Directive 1340.8 of 21 Feb 86 (NOTAL)  
(c) Title 37, U.S.C. 302f  
(d) SECNAVINST 6401.2A  
(e) Naval Military Personnel Manual, NAVPERS 15560A  
(f) SECNAVINST 1920.6A  
(g) Title 11, U.S.C.  
(h) Manual of Navy Officer Manpower and Personnel Classifications, Volume 1, NAVPERS 15839I  
(i) Title 10, U.S.C. 673c  
(j) Title 10, U.S.C. 688  
(k) SECNAVINST 7220.38E  
(l) BUMEDINST 6320.67

Encl: (1) Definition of Terms  
(2) Guidelines on Clinical Privileging Actions Involving Eligibility for Additional Special Pay (ASP)  
(3) Sample Additional Special Pay Agreement for an Officer with more than 1 Year of Active Duty Remaining  
(4) Sample Request for Retroactive Approval of Additional Special Pay Agreement  
(5) Sample Additional Special Pay Agreement for an Officer with less than 1 Year of Active Duty Remaining  
(6) Sample Additional Special Pay Agreement for an Officer Facing Mandatory Retirement  
(7) Sample Board Certification Equivalency Request  
(8) Sample Worksheet for Computing Dental Saved Pay (DSP)

1. Purpose. To provide policies and procedures for the administration of special pays for dental officers under references (a) through (c). This is a complete revision and must be read in its entirety.

2. Cancellation. SECNAVINST 7220.61F and NAVMEDCOMINST 7220.1.

3. Policy. Department of the Navy policy is to administer dental special pays to support recruitment and continuation of qualified dentists to meet authorized strength in approved dental specialties and to help ensure adequate levels of performance.

4. Definitions. The definitions in enclosure (1) apply throughout this instruction.



5. Variable Special Pay (VSP). VSP is an entitlement for all dental officers on active duty for periods of at least 1 year.

a. VSP will be paid monthly at the annual rates prescribed below:

(1) Officers undergoing dental internship training:  
\$1,200.

(2) Officers serving in pay grade O7 or above: \$1,000.

(3) All other dental officers:

<u>Years of Creditable Service</u>	<u>Annual Rate</u>
Less than 3	\$1,200
3 but less than 6	\$2,000
6 but less than 10	\$4,000
10 but less than 14	\$6,000
14 but less than 18	\$4,000
18 or more	\$3,000

b. VSP will be terminated upon death or separation from active duty.

6. Additional Special Pay (ASP). ASP is an entitlement for dental officers who agree to remain on active duty for a period of not less than 1 year. Officers undergoing dental internship or residency training are not eligible for ASP.

a. To be eligible for ASP, the officer must:

(1) Demonstrate an adequate level of military and professional performance as determined and documented by his or her commanding officer.

(2) Possess a valid State license under the provisions of reference (d).

(3) Execute a written agreement per paragraph 7.

b. ASP will be paid in a lump sum at the beginning of each year of the agreed period of active duty. ASP will be paid at the annual rates specified below:

<u>Years of Creditable Service</u>	<u>Annual Rate</u>
3 but less than 14	\$6,000
14 but less than 18	\$8,000
18 or more	\$10,000

c. ASP will be terminated upon death, separation from active duty, on the date before an officer enters a Navy-sponsored residency training program, for inadequate performance per paragraph 8, or for reasons outlined in enclosure (2).

7. Additional Special Pay Agreements

a. ASP agreements must be for a period of 1 year. The starting date must be specified and may not be earlier than the later of the following dates:

- (1) The day of entry upon extended active duty.
- (2) The day following completion of residency while on active duty.
- (3) The day after completion of an immediately preceding ASP agreement if not in residency.

b. Commanding officers are authorized to approve ASP agreements for dental officers who have more than 1 year remaining on active duty. The requested effective date cannot be earlier than the member's eligibility date. The commanding officer's action must be dated within 30 days of the requested effective date and state that the effective date on the agreement has been verified to be correct. Enclosure (3) provides the format for preparation and approval of an ASP agreement.

c. Agreements not approved within 30 days of the eligibility date must be submitted to the Chief, Bureau of Medicine and Surgery (BUMED) (MED-525) for retroactive approval. The commanding officer must provide an explanation for the delay in initiating the ASP agreement. MED-525 may approve retroactive ASP agreements when the reason for delay was clearly unavoidable and not the fault of the officer. This authority may not be delegated. Use the format in enclosure (4) for requesting retroactive ASP.

d. ASP agreements may not extend beyond a requested, approved, or mandatory separation, release, retirement, resignation, or early release date.

e. Officers who do not have at least 1 year of active duty remaining are not eligible for ASP. Request extensions of active duty per reference (e), or officers may initiate an ASP agreement by including a request for extension on active duty to the Chief, Naval Personnel (CHNAVPERS) (PERS-4415) via the commanding officer using enclosure (5). Written notification of PERS-4415 approval must be received before payment.

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f. Officers facing mandatory retirement may request from their commanding officer termination of their existing ASP agreement 1 year before retirement. The unearned portion of ASP will be recouped per paragraph 9a. The officer and commanding officer may then execute a new ASP agreement for the final year. The purpose of this one-time termination and restart is to allow career dental officers to match ASP entitlement to their mandatory retirement date. See enclosure (6) for a sample format.

8. Termination and Denial of Additional Special Pay

a. Commanding officers must terminate or deny ASP when one or more of the following conditions exist:

(1) Upon separation from active duty or death.

(2) On the day before an officer enters a Navy-sponsored (full-time outservice (FTOS) or full-time inservice (FTIS)) residency training program. Officers who execute ASP agreements after having been accepted for residency training will be required to repay the unearned portion when the residency starts.

(3) For inadequate military or professional performance, documented in the officer fitness report, individual credential file (ICF), or quality assessment and improvement (QAI) program records.

(4) Upon loss of qualification to practice dentistry.

(5) When the officer does not possess a State license, or an approved waiver, and duty assignment requires such license or waiver under reference (d).

(6) Upon medical incapacitation or physical disability resulting from misconduct, gross neglect, or incurred during unauthorized absence.

(7) Upon initiation of processing for separation for cause under reference (f), for relief or detachment for cause, found guilty at nonjudicial punishment, or found guilty at a court-martial.

(8) When the officer is facing a mandatory retirement date and elects to adjust the effective date of ASP following the guidelines in paragraph 7f.

b. To deny or terminate an ASP agreement, the commanding officer must advise the officer in writing, state the reasons for denial or termination, and enclose any supporting documentation not already available to the officer in fitness reports, ICF, or QAI documentation. Termination is effective on the date of the

commanding officer's action. The commanding officer must report, by copy of the letter provided to the officer, the denial or termination of ASP to the Chief, Navy Dental Corps, MED-525, and the local disbursing officer.

c. The commanding officer's decision to deny or terminate ASP is final unless the officer appeals the action. Upon notification of denial or termination of ASP, the officer must be given at least 10 working days to submit an appeal via his or her chain of command to the Chief, Navy Dental Corps. The commanding officer's forwarding endorsement must provide substantive comment on the reasons for the termination and provide copies of all pertinent documents, including fitness reports and ICF.

d. The Chief, Navy Dental Corps will convene a Special Pays Review Board to review the officer's appeal, and recommend by majority vote whether to grant or deny the appeal. If the decision is to uphold the commanding officer's action, the effective date must be the date of the commanding officer's action. If the decision is to grant the officer's appeal, the entitlement date must remain unchanged. In cases of appeal, the decision of the Chief, Navy Dental Corps is final.

e. Processing for separation for cause may be initiated when appropriate under reference (f), and must be initiated upon loss of qualification to practice dentistry or in two successive denials of ASP.

f. Termination or denial of ASP for inadequate performance or for credentials action under 8b will be for 1 year from the date of the action to allow adequate time to evaluate corrected performance.

#### 9. Recoupment of Additional Special Pay

a. Upon termination of ASP, officers will be required to repay the unearned portion of ASP on a pro rata basis except in the following circumstances:

(1) Death or disability not the result of misconduct, willful neglect, and not incurred during a period of unauthorized absence.

(2) Separation from military service by operation of law, by regulations of military service, or by Department of Defense policies, except separation for cause (which includes separation as a result of punishment imposed by general court-martial). Separation for twice failing of selection to the next grade is an example of a regulation of military service for which recoupment of ASP would not occur.

(3) In other cases when unusual circumstances warrant waiver of the recoupment requirements in the best interest of the Government. Officers may submit waiver requests with supporting justification to BUPERS (PERS-20).

b. A discharge for bankruptcy, under reference (g), does not release an officer from the obligation to repay the unearned portion of ASP if the final decree of the discharge in bankruptcy was issued within a period of 5 years after the last day of a period which the officer agreed to serve on active duty. This applies to a discharge for bankruptcy in any proceeding which begins after 30 September 1985.

10. Board Certified Pay (BCP). BCP is an entitlement for dental corps officers board certified in an American Dental Association (ADA) recognized specialty or dental specialty authorized by the Chief of Naval Operations (CNO), and identified by a dental specialty classification code in part A, or advanced subspecialty code in part E, of reference (h).

a. BCP will be paid monthly at the annual rates prescribed in the following table:

<u>Years of Creditable Service</u>	<u>Annual Rate</u>
Less than 12	\$2,000
12 but less than 14	\$3,000
14 or more	\$4,000

b. Entitlement to BCP is effective on the date the officer becomes board certified in the specialty or the date of commencement of extended active duty, whichever is later.

c. BCP will be terminated upon death or separation (voluntary or involuntary) from active duty.

11. Board Certification Equivalency (BCE). BCE may be granted for a dental specialty for which an American Dental Specialty Examining Board recognized by the ADA does not exist. Eligibility is based on completion of a formal postgraduate specialty training program authorized by the CNO and identified by a Navy Officer Billet Classification (NOBC) code in part A or advanced subspecialty code in part E, of reference (h).

a. Applicants must be neither certified nor eligible for certification by a specialty certifying board recognized by the ADA, and must have:

(1) Completed a formal postgraduate dental education program of not less than 2 years leading to assignment of a subspecialty code.

(2) Obtained specialty board certification when specialty boards not recognized by the ADA are available, e.g., the Federal Services Examining Board, or successfully completed a credentials review by the Dental Corps Special Pays Review Board convened for that purpose.

b. Dental officers who meet the eligibility requirements should submit requests, with commanding officer endorsement, to MED-525 using enclosure (7). Requests must include:

(1) Proof of postgraduate training.

(2) Proof from the certifying organization of successful completion of a specialty board (e.g., Federal Services Examining Board).

(3) Three letters of recommendation: one each from the applicant's commanding officer (may be included within the commanding officer's endorsement), from the appropriate specialty advisor, and from any other dental officer familiar with the applicant's performance. Letters should address the requesting officer's professional performance (both military and clinical), current credentials status, and other information deemed appropriate.

c. MED-525 will forward the completed package to the Dental Corps Special Pays Review Board. Final approval is by the Chief, Navy Dental Corps. Officers approved for BCE will receive a formal letter of notification.

## 12. Dental Saved Pay (DSP)

a. DSP is an entitlement for dental officers to an annual amount of dental special pays that is not less than the total annual amount of continuation pay and monthly dental special pay to which they were entitled on 30 September 1985, per paragraph 12b(1).

b. DSP (enclosure (8)) is computed as follows:

(1) Compute old entitlement using the following criteria:

(a) Effective 14 November 1986, for officers who were not in an initial residency program on 30 September 1985 and who thereafter executed an ASP contract, add the amount of monthly dental special pay plus the amount of yearly continuation pay (4 months basic pay at 1 April 1980 basic pay rates) computed on a monthly basis (divided by 12) that would have been in effect on 30 September 1985.

(b) For officers who were in, or accepted for, an initial residency program before 1 October 1985, add the amount of monthly dental special pay plus the amount of yearly continuation pay (2 months basic pay at 1 April 1980 basic pay rates) computed on a monthly basis (divided by 12) to which the officer was entitled on 30 September 1985.

(c) After 1 October 1985, for all officers entering an initial residency program or not otherwise entitled to initiate an ASP contract, compute the amount of monthly dental special pay to which the officer was entitled on 30 September 1985.

(2) Compute the new entitlement. The amount of VSP, BCP, plus ASP to which entitled under this instruction.

(3) Subtract the new entitlement from the old entitlement. If the resulting amount is zero or negative, the officer is not entitled to DSP. If the resulting amount is positive, the officer is entitled to DSP in that amount, paid monthly.

13. Special Pay for Reserve, Recalled, or Retained Officers. This is an entitlement for certain Reserve dental officers consistent with provisions contained in reference (c).

a. Dental officers described below shall be eligible for special pays in the same manner, with the same eligibility requirements, as Regular active duty dental officers, notwithstanding any requirements that:

(1) The call or order to active duty shall be for a period of not less than 1 year.

(2) The officer executes a written agreement to remain on active duty for a period of not less than 1 year.

b. To be eligible, the officer must be one of the following:

(1) A reservist who is called to active duty, not for training--including those on Initial Active Duty for Training (IADT), Annual Training (AT), or Additional Duty Training (ADT)--for a period of more than 30 days but less than 1 year.

(2) A dental officer who is involuntarily retained on active duty under reference (i), or is recalled to active duty under reference (j) for a period of more than 30 days.

(3) A dental officer who voluntarily agrees to remain on active duty for a period of less than 1 year at a time when:

(a) Officers are involuntarily retained on active duty under reference (i).

(b) The Secretary of Defense determines that special circumstances justify the payment of special pay under this section.

c. Payments of special pay under this section will be made monthly. The officer will refund any amount received under this section in excess of the amount that corresponds to the actual period of active duty served. Fractions of months as determined by orders endorsements will be paid on a daily (1/30 monthly) basis.

(1) VSP will be paid per paragraph 5.

(2) ASP will be paid monthly by the local disbursing officer for dental officers deemed eligible and as authorized by the officer's commanding officer. ASP will be paid monthly at the annual rates prescribed in paragraph 6b.

(3) BCP will be paid per paragraphs 10 and 11.

#### 14. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs (ASN(M&RA))) is responsible for overall policy control of the Dental Special Pays Program for the Department of the Navy.

b. The Chief of Naval Operations is responsible for the conduct and effectiveness of the Dental Special Pay Program.

(1) The Deputy Chief of Naval Operations (Manpower and Personnel) (N1) will review and endorse requests submitted under reference (k) for waiver of indebtedness for unearned ASP, providing recommendation and supporting justification. N1 will also prepare a forwarding endorsement for ASN(M&RA).

(2) The Chief, Navy Dental Corps will:

(a) Award BCE.

(b) Decide on appeals of denial or termination of ASP.

(c) Convene Professional Review Boards for review of adequacy of performance for ASP eligibility and for examination for qualification for BCE.

(d) Participate in evaluation of the effectiveness of the Dental Special Pays Program.

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(3) Chief, BUMED will:

(a) Calculate each dental officer's health professional pay entry date (HPPED) and provide it to BUPERS for inclusion in the dental officer's master file (OMF), and to local commands via Defense Finance and Accounting Service (DFAS) (Leave and Earnings Statement).

(b) Provide DFAS with beginning and termination dates of board certified pay.

(c) Provide estimates of special pay costs for the program years to BUPERS (PERS-71) for inclusion in the Military Personnel, Navy Program Objective Memorandum submission.

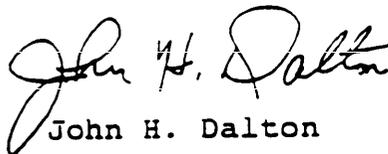
(4) The Chief of Naval Personnel will:

(a) Include the cost of the special pays program in budget estimates for military personnel appropriations as provided under reference (a).

(b) Act on requests for extension submitted with ASP agreements.

(c) Establish each dental officer's professional service date (PSD) and provide it to BUMED for determining creditable service.

15. Report. The reporting requirement in this instruction is exempt from reports control by SECNAVINST 5214.2B.



John H. Dalton

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## DEFINITION OF TERMS

1. Active Service. Service on active duty; full-time duty in the active service of a uniformed service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while on active duty, at a school designated as a service school by law or the Secretary concerned. (37 U.S.C. 101 (18) and (20)).
2. Anniversary Date. The first day of an annual ASP agreement (or continuation pay agreement under the preceding edition of this instruction).
3. Board Certified
  - a. Certified in a dental specialty by an American Dental Specialty Examining Board recognized by the ADA.
  - b. Certified by a Department of Defense dental examining board or awarded BCE by the Chief, Navy Dental Corps, for a recognized dental specialty for which an American Dental Specialty Examining Board recognized by the ADA does not exist, as authorized in paragraph 11 of this instruction.
4. Creditable Service. Per 37 U.S.C. 302b(g), (reference (a)), creditable service of an officer is used to establish the health professional pay entry date (HPPED) and is computed by adding:
  - a. All periods that the officer spent in dental internship and residency training while not on active duty which were credited for grade for original appointment as a dental officer.
  - b. All periods on active service in the dental corps of the Army or Navy, as an officer of the Air Force designated as a dental officer, or as a dental officer of the Public Health Service.
5. Dental Officer. An officer of the dental corps of the Navy who is on active duty under a call or ordered to active duty for a period of not less than 1 year.
6. Dental Specialty. A specialty for which there is a requirement authorized by the CNO and identified by a specialty code in part A of reference (g).
7. Dental Internship. The first year of graduate dental education, after completing dental school, whether a formal internship or the first year of a residency.

Enclosure (1)

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8. Health Professional Pay Entry Date (HPPED). The date used to determine years of active service for purposes of calculating dental special pay entitlement under this instruction. HPPED is computed by backdating the PSD by the amount of service credited for dental education under paragraph 4b of this enclosure.

9. Residency Training. A formal program of training of 2 or more academic years in a dental specialty that qualifies the officer as eligible for board certification in that dental specialty. Navy-sponsored training includes FTOS and FTIS residencies.

10. Professional Service Date (PSD). The beginning date of total creditable active service under paragraph 4a of this enclosure, calculated as if it had been served continuously, without a break. PSD must be reestablished at the beginning of each period of creditable active service after a break in active service.

11. Professional Review Board. A board of not fewer than three senior dental officers chaired by a senior dental officer with command experience convened by the Chief, Navy Dental Corps for the purpose of reviewing the adequacy of a dental officer's performance for entitlement to ASP or the qualifications of a dental officer for BCE.

GUIDELINES ON CLINICAL PRIVILEGING ACTIONS INVOLVING  
ELIGIBILITY FOR ADDITIONAL SPECIAL PAY (ASP)

<u>Adverse Privileging Action</u>	<u>ASP</u>
1. Suspension of clinical privileges.*	Terminate or deny only after peer review panel hearing and privileging authority final decision and completion of appeal to BUMED. Refer to reference (1).
2. Revocation of clinical privileges.	Terminate or deny.
3. Limitation of clinical privileges requiring supervision by another officer with full staff appointment for evaluation for 60 days or more.	Consider action.**

\* Advise the officer that ASP is at risk as of the date of the precipitating event and that ASP may be terminated and recouped after peer review and privileging authority final decision and completion of appeal to BUMED.

\*\* Deny or terminate ASP when the reason for the limitation, either alone or with other factors, is significant enough to warrant submission of an adverse fitness report.

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SAMPLE ADDITIONAL SPECIAL PAY AGREEMENT FOR AN OFFICER  
WITH MORE THAN 1 YEAR OF ACTIVE DUTY REMAINING

From: LCDR John L. Doe, DC, USN, 123-45-6789/2200  
To: Commanding Officer, USS EVERREADY (BZ-35)

Subj: ACTIVE DUTY AGREEMENT FOR DENTAL ADDITIONAL SPECIAL  
PAY (ASP)

Ref: (a) SECNAVINST 7220.61G

1. Under reference (a), I hereby agree to remain on active duty  
for a continuous period of 1 year from \_\_\_\_\_.

2. Conditions of the agreement. I understand that:

a. I will be paid ASP in the amount of \$ \_\_\_\_\_ for  
1 year of continuous active duty beginning on \_\_\_\_\_,  
if this is approved by my commanding officer.

b. This agreement will be terminated on the day before my  
entry into an initial Navy-sponsored residency training program.

c. This agreement may be terminated by my commanding officer  
for inadequate performance per paragraph 8 of reference (a).

d. I may not terminate this contract, except at the  
convenience of the Government. If this contract is terminated,  
I will repay unearned ASP to the Government pro rata per  
reference (a).

3. Please notify me if further information is required. My  
current address and DSN telephone number are:

(Signature)  
JOHN L. DOE

---

7220  
Ser  
Date

FIRST ENDORSEMENT

From: Commanding Officer, USS EVERREADY (BZ-35)  
To: LCDR John L. Doe, DC, USN, 123-45-6789/2200

1. Returned, approved effective \_\_\_\_\_ for 1 year of  
continuous active duty.

\_\_\_\_\_  
CO Signature

Copy to:  
BUMED (MED-525)

Enclosure (3)

SECNAVINST 7220.61G  
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7220  
Ser  
Date

FIRST ENDORSEMENT on LCDR John L. Doe ltr of

From: Commanding Officer, USS EVERREADY (BZ-35)  
To: Chief, Bureau of Medicine and Surgery (MED-525)

Subj: REQUEST FOR RETROACTIVE APPROVAL OF ADDITIONAL SPECIAL  
PAY (ASP)

1. Forwarded, recommending retroactive approval effective (fill in date). Lieutenant Commander Doe's ASP agreement was delayed due to (provide justification). Since the delay was clearly unavoidable and through no fault of the officer concerned, retroactive approval should be granted.

\_\_\_\_\_  
CO Signature

SAMPLE REQUEST FOR RETROACTIVE APPROVAL OF  
ADDITIONAL SPECIAL PAY AGREEMENT

From: LCDR John L. Doe, DC, USN, 123-45-6789/2200  
To: Chief, Bureau of Medicine and Surgery (MED-525)  
Via: Commanding Officer, USS EVERREADY (BZ-35)

Subj: REQUEST FOR RETROACTIVE APPROVAL OF DENTAL ADDITIONAL  
SPECIAL PAY (ASP)

Ref: (a) SECNAVINST 7220.61G

1. Under reference (a), I request retroactive approval of Additional Special Pay effective \_\_\_\_\_. I hereby agree to remain on active duty for a continuous period of 1 year from (same date).

2. Conditions of agreement. I understand that:

a. I will be paid ASP in the amount of \$\_\_\_\_\_ for 1 year of continuous active duty beginning on (same date as paragraph 1), if this request is approved by Chief, Bureau of Medicine and Surgery.

b. This ASP agreement will be terminated on the day before my entry into an initial Navy-sponsored residency training program.

c. This ASP agreement may be terminated by my commanding officer for inadequate performance per paragraph 8 of reference (a).

d. I may not terminate this contract, except at the convenience of the Government. If this contract is terminated, I will repay unearned ASP to the Government pro rata per reference (a).

3. Please notify me if further information is required. My current address and DSN telephone number are:

(signature)  
JOHN L. DOE

Enclosure (4)

SECNAVINST 7220.61G  
20 MAY 1996

SAMPLE ADDITIONAL SPECIAL PAY AGREEMENT FOR AN OFFICER WITH  
LESS THAN 1 YEAR OF ACTIVE DUTY REMAINING

From: LCDR John L. Doe, DC, USNR, 123-45-6789/2205  
To: Chief of Naval Personnel (PERS-4415)  
Via: (1) Commanding Officer, USS EVERREADY (BZ-35)  
(2) Chief, Bureau of Medicine and Surgery (MED-525)  
Subj: EXTENSION OF ACTIVE DUTY FOR DENTAL ADDITIONAL SPECIAL  
PAY (ASP)  
Ref: (a) SECNAVINST 7220.61G

1. Under reference (a), I request an extension to remain on active duty for a continuous period of 1 year to be effective from \_\_\_\_\_.

2. Conditions of agreement. I understand that:

a. I will be paid ASP in the amount of \$ \_\_\_\_\_ for 1 year of continuous active duty beginning on (same date as paragraph 1), if this requested extension is approved by the Chief of Naval Personnel.

b. This ASP agreement will be terminated on the day before my entry into an initial Navy-sponsored residency training program.

c. This ASP agreement may be terminated by my commanding officer for inadequate performance per paragraph 8 of reference (a).

d. I may not terminate this agreement, except at the convenience of the Government. If this contract is terminated, I will repay unearned ASP to the Government pro rata per reference (a).

(Signature)  
JOHN L. DOE

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7220  
Ser  
Date

FIRST ENDORSEMENT on LCDR John L. Doe ltr of

From: Commanding Officer, USS EVERREADY (BZ-35)  
To: Chief of Naval Personnel (PERS-4415)  
Via: Chief, Bureau of Medicine and Surgery (MED-525)

1. Forwarded, recommending approval/disapproval.

---

CO Signature

Enclosure (5)

SAMPLE ADDITIONAL SPECIAL PAY AGREEMENT FOR AN  
OFFICER FACING MANDATORY RETIREMENT

From: LCDR John L. Doe, DC, USN, 123-45-6789/2200  
To: Commanding Officer, USS EVERREADY (BZ-35)

Subj: TERMINATION OF CURRENT ADDITIONAL SPECIAL PAY (ASP)  
CONTRACT AND INITIATION OF A NEW CONTRACT

Ref: (a) SECNAVINST 7220.61G

1. Under reference (a), I agree to remain on active duty for a continuous period of 1 year from \_\_\_\_\_.

2. Conditions of the contract. I understand that:

a. My current ASP contract dated \_\_\_\_\_ will be terminated as of (1 day before date in paragraph 1). The unearned portion of ASP will be recouped.

b. Upon approval of this contract by my commanding officer, I will enter into this new ASP contract and be paid ASP in the amount of \$ \_\_\_\_\_ for 1 year of continuous active duty beginning on (same date as in the paragraph 1).

c. This contract may be terminated by my commanding officer for inadequate performance per reference (a).

d. I may not terminate this contract, except at the convenience of the Government. If this contract is terminated, I will repay the unearned ASP to the Government pro rata per reference (a).

(Signature)  
JOHN L. DOE

---

7220  
Ser  
Date

FIRST ENDORSEMENT

From: Commanding Officer, USS EVERREADY (BZ-35)  
To: LCDR John L. Doe, DC, USN, 123-45-6789/2200

1. Returned, approved. This new contract is effective on (same date as paragraph 1 above). The unearned portion of the terminated ASP contract is being recouped.

\_\_\_\_\_  
(CO Signature)

Copy to:  
BUMED (MED-525)  
BUPERS (PERS-4415)

Enclosure (6)

SECNAVINST 7220.61G  
20 MAY 1996

SAMPLE BOARD CERTIFICATION EQUIVALENCY REQUEST

From: LCDR John L. Doe, DC, USN, 123-45-6789/2200  
To: Chief, Bureau of Medicine and Surgery (MED-525)  
Via: Commanding Officer, USS EVERREADY (BZ-35)

Subj: APPLICATION FOR BOARD CERTIFICATION EQUIVALENCY

Ref: (a) SECNAVINST 7220.61G

Encl: (1) Certification of Completion of Formal Postgraduate  
Training  
(2) Notification of Specialty Board Certification  
(3) Letter of Recommendation  
(4) Letter of Recommendation  
(5) Letter of Recommendation

1. Per reference (a), enclosures (1) through (5) are submitted to satisfy eligibility requirements for board certification equivalency.

2. Please notify me if further information is required. My current address and DSN telephone number are:

(Signature)  
JOHN L. DOE

Enclosure (7)

SAMPLE WORKSHEET FOR COMPUTING DENTAL SAVED PAY (DSP)

(Applies to dental officers on active duty before 1 October 1985.)

1. Compute the monthly DSP annually on the anniversary date or at any time there is a change in an officer's dental special pays entitlement.

a. Old Entitlement on 30 September 1985:

Monthly Dental Special Pay \$ \_\_\_\_\_  
(Monthly pay which appears in block monthly  
20 of September 1985 Leave  
and Earning Statement)

1/12th of Continuation Pay contract \$ \_\_\_\_\_  
in effect on 30 September 1985 1/12 annual  
(subject to limitations in paragraph  
12b(1) of this instruction)

TOTAL (add) \$ \_\_\_\_\_

b. Current Entitlement:

Variable Special Pay \$ \_\_\_\_\_  
monthly

Board Certified Pay \$ \_\_\_\_\_  
monthly

Additional Special Pay \$ \_\_\_\_\_  
1/12 annual

TOTAL (add) \$ \_\_\_\_\_

c. To determine DSP entitlement:

Enter total from section "a" \$ \_\_\_\_\_

Enter total from section "b" \$ \_\_\_\_\_

Total DSP (subtract "b" from "a") \$ \_\_\_\_\_

2. If total of "c" is zero or negative (total of "b" is larger than total of "a"), the officer is not entitled to DSP. No further calculations are required until next special pay change.

3. If total of "c" is positive (above zero) the dental officer is entitled to DSP in the amount calculated (to be paid monthly until the next recalculation cycle).