

MANUAL: Personnel
 Chapter Series CC--Commissioned Corps Personnel Manual
 Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Public Health Service

Chapter 23--Staffing
 Subchapter CC23.6--Personnel Actions
 Personnel INSTRUCTION 3--Form PHS-1373, "Separation of Commissioned Officer"

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope	1
B.	Authority	2
C.	Use of the Form	2
D.	Responsibilities	3
Exhibit I	Form PHS-1373	6

Section A. Purpose and Scope

1. This INSTRUCTION provides information about Form PHS-1373, "Separation of Commissioned Officer," (Exhibit I). It includes the responsibilities of the officer; the programs to which Public Health Service (PHS) officers are assigned or detailed; and the Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM).
2. For information on separation refer to Personnel INSTRUCTIONS, Subchapter CC23.7 of this manual and CCPM Pamphlet No. 32, "Information on Commissioned Officers' Separation." This pamphlet contains detailed instructions for completing Form PHS-1373 as well as information on benefits available to officers by virtue of their service in the PHS Commissioned Corps.
3. For information on retirement refer to Personnel INSTRUCTIONS, Subchapter CC23.8 of this manual and CCPM Pamphlet No. 24, "Information on Commissioned Officers' Retirement."

4. For information on the inactive reserve program refer to Personnel INSTRUCTION 1, Subchapter CC23.0 of this manual.
5. For information on medical examination requirements upon separation or retirement refer to Personnel INSTRUCTION 5, Subchapter CC29.3 of this manual.
6. For information on travel and transportation refer to the Joint Travel Regulations.
7. For information on terminal leave refer to Personnel INSTRUCTION 2, Subchapter CC29.1 of this manual.

Section B. Authority

The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216. Information concerning redelegation of this authority is set forth in Part 3 of this manual.

Section C. Use of Form PHS-1373

1. Form PHS-1373 is used to request the following types of personnel actions:
 - a. Termination of a regular corps officer's commission and appointment in the inactive reserve, i.e., to request separation with less than 20 years of creditable active service when a regular corps officer desires to separate and be appointed in the inactive reserve corps;
 - b. Separation from active duty when a reserve corps officer desires to be placed in the inactive reserve corps;
 - c. Termination of a regular or reserve corps officer's commission, i.e., to request separation with less than 20 years of creditable active service where PHS or the officer desires that the officer's relationship with the PHS Commissioned Corps be severed. Under certain conditions, e.g., involuntary separation under the probationary authority, the program may initiate the request when the officer has refused to do so.
 - d. Retirement of a regular or reserve corps officer, i.e., to request retirement after 30 years of service. An officer may request earlier retirement upon completion of 20 or more years of service by submitting a memorandum of justification through appropriate channels. If recommended by the retirement board and final approval is granted, Form PHS-1373 must be submitted by the officer to effect retirement personnel orders.

Section D. Responsibilities

1. The Separating Officer

- a. The separating officer bears the primary responsibility for initiating Form PHS-1373 requesting separation. He/she should complete Part A of the form and send the original of the form directly to CPOD at the following address in order for it to be received at least 30 days in advance of the last date the officer will be physically present at his/her duty station.

Commissioned Personnel Operations Division/OPM/OM
Room 4-35 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

If the form is not received 30 days prior to the requested separation date, it may result in a delay in issuance of separation orders which are necessary to authorize shipment and/or storage of household effects as well as travel for the officer and his/her dependents. Also, an officer may be divested of benefits if the form is not received in CPOD 30 days in advance of the last date he/she will be physically present at his/her duty station.

- b. Copies of the form should be sent by the officer to his/her immediate supervisor who will complete Part B of the form and then send the copies through administrative/fiscal channels for completion of Part C (See Section D.3.b, below).
- c. Once an officer submits a request for separation, the request may not be withdrawn without the approval of the Director, CPOD, or his/her designee. Decisions about whether to permit an officer to withdraw a separation request will be made in consultation with the program to which the officer is assigned.

2. The Retiring Officer

- a. An officer may be retired on the first day of any month after he/she completes 30 years of creditable service. If an officer applies for such retirement, he/she will be retired. The procedure for submitting Form PHS-1373 is the same as described in Section D.1, above.
- b. An officer voluntarily requesting retirement, after completing 20 but less than 30 years of active service, should submit Form PHS-1373 only after his/her memorandum request for consideration for voluntary retirement has been approved. When the retirement is approved, the officer will be requested to submit a Form PHS-1373 through normal channels (See Section D.1, above). This will constitute the officer's

official request for retirement. All retirements based on length of service must be effective on the first day of the month.

- c. Once an officer submits Form PHS-1373 requesting retirement, the request may not be withdrawn without the approval of the Director, CPOD, or his/her designee. Decisions about whether to permit an officer to withdraw a Form PHS-1373 requesting retirement will be made in consultation with the program to which the officer is assigned.

3. The Program

- a. Program officials are required to provide, by memorandum to the Chief, Officer Services Branch, CPOD, the typed names, titles and signatures of fiscal/administrative officials in their programs who are authorized to sign Part C of the form. Any changes of officials authorized to sign the form are to be submitted promptly as organizational changes occur or officials are reassigned. A form containing an unauthorized signature or lacking proper signature authorization will not be processed but will be returned to the submitting program.
- b. Program officials are responsible for insuring that Parts B and C of the form are filled in completely and accurately with required information and appropriate signatures prior to submitting the yellow and green copies directly to CPOD. The remaining copies (one blue and two white) are sent through channels as advisory documents in accordance with agency instructions.
- c. A final, certified leave record card, Form PHS-31, is to be submitted to CPOD as an attachment to the copies of Form PHS-1373 received from the program. No lump-sum payment will be authorized until CPOD has received the final, certified Form PHS-31. See INSTRUCTION 2, Subchapter CC29.1 of this manual for information on certification of leave. Lump-sum leave payments upon retirement or separation after September 1, 1976 are limited to a cumulative total of 60 days leave for a lifetime of service, including leave payments made by any Uniformed Service. Any lump-sum leave payments made before September 1, 1976, will not count against the total.

4. CPOD

- a. CPOD is responsible for completing Part D and for processing Form PHS-1373. The form will be reviewed in accordance with CPOD internal operating procedures, and the review will include determination of the following:

(1) Entitlements.

- (a) travel for the officer and/or his/her dependents and transportation of household goods;
- (b) separation medical examination which serves to protect potential rights to disability retirement and future entitlements to benefits provided by the Veterans Administration;
- (c) lump-sum leave (which requires the verification of data on the PHS-31 card, see Section D.3.c, above);
- (d) participation in the inactive reserve program (see CCPM Pamphlet NO. 32).

(2) Indebtedness.

whether any contractual agreements have been violated or training obligations remain unfulfilled.

(3) Other.

additional items which appear in Part D of the form.

- b. A personnel order will be issued which will terminate the officer's commission, place the officer in the inactive reserve corps, or place the officer in retired status. The order will also authorize entitlements, announce indebtedness if necessary, and document home of record, forwarding address, and any other information that is required.

EXHIBIT I

PHS 1373 Rev. 1/83

DATE RECEIVED IN CPOD

SEPARATION OF COMMISSIONED OFFICER

(See back of last page for Instructions and Privacy Act Notice)

THIS FORM MUST BE RECEIVED IN CPOD 30 DAYS PRIOR TO LAST DAY OFFICER IS PHYSICALLY AT HIS/HER DUTY STATION

PART A. TO BE COMPLETED BY OFFICER SEPARATING (Type or Print Name)

1. Name _____ 2. SSN _____ PHS No. _____ 3. Grade T _____ P _____ Category: Corps: Reg _____ Res _____ 4. Present Station (Organization, Address, ZIP Code): _____ Phone No. _____

5. Type of Separation: Termination Inactivation Retirement

6. Reason for separation: Accepting Fed. Civilian Employment Accepting Military Appointment Starting When?: _____ Name of Agency: _____ Location: _____ Other _____ Comments: _____

7. Terminal leave requested Yes No Terminal leave approved Yes No Actual dates of terminal leave: From _____ To _____ Last day physically at duty station: _____

8. Payment for unused annual leave is requested. 9. Separation Physical Examination I elect to take a physical examination OR Station: _____ Date: _____ I hereby waive separation physical examination realizing that, after separation, I cannot be retired for disability for any disease or injury incurred in or aggravated by my tour of duty with PHS.

10. Travel and Transportation Requested for self and: Dependents Household Goods or House trailer Shipment of Auto (Overseas Only) 11. Mode of travel Officer only: Private conveyance Commercial common carrier 12. I elect travel to: (As specified in original orders) City: _____ State: Home of record Place from which called to AD Home of selection (Retirees only)

13. Permanent Mailing Address After Separation: Include ZIP Code Phone No. _____

(Date) _____ (Signature of officer separating) _____

DO NOT LEAVE YOUR DUTY STATION WITHOUT VERIFICATION THAT PERSONNEL ORDER HAS BEEN ISSUED. IT MAY JEOPARDIZE YOUR ENTITLEMENTS.

PART B. TO BE COMPLETED BY IMMEDIATE SUPERVISOR OF SEPARATING OFFICER

1. Do you recommend officer for: Inactive Reserve Yes No Active duty in the future Yes No Comments: _____

(Date) _____ (Signature of Immediate Supervisor) _____

PART C. TO BE COMPLETED BY FISCAL/ADMINISTRATIVE OFFICER

1. Pay and allowances chargeable to: Common Accounting No. _____ Travel CAN _____ Accounting Point _____ Designated Agent _____ 2. PDN: _____ Standard Billet? Yes No Abolish Billet? Yes No

(Date) _____ (Signature of Fiscal/Administrative Officer) _____

Comments: _____

EXHIBIT I (continued)

PART D. TO BE COMPLETED BY COMMISSIONED PERSONNEL OPERATIONS DIVISION (Check appropriate item)

Travel time _____ Date of Separation _____ RIS Exempt Code _____
Obligation end date _____

Medical status _____

Item	Yes	No	Init's	Item	Yes	No	Init's	Item	Yes	No	Init's
POC Authorized				Shipment of POV				Scholarship			
POC Authorized				RSP Obligation				Obligation			
Con. US only				CP Obligation				USUHS Oblig.			
Air Travel directed				VEA Participation				Action			
Travel - FSTR's				Promotion Check				Voluntary?			
Travel - No expense				Selective Service				Action RIS			
to PHS				Obligation				generated?			
Appoint in Inactive				Two years active				Recall Roster			
Reserve				duty completed							
Terminate Appointment				No travel auth.							
Travel and Trans-				under M6457							
portation Authorized				No travel auth.							
Lump sum annual leave				under M4157-2							
Transfer of Leave				Training Oblig.							

Officer indebted to the Federal Government in the amount of \$ _____ due to termination of retention special pay contract.

Officer indebted to the Federal Government in the amount of \$ _____ due to termination of continuation pay contract.

Officer indebted to the Federal Government in the amount of \$ _____ due to:

Training obligation comments: _____

Date _____

(Signature - EOB)

Comments: _____

EXHIBIT I (continued)

INSTRUCTIONS FOR COMPLETING FORM PHS-1373

SEE CCPM PAMPHLET NO. 32, "INFORMATION ON COMMISSIONED OFFICERS' SEPARATION" AND
CCPM PAMPHLET NO. 24, "INFORMATION ON COMMISSIONED OFFICERS' RETIREMENT"

PART A Officer requesting separation should complete and forward original to Commissioned Personnel Operations Division/OPM/OM Room 4-35 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Copies should be sent to supervisor of separating officer.

1. Last name, first name, middle initial
2. Self-explanatory
3. Self-explanatory
4. Self-explanatory
5. See CCPM Subchapter CC23
6. See CCPM INSTRUCTION 8, CC23.8 and INSTRUCTION 3, CC29.1
7. CPOD will add your computed travel time based on mode of travel back to your election in item # 11. The date on your personnel order will be your last day on active duty.
8. See CCPM INSTRUCTION 2, CC29.1
9. The separation physical examination protects your potential right to disability retirement and also serves to protect any future entitlements to benefits provided by the Veterans Administration.
NOTE: An officer separating or retiring from PHS must notify immediately the Medical Branch, CPOD, (301-443-2606) if there is any change in his/her medical status subsequent to the last medical examination.
10. Shipment of household goods must be completed or enroute within 180 days following date of separation.
11. Officer must actually perform travel to be reimbursed.
12. Law provides entitlement to travel and ship household effects to either Home of Record at time of entry on active duty or point from which called to active duty. This designation does not preclude travel or shipment to another point, but limits Government expenditure to amount not exceeding place of designation. THIS ELECTION IS IRREVOCABLE. A retiring officer who has served over 8 years on his/her last tour of duty may select a home within a year after retirement. See INSTRUCTION 1, CC24.1.
13. IT IS IMPORTANT TO FURNISH AN ADDRESS WHERE YOU MAY BE REACHED. Your PHS 1867, Statement of Service, W-2 forms and your final check will be sent to this address.

PART B Supervisor of separating officer should complete this part and forward all copies to the Fiscal/Administrative officer.

PART C Fiscal/Administrative officer should complete this part and forward all copies to CPOD.

PRIVACY ACT STATEMENT FOR FORM PHS-1373, SEPARATION OF COMMISSIONED OFFICER

System of Records: PHS Commissioned Officer Personnel Data System (09-37-0002), PHS Commissioned Corps General Personnel Records (09-37-0007).

General: This statement is provided pursuant to the Privacy Act of 1974 (5 U.S.C. 552a).

Authority: 42 U.S.C. 201 et seq.; Executive Order 9397.

Purposes and Uses: The information you supply will be used in processing of your separation or retirement. The information may be provided to other Federal agencies for lawful purposes including litigation. Otherwise, the information you provide will not be disclosed outside this Department without your written consent.

Effects of Nondisclosure: Disclosure of the requested information and your Social Security Number (SSAN) are mandatory. The SSAN is used as an identifier throughout your career. It is used primarily to identify your personnel, leave, and pay records and to relate one to the other. Failure to supply complete and accurate information may result in delays and/or denial of benefits.