

# INDIAN HEALTH SERVICE CASE CHECKLIST FOR TITLE 38 PHYSICIAN, DENTIST, AND PODIATRIST PAY REQUESTS

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

National Practitioner Data Bank (NPDB) and Medical License information – proof of favorable NPDB findings and verification of unrestricted licenses in every state the provider is licensed

Rationale for market pay amount citing compensation surveys and 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-Only for cases requiring HQ approval:

- ✓ 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, Office of Human Resources. The Regional HR Director should also indicate concurrence with the requested compensation

**IHS Title 38 Physician, Dentist, and Podiatrist Pay Ranges**

**Salary Survey Data referencing appropriate specialty. Creditable 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 (federal) or current pay stub (private sector)**

**Latest PMAP rating coversheet (if current IHS employee)**

**Job Opportunity Announcement (if newly selected)**

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

**Title 38 PDP case checklist**

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