

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Chapter 24--Travel and Transportation  
Subchapter CC24.2--Travel of Officers  
Personnel INSTRUCTION 1--Travel Incident to Health Care

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Section A. Purpose and Scope

1. This INSTRUCTION sets forth the entitlements of active-duty officers in the Public Health Service (PHS) Commissioned Corps to travel for health care, and the financial responsibility for costs incurred incident to travel for such health care.
2. Medical examination requirements and travel-related thereto are addressed in Commissioned Corps Personnel Manual (CCPM), Subchapter CC29.3, INSTRUCTION 5, "Medical Examination Requirements" of this manual.

3. Information on health care benefits and travel-related thereto is set forth in CCPM, Subchapter CC29.3, INSTRUCTION 7, "Health Care Benefits; Active Duty Officers" of this manual, and in the CCPM Pamphlet 65 "Information on Health Care Services."

Section B. Authorities

1. The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C 216 of the PHS Act. The authority for daily administration of the PHS Commissioned Corps has been delegated to the Director, Division of Commissioned Personnel (DCP), Human Resources Service, Program Support Center.
2. Authority for payment of certain travel and transportation allowances incident to travel for health care, is contained in Volume 1 of the Joint Federal Travel Regulations (JFTR).

Chapters 3 and 4 of the JFTR contain provisions concerning transportation allowances for temporary duty travel.

Section C. Responsibility

1. Medical Affairs Branch (MAB). MAB is responsible for planning, directing and evaluating the delivery of health services for designated PHS beneficiaries, including active-duty members of the PHS and the National Oceanic and Atmospheric Administration Commissioned Corps. For example, MAB develops and monitors health services contracts, interagency agreements, and the reimbursement billings process for direct health care services to designated beneficiaries.
2. Operating Divisions (OPDIVs) or Programs
  - a. Are responsible for generating the travel order (Form HHS-1), and providing it to officers.
  - b. Contact MAB with dates, destinations, and costs to obtain preauthorization and a purchase order number. Without a purchase order number, MAB will not reimburse the OPDIV or Program for travel expenses.
  - c. Reimburse officer's travel expenses. Send to MAB a copy of the completed travel voucher and a completed SF-1080 for transfer of funds to the OPDIV or Program.

Section D. Definitions

1. Military Treatment Facility (MTF). For the purpose of this INSTRUCTION, the term MTF includes military health care, hospitals and clinics, and those facilities under contract with the Government to provide health care services for members of the Uniformed Services.

The term MTF was, at one time, known as Uniformed Services Medical Treatment Facilities (USMTF), but has recently been changed to MTF. MTFs are your primary sources of care. You must use these facilities when your duty station or residence lies within the zip code catchment area of one of them. This requirement applies when you are in any catchment area while traveling on official business or on leave. When you are outside the catchment area of a MTF, additional sources of health care services are available.

2. Competent Medical Authority. For the purpose of ordering an officer to have a physical examination, competent medical authority means a medical officer in the Medical Evaluation Staff, MAB, or the Director, DCP. For purposes of determining the need for diagnosis and/or treatment, competent medical authority means (1) a medical officer in the Medical Evaluation Staff, MAB, or (2) a health care provider at a MTF or a health care provider authorized by the MAB to provide services to the officer.

Section E. Travel Entitlements

1. General. All payments or reimbursements authorized in the following paragraphs shall be computed in accordance with the applicable provisions of the JFTR. MAB payments and reimbursements will be made to the OPDIVs or Programs. MAB will not reimburse the individual officer directly.
2. Travel Outside the Local Area of a Duty Station.
  - a. Physical Examinations. When it is necessary for an officer to undergo a physical examination that is required by Service policy or has been ordered by competent medical authority, the officer's OPDIV or Program shall issue travel orders (Form HHS-1) for the appropriate travel (see Exhibit I). Travel will be performed on a temporary duty basis.
  - b. Medical Diagnosis and/or Treatment. When competent medical authority determines that an officer requires health care services which should be performed outside the local area of the duty station, the officer's OPDIV or Program shall issue travel orders, and travel will be performed in a temporary duty status. If additional travel to a second facility is required, it shall be

performed in an inpatient status (see paragraph U4102 of the JFTR). Such travel shall be authorized on travel orders by the official in charge of the first medical facility.

3. Travel in the Local Area of a Duty Station. Reimbursement is not authorized for local travel expenses incurred in connection with visits to health care facilities, MTFs or MAB contract facilities.

Section F. Costs of Travel

1. Funded by MAB. When MAB directs when and where health care is to be provided and issues an MAB purchase order for that travel, MAB will reimburse the applicable OPDIV or Program for the associated travel and transportation costs. The costs of inpatient-to-inpatient transfers are payable by MAB.
2. Funded by Agency or Program. Any authorized travel and transportation costs not covered in subsection F.1, above, are funded by the officer's OPDIV or Program.

Section G. Privacy Act Provisions

1. Personnel records are subject to the Privacy Act of 1974. The applicable systems of records are 09-37-0002, "PHS Commissioned Corps Personnel Records," HHS/OASH/OSG, and 09-37-0003, "PHS Commissioned Corps Medical Records," HHS/OASH/OSG.
2. Contract health care records are maintained in 09-15-0008, "Emergency Non-PHS Treatment Authorization File," HHS/HRSA/BPHC, and 09-15-0029, "PHS Beneficiary-Contract Medical/Health Care Records," HHS/HRSA/BHCDA.

EXHIBIT I

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**TRAVEL ORDER**

Original     Amendment No. \_\_\_\_\_     Continuation  
(See HHS Travel Manual, Part 2, for General Instructions)

1. NAME AND POSITION OF TRAVELER  
 JOHN F. Jones  
 Program Analyst

2. OFFICE OF ORIGIN (OFFICER'S HOME ADDRESS)  
 905 Drew Drive, Amarillo, TX 79109

3. TRAVEL DATES  
 Amarillo, TX

4. TRAVEL ORDER NO. 12345 (Sample)

5. ORGANIZATION NO. XXXXX

6. TRAVEL CLASSIFICATION

TRAVEL	NO DUES	NO OTHER
412.00		419.00
PER DIEM		
50.00		
OTHER		
482.00		469.00

7. JOURNALS OF SERVICE  
 September 18, 1993

8. JOURNAL DATE OF ISSUE  
 September 22, 1993

From Amarillo, TX to Albuquerque, NM and return.  
 Purpose: Travel Incident to Medical Care.

**SAMPLE**

Prepared by:

NOTICE: TRAVELERS ARE RESPONSIBLE AND LIABLE FOR UNPAID CITY - TICKETS RECEIVED UNTIL THEY HAVE BEEN PROPERLY ACCOUNTED FOR ON A TRAVEL VOUCHER OR RETURNED TO THE AGENCY.

TRAVEL BY PRIVATELY OWNED AUTO IS AUTHORIZED OR PROHIBITED

22.4 PER MILE AS NEEDED  
 1.0 PER MILE NOT TO EXCEED 20.00  
 1.0 PER MILE NOT TO EXCEED 20.00

SEA AUTO     AUTO RENTAL UNDER SEA COVER     OTHER (Specify)

EXCESS DAMAGE     RESERVATION FEE     TAXES/LIQUOR

PER DIEM:  NONE     IN U.S.     OUTSIDE U.S.     VARYING RATES PER ABOVE REGS

RATE: 74.00     LODGING PAID     ACTUAL EXPENSE     PER DIEM

Lodging (\$40)  
 MEAL (74)

TRANSPORTATION OF:  TEMPORARY STORES     RESIDENCE TRANSPORTATION     TEMPORARY STORAGE

HOUSE HOLDING TRIP     VAC EXP ALLOWANCE     OTHER (Specify)

VEHICLE     NOT REQUIRED

DATE	FROM	TO	CLASSIFICATION	PER DIEM	OTHER	TOTAL	REMARKS
9/18/93			A	21.60	842.00		XXXX-XX-XXXX

APPROVED BY: Robert Mitchell, Chief, Program Evaluation Branch (PES)

APPROVED BY: Mary Smith    Director, Division of Management Operations

DATE: September 18, 1993

TRAVELER