

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC11--Introduction
Personnel INSTRUCTION 6--System for Distribution of Commissioned Corps
Printed Materials

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Section A. Purpose and Scope

This INSTRUCTION provides information concerning the system for distribution of Commissioned Corps Personnel Manual (CCPM) materials, Joint Federal Travel Regulations (JFTR), Commissioned Corps Bulletin, and other commissioned corps publications, and procedures for maintenance of this system.

Section B. Description of MS:CC Key System

1. Commissioned corps materials are distributed by means of the MS:CC key system. The various segments (keys, sub-keys, and code factors) of this system provide for selection of audience, as explained in paragraphs 2-5 of this Section and in Exhibits I and II of this INSTRUCTION.
2. Key MS:CC1. This key consists of management and administrative addressees who receive one or more of the following types of materials coded as indicated (See Exhibit I):

Commissioned Corps Personnel Manual (MS:CC1-1A)
Commissioned Corps Bulletin (MS:CC1-1B)
Joint Federal Travel Regulations. (MS:CC1-1C)
Identification Card Issuing Officials (MS:CC1-ID)

3. Key MS:CC2. This key includes all commissioned officers serving on active duty, both regular and reserve corps. The MS:CC2 key is coded to permit selection of segments of the active duty officer audience as follows:

- Geographic location
- Agency, Bureau, or Program to which assigned
- Corps (regular or reserve)
- Permanent and temporary grade
- Professional category

4. Key MS:CC3. This key includes all inactive reserve officers and is coded to permit selection of segments of the inactive reserve officer audience as follows:

- Geographic location of residence
- Permanent grade
- Professional category
- Reserve status (e.g., Ready Reserve, general Inactive Reserve, etc.)

5. Key MS:CC4. This key consists of all retired commissioned officer addressees. This key is coded by officer's geographical location and by officer's professional category.

Section C. Use of MS:CC Codes

The distribution of CCPM materials will be indicated on each Transmittal Sheet and Manual Circular by use of the appropriate MS:CC key code(s). The codes used will indicate if the material is to be distributed to the total audience or a segment thereof. Monthly JFTR changes are distributed automatically when the key code requests JFTR as shown in Section B.2.

Section D. Maintenance of MS:CC Keys

1. Key MS:CC1.

- a. This key is maintained by the Division of Commissioned Personnel (DCP), Office of the Surgeon General (OSG). Requests for additions, deletions, and corrections to this key must be made in writing, and routed through and approved by the Agency Liaison responsible for the entity in question. The Agency Liaison must forward approved requests to the Distribution Control Officer, DCP/OSG, Room 4-35, Parklawn Building, Rockville, MD 20857-0001. The request must contain the following:

- (1) Specify if this is an:

- Addition (will indicate request is for addition of new addressee);

- Correction (will indicate that this is a correction of address

or name of organization previously listed); or

Deletion (will request removal of addressee from list);

- (2) Type the address information and limit to five lines, none exceeding 25 characters;
 - (3) Use Line #1 for mail key identification;
 - (a) Using the information in Section B.2., indicate the proper mail key, i.e., MS:CC1-1A, 1B, 1C, or ID;
 - (b) Using the information in Exhibit II, "Mail Key (MS:CC1) Code Sheet," indicate the proper code for the organization requesting the action;
 - (4) Use four (4) lines for the mailing address as follows:
 - (a) Use Line #2 to indicate the recipient by position title, NOT by name of the person occupying the position, and the appropriate Agency/Program, Bureau, Institute, Division, Area, etc., by using acronyms;
 - (b) Use Line #3 to indicate the room number, building, and mail stop;
 - (c) Use Line #4 to indicate street address and, if applicable, a post office box number. DCP does not rely solely on the U.S. Postal Service (USPS) for delivery of documents. Therefore, no address is to be limited to a post office box number. A valid street address must appear on this line;
 - (d) Use Line #5 to indicate the city, State, and zip code with its four-digit suffix (Zip + FOUR). Use USPS abbreviation for State;
 - (5) Indicate the commercial telephone number of addressee including the area code; and
 - (6) Include a written justification from the Agency Liaison if a complete CCPM or JFTR is requested. The justification must include an explanation as to why no other set already in the Agency could not be conveyed to the newly designated Bureau, Institute, Division, Area, etc.
- b. DCP will make the necessary additions, deletions, and corrections in the key. If the Agency Liaison recommendation is adequate, and subject to availability, DCP will fill orders for complete editions of the CCPM and/or JFTR.
2. Key MS:CC2. This key is maintained by DCP from official personnel orders. The name and address of each commissioned officer on active duty is added to the mailing key upon the officer's call to active duty. This is always

the officer's duty station address as given on the personnel order assigning the officer to his/her official duty station. The mailing key is revised monthly to reflect changes in address, grade, etc. The officer will find a complete CCPM for reference in his/her administrative office.

3. Key MS:CC3. This key is maintained by DCP from official personnel orders and form PHS-6126, "Change of Address Card for PHS Commissioned Officers in the Inactive Reserve" received from individual inactive reserve officers.
4. Key MS:CC4. This key is maintained by DCP from the forwarding address furnished by the retiring officer on his/her form PHS-1373, "Request for Separation - Commissioned Officer," and shown on his/her official retirement personnel orders.

Section E. Reserve Stocks of Printed Materials

1. Copies of CCPM Issuances. Upon request, DCP will furnish individual copies of current CCPM INSTRUCTIONS with transmittal sheets and manual circulars to officials in PHS Agencies and other Programs. Written requests must be sent to the Distribution Control Officer, DCP/OSG at the address given in Section D.1. In order for DCP to fill requests, material needed must be adequately identified. Identify all materials by number of INSTRUCTION and subchapter and the transmittal sheet number when requesting CCPM INSTRUCTIONS, the number and date when requesting manual circulars. DCP does not routinely furnish individual officers with all issuances. Therefore, officers are encouraged to contact their Administrative Office if they wish to review the CCPM or see recent issuances.
2. Complete CCPM and JFTR. See Section D.1.a., for the requirements for requesting complete editions of the CCPM and/or the JFTR.

Exhibit I

SELECTION OF MATERIALS

Materials for Distribution

MS:CC1-1A COMMISSIONED CORPS PERSONNEL MANUAL (CCPM)

This key indicates the addressee receives all updates to the CCPM and the monthly Commissioned Corps Bulletin.

MS:CC1-1B COMMISSIONED CORPS BULLETIN

This key indicates the addressee is not included in MS:CC1-1A above, but receives the monthly Commissioned Corps Bulletin.

MS:CC1-1C JOINT FEDERAL TRAVEL REGULATIONS AND TRAVEL (JFTR) Issuances

This key indicates the addressee receives all updates to the JFTR.

MS:CC1-ID IDENTIFICATION CARD ISSUING OFFICIALS

This key indicates the addressee is an official responsible for issuing PHS identification cards.

Exhibit II

MAIL KEY (MS:CC1) CODE SHEET

NOTE: If a code is not listed, please phone the
DCP Distribution Control Officer at (301) 443-2691.

3A OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH (OASH)

- 6A Immediate Office (and all other offices not listed below)
- 6C Office of Disease Prevention and Health Promotion
- 6D Office of Equal Employment Opportunity
- 6E Office of Health Legislation
- 6H Office of Intergovernmental Affairs
- 6I Office of International and Refugee Health
- 6J Office of Management
- 6K Office of Health Planning and Evaluation
- 6L Office of Population Affairs
- 6M Office of Health Communications
- 6R Office of the Surgeon General
- 6T Office of Minority Health
- 6U Office of Emergency Preparedness
- 6W Office on Women's Health
- 6X National AIDS Program Office
- 6Y National Vaccine Program Office

3B SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)

- 6A Office of the Administrator
- 6B Center for Mental Health Services
(excludes St. Elizabeths Hospital)
- 6C Center for Substance Abuse Prevention

6D Center for Substance Abuse Treatment

Exhibit II (continued)

3C CENTERS FOR DISEASE CONTROL (CDC)

6A Office of the Director, Office of Public Affairs,
Office of Program Support, CDC Washington Office,
Office of Program Planning and Evaluation, Office
of Health and Safety

6B Epidemiology Program Office

6C National Center for Chronic Disease Prevention
and Health Promotion

6D Public Health Practice Program Office

6E International Health Program Office

6F National Center for Prevention Services

6G National Center for Injury Prevention and Control

6H National Center for Infectious Diseases

6I National Institute for Occupational Safety and Health

6J National Center for Environmental Health

6K National Center for Health Statistics

3D FOOD AND DRUG ADMINISTRATION (FDA)

6A Office of the Commissioner other than Regional Field Offices
(HF/HFA)

6B Center for Drug Evaluation and Research (HFN)

6C Center for Food Safety and Applied Nutrition (HFF)

6E National Center for Toxicological Research (HFT)

6F Center for Devices and Radiological Health (HFW)

6G Center for Veterinary Medicine (HFV)

6I Regional Field Offices (Office of Regulatory Affairs) (HFR)

6J Center for Biologics Evaluation and Research (HFB)

3E HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA)

6A Bureau of Primary Health Care (includes NHSC)

6C Bureau of Health Professions

Exhibit II (continued)

6D Office of the Administrator

6G Maternal and Child Health Bureau

6H Bureau of Health Resources Development

3F INDIAN HEALTH SERVICE (IHS)

6A IHS Headquarters (excludes HQ West and Tucson-Sells Service Unit)

6E Aberdeen Area Office

6F Alaska Native Area Office

6G Albuquerque Area Office

6H Bemidji Area Office

6I Billings Area Office

6J California Area Office

6K Nashville Area Office

6L Navajo Area Office

6M Oklahoma Area Office

6N Phoenix Area Office

6O Portland Area Office

6T Sells Service Unit (includes Tucson)

6W Headquarters West (excludes Sells Service Unit)

3G NATIONAL INSTITUTES OF HEALTH (NIH)

6A Office of the Director

6B National Cancer Institute

6C National Heart, Lung, and Blood Institute

- 6D National Library of Medicine
- 6E National Institute of Allergy and Infectious Diseases
- 6F National Institute of Diabetes and Digestive and Kidney Diseases
- 6G National Institute of Child Health and Human Development
- 6H National Institute on Aging

Exhibit II (continued)

- 6I National Institute of Dental Research
 - 6J National Institute of Environmental Health Sciences
 - 6K National Institute of General Medical Sciences
 - 6L National Institute of Neurological Disorders and Stroke
 - 6M National Eye Institute
 - 6N Clinical Center
 - 6O Division of Computer Research and Technology
 - 6P National Center for Research Resources
 - 6Q Division of Research Grants
 - 6S Fogarty International Center
 - 6T National Institute of Arthritis and Musculoskeletal and
Skin Diseases
 - 6U National Center for Nursing Research
 - 6V National Institute on Deafness and Other Communication
Disorders
 - 6W National Center for Human Genome Research
 - 6X National Institute on Alcohol Abuse and Alcoholism
 - 6Y National Institute on Drug Abuse
 - 6Z National Institute of Mental Health
- 3H HEALTH CARE FINANCING ADMINISTRATION (HCFA)
- 3I ENVIRONMENTAL PROTECTION AGENCY (EPA)

3J DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (Other than PHS)

6A HHS Office of the Secretary (OS)

3K OTHER GOVERNMENT AGENCIES

6A U.S. Senate

6B U.S. House of Representatives

Exhibit II (continued)

3L NON-GOVERNMENTAL LOCATION

3M REGIONAL OFFICES

6A Region I

6B Region II

6C Region III

6D Region IV

6E Region V

6F Region VI

6G Region VII

6H Region VIII

6I Region IX

6J Region X

3N AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (ATSDR)

6A Office of the Administrator

6B Division of Health Assessment and Consultation

6C Division of Health Education

6D Division of Health Studies

6E Division of Toxicology

O AGENCY FOR HEALTH CARE POLICY AND RESEARCH

- 6A Office of the Administrator
- 6B Center for Medical Effectiveness Research
- 6C Center for General Health Services Intramural Research
- 6D Center for General Health Services Extramural Research
- 6G Center for Research Dissemination and Liaison

Exhibit II (continued)

- 3P BUREAU OF PRISONS
- 3Q U.S. COAST GUARD
- 3R IMMIGRATION AND NATURALIZATION SERVICE
- 3S ST. ELIZABETHS HOSPITAL