

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC29--Officers' Relations, Services, and Benefits  
Subchapter--CC29.3--Medical and Health Programs  
Personnel INSTRUCTION 1--Uniformed Services Voluntary Insurance  
Plan for Officers Being Separated From  
Active Duty (Other Than Retirement)

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Section A. Purpose and Scope

1. This INSTRUCTION sets forth information on The Uniformed Services Voluntary Insurance Plan (USVIP) for officers separating from active duty (other than retirement).
2. USVIP was created to provide short-term major medical insurance between the time Uniformed Service medical benefits end and group or permanent coverage begins. Initial coverage is for a 90-day period. This may be extended for up to three additional uninterrupted three-month terms. An additional premium is required for each additional period of coverage.

Section B. Authority

Through an agreement with the Department of Defense (DoD), Mutual of Omaha created USVIP. General information about coverage and the application for participation is contained in DoD Directive 6000.3, which is distributed in the separation packet issued by the Division of Commissioned Personnel (DCP) to all officers separating (other than retirement) from the Public Health Service (PHS) Commissioned Corps.

Section C. Application Procedures

1. An officer separating from the PHS Commissioned Corps is provided with a brochure and application for USVIP in the separation packet furnished to him/her by DCP. He/she may also obtain a brochure and application from his/her Agency Liaison.
2. To apply for enrollment in the plan, the officer should:
  - a. Complete the application form;
  - b. Enclose a check or money order in the full amount payable to Mutual of Omaha; and
  - c. Submit the application, check or money order, and the brochure to his/her Agency Liaison.
3. The application should be submitted sufficiently in advance of the separation date, but no later than three weeks prior to the separation date, to insure that the appropriate verifying office receives the application before the separation date.
4. Once separation is effective, it is too late to apply. If the officer has enrolled at time of separation, he/she may not withdraw from the plan.
5. The address given on the application must be one at which the officer may be reached after separation. If the officer is planning to relocate during the period of coverage, Mutual of Omaha and the Agency Liaison must be notified of all address changes.

Section D. Administrative Procedures

1. Agency Liaisons are responsible for validating eligibility for their designated program areas. It is important to verify that the date of separation listed on the application is correct to insure the officer's receiving full coverage during the first 90 days following separation.
2. The application contains two blocks which must be completed by the appropriate Agency Liaison. The first block is marked "Name of Separation Center." In this space, type the office receiving the application. For example: Commissioned Corps and Fellow Program Section, Personnel Management Office, Centers for Disease Control and Prevention, Atlanta, GA 30333. The second is marked "validated by." This should be completed with the signature of the Agency Liaison.

3. The Agency Liaison then submits the check or money order, and original copy of the application to the following address:

Mutual of Omaha Insurance Company  
Mutual of Omaha Plaza  
Omaha, NE 58175  
ATTN: Individual Underwriting

Section E. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable system of records is 09-37-0002, "PHS Commissioned Corps General Personnel Records, HHS/OASH/OSG."