



THE ASSISTANT SECRETARY OF DEFENSE

1200 DEFENSE PENTAGON
WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

FEB - 4 2014

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS)
DIRECTOR, DEFENSE HEALTH AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Physicians and Dentists Pay Plan Pay Exceptions Request Process

Reference: (a) Department of Defense Instruction 1400.25, Volume 543, "DoD Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule," August 18, 2010

The Physicians and Dentists Pay Plan (PDPP) blends the authorities of Title 5 and Title 38 to provide the Department of Defense (DoD) with a viable compensation system designed to enhance its recruitment and retention of highly qualified medical professionals. In accordance with (IAW) Department of Defense Instruction (DoDI) 1400.25, Volume 543, physicians and dentists are assigned to a table/tier pay structure based on their specialty and the scope of their responsibilities. The tier is the pay range that reflects the different professional responsibilities and/or the administrative duties of the physician or dentist. There may be up to four tiers for each table in the compensation structure.

Under the PDPP, physician and dentist pay is set within the assigned tier minimum and maximum with few exceptions. The exceptions process is outlined in DoDI 1400.25, Volume 543, Section 5.b. of Enclosure 3, and the Activity Compensation Panel User's Guide, Section 6. When an exception is needed, the request will be routed through the appropriate internal component command channels to the Health Professions Civilian Compensation Standing Committee (HPCCSC) for review and concurrence or non-concurrence.

All pay exception requests shall be:

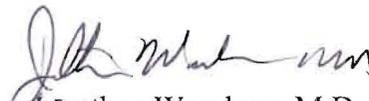
- (1) IAW DoDI 1400.25, Volume 543, Section 5.b. of Enclosure 3;
- (2) Supported by written justification that:
 - a. Articulates the reason/rationale for the increase and amount of increase;
 - b. Gives consideration to any effect student loan repayment and recruitment, relocation, or retention incentives may have on total compensation; and

- c. Is signed by the AMO (or equivalent).
- (3) Submitted with a copy of the applicable:
 - a. Classified Position Description(s);
 - b. Curriculum Vitae/Resume;
 - c. Pay Setting Worksheet; and
 - d. Supporting market data.
- (4) Calculated to ensure that base pay plus market pay does not exceed the annual salary of the President of the United States, excluding expenses.

All exception requests will be reviewed on an individual basis by the HPCCSC within 10 business days from date of receipt. When submitting an exception request:

- (1) Ensure the request meets criteria 1-4 above (requests that do not will be returned, which may delay processing).
- (2) Send the request to the HPCCSC Co-Chairs who will obtain a simple majority vote from the voting members (requesting party to abstain from voting) to constitute either concurrence or non-concurrence for the exception.
- (3) The HPCCSC will send its determination to the requesting component representative who submitted the request to the HPCCSC via e-mail.

The points of contact for the PDPP are Dr. Gary Matteson, Program Director, Quality, Graduate Medical Education, and Recruiting Incentives, and Ms. Rebecca Russell, Military Health System Chief Human Capital Office. Dr. Matteson may be reached at (703) 681-8890, or Gary.Matteson@ha.osd.mil. Ms. Russell may be reached at (703) 681-8805, or Rebecca.Russell@ha.osd.mil.


Jonathan Woodson, M.D.

cc:
Surgeon General of the Army
Surgeon General of the Navy
Surgeon General of the Air Force