



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

SECNAVINST 7220.83
BUMED-51/Pers-2
6 August 1991

SECNAV INSTRUCTION 7220.83

From: Secretary of the Navy

Subj: SPECIAL PAY FOR NURSE CORPS OFFICERS

Ref: (a) Title 37 USC 302d and 302e (NOTAL)
(b) ASD(HA) Memorandum of 19 Dec 89 (NOTAL)
(c) SECNAVINST 1920.6A
(d) SECNAVINST 1120.6B (NOTAL)
(e) Public Law 101-510, Sec 613 (NOTAL)
(f) MILPERSMAN 3410100

Encl: (1) Certified Registered Nurse Anesthetist - Incentive
Special Pay Application Format
(2) Obligated Service Agreement - Nurse Corps Active Duty
Accession Bonus Program
(3) Request to void active duty obligated service agree-
ment and substitute obligated service agreement for
Nurse Corps Active Duty Accession Bonus Program
(4) Application for Navy Nurse Corps Active Duty Accession
Bonus

1. Purpose. To issue policy and establish procedures authorized by references (a) and (b) for the administration of Incentive Special Pay (ISP) for Certified Registered Nurse Anesthetists (CRNA) and an Accession Bonus for Nurse Corps officers.

2. Policy. Department of the Navy policy is to administer Nurse Corps special pay in such a manner that it will assist in attracting and retaining the number and the quality of nurses needed in the Navy.

3. Incentive Special Pay for Certified Registered Nurse Anesthetists. Incentive Special Pay for Certified Registered Nurse Anesthetists is intended for eligible CRNA's who agree to remain on active duty for a minimum of 1 year and be paid \$6,000 per year. CRNA contracts must be signed for 1 or 2 years as defined in paragraph 3b and served concurrently with any other existing obligation.



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a. Eligibility. Nurse Corps officers who meet the following criteria are eligible to receive ISP: under a call or order to active duty for a period of not less than 1 year; fully privileged in nurse anesthesia and practicing that specialty as a primary duty; or otherwise eligible but in advanced education required for certification as a CRNA and whose performance meets military and professional standards of adequacy.

b. Application. Applications received by the Chief, Bureau of Medicine and Surgery (BUMED), will be reviewed for eligibility and approval and acted upon within 30 days. Approved contracts will have an effective date not earlier than approved. Applications submitted prior to 1 February 1990 may be approved for an effective date not earlier than 1 January 1990. Applications for specific dates must be executed by the applicant early enough to be acted upon on or before the requested date. Officers who will become eligible for ISP on any date between 1 January 1990 and 30 September 1992 may submit advance applications. The latest effective date for 1 year ISP contracts is 30 September 1992. The latest effective date for 2 year contracts is 30 September 1991. Applications shall be submitted per enclosure (1).

c. Payment. Payment will be made upon acceptance of the contract by Chief, BUMED, (MED-00NC) and a subsequent payment (if applicable) made on the anniversary date of the contract.

d. Recoupment

(1) Recoupment of the unearned portion of prepaid amounts is required in the following circumstances:

(a) Separation from active duty or discharge for reasons other than those specified in paragraph 3d(2).

(b) Loss of designation as a certified registered nurse anesthetist.

(c) Medical incapacitation or physical disability resulting from misconduct, gross negligence, or incurred during a period of unauthorized absence.

(d) Loss of privileges to practice anesthesia due to adverse privileging action.

(2) Recoupment of payments already made will not be required and no further ISP payments will be made under the following circumstances:

(a) Separation from the military service by operation of laws or regulations of the Department of Defense (DoD) or service regulations, other than separation for cause.

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(b) Death or disability which is not the result of misconduct or willful negligence, and not incurred during a period of unauthorized absence.

(c) In other cases, when the Assistant Secretary of Defense (Health Affairs) determines recoument is not in the best interest of the Government.

(3) An obligation to reimburse the United States imposed for the reasons stated above is for all purposes a debt owed to the United States.

(4) A discharge in bankruptcy under title 11 United States Code (USC), that is entered less than 5 years after the termination of an agreement under this section does not discharge the person signing such agreement from a debt arising under such agreement. This paragraph applies to any case commenced under title 11, USC, after 29 November 1989, the date of the National Defense Authorization Act for fiscal years 1990 and 1991.

e. Denial or Termination Procedures. The Chief, BUMED, under the Chief of Naval Operations (CNO), may deny or terminate incentive special pay and the active duty agreement. The following procedures apply:

(1) Commanding officers may recommend denial or termination of ISP based upon an inadequate performance supported in that officer's periodic or special fitness reports. The officer shall be notified in writing and given 15 days to submit a rebuttal. The commanding officer's recommendation, a copy of fitness reports, additional supporting documents, and rebuttal if submitted, shall be forwarded to the Chief, Bureau of Medicine and Surgery, (MED-00NC), Washington, DC 20372-5120.

(2) The Chief, BUMED, shall convene a board to review the officer's performance as reflected in fitness reports, supporting documents, commanding officer's recommendation, and the officer's rebuttal, if any. The board shall report to the Chief, BUMED, on the adequacy of the officer's performance as reflected in periodic and special fitness reports, and recommend by majority vote to support or deny the command recommendation.

(a) The officer shall be notified in writing when board action is contemplated.

(b) Further, the officer shall be notified in writing of the board's recommendation and given 15 days to submit a rebuttal.

(3) The Chief, BUMED, may deny or terminate incentive special pay by approving the finding of the review board that the recipient's performance is inadequate to justify continuing payment

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of special pay as evidenced by periodic or special officer fitness reports. The effective date of termination shall be determined by the Chief, BUMED, after consideration of commanding officer and review board recommendations.

(4) Termination of this special pay does not necessarily reflect performance at a level requiring processing for administrative separation for cause under reference (c). However, the Chief, BUMED, shall report each denial and termination of special pay under this paragraph to the Chief of Naval Personnel. Processing for separation for cause shall be initiated under the appropriate provisions of reference (c) in any case of two or more successive denials or termination of this special pay for inadequate performance.

(5) The Chief, BUMED, may reinstate incentive special pay denied or terminated for inadequate performance based upon the recommendation of the member's commanding officer and the approval of the review board. The Nurse Corps officer concerned must have demonstrated for more than 3 months a sustained improvement in performance to an adequate level supported by a periodic or special officer fitness report. The officer concerned shall be notified in writing of the reinstatement and effective date of entitlement upon approval of the board's recommendation. The officer concerned, upon reinstatement, must execute a new incentive special pay agreement with the effective date specified by the Chief, BUMED. Such date shall conform to the dates as outlined in paragraph 3b.

(6) In the event of termination or if the officer does not complete the period of active duty specified in the agreement, the unearned portion of incentive special pay shall be recouped on a pro rata basis as outlined in paragraph 3d.

4. Accession Bonus for Registered Nurses. An accession bonus is paid to registered nurses who agree to accept a commission as an officer of the Nurse Corps and remain on active duty for a period of not less than four years.

a. Eligibility

(1) Applicants must meet the qualifications for an appointment on the active duty list in the Navy Nurse Corps under reference (d).

(2) Applicants must not have received any financial assistance from DoD while pursuing a baccalaureate degree. For example, this requirement prevents participants in the Nurse Corps Baccalaureate Degree Completion Program, Navy Reserve Officer Training Corps, and Medical Enlisted Commissioning Program from receiving this accession bonus.

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(3) An individual with prior active duty service in any Uniformed Service as a nurse or Nurse Corps officer must have been discharged from active duty at least 12 months prior to execution of the written agreement referenced in paragraph 4a(5).

(4) An individual who holds an appointment as a Nurse Corps officer is not eligible, i.e., an individual on active duty or recalled to active duty.

(5) An applicant must execute a written agreement during the period beginning on 29 November 1989, per reference (a), and extending through 30 September 1992 per reference (e), to accept a commission as a Nurse Corps officer and remain on active duty for a period of 4 years.

b. Application

(1) Applicants must complete and forward a letter of request for the Nurse Accession Bonus to Commander, Navy Recruiting Command (CNRC), who is delegated as the approval authority for this bonus. Enclosures (2) through (4) are germane.

(2) Applicants selected for this program must sign an active duty service obligation agreement to serve on active duty for a period of 4 years, with a total obligation of 8 years. Recoupment criteria, as outlined in paragraph 4d, will be included in the contract agreement as shown in enclosure (2).

c. Payment. Applicants selected for this program will receive \$5,000, payable at time of appointment.

d. Recoupment

(1) A Nurse Corps officer who receives an accession bonus and subsequently fails to become or remain licensed as a professional registered nurse under current Navy instructions shall refund the entire amount of the bonus.

(2) A Nurse Corps officer who fails to complete the active duty agreement incurred as a result of executing an accession bonus contract, except as noted in paragraph 4d(1), will be required to repay the unearned portion except in the following circumstances:

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

(b) Separation from military service by operation of laws or regulations of the DoD regulations, other than separation for cause, when approved by the Secretary of the Navy.

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(c) In other cases, when the Assistant Secretary of Defense (Health Affairs) determines recoupment is not in the best interest of the Government.

(3) An obligation to reimburse the United States imposed under paragraphs 4b(1) and 4b(2) is for all purposes a debt owed to the United States.

(4) A discharge in bankruptcy under title 11, United States Code, that is entered less than 5 years after the termination of an agreement under this section does not discharge the person signing such agreement from a debt arising under such agreement. This paragraph applies to any case commenced under title 11, USC, after 29 November 1989, the date of enactment of the National Defense Authorization Act for fiscal years 1990 and 1991.

5. Administration. Commanding officers must insure that correct procedures for substantiation and record entries are used as described in reference (f).

a. CRNA-ISP. Commanding officer's endorsement shall address, as a minimum, current performance and privileges as a CRNA in support of the recommendation for approval or disapproval for the ISP. The Chief, BUMED, has final denial or termination authority.

b. Accession Bonus. CNRC is delegated approval authority for the Navy Nurse Corps accession bonus program. The Chief, BUMED, shall monitor compliance with eligibility requirements and notify Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) to initiate recoupment procedures for reasons specified in paragraph 4d.

6. Responsibilities. CNO is responsible for conduct and program effectiveness of the special pay program.

a. The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO(MPT)) (OP-01) shall:

(1) Review an annual assessment forwarded by the Chief, BUMED, and CNRC regarding the effectiveness of Nurse Corps special pays in the recruitment and retention of nurses covered by this instruction.

(2) Review and endorse the proposed nurse special pay plans forwarded by the Chief, BUMED.

b. The Chief, BUMED shall:

(1) Authorize, deny, or terminate incentive special pay.

(2) Develop an annual assessment of the effectiveness of Nurse Corps officer incentive special pay in the recruitment and

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retention of nurses authorized special pays and maintain the necessary records to measure the program's annual effectiveness.

(3) Provide to DCNO (MPT) (OP-01) by 30 June, an annual assessment of the incentive special pay plan.

c. DFAS-CL, Cleveland, OH shall provide the Chief, BUMED, Washington, DC and the DCNO (MPT) (OP-01) with a summary of expenditures on a monthly basis for both the nurse incentive special pay and the nurse accession bonus.

d. CNRC shall report, monthly, the number of approved applicants for the nurse accession bonus to DCNO (MPT) (OP-01), and provide by 30 June an annual assessment on the effectiveness of the accession bonus on recruiting.

7. Authorization. The Incentive Special Pay for Certified Registered Nurse Anesthetists and Nurse Corps Accession Bonus are authorized by reference (a). The entitlements portion of this instruction is authorized by the DoD Military Pay and Allowances Committee under procedures prescribed by the Secretary of Defense under title 37 USC 1001(a). The expiration of the current legislative authority for these special pays is 30 September 1992.

8. Reports. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.



H. Lawrence Garrett, III
Secretary of the Navy

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6 AUG 1981

CERTIFIED REGISTERED NURSE ANESTHETIST - INCENTIVE SPECIAL
PAY APPLICATION FORMAT7220
(Date)

From: (Eligible Nurse Corps officer)
To: Chief, Bureau of Medicine and Surgery (Med-00NC)
Via: Commanding Officer

Subj: REQUEST FOR INCENTIVE SPECIAL PAY FOR CERTIFIED REGISTERED
NURSE ANESTHETISTS

Ref: (a) (This SECNAVINST)

1. I hereby apply for the incentive special pay (ISP) for Certified Registered Nurse Anesthetists (CRNA) effective (immediately upon approval or a specific date after the date of the request) under reference (a). I agree not to tender a resignation, request for release from active duty, or retirement that would be effective during this ISP service obligation. (Reservists use the following sentence: I consent to serve on active duty as a Nurse Corps officer and certified registered nurse anesthetist for a period of (1 or 2) years beyond the commencement of the ISP service obligation.) This obligation entitles me to special pay of \$6,000 per year for (1 or 2) years. I understand that this application is binding upon approval.

2. I have read, understand, and agree to be bound by the provisions of reference (a) relating to termination of this service obligation and the circumstances under which recoupment of sums paid by the government may be required.

3. I understand that the Chief, BUMED (MED-00NC), must validate my eligibility for ISP. If I am found not eligible for ISP, this application will be returned with no action taken and I may reapply at a later date if my eligibility changes.

4. The following information is provided and certified to be true and accurate:

- a. Date of initial certification as CRNA: _____
- b. Expiration date of current CRNA certification: _____
- c. Expiration date of active staff privileges as CRNA: _____
- d. Expiration active service (EAS) date/release from active duty (RAD): _____

Enclosure (1)

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e. Telephone number: _____ Autovon: _____ Commercial: _____

Signature and Name of Officer

Copy to:
CHNAVPERS (Pers-4415K)

Note:

The commanding officer's endorsement shall address as a minimum current performance and privileges as a CRNA in support of the recommendation for approval/disapproval of ISP.

Message requests in the above format may be submitted from overseas and deployed units. Follow-up letters are not desired.

Enclosure (1)

6 AUG 1991

OBLIGATED SERVICE AGREEMENT -
NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM

(TYPE OR PRINT FULL NAME)

(SOCIAL SECURITY NO.)

1. Having volunteered for commission in the Navy Nurse Corps under the Nurse Corps Active Duty Accession Bonus Program, I hereby acknowledge that:

- a. Final approval of my application for a commission in the Nurse Corps will be made by the Commander, Navy Recruiting Command.
- b. A commission as a Reserve Officer in the United States Navy is held at the pleasure of the President;
- c. Upon acceptance of a commission, I will be required to serve at least eight (8) years as a Reserve Officer in the United States Navy from date of appointment;
- d. Any portion of this eight (8) year period not served on active duty will be served on inactive duty; and
- e. A resignation of my commission as a Reserve Officer submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the Navy may then require.
- f. Sections 671a and 671b of title 10, United States Code, currently provide as follows:

- (1) "671a. Members: service extension during war.

Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter."

- (2) "671b. Members: service extension when Congress is not in session.

- (a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistments, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or

Enclosure (2)

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other military status, in any component of the Armed Forces of the United States, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order."

g. Federal statutes and pertinent regulations applicable to personnel in the United States Navy may change without notice and that such changes may affect my status as a Reserve Officer and obligations to serve as such.

2. I understand that I will receive an accession bonus of \$5,000 upon appointment and I agree to serve on active duty for a period of four (4) years from the time of reporting to active duty.

3. I further understand that:

a. A Nurse Corps officer who receives an accession bonus and subsequently fails to become or remain licensed as a professional registered nurse in accordance with current Navy instructions shall refund the entire amount of the bonus.

b. A Nurse Corps officer who fails to complete the active duty agreement incurred as a result of executing an accession bonus contract, except as noted in paragraph 3a, will be required to repay the unearned portion except in the following circumstances:

- (1) Death or disability which is not the result of misconduct or willful negligence, and not incurred during a period of unauthorized absence.
- (2) Separation from military service by operation of laws or regulations of the Department of Defense or Navy regulations, other than separation for cause, when approved by the Secretary of the Navy.
- (3) In other cases, when the Assistant Secretary of Defense (Health Affairs) determines recoupment is not in the best interest of the Government.

(TYPE OR PRINT FULL NAME)

(SOCIAL SECURITY NO.)

Enclosure (2)

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- c. An obligation to reimburse the United States imposed under paragraphs 3a or 3b is for all purposes a debt owed to the United States.
- d. A discharge in bankruptcy under title 11 United States Code that is entered less than five (5) years after the termination of an agreement under this section does not discharge the person signing such agreement from a debt arising under such agreement. This paragraph applies to any case commenced under title 11 United States Code after 29 November 1989, the date of enactment of the National Defense Authorization Act for Fiscal Years 1990 and 1991.

4. I must obtain and maintain a license to practice as a professional registered nurse for a state, territory, or the District of Columbia based on a licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of these member boards. I may be appointed as a Nurse Corps officer prior to licensure; however, I must take the NCLEX-RN at the first opportunity following graduation prior to reporting for active duty. Obtaining and maintaining a license to practice as a professional registered nurse is an obligation incurred by me. I further understand that if I twice-fail the NCLEX-RN I will be re-appointed in different competitive category to complete any incurred active duty obligation unless such obligation is waived by the Assistant Secretary of Navy (Manpower and Reserve Affairs). Additionally, I realize that if this obligation is waived I will be separated for cause under the guidance of SECNAVINST 1920.6A.

5. I understand that to effect release from active duty at the end of my active obligated service, I must notify Chief of Naval Personnel (CHNAVPERS) via my commanding officer of this desire at least 6 months prior to that date. I understand further that failure to so notify the CHNAVPERS of my desire to be released from active duty 6 months prior to the end of my obligated service constitutes a desire on my part to be extended on active duty for an indefinite period of time, in which event I fall within the provisions of MILPERSMAN 3821030.

6. If my highest nursing education preparation is less than a baccalaureate or masters degree in nursing, I understand that to remain competitive for promotion and transfer to the Regular Navy, I should take advantage of all opportunities to obtain at least a baccalaureate degree in nursing.

7. If my placement on the active duty list makes me eligible for consideration by an active duty promotion selection board within one year of entering on active duty I understand that this con-

(TYPED OR PRINT FULL NAME)

(SOCIAL SECURITY NO.)

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sideration will be deferred for 1 year. I may specifically request in writing that this deferment be waived by notifying Chief of Naval Personnel (Pers-26), Navy Department, Washington, D.C. 20370-5220. My request must be received by Pers-26 in a timely manner and no later than the convening date of the selection board to ensure that my records are placed before the selection board for consideration. I further understand that once waived, the deferment will not be reinstated.

8. I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for a commission in the Navy Nurse Corps, except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer

Signature of Applicant

Typed Name, Grade of Witnessing Officer

Typed Name of Applicant

Typed Social Security Number of Witnessing Officer

Typed Social Security Number of Applicant

Date

Enclosure (2)

6 AUG 1991

1131

(Date)

From:

To: Commander, Navy Recruiting Command (CNRC-10)

Subj: REQUEST TO VOID ACTIVE DUTY OBLIGATED SERVICE AGREEMENT
AND SUBSTITUTE THEREFORE OBLIGATED SERVICE AGREEMENT FOR
THE NURSE CORPS ACTIVE DUTY ACCESSION BONUS PROGRAM

Ref: (a) Active Duty Obligated Service Agreement of (date) Encl: (1) My Application for Navy Nurse Corps Active Duty
Accession Bonus Program of (date)

1. Under reference (a), I am obligated to serve in the Nurse Corps on active duty for 3 years.

2. I hereby request that reference (a) be voided and you accept enclosure (1). I understand that if you accept enclosure (1), I will incur an obligation to serve on active duty in the Nurse Corps for 4 years. In return for this new active duty obligation, I am entitled to the Nurse Accession Bonus of \$5,000.

(Sign)

6 AUG 1991

1131

(Date)

From:

To: Commander, Navy Recruiting Command

Subj: APPLICATION FOR NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS

Ref: (a) (This SECNAVINST)
(b) SECNAVINST 1120.6B

1. I am applying for a commission under the Navy Nurse Corps Active Duty Accession Bonus Program per reference (a).
2. I certify that I have not received any previous financial assistance from the Department of Defense while pursuing my baccalaureate degree, e.g. through the Nurse Corps Baccalaureate Degree Program, ROTC, Medical Enlisted Commissioning Program or any other similar financial assistance program.
3. I understand that if I am selected I will receive an accession bonus of \$5,000 upon appointment; be required to serve on active duty for four (4) years; and repay the full amount of the bonus should I not become or remain licensed as a professional registered nurse under the guidance of reference (b). I further understand that I will be required to repay the unearned portion of the bonus under the active duty agreement and title 37, United States Code, section 302d.

(Sign)

1131
CNRC

FIRST ENDORSEMENT on

From: Commander, Navy Recruiting Command
To:

Subj: APPLICATION FOR NAVY NURSE CORPS ACTIVE DUTY ACCESSION BONUS

1. Having been selected for appointment as a Nurse Corps officer on the active duty list, your request for the Nurse Corps Accession Bonus is approved.

Copy to:

CHNAVPERS (Pers-4415K)
COMNAVCRUITCOM (CNRC-10)
CHBUMED (BUMED-511, 5124)

Enclosure (4)