National Capital Region
Market Office

ADMINISTRATIVE INSTRUCTION

NUMBER 1402.03
AUG 15 2019

PERS

SUBJECT: Physicians and Dentists Pay Plan (PDPP) Compensation

References: See Enclosure 1

1. PURPOSE. This National Capital Region Market Office (NCR MO) Administrative Instruction (AI), in accordance with (IAW) and in References (a) through (k) establishes the policy and procedures for the management of Physicians and Dentists Pay Plan (PDPP) Compensation.

2. APPLICABILITY. This AI:

a. Applies to the Military Treatment Facilities (MTFs) and Clinics to include the Joint Pathology Center (JPC). Hereafter, these facilities are collectively referred to as Military Treatment Facilities and Subordinate Clinics.

b. Does not apply to employees who are:

(1) Serving an internship or residency training program;

(2) Employed on less than a quarter time or on an intermittent basis;

(3) Re-employed annuitants;

(4) In the Senior Executive Service;

(5) In senior level, scientific or professional positions paid pursuant to Section 5376 of Reference (e) or hired as highly qualified experts paid pursuant to Section 9903 of Reference (e); and

(6) Foreign nationals paid consistent with local nation pay schedules

3. POLICY. NCR MO policy is as follows:

a. Deputy Directors for Clinical and Resource Operations will follow procedures and guidance in

References (g) and (h), and this AI to implement PDPP at each MTFs and Subordinate Clinics. This includes training and appointing an Authorized Management Official (AMO) and an Activity Compensation Panel (ACP).

b. NCR MO will follow the compensation philosophy (flexibility, consistency, market competitiveness, and internal equity) and the compensation strategy (salary packages that are competitive with the private sector and other Federal employers) outlined in References (g) and (h), and this AI.

c. Collective bargaining obligations, as appropriate, will be satisfied IAW the governing law, rule, and regulation.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. See Enclosure 3

6. RELEASABILITY. **Cleared for public release**. This AI is approved for public release and is available on the internet from the NCR Website at www.capmed.mil.

7. EFFECTIVE DATE. This AI:

a. Is effective upon signature.

b. Will expire affective 10 years from the publication date if it has not been reissued or cancelled before this date IAW DoD Instruction 5025.01 (Reference (j)).

Christine M. Bruzek-Kohler
Acting Director

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2. Responsibilities
3. Procedures
4. Sample Appointment Memorandum Authorized Management Official
5. Sample Charter Activity Compensation Panel (ACP) Charter
6. Sample ACP Appointment Memorandum Chairperson (Senior Clinician)
7. Sample ACP Appointment Memorandum Clinician Member (Physician or Dentist)
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ENCLOSURE 1

REFERENCES

(a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," dated March 11, 2013
(b) Department of Defense (DoD) Directive 5136.13, "Defense Health Agency (DHA)," dated September 30, 2013
(c) National Capital Region Medical Directorate (NCR MD), "Concept of Operations," dated September 10, 2013
(d) Office of the Assistant Secretary of Defense Health Affairs Memorandum, "Legal Effect of Joint Task Force Guidance after October 1, 2013," dated October 4, 2013
(e) Title 5, Section 1104, United States Code, "Delegation of Authority for Personnel Management," and Section 5371, "Healthcare Positions"
(f) Section 7431(c), (e)(2)-(4), (f) and (h) of Title 38, United States Code
(g) DoDI 1400.25, Volume 543, "DoD Civilian Personnel Management System: Physicians and Dentist Pay Plan (PDPP)," dated February 12, 2018
(h) DoD PDPP Activity Compensation Panel Users Guide, dated May 2018
(i) Assistant Secretary of Defense for Health Affairs Memorandum, "Physicians and Dentist Pay Plan Pay Exceptions Request Process," dated January 29, 2014
(j) DoDI 5025.01, "DoD Issuances Program," Change 1, dated October 17, 2014
(k) Collective Bargaining Agreement (CBA), Section 2, (A)-(H), Physician and Dentist Pay Plan
(l) National Capital Region Medical Directorate (NCR MD), Administrative Instruction 1402.01, "Physicians and Dentists Pay— Plan (PDPP) Compensation," dated November 9, 2016, Hereby Cancelled
(m) DoD PDPP Activity Compensation Panel (ACP) User's Guide, May 2018

ENCLOSURE 2

RESPONSIBILITIES

1. MTF DIRECTORS AND CENTER DIRECTOR. The MTF Directors and Center Director shall:

a. Follow guidance and direction in References (g), DoDI 1400.25, Volume 543, and (h), DoD PDPP Activity Compensation Panel Users Guide, and this issuance to appoint an AMO and create an ACP. Issue appropriate appointment letters and create an ACP Charter IAW Enclosures 4, 5, 6, and 7.

b. Ensure that appropriate regular and special reviews of PDPP compensation within the MTFs and Subordinate Clinics are conducted by the ACP, including the required biennial review. Ensure the ACP is properly trained so that adequate physician and dentists are appointed to cover the range of positions within the MTF and Center.

c. Ensure the ACP meets as often as needed at least biennially, to review PDPP compensation packages of current and prospective employees. Comply with reporting requirements of the biennial review IAW Enclosure 8.

d. Review compensation packages not less than once every two years and more often as necessary to comply with policy and requirements outlined in the DoDI and ACP User's Guide, References (g) and (h).

e. If management plans to give an employee(s) more than one biennial review or pay increase outside of the biennial review year, specific justification for the request must be submitted to the NCR MO, Personnel Division for review to determine concurrence or non-concurrence.

2. HIRING MANAGER (HM). The HM (or selecting official) for a new hire shall:

a. Provide the ACP with recommendations concerning salary and incentives.

b. Use a Pay Setting Worksheet (PSW) as a draft and means of providing the voting members with the candidate's current employment data and the work unit's compensation and incentive recommendations. At the discretion of the ACP Chairman, the HM may be asked to appear before the ACP to provide information on the selectee and rationale supporting the salary compensation.

c. Convey the candidate's salary desires to the ACP. Provide two most recent pay documents and letter of justification from the candidate for the desired salary. The HM or any member of the ACP shall refrain from offering a specific salary to the selectee prior to the AMO-approved offer. Until that time, it is advisable to only discuss salary ranges with the selectee.

d. Ensure the sections of the PSW pertaining to the selectee's information, such as personal

information, current salary, level of experience (summarized), board certification, and any other unique accomplishments, awards, bonuses, and recognitions are completed.

e. Ensure the ACP has copies of all pertinent documents, including the selectee's current resume or curriculum vitae (CV), position description (PD), board certification document(s), documentation of other honors awards, and/or achievements of the selectee, and any documentation of current salary, bonuses, and other incentives the selectee is receiving.

3. AUTHORIZED MANAGEMENT OFFICIAL (AMO). The MTF/Center AMO will:

a. Attend ACP training which will be given by the Human Resources servicing agency staff and ensure that all ACP members attend the required training.

b. Ensure ACP members are appointed in writing IAW Enclosure 6, Sample ACP Appointment Letter Chairperson (Senior Clinician).

c. Review the recommendations of the ACP pertaining to the Table and Tier assignments and Market Pay amounts for civilian Physicians and Dentists covered by the PDPP. In this capacity, the AMO will ensure the recommended pay is within the ranges of the applicable pay tables and Tiers and consistent with the guidelines established by References (g), (h), (i), and this issuance.

d. Approve Table, Tier assignments, and Market Pay amounts. The AMO is the final approval authority for all PDPP pay setting decisions except those meeting the exception requirements of Reference (i) ASD (HA) Memorandum, "Physicians and Dentist Pay Plan Pay Exceptions Request Process," January 29, 2014. IAW the ACP User's Guide, "Authority to Set Pay above Tier Maximum", the AMO, with the concurrence of the Health Professions Civilian Compensation Standing Committee (HPCCSC), may approve a recommendation to set the annual pay (base pay plus market pay) above the assigned tier maximum. In these cases, when requesting an exception to exceed the next highest tier maximum in the pay table, the ACP must attached a separate justification to the PSW, articulating the reason/rationale for the increased level of pay and discuss the consideration given to other incentives, such as student loan repayment, recruitment, relocation, and retention incentives (3Rs). If signed by the AMO, the PSW, with the justification, must be submitted to the HPCCSC through the Director, NCR MO, to the HPCCSC), along with a copy of the PD, the selectee's Curriculum Vitae or resume, and current market survey salary data, for review and concurrence/non-concurrence.

e. Ensure consistent and equitable treatment of similarly situated civilian Physicians and Dentists and that internal equity is maintained.

f. Ensure identification of the healthcare labor market for the specialty or assignment which covers the geographic area the AMO deems appropriate and the labor market (pay) information is based on health professional salary surveys obtained by the DoD for this purpose (labor market pay is located in the PSW for PDPP).

g. As a means of precluding or reducing the number of Physicians or Dentists that exceed the

maximum of their assigned tier, a control point of 80% of tier maximum is established. The AMO can only approve or set a Physician's or Dentist's annual salary up to the 80% control point. The annual salary, at the 80% control point, cannot exceed the Metro Area Rate of the most current PSW for the location and clinical specialty. If the annual salary, if the 80% control point is below the Metro Area Rate of the PSW, the AMO may leverage the 3Rs to develop a compensation package that is competitive with the local VA or private sector. Total compensation (Annual Salary + Incentives) may not exceed the Metro Area Rate. Exceptions to the 80% of tier maximum control point that do not exceed the maximum of the assigned tier will be sent to the Director, NCR MO, for concurrence or non-concurrence. Exceptions that exceed the maximum of the assigned tier must be submitted through the Director, NCR MO to the HPCCSC for approval.

4. ACTIVITY COMPENSATION PANEL (ACP) CHAIRPERSON. The ACP Panel Chairperson will:

a. Attend the ACP training;

b. Be responsible for calling and chairing ACP meetings;

c. Familiarize himself/herself with the DoDI, ACP User's Guide, and ASD (HA) Memo, References (g), (h),(,i), and other pertinent instructions and guides, as necessary.

d. Be responsible for establishing the ACP Business Rules and ACP Users Guide with the AMO approval. Maintain and update the business rules as needed.

e. Ensure ACP meetings are conducted IAW the guidelines prescribed by the HPCCSC and the AMO.

f. Vote on the recommendation of Table, Tier assignment, and Market Pay amounts for eligible civilian Physicians and Dentists.

g. Forward the PDPP PSW and other documents as required, along with the ACP recommendations on Table and Tier assignments and Market Pay amounts to the AMO for review and approval/disapproval.

h. As the Senior Clinician, provide subject matter expert knowledge and experience regarding Market Pay for civilian physicians and/or dentists.

i. Forward requests for exceptions to pay set above the assigned tier maximum, IAW the DoDI and reference (i) through the Director, NCR MO for the Health Professions Civilian Compensation Standing Committee (HPCCSC) review and concurrence or non-concurrence.

j. The ACP will submit through the AMO, to NCR MO, to provide for the Union, data and other information prepared for analysis of the biennial review which relates to the bargaining unit employees. Any data concerning bargaining unit Physicians and Dentists obtained by the NCR MO

for general distribution on websites will also be made available to the Union.

5. ACTIVITY COMPENSATION PANEL (ACP). The ACP will use the Market Analysis Tool provided by the HPCCSC in the most current PSW as the tool to set and adjust pay for Physicians and Dentists throughout the region.

6. NCR MO CHIEF, PERSONNEL DIVISION. The NCR Chief, Personnel Division shall:

a. Assist the Director, NCR MO in executing the provisions of the DoD PDPP throughout the region.

b. Provide guidance to the AMOs at the MTFs and Subordinate Clinics on all aspects of the PDPP program, particularly those issues associated with regional consistency.

c. Collaborate, as needed, with the Director, MO Human Resources Servicing Agency on PDPP matters, issues, and procedures.

d. Designate a Human Resource (HR) Specialist, GS-0201, to attend regular, special, and consolidated biennial reviews and ACP meetings. HR Specialist will ensure that appropriate technical Human Resource guidance and advice is provided to the panel members.

e. Implement the results of regular, special, and biennial compensation reviews.

f. Ensure that the Market Office is represented on PDPP-related committees, such as the HPCCSC and that Directorate representative(s) are well-versed in PDPP compensation issues and the Directorate's priorities.

g. Ensure that appropriate feedback is provided to the MTF Directors, Center Director, and AMOs on any remedial actions needed to bring activities into agreement with NCR MO policy. Should the applicable requirements for PDPP be changed by HPCCSC, the NCR MO will provide the Union with notice and an opportunity to bargain prior to the implementation IAW applicable law and the Mid-Term Bargaining Article of the CBA.

h. Review and forward requests for exceptions to set the pay above the tier maximum to the HPCCSC for review and concurrence/non-concurrence.

i. If the HPCCSC solicits comments from the NCR MO, the NCR MO will meet with the Union to receive input prior to responding. If the NCR MO chooses to request a clarification or modification of PDPP requirements from the HPCCSC, the parties will meet, upon request, prior to such submissions. If the Union wishes to submit clarification or proposed modifications to the HPCCSC, the parties will meet. Upon NCR MO's concurrence, these suggestions will be forwarded to the HPCCSC.

j. Biennial reviews for all Physicians and Dentists will be conducted jointly for all MTFs in the

NCR MO beginning 2020. Notification shall be provided to the Union every January for each specialty. Upon request, the Agency will meet with the Union to discuss the requirements for the biennial review and the application of the HPCCSC guidelines, including any change in the percentile used to set market pay for the average salary range for a given specialty in the geographic area.

7. DIRECTOR, HUMAN RESOURCES SERVICING AGENCY. The Human Resource Servicing Agency shall:

a. Serve as an advisor to the NCR MO AMOs and ACPs, providing technical Human Resources guidance on laws, rules, and regulations governing PDPP.

b. Advise and assist the Chief, Personnel Division, NCR MO in administering the details of Market oversight and evaluation of the PDPP program.

ENCLOSURE 3

PROCEDURES

1. MTFs, SUBORDINATE CLINIC DIRECTORS, AND AMO. The MTFs and Subordinate Clinics Directors and AMO shall:

a. Establish and implement all required processes and follow all required procedures outlined in the DoDI, ACP User's Guide, and ASD(HA) Memo (References (g), (h), (i)), and this AI in order to establish and manage the MTFs/Subordinate Clinics PDPP program.

b. Ensure that situations requiring the HPCCSC decisions are approved by the MTF and Center Directors, and Activity AMOs, and then forwarded to the Chief, Personnel Division, NCR MO for further actions.

c. As part of the management of the PDPP, each MTF and Center Director is responsible for conducting a biennial review of all Physicians' and Dentists' classification and compensation. This is the minimum requirement; more frequent reviews may be done at the Directors' and AMOs' discretion. The ACPs will use the MAT in the PSW provided by the HPCCSC in making pay/compensation decisions.

d. Employees shall be notified in writing at least fifteen (15) days prior to their biennial or other review. Upon request, employees have the right to meet with the appropriate official and submit their resume and pertinent information for due consideration by that official in completing the PSW that will be submitted to the Activity Compensation Panel (ACP).

e. Develop the necessary justifications and documents to request changes in employees' placement into Tables and/or Tiers that deviate from the specifications in References (g) and (h). Justifications for pay that exceed Tier maximums will be prepared via IAW Reference (i). Such justifications and documents approved by the Joint MTFs and Subordinate Clinics AMOs, and to be submitted to the Chief, Personnel Division, NCR, who will forward to the HPCCSC for review and concurrence/non-concurrence.

f. Ensure a record is made of all ACP deliberations and make the minutes available for higher level review as needed. Minutes of the meetings at which biennial special salary reviews are conducted will be submitted along with the report of such proceedings and will follow the format outlined at Enclosure 8.

g. Procedures outlined in the ASD(HA) Memo (Reference (i)) will be followed when the AMO's

pay determinations exceed the assigned Tier maximum. Such pay determinations will be submitted to the NCR Chief, Personnel Division and will include the justification material outlined in Reference (i).

h. The results of the ACP biennial and special reviews will be provided by the AMO to the Chief, Personnel Division, NCR MO no later than 30 days after the review process is completed and will include information outlined in Enclosure 8.

2. NCR MO CHIEF, PERSONNEL DIVISION. The NCR Chief, Personnel Division shall:

a. Review and evaluate the results of the MTFs and Subordinate Clinics' biennial and special PDPP compensation reviews. Ensure that MTFs and Subordinate Clinics use the HPCCSC-provided MAT in making salary/compensation decisions.

b. Provide regional level review of unique PDPP compensation issues such as requests for salaries that exceed Tier maximums and reviews of any classification appeals from PDPP members. Make appropriate recommendations to the Director, NCR MO for further action on such issues.

c. Ensure a robust program evaluation is conducted at least annually to ensure fair and equitable compensation practices are in place throughout the NCR MO. This evaluation will include a review of the Market Office's policies and procedures to determine if adjustments are needed to ensure fair and equitable PDPP compensation across the NCR MO. Provide appropriate feedback to MTF/Center Directors and AMOs on any actions needed to bring activities into agreement with NCR MO policy.

d. Assist with development and promulgation of instructions, guidance, redirection, and participate with the HPCCSC as a voting member.

3. DIRECTOR, (HRSC). The HRSC shall:

a. Provide civilian human resources guidance on laws, rules, and regulations governing PDPP.

b. Implement the results of regular, special, and biennial compensation reviews.

c. Ensure the master PD and sequence PD titles are the same and IAW OPM or DoD title guidance. Annotate master PD with designated clinical specialty and Table. When Tables or Tiers change, assist MTF/JPC ACPs in determining appropriate Table and Tier for established positions.

ENCLOSURE 4

SAMPLE APPOINTMENT MEMORANDUM
AUTHORIZED MANAGEMENT OFFICIAL

FROM: DIRECTOR, MTF/CENTER

TO:

SUBJECT: Appointment as "Authorized Management Official" for the Physicians and Dentists Pay Plan (PDPP) at (Name of Activity)

References: (a) DoD Instruction 1400.25, Volume 543, "Department of Defense (DoD) Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule," February 12, 2018
(b) DoD PDPP Activity Compensation Panel (ACP) User's Guide, May 2018

1. PURPOSE. In accordance with (IAW) Reference (a), you are hereby appointed as the Authorized Management Official (AMO) for (name of activity).

2. RESPONSIBILITIES. As the AMO for (name of activity), you will:

a. Familiarize yourself with references (a) and (b).

b. Establish a PDPP training program to educate and train new members to the Director's ACP and new PDPP employees.

c. Appoint the members of the ACP, in writing. ACP Members may be military or civilian senior management level, two physicians and/or dentists (senior member will be the Chairperson), and a HR Specialist (experience in pay and compensation). Civilian members must be not bargaining unit members.

d. Approve Table, Tier assignments, and Market Pay amounts. As the AMO, you are the final approval authority for all PDPP pay setting decisions except for those that exceed the highest level in the assigned Tier.

e. Ensure consistent and equitable treatment of similarly situated PDPP employees throughout the enterprise; and

f. Set forth additional guidance necessary to efficiently and effectively manage the PDPP Program and the Activity Compensation Panel at your command

g. IAW reference (a) and (b) review (and approve, as appropriate) the ACP recommendations pertaining to the setting of market pay, table and tier assignment for newly hired Federal civilian Physicians and Dentists.

DIRECTOR
Signature Block

ENCLOSURE 5

SAMPLE CHARTER
ACTIVITY COMPENSATION PANEL (ACP)
CHARTER

References: (a). DoD Instruction 1400.25, Volume 543, "Department of Defense (DoD) Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule," February 12, 2018
(b). DoD PDPP Activity Compensation Panel (ACP) User's Guide, May 2018

1. AUTHORITY. The (name of MTF/Center) Activity Compensation Panel (ACP) is hereby chartered in accordance with (IAW) references (a) and (b) and other guidance as may be issued by the DoD Health Professions Civilian Compensation Standing Committee and the Authorized Management Official (AMO).

2. APPLICABILITY. This ACP Charter applies to all Federal civilian Physicians and Dentists assigned to this MTF, including those that may be assigned to a Branch Health Clinic.

3. PANEL STRUCTURE. At a minimum, the ACP will include:

a. Two senior clinician voting members, one physician and one dentist, if there are civilian dentists assigned. Otherwise the two clinicians may both be physicians. The senior clinician will serve as Chairman. The clinicians may be senior civilians or senior military members of the Medical or Dental Corps.

b. A Human Resource (HR) Specialist (voting), GS-0201, designated by the Chief, Personnel Division.

c. An administrative assistant/data analyst (non-voting) civilian or military.

d. A Comptroller Office/Resource Management representative, civilian or military, should attend ACP meetings, ad hoc.

e. Additional members may be assigned as appropriate, but should be kept to a minimum.

f. Civilians covered under the local bargaining agreements will not be assigned as members to the ACP.

g. ACP members will be appointed in writing. (Attachment C provides a format that uses one letter of appointment for the Chairman and membership. Individual appointment letters may be preferred).

4. RESPONSIBILITIES. The ACP will:

a. Meet at the call of the Chairman to make recommendations to the AMO for table and tier assignment, market pay amount, and incentives for newly hired Physicians and Dentists, IAW references (a) and(b).

b. When setting pay for a new hire, consider all seven of the market pay criteria and document their recommendations in the Pay Setting Worksheet (PSW) and submit to the Authorized Management Official (AMO) forapproval.

c. Review the market pay of each Physician and/or Dentist not less often than once every 24 months. Review shall include a thorough analysis of the seven criteria and, if warranted, recommend a market pay adjustment to the AMO.

d. Review the market pay of a Physician or Dentist upon a promotion, a change in assignment, a transfer, or a demotion.

e. Ensure that current external market salary survey data and internal salary data is available when settingor reviewing market pay.

f. Develop ACP business rules, which must not contradict or conflict with references (a) or (b).

g. Establish a local ACP training plan for new ACP members and for new PDPP employees. Training may be classroom training or individual desktop training.

h. Ensure the Request for Personnel Action is prepared and attached to the signed and dated PSW and submitted to the appropriate HR office for processing.

5. POLICIES.

a. PDPP employees will be notified in writing prior to the ACP meeting for the periodic market pay review and will be notified in writing of the results of the market pay review within 30 days.

b. Pay for new hires should be approved by the AMO prior to appointment date. If not, the new employee will receive base pay only for no more than 30 days until the market pay is approved. Market pay will be effective on the first day of the first pay period after the market pay has been determined.

c. Internal equity and consistency with similarly situated specialists must be kept as a priority consideration when determining the level of market pay of an individual Physician and Dentist.

_____ _____

Name/Signature of AMO Date

ENCLOSURE 6

SAMPLE ACTIVITY COMPENSATION PANEL APPOINTMENT MEMORANDUM
CHAIRPERSON (SENIOR CLINICIAN)

FROM: Authorized Management Official (AMO) of (Name of Activity)

TO: Name (and rank, if applicable) of Activity Compensation Panel (ACP) Chairperson

SUBJECT: Appointment as the Chairperson (Senior Clinician) of the ACP for the Physicians and Dentist Pay Plan (PDPP) at (Name of Activity)

References: (a) DoD Instruction 1400.25, Volume 543, "Department of Defense (DoD) Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule," February 12, 2018
(b) DoD PDPP Activity Compensation Panel (ACP) User's Guide, May 2018
(c) Charter for (name of MTF/Center) ACP

1. In accordance with Reference (a) through (c) you are hereby appointed as the Chairperson and Senior Member of the (name of MTF/Center) PDPP ACP. You will be guided in your duties as the Chairperson by the references and the AMO.

2. By copy of this letter, the following individuals are also appointed to the (name of MTF/CENTER) ACP to help carry out the functions and responsibilities as prescribed in the references, and may be further directed by the AMO.

a. Name, rank/grade and corps (if military) of other clinician. The next senior clinician shall function as the Chair in the absence of the same.

b. (Name), Human Resources Compensation Specialist or Human Resources Specialist.

c. Administrative Specialist (non-voting).

3. RESPONSIBILITIES. As the senior member and Chairperson of the ACP you will:

a. Familiarize yourself with References (a) and (b), and this AI and other pertinent instructions and guides, as necessary.

b. Convene the meeting of the ACP, when required.

c. Lead the ACP in making a recommendation pertaining to the market pay and annual salary of newly hired Physicians and Dentists and submit same for AMO approval. Recommend table and tier assignment, if the assignments have not yet been determined.

d. Convene the ACP to conduct a market pay review of each PDPP employee at a minimum of once every 24 months but also upon significant change in assignment of any PDPP employee.

e, Document all pay and tier recommendations on the Pay Setting Worksheet and submit, along with other required supporting documents, to the AMO for approval. This appointment will remain in effect until such time as you transfer or as management may direct.

Director AMO
Signature Block

Copy to:
ACP Members.

ENCLOSURE 7

SAMPLE ACP APPOINTMENT MEMORANDUM
CLINICIAN MEMBER (PHYSICIAN OR DENTIST)

FROM: (Director of the Activity with Authorized Management Official (AMO) Authority)

TO:

SUBJECT: Appointment as a Clinician Member (Physician/Dentists) to the Activity Compensation Panel (ACP) for the Physicians and Dentists Pay Plan (PDPP) at (Name of Activity)

References: (a) DoD Instruction 1400.25, Volume 543, "Department of Defense (DoD) Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule," February 12, 2018
(b) DoD PDPP Activity Compensation Panel (ACP) User's Guide, May 2018

1. PURPOSE. In accordance with (IAW) Reference (a), above, you are hereby appointed a clinician member of the ACP at (name of activity).

2. POLICY. IAW References (a) and (b), at least two management-level civilian (or military) physicians (or one dentist if civilian dentists are assigned to the activity) shall be assigned as the principal voting members of the ACP. The most senior clinician shall serve as Chairperson of the ACP.

3. RESPONSIBILITIES. As a Clinician member of the ACP staff:

a. Be responsible for attending ACP meetings, at the call of the Chairperson and when required.

b. Familiarize yourself with References (a) and (b), above, and this issuance and other pertinent instructions and guides, as necessary.

c. Help ensure ACP meetings are conducted IAW the guidelines prescribed by cited References, this issuance, and the DoD Health Professions Civilian Compensation Standing Committee and your AMO.

d. Vote on the recommendation of the Tier and Market Pay for Federal civilian Physicians and Dentists.

e. Assist with completion of the PDPP Pay Setting Worksheet and other documents as required, along with the ACP recommendations to your AMO on Market Pay amounts and Tier assignments for Federal civilian Physicians and Dentists.

f. Provide subject matter knowledge and experience regarding Market Pay for Federal civilian Physicians and/or Dentists.

Director AMO
Signature Block

ENCLOSURE 8

REPORT OF BIENNIAL SPECIAL REVIEW

MEMORANDUM FOR CHIEF, PERSONNEL DIVISION, NATIONAL CAPITAL REGION MARKET OFFICE (NCR MO)

SUBJECT: Biennial Review of Physician and Dentist Pay Plan (PDPP) Compensation

1. PURPOSE. This report is to provide feedback on the (MTF/Center) biennial special review of PDPP salaries and compensation.

2. DEMOGRAPHICS.

a. Name of MTF/Center
b. Today's Date
c. Date(s) of Biennial Special Review
d. Period of time covered by Biennial Special Review
e. Total Number of Physicians in MTF/Center (1) reviewed; (2) total number ineligible; (3) total number with salary increases; (4) average annual retention incentive percentage.
f. Total Number of Dentists in MTF/Center (1) reviewed; (2) total number ineligible; (3) total number with salary increases; (4) average annual retention incentive percentage.

3. REVIEW/RESULTS.

a. Attach to this report a copy of the Activity Compensation Panel minutes of the Biennial Special Pay Review meeting(s).

b. Summary of results (Statistics)

c. Identify each Pay Plan for Dentist and Physician, (a) the number assigned for each Table and Tier with Tier Salary Range, (b) Average Metro Salary (i.e. 30 Physicians assigned to Table 1, Tier 2; Average Metro Salary $148,357; Tier salary range: $122 - $194K).

d. While individual results will be in the minutes, describe any overarching results such as global increases in Market Pay, extension/creation of new retention incentives; and number of Dentists and Physicians exceeding Tier maximum range with date of Health Professions Civilian Compensation Standing Committee approval.

Signature Block

_____	_____	_____	_____
Director, WRNMMC Signature	Concur	Non-concur	Date
_____	_____	_____	_____
Director, FBCH Signature	Concur	Non-concur	Date
_____	_____	_____	_____
Director, JPC Signature	Concur	Non-concur	Date

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ACP	Activity Compensation Panel
AI	Administrative Instruction
AMO	Authorized Management Official
DoD	Department of Defense
FBCH	Fort Belvoir Community Hospital
HPCCSC	Health Professions Civilian Compensation Standing Committee
HRSC	Human Resources Servicing Center
IAW	in accordance with
MTFs	Military Treatment Facilities
NCR	National Capital Region
NCR MO	National Capital Region Market Office
PDPP	Physicians and Dentist Pay Plan
PSW	Pay Setting Worksheet
RACP	Regional Activity Compensation Panel
WRNMMC	Walter Reed National Military Medical Center