

## INDIAN HEALTH SERVICE CASE CHECKLIST FOR TITLE 38 PHYSICIAN AND DENTIST PAY REQUESTS APPROVED AT HQ

Candidate's/Employee's Name: \_\_\_\_\_

HR contact for case: \_\_\_\_\_

Proposed Effective Date: \_\_\_\_\_

**Justification Memorandum:**

- Nature of action proposed (i.e. new appointment, promotion, reassignment, market pay adjustment, addition of retention incentive, etc.).
- Brief description of position and its criticality to the IHS mission.
- Physician information – short summary of the individual's qualifications/achievements.
- Rationale for market pay amount citing compensation surveys and any other relevant information.
- If the request includes a recruitment, relocation, or retention incentive, the memorandum must also address the requirements specified in 3Rs regulations.
- Supervisor's signature and any other internally mandated signatures.

**HHS 691:**

- Accurately and fully completed – all applicable boxes.
- Correct pay table and tier – supported by position description and justification.
- Pay correctly determined: GS base pay rate (no locality) + market pay = total annual pay or PDP; annual pay + 3Rs = total pay or total annual compensation.
- Correct recommending and reviewing officials:
  - ✓ Recommending Official is the Area Director.
  - ✓ Compensation Panel Chair is the IHS Chief Medical Officer.
  - ✓ Approving Official is the IHS Director.
  - ✓ HR Review is the Director, Division of Human Resources. The Regional HR Director should also indicate concurrence with the requested compensation.

**IHS Title 38 Physician and Dentist Pay Ranges.**

**Salary Survey Data referencing appropriate specialty. Local data is preferable to nationwide data. Potential surveys include the [Bureau of Labor Statistics](#) (free), AMGA, MGMA, HHCS, AAMC, and Merritt Hawkins.**

**Resume, including information on licensure and board certification.**

**Latest SF-50 showing salary (if current IHS employee).**

**Copy of the Vacancy Announcement (if physician is newly selected).**

**Position Description, including signed OF-8 coversheet.**

**Copy of this checklist completed.**

**Personally Identifiable Information (PII) is redacted on all paperwork.**