



United States Public Health Service


New Officer's Guide



Developed by the

Junior Officer Advisory Group (JOAG)

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JOAG Website: <https://dcp.psc.gov/osg/joag/>

MAX.gov link: <https://portal.max.gov/portal/home>

Welcome Letter

Welcome to the United States Public Health Service Commission Corps (USPHS)! Your decision to become an officer speaks to your commitment to advancing the health of this nation.

[The history of USPHS](#) dates back to 1798, when President John Adams signed *An Act for Relief of Sick and Disabled Seamen* that provided care to sick and injured merchant seamen. USPHS officers have served as the front line of defense of our nation’s public health since its origin, from protecting against the spread of disease from sailors returning from foreign ports to fighting a modern-day epidemic like Ebola. United by a common duty to serve the underserved, Corps officers work to promote health and fight disease at home and around the world. Our heritage is embedded in its protocols, customs, traditions and core values that embody what it means to be a Commissioned officer.

The mission of USPHS is **to protect, promote, and advance the health and safety of our Nation**. As uniformed officers, we take the Oath of Office to protect our Nation from a common enemy of our world and whose attacks cause destruction. In the silent war against disease and disasters, whether natural or man-made, our officers stand ready to rapidly and effectively respond to public health needs, provide leadership and excellence in public health practices, and advance the science of public health.

The core values of the Commissioned Corps include **Leadership, Service, Integrity and Excellence** which distinctly align with our mission.

The official motto of the USPHS Commissioned Corp builds sprit de corps and reflects the sense of camaraderie and collegiality within the Corps.

“In Officio Salutis”
(In the Service of Health)

Our USPHS March, inscribed upon our hearts, provides our clear resolution and sets us apart from other uniformed services. It is as follows:

*The mission of our Service is known the world around.
In research and in treatment no equal can be found.
In the silent war against disease no truce is ever seen.
We serve on the land and the sea for humanity.
The Public Health Service Team!*

In the following pages, you will find information to assist in your transition. I wish you much success in your career as a USPHS officer and welcome to the Public Health Service team!

Welcome Aboard,

RADM Joan Hunter,
Director, Division of Commissioned Corps Personnel and Readiness Office of the Surgeon General

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I. U.S. Public Health Service Commissioned Corps Organization

U.S. Public Health Service (USPHS) is an essential component of the U.S. Department of Health and Human Services (HHS). The department employs civil servants and Commissioned Corps officers. Officers represent less than 10 percent of the department's workforce and are assigned within the various operating divisions and/or agencies of HHS. Officers fill essential public health leadership and service roles within the nation's federal government agencies and programs.

Officers serve in 20 different agencies across the government such as:

- Coast Guard (CG)
- Department of Defense (DoD)
- Department of Homeland Security (DHS)
- Department of Veterans Affairs (VA)
- Environmental Protection Agency (EPA)
- Federal Bureau of Prisons (BOP)
- Indian Health Service (IHS)
- National Oceanic and Atmospheric Administration (NOAA)
- National Park Service (NPS)
- U.S. Department of Agriculture (USDA)

More information where officers serve is available at <https://www.usphs.gov/about-us>.

The following information gives a high-level overview of U.S. Public Health Service organizational structure within HHS.

U.S. Department of Health and Human Services Secretary

The U.S. Department of Health and Human Services (HHS) Secretary is the head of the department. The department is the principal agency for protecting the health of all Americans. HHS includes the Office of the Secretary (OS). This office oversees 15 staff divisions and 11 operating divisions/agencies. These agencies perform a wide variety of tasks and services, including: research, public health, food and drug safety, grants and other funding, health insurance, and many others.

More information on HHS is available online at <http://www.hhs.gov/about/>.

The HHS organizational chart is available at <http://www.hhs.gov/about/orgchart/>.

Office of the Assistant Secretary for Health

The Office of the Assistant Secretary for Health (OASH) is a division under the Office of the Secretary. The Assistant Secretary for Health (ASH) heads the Office of the Assistant Secretary for Health and is comprised of 12 core public health offices.

For more information, visit <http://www.hhs.gov/ash>.

Office of the Surgeon General

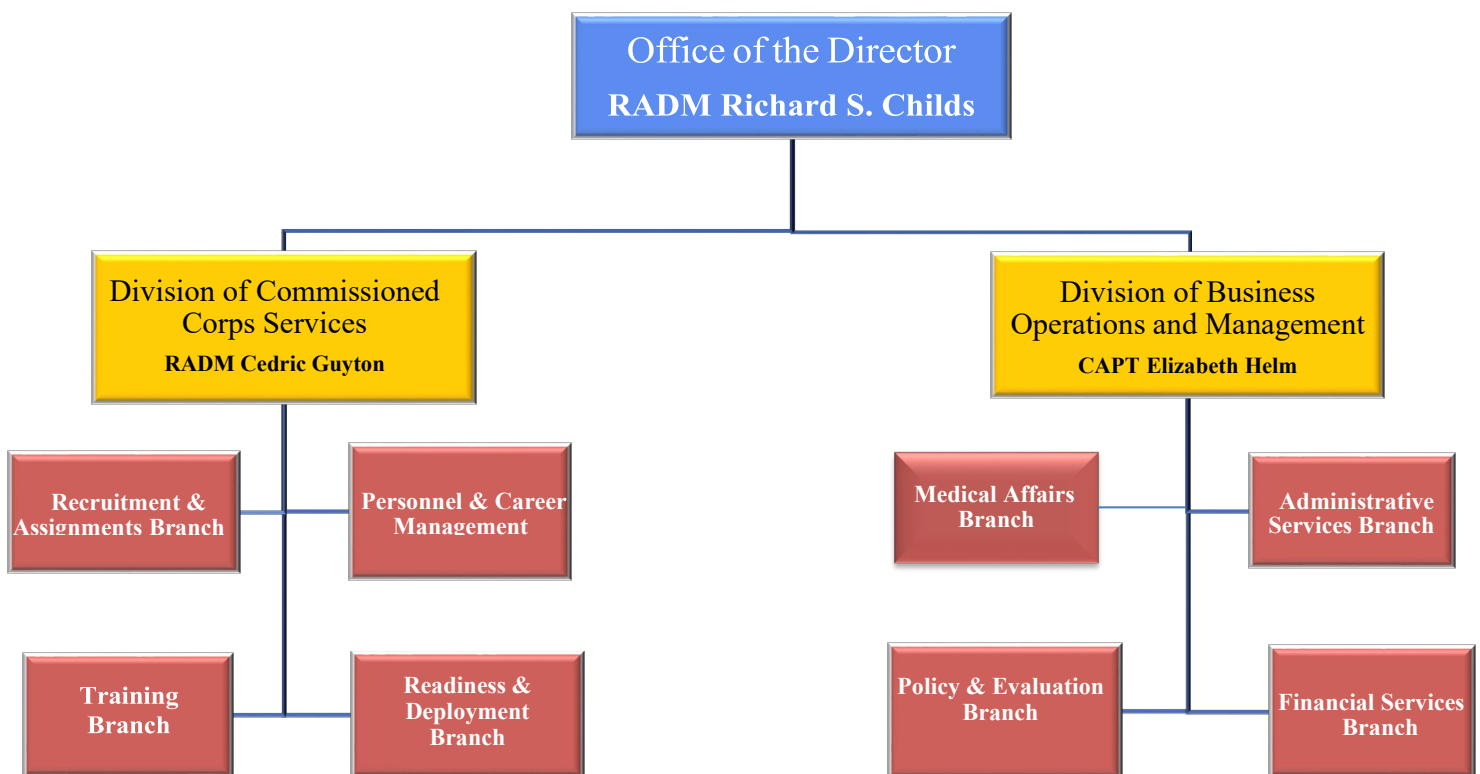
The Office of Surgeon General (OSG) is a core public health office under the Office of the Assistant Secretary for Health. Under the direction of the Surgeon General, the office oversees the operations of the Commissioned Corps and provides support for the Surgeon General.

For more information about the Surgeon General see [section II.D](#) below and visit <http://www.surgeongeneral.gov/>

Commissioned Corps Headquarters

Commissioned Corps Headquarters (CCHQ) is responsible for the administration and response coordination of the U.S. Public Health Service Commissioned Corps. CCHQ works to maintain optimum performance and readiness of over 6,700 uniformed health professionals.

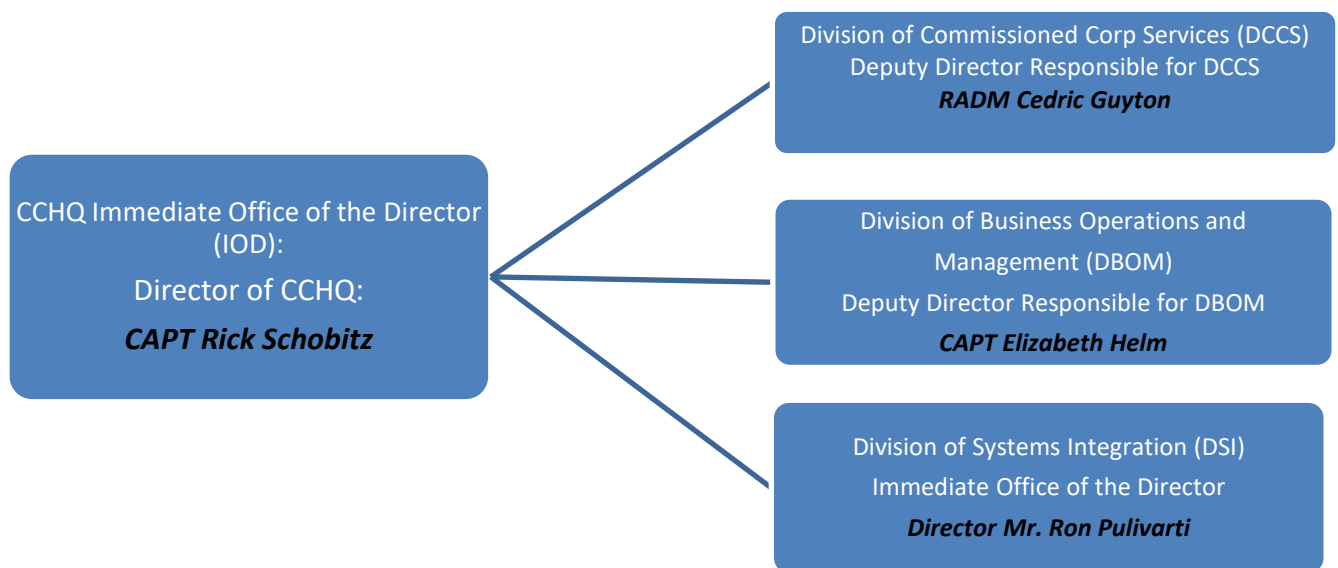
Commissioned Corps Headquarters – Organizational Structure



https://dcp.psc.gov/ccmis/cchq/cchq_about.aspx

In this role, the division

- Conducts recruitment
- Initiates calls to active duty
- Performs commissioned Corps boards
- Issues personnel orders
- Maintains Commissioned Corps officer payroll and records
- Manages medical actions and evaluations
- Oversees the performance, discipline and conduct of Commissioned Officers
- Develops and implements policies and regulations
- Responsible for readiness and reponse operations



CCHQ Immediate Office of the Director (IOD) is comprised of the following Divisions:

Division of Commissioned Corps Services (DCCS)

- Provides overall management of active duty Commissioned Corps personnel and USPHS processes pertinent to retired Corps officers
- Conducts force planning, including working with agencies, and advises the Offices of the Surgeon General and Assistant Secretary for Health on Commissioned Corps strategic long-term readiness planning
- Liaises with all other relevant Federal Services as appropriate, including with components of the Departments of Defense and Veterans Affairs
- Assignments & Career Management Branch is composed of five sections: Assignments, Compensation, Medical Affairs, Officer Support and Training
- Advises the Office of the Surgeon General on mission nature, size, duration and usage of Corps officers
- Carries out Commissioned Corps applicant processing for all new Calls-to-Active Duty and all activities involved in the process

- Operationalizes, adapts, and continues to develop the Commissioned Officer Student Training and Externship Programs (COSTEP) and other student training programs
- Collaborates with Chief Professional Officers, Staff and Operating Divisions, and other stakeholders to support the recruitment of the Corps' future force strength

Division of Business Operations and Management (DBOM)

- Develops, issues, implements, and maintains all personnel policy issuances and directives related to Corps operations, personnel, training, readiness, assignment, deployment, promotion, and retirement
- Oversees the determination of disability evaluations and oversees Line of Duty determinations of the evaluation and issuance of medical waivers
- Establishes precepts for appointment, promotion, assimilation, retirement, fitness for duty, awards and commendations, discipline, grievance, and other such matters
- Delivers the majority of operations, personnel support and career management functions for Commissioned Corps officers after initial call to duty including training and leadership development, assignments (post call-to-active-duty), personnel orders, awards, promotions, boards, maintenance of Official Personnel Files, management of blanket personnel and detail agreements, management and maintenance of position and officer data, evaluations, retirement counseling and processing, separations, active duty and retiree compensation, maintenance of medical records, and management of medical and dental affairs

Division of Systems Integration (DSI)

- The Division of Systems Integration (DSI) is responsible for all Commissioned Corps specific information technology systems and activity. This includes certifying and transmitting the monthly Commissioned Corps payroll processed by Compensation.

II. USPHS Commissioned Corps Leadership

For more information, visit <https://www.usphs.gov/leadership>.

Secretary of Health and Human Services

The HHS Secretary leads the U.S. Department of Health and Human Services (HHS).

The current Human and Health Services (HHS) Organizational Chart can be found here: <https://www.hhs.gov/about/agencies/orgchart/index.html>

Current Secretary: <http://www.hhs.gov/secretary/about/index.html>

Assistant Secretary for Health

The Assistant Secretary for Health (ASH) oversees the USPHS Commissioned Corps, providing strategic and policy direction. The ASH is a political appointee and may be appointed as a civil servant or as a USPHS Commissioned Corps officer. As an officer, this individual assumes the rank of Admiral (ADM, O-10). The ASH may or may not have been a prior Commissioned

Corps officer.

Under the supervision of the ASH, the Surgeon General provides operational command of the Commissioned Corps. The ASH serves as the primary advisor to the HHS Secretary on matters involving the Nation's public health and science. The ASH runs the Office of Public Health and Science and helps coordinate the activities of the USPHS agencies on behalf of the HHS Secretary.

Current ASH: <https://www.hhs.gov/about/leadership/rachel-levine.html>

More information on the Office of Assistant Secretary for Health is available at <https://www.federalregister.gov/articles/2012/05/21/2012-12173/office-of-the-assistant-secretary-for-health-statement-of-organization-functions-and-delegations-of>

Principal Deputy Assistant Secretary for Health (PDASH)

The Principal Deputy Assistant Secretary for Health shares responsibility with the ASH for planning, coordinating, and directing substantive program matters; policy and program development; and determining and setting legislative and program priorities covering the full range of public health activities.

Current PDASH: <https://www.phe.gov/about/offices/program/Pages/PDAS.aspx>

Surgeon General

Through the Office of the Surgeon General, the Surgeon General oversees over 6,700 USPHS Commissioned Corps officers. The Surgeon General is political appointee by the President of the United States with the advice and consent of the U.S. Senate for a four-year term. The Surgeon General reports to the Office of the Assistant Secretary for Health. The Surgeon General may or may not be a previous USPHS officer. Once commissioned, the Surgeon General assumes the rank of Vice Admiral (VADM, O-9). The Surgeon General is tasked with protecting and advancing the health of the nation. The Surgeon General is America's chief health educator, serving as "America's Doctor" and is responsible for providing the best scientific information available on how to improve health and reduce the risk of illness and injury.

Current Surgeon General: <https://www.hhs.gov/about/leadership/vivek-murthy.html>

Deputy Surgeon General

The U.S. Deputy Surgeon General serves as the principal assistant and advisor to the Surgeon General on the development and implementation of programs, priorities, and initiatives. The Deputy maintains effective relationships and collaborations with executive leadership within the Federal Government and serves as Chief Executive Officer of the USPHS Commissioned Corps.

Current Deputy Surgeon General: <https://www.hhs.gov/surgeongeneral/about/leadership/index.html>

Office of the Surgeon General Chief of Staff

The Office of the Surgeon General Chief of Staff is responsible for the direction and management of the Office of the Surgeon General, Science and Communications, and Systems Integration. To ensure program objectives are met, the Chief of Staff implements and evaluates Office of the Surgeon General management operations. The Chief of Staff provides recommendations on Commissioned Corps policy and operations to the Surgeon General, the Deputy Surgeon General and the Assistant Secretary for Health. In addition, the Chief of Staff represents the Surgeon General and Deputy Surgeon General at regional, national, and international health professional meetings and collaborates and communicates on matters regarding Office of the Surgeon General activities with federal agencies.

Current Chief of Staff : <https://www.hhs.gov/about/leadership/max-lesko.html>

Professional Advisory Committee (PAC), Chief Professional Officer (CPO), and Professional Advisory Groups (PAGs)

Each USPHS officer belongs to a professional category. USPHS has eleven professional categories. Officers are placed in a professional category based on their educational degree. Each professional category has a Professional Advisory Committee (PAC) and each committee is represented by a Chief Professional Officer (CPO). These officers provide leadership and coordination of their professional category for the Office of the Surgeon General and HHS. The PACs offer guidance and advice to the Surgeon General and administrative committees on professional and personal matters in addition to recruitment, retention, and career development issues involving their professional category.

Several committees contain subgroups. These subgroups are dedicated to a specific profession and are known as Professional Advisory Groups (PAGs). Subgroups elect officers and conduct meetings independent of their committee.

The Office of Surgeon General (OSG) Home Page has links to each Professional Advisory Committee and their Chief Professional Chair biographies : <https://dcp.psc.gov/osg/>

Current CPOs contact information: https://dcp.psc.gov/ccmis/PDF_docs/CPO_Contact_list.pdf

2021 Combinen PAC Chairs Group – Full Roster:
https://dcp.psc.gov/ccmis/PDF_docs/PAC_Chair_contacts.pdf

Commissioned Corps Liaisons

A Commissioned Corps Liaison serves as a vital link between Commissioned Corps central systems and processes and officers assigned to operating divisions, staff division, programs, and agencies. Agency liaisons may be civil servants or USPHS Commissioned Corps officers and must be subject matter experts in the policies and procedures governing the administration of the USPHS Commissioned Corps. Advise and counsel officers, supervisors, managers, and senior agency officials on USPHS Commissioned Corps policies, procedures, and careers.

Serve as leading advocates for the Commissioned Corps and advise, facilitate, and coordinate personnel actions, including:

- Adverse actions
- Assignments and billets
- Awards
- Career counseling
- Compliance with basic readiness
- Grievances
- Logistics (i.e., shipment of household goods)
- Long term training
- Performance evaluation (i.e., Commissioned Officer Effectiveness Report)
- Probationary reviews
- Promotions
- Retirement
- Separation
- Special pay and other contracts
- Survivor benefits

Liaisons are an important resource for information when you have questions about the Commissioned Corps. For a list of Corps Liaisons and their contact information visit:

https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf

For the appropriate points of contact for Commission Corps Headquarters (CCHQ) staffing, visit

https://dcp.psc.gov/ccmis/DCCPR_officer_support_m.aspx

III. Important Websites

Commissioned Corps Management Information System (CCMIS)

The Commissioned Corps Management Information System is the primary information website for the Commissioned Corps. The website address is <https://dcp.psc.gov/ccmis/> and contains policy links on topics ranging from awards to promotions to uniform wear.

There is a public domain and a secured portion to the CCMIS website. To access the secure area, referred to as the Officer Secure Area (OSA) of the CCMIS website, Officers require a PIV card or a Common Access Card (CAC). The OSA is intergrated with the HHS Access Management System. For any issues contact the help desk via email at cchelpdesk@psc.gov or call 1-888-225-3302.

Instructions on how to log into OSA and important updates and frequently asked questions for this area are available at https://dcp.psc.gov/ccmis/AMS_Login_Guide_FAQ.aspx.

COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE

OSA Sign In | FAQs | Contact Us

I'm looking for...

Login Assignments COER Financial Services Forms Medical Affairs Officer Support Policy Promotions Readiness Training

About CCHQ Commissioned Corps Bulletins Corps Care Recruitment and CAD

Visit CDC.gov for Coronavirus (COVID-19) Public Health Updates

As Public Health Service Officers and America's Health Responders, we stand ready to preserve public health and national security during national or global health emergencies. Our mission is to be out the door as soon as requested, as this is an "all hands on deck" situation. All Corps officers were placed on involuntary deploy or "alert" status effective Wednesday, March 25, 2020, irrespective of the 'on-call month' status. Under Commissioned Corps Directive 121.02, "Deployment and Readiness," as directed by Assistant Secretary for Health, Commissioned Corps Headquarters will deploy Commissioned Corps officers assigned to HHS OpDivs/StaffDivs, either voluntarily or involuntarily and without supervisory approval, who are not considered mission critical, for deployments, under the current National Emergency. Mission critical requests sent to CCHQ are not final until the request is approved by the CCHQ Director as per the POM 821.76 "Deployment Procedures". An officer with a non-HHS organization may be deployed in accordance with the Memorandum of Agreement/Understanding between the Public Health Service Commissioned Corps and the non-HHS organization.

Commissioned Corps Leadership, Groups & Associations

- Commissioned Corps Agency Liaison Listing (PDF, 790kb)
- Chief Professional Officers (CPOs) (PDF, 348kb)
- PAC Chairpersons (PDF, 79kb)
- Professional Advisory Committees, Groups, and PHS affiliated associations website
- Surgeon General's Honor Guard

USER ASSISTANCE

Please check our **Frequently Asked Questions (FAQs)** . FAQs are located at the top of the page next to the search function.

Having Access Issues or Need IT Help?
Please contact the Commissioned Corps Helpdesk at:
CCHelpDesk@hhs.gov

JOAG recommends checking the CCMIS website regularly and reviewing the following:

- *Updates* section on the home page is frequently up-to-date with new items and
- *Issuances* section of the home page.

The following are menu buttons located at the top of the CCMIS public site and provide a brief overview of these buttons:

- **Login** tab provides access to the following secured CCMIS websites.
 - **eCORPs (Electronic Commissioned Officer Resources Processing System):** Provides access to officer's personal leave information
 - **Officer Secure Area Sign In:** Provides access to officer's electronic official personnel folder (eOPF), personal readiness information, and Commissioned Officers' Effectiveness Report (COER), .
 - **AMS Integration:** Provides secure access to HHS systems



I'm looking for...



Login Assignments COER Financial Services Forms Medical Affairs Officer Support Policy Promotions Readiness Training

eCORPS

Officer Secure Area Sign In

AMS Integration

Commissioned Corps Learning

Management System (CCLMS)

Responder e-Learn

Commissioned Corps Bulletins

Corps Care

Recruitment and CAD

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- **Commissioned Corps Learning Management System (CCLMS):** Provides access to USPHS Learning Portal
- **Responder e-Learn:** Provides access to integrated medical, public health, preparedness and response educational curriculum sponsored by HHS, see below, Section V. Basic Readiness.
- **Assignments** provides positions, separation and travel information.
- **CORE** provides information about the officer's yearly appraisal evaluation form.
- **Financial Services** provides information about the 3 teams (Payroll, Budget, and TRICARE Billing) that make up the financial services branch.
- **Forms** provides access to official USPHS forms (e.g., insurance, payMedical Affairs).
- **Medical Affairs** provides information on Corps Retention Weight Standards, dental coverage, immunizations, the Periodic Health Update (PHU), and FA
- **Officer Support** provides information on awards, education benefits, promotions, Defense Enrollment Eligibility Reporting System (DEERS), and COER.
- **Policy** provides access to the Commissioned Corps Issuance System, an electronic manual of Commissioned Corps policies, Uniform spec and information on Equal Opportunity.
- **Promotions** provides information related to the promotion process and documents related to promotions.
- **Readiness** provides information on the Rediness and Deployment Branch (RDB), roster schedule, training information, and readiness essentials.
- **Training** provides information on career development courses, and training opportunities.

The following is a brief overview of information contained in the links located right below the CCMIS main menu home page:



I'm looking for...



Login Assignments COER Financial Services Forms Medical Affairs Officer Support Policy Promotions Readiness Training

About CCHQ

Commissioned Corps Bulletins

Corps Care

Recruitment and CAD

- **About CCHQ** provides information on the duties and structure of Commissioned Corps

Headquarters (CCHQ).

- **Commissioned Corps Bulletins** provides access to recent announcements and bulletins released by CCHQ.
- **Corps Care** provides information on how the Corps helps Officers meet behavioral health, medical, and spiritual needs throughout their deployment experiences and careers.
- **Recruitment and Call -To -Active Duty (CAD)** provides information on recruitment, assignments, and separations.

Officer Secure Area (OSA)

The officer secure area is accessed by clicking on the **Login** CCMIS main menu button then click on **OSA**, and click on the **Continue to Secure Area** button located at the end of the page. Then the user is routed to the Access Management System (AMS) where they are required to Select a Login Method (PIV or CAC card, or AMS Credentials). The landing page of the OSA is called the Dashboard, and it contains important information related to an Officer's readiness.

The screenshot shows the dashboard for the Commissioned Corps of the U.S. Public Health Service. The header includes the logo and the text "Commissioned Corps of the U.S. Public Health Service Management Information System". The left sidebar contains navigation links such as Home, Logout, CC Headquarters, Commissioned Corps Modernization, Communications Tools and Resources, Health Professions Special Pay, OASH Leadership Presentations, eOPF, Access Your Official Personnel Folder (OPF), eDOC-U (Document Upload), OPF Access granted by Officer, All, Admin Code Lookup, eCMCS Messaging Center, Forms, Positions & Billets, and RDB - Self Service. The main content area is titled "Dashboard" and shows a user profile with the name "Your name & email here". Below this are three main sections: "Officer Details" (Category: Pharmacist, Agency: IHS), "License and Certification Details" (License Status: Valid license, License Expiration Date: 10/31/2021), and "Retention Weight Standards" (Status per last BMI: COMPLIANT). There are also three smaller sections at the bottom: "On Call Status", "Periodic Health Update (PHU) Details", and "Projected Readiness".

The following is accessed by logging into the OSA and is located on the left menu of the Dashboard webpage.

- **Commissioned Corps Modernization** provides the latest information on modernization and is updated regularly. This area provides links to communications, presentations, resources, and frequently asked questions.
- **Communications Tools and Resources** provides resources and templates to increase the USPHS visibility, awareness, and recruitment.
- **Health Professionals Special Pays (HPSP)** provides information on special pay for specific categories.

- **OASH Leadership Presentations** provides links to important leadership presentations and reports.
- **Access your Official Personnel Folder (OPF)**
- **eDOC-U (Document Upload)** method to submit documents to CCHQ electronically.
- **OPF Access granted by Officer** allows you to grant access of section(s) of your eOPF to another officer.
- **Admin Code Lookup** provides a list of administrative codes used by the different agencies to categorized billet/position.
- **eCMCS Messaging Center** is a secure two-way communication tool used by the Corps to relay important information. Officers may send and receive notifications, send and receive secure messages, and take surveys in this part of the OSA. Officers are encouraged to check their eCMCS frequently.
- **Forms** this sections provides information about the status of forms suchs as PHS-7047 Practice Hours.
- **Positions and Billets** helps you to search for a billets/position using admin codes.
- **RDB Self-Service** –contains individual readiness status, personal contact information, and roster assignment. See below for more information on this extremely important section.

RDB – Self Service

Officers are strongly encouraged to make sure a current email address is in the Readiness and Deployment Branch (RDB) Self-Service, formerly known as the Readiness and Deployment Operations Group (RedDOG) in order to receive important updates from CCHQ.

The RDB section is the primary information site for current readiness standards. The website contains publicly available content and secured content. The public website provides information on training modules, physical training requirements, and necessary forms. Also, the public website provides information about the various deployment teams and instructions on how to join a deployment team. For detailed information on proper completion of procedural steps for all Basic Readiness requirements, please review the document—Readiness: Down-To-Basics. The document is available at

https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf.

For frequently asked questions, visit:

https://dcp.psc.gov/ccmis/RedDOG/Readiness_FAQs.aspx.

- **RDB Self-Service** After logging into OSA click on the **RDB-Self Service Tab** to access the RedDOG secure portion. The secure website contains individual readiness status, personal contact information, and roster assignment.
- **Deployment Roles.** In order to meet basic readiness standards and be placed on a Ready Roster, officers must be current in their professional role, if applicable for the professional category. Officers must practice a minimum of 80 hours per year to deploy in a clinical role. There are currently 12 deployment roles. For detailed information on proper completion of each readiness requirement, review the guide—[Readiness: Down-To-Basics](#).
- **Deployment Teams.** Information on the different types of deployment teams, teams’ functions and instructions on how to join a team can be found under the CCMIS main menu
- **Readiness** button, then click on **Response Teams**. For more information on the deployment

roster schedule, visit:

<https://dcp.psc.gov/ccmis/RedDOG/Forms/Response%20Team%20Roster%20Assignment%20Schedule.pdf>.

- **Training Modules:** Access readiness modules and Field Medical Readiness Badge (FMRB) modules by visiting Responder e-Learn and is available at <https://respondere-learn.hhs.gov/login/index.php>.

For more information, see [V. Basic Readiness](#).

IV. Uniforms

Types of Uniforms

Uniform of the Day

As one of America's seven uniformed services, USPHS requires all Commissioned Corps officers to wear the prescribed uniform of the day. The prescribed uniform of the day is set by the Surgeon General, who serves as the Uniform Authority. For some duty stations and locations, the Surgeon General designates an officer to serve as the Local Uniform Authority.

Proper Uniform Wear

To assist junior officers with proper wear of the uniform, JOAG has prepared a presentation—JOAG's Proper Uniform Wear Slides. The presentation is accessible on the JOAG Resource page, <https://dcp.psc.gov/OSG/JOAG/documents/JOAG-Proper-Uniform-Wear-2019-508c.pdf>

Required Uniforms

All officers are required to maintain the service dress blue (SDB) and operational dress uniform (ODU). Although not a required uniform, officers are encouraged to maintain at least one to two sets of the service khaki uniforms, as these are most commonly worn in the office.

Uniform Allowance

An officer is entitled to a one-time \$250 uniform allowance. A uniform allowance memorandum may be filled out and returned to the Compensation Branch. The memorandum is available for download at https://dcp.psc.gov/ccmis/forms/FORMS_Uniform_m.aspx.

Uniform Policies

Information on the latest Uniform of the Day Issuance can be found on https://dcp.psc.gov/ccmis/bulletin/uniform_of_the_day.aspx. Officers should contact their Agency Commissioned Corps Liaison with questions concerning the uniform of the day.

For uniform protocol and policy visit the Commissioned Corps Issuance System at <https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>. Uniform policies are available in Book 4: Uniforms.

For information about the proper placement of ribbons and medals, please refer to: https://dcp.psc.gov/ccmis/ccis/documents/CCI_512.01.pdf

Purchasing Uniforms

Uniforms may be purchased via several routes:

- At your local installation's military clothing store
- By calling the Navy Exchange at 800-368-4088, or
- Online at <https://www.mynavyexchange.com/nex/uniforms>

Operational Dress Uniform

A guidance on where to obtain the Operational Dress Uniform (ODU) is available at [https://dcp.psc.gov/ccmis/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20\(3\).pdf](https://dcp.psc.gov/ccmis/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20(3).pdf).

Officers can order the ODU thru the U.S. Coast Guard exchange online at <https://shopCGX.com>. Officers must create or sign in to an account in order to see all available uniform items. Sizing guides are available on the website. Uniform purchases are shipped by U.S. Postal Service Priority Mail at no cost. After ordering, please allow 10 to 14 business days for order receipt.

Physical Training Uniform

These uniforms are available for officers to acquire at the online NEX and in store. Officers are required to acquire two sets of the PTU shirts and shorts, the fleece (sweatpants and sweatshirt) are optional. The fitness suit will be available at a later date.

Name tags and tapes

Name tags are required on most uniforms except the ODU. The ODU requires a name tape. Name tags and name tapes are available at the Navy Exchange Uniform Support Center, <https://www.mynavyexchange.com/nex/uniforms>. Name tags are also available at Ultra-Thin, <https://www.ultrathin.com/>

Awards

Wearing non-USPHS awards

Prior military awards and other non-USPHS awards may be worn on the uniform after authorization for wear by CCHQ. If awards are from prior military service, awards must be documented on a:

- Department of Defense Form DD-214
- Certificate of Release or Discharge from Active Duty, or
- Form DD-215, Correction to DD-214

Obtaining authorization to wear non-USPHS awards

Email a secure copy of your DD-214 or DD-215 as an attachment to the Awards Coordinator at COAP@hhs.gov. Do not send certificates, unless received subsequent to issuance of the DD-214. Not all prior service awards are authorized for wear with the USPHS uniform. This is the only documentation that will be accepted directly from an officer.

V. BASIC READINESS

Maintaining basic readiness at all times is a requirement for all USPHS officers. Non-compliance

may affect officers for promotion, special assignments, awards, and retention.

The most updated information on readiness guidelines and attaining basic readiness can be found on the RDB website https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_current_teams_m.aspx. Additionally, this website contains information on required training, physical fitness requirements, height and weight standards, immunizations, clinical service hours, and deployment roles.

Important readiness information is also available in the OSA by clicking on the RBD Self-Service tab located on left menu. The landing page is frequently updated with new information displayed in blue text.

Readiness: Down-To-Basics

A checklist—Readiness: Down-To-Basics—assists officers with basic readiness. This checklist outlines all requirements and appropriate steps an officer must take to maintain basic readiness. Officers should review the checklist at least bi-annually and follow all appropriate steps to attain basic readiness. The readiness checklist is accessible at https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf.

Officers have one year from the date of commissioning to become Basic Ready and must continuously maintain basic readiness. Officers who fail to meet and maintain standards and are not in probationary status will be referred to a Retention Review Board for a recommendation on retention, termination, or other appropriate action.

Monthly Readiness Checks

RDB conducts monthly assessments of officer readiness status. Your readiness status is updated monthly when RDB conducts these assessments (e.g., if you have completed all requirements on March 12, your displayed status will not be updated until the March 31 RDB readiness assessment).

Clinical Service Hours and Public Health Practice Hours

Officers in clinical deployment roles must complete a minimum of 80 clinical hours per year and submit Form PHS-7047. Officers who cannot meet the minimal clinical hours must select alternate deployment roles. Officers who wish to receive Health Professional Special Pay (HPSP), Incentive Pay (IP), and/or Retention Bonus (RB) must complete 80 public health practice hours annually. The officer's supervisor must attest that the officer has completed this requirement. Officers should refer to their PACs for further guidance. More information can be found here:

- General Information: <https://dcp.psc.gov/ccmis/HPSP/HPSP.aspx>
- Policy: https://dcp.psc.gov/ccmis/ccis/documents/POM_821.77.pdf,
- FAQs: https://dcp.psc.gov/ccmis/HPSP/HPSP_FAQ.aspx,

For questions related to basic readiness, a list of contacts can be found at: https://dcp.psc.gov/ccmis/DCCPR_readiness_and_deployment_m.aspx.

Helpful basic readiness websites

- **Readiness forms**, https://dcp.psc.gov/ccmis/forms/FORMS_Readiness_m.aspx
- **Annual physical fitness test** (APFT) https://dcp.psc.gov/CCMIS/RedDOG/REDDOG_APFT_m.aspx
- **Corps response structure**, https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_current_teams_m.aspx
- **Basic Life Support**, https://dcp.psc.gov/ccmis/RedDOG/REDDOG_bls_training_m.aspx
- **An Introduction to the National Incident Management System**, <http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
- **Responder Learning Management System** (Responder e-Learn), <https://respondere-learn.hhs.gov>. The system is an integrated medical, public health, preparedness and response educational curriculum sponsored by HHS. The system is designed to enhance the knowledge, skills, and abilities of Federal responders to prepare for and provide a unified response to disasters, incidents, and special missions. To obtain username and password, go Responder e-Learn home page, and click the green button, **LOGIN INSTRUCTIONS**, at the top right-hand corner of the main page.

VI. PROMOTION & CAREER DEVELOPMENT

Policies

On the OSA dashboard under **Policy**, click on **Commissioned Corps Issuance System**. The electronic Commissioned Corps Issuance System (eCCIS) constitutes the official medium for the issuance of policies, procedures, standards, instructions, and information governing personnel management of the Corps. Officers shall remain subject to the policies, procedures, and standards contained therein. Under the broad topic of Personnel Management Promotion policies located in Book 3, Chapter 3 can be located Promotion and Reduction. Click on link: <https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx>

General Information

Promotion information is available on the CCMIS main webpage main menu under **Promotions**. This section has a list of important links with the most updated information that will help you prepare for promotion and stay informed about any recent changes. The **Promotion Process** link provides you with a general overview of this process and has a list of FAQ with answers. The **Promotion Year 2022 Checklist** (due dates and reminders) contains the list of promotion requirements (checklist) and their timeline (promotion process timeline). The Promotion Year 2022 Checklist and the Promotion Process Timeline documents can be accessed and downloaded by click on the webpage:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_checklist_m.aspx

Competitive Promotion Eligibility (Temporary and Permanent)

Temporary or Permanent promotion eligibility is based on meeting criteria guidelines. The current-year promotion eligibility of each officer is posted by the Commissioned Corps Headquarters yearly on the Officer Secure Area (OSA) of the CCMIS website. More information can be found at

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_competitive_eligibility_m.aspx

Officers can calculate their year of promotion eligibility based on Time in Grade, Time in Service, and Training and Experience Credit. The dates needed to calculate eligibility (i.e., Training and Experience (T&E), Promotion Credit, Seniority Credit, etc.) can be found in the Promotion Information Report (PIR), which is located in the Official Personnel Folder (eOPF) in the Officer Secure Area (OSA). Detailed information on how to calculate eligibility is available at https://dcp.psc.gov/ccmis/PDF_docs/Eligibility%20Criteria%20PY%202019.pdf.

Promotion Benchmarks

The promotion benchmarks are developed by the Chief Professional Officers and their main purpose is to assist officers with career progression and planning and while these are guidelines they are mainly recommendations and are not requirements. The benchmarks are standardized and based on each rank/grade **not on discipline**. Officers can access the benchmarks by clicking on the following link: https://dcp.psc.gov/ccmis/promotions/PY2021_m.aspx. Remember, these benchmarks also assist the board members in scoring each officer during promotion review.

Curriculum Vitae and Cover Sheet

Guidelines and requirements for format and content for the curriculum vitae (CV) and cover sheet will differ by professional category until Promotion Year 2023 when all officers will be required to use the standardized CV format. Refer to the PAC website for preparation and category specific information. Click on the link <https://dcp.psc.gov/osg/default.aspx>. The new CV format was created by the Commissioned Corp Head Quarters (CCHQ) in collaboration with the Chief Professional Officers and all categories are required to use it starting Promotion Year 2023. Officers can find more information about the CV via ccmis at https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx.

Officer Statement and Reviewing Official Statement

The officer statement (OS) is required when an officer is eligible for promotion. The Officer's Statement (OS) is a one page document that allows you to demonstrate:

- **Your support of Corps activities**
- **Your commitment to visibility as an officer; and**
- **Your vision and expectations of a career in the Corps and the Corps mission.**

Information about the OS is available on the CCMIS Promotions tab and prior to completing an OS, JOAG recommends obtaining OS examples from mentor(s) and preferably fellow officers in the same category. Ensure you complete the OS on a current-year form and after completing the OS form, sign, date, and submit to the eOPF using the eDOC-U upload system in the secure area of CCMIS, https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx.

The reviewing official statement (ROS) is required for all officers who are up for promotion for the year. It is a one page document located in Section 4 of the online Commissioned Officer Effectiveness Report (COER). Through this document your agency supplies information about your readiness for promotion to the Promotion Board and it's usually completed by your second line supervisor during the COER period. Since 2018, completion of the ROS is recommended, but not required annually as part of the online Commissioned Officer Effectiveness Report (COER) for all officers unless the officer is up for promotion that year. Starting in the 2021 evaluation year (1 October 2020 to 30 September 2021), paper ROS forms will no longer be accepted and therefore it needs to be completed online.

JOAG recommends providing your Reviewing Official with a list or summary of accomplishments and activities that support your readiness for promotion. Officers may also provide the RO with a sample or draft ROS to assist them in developing a final version for the officer.

Basic Readiness

All officers are required to maintain basic readiness status on a monthly-basis to be eligible for promotion. Remember all officers are responsible for meeting and updating all requirements BEFORE the requirements expire. Refer to the CCMIS Promotion Information section for details, https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_force_readiness_m.aspx.

Career Counseling/Mentoring

Voluntary Career counseling: Officers who desire career or promotion counseling can consult supervisor, peer to peer network, a senior member of their category, the Chief Professional Officers (CPOs), and/or Professional Advisory Committee (PAC) Chairperson. Mentoring is used by the Promotion Boards to identify the “best qualified” officers.

Required Counseling: Officers scoring in the bottom 25% (percent) of their grade and category are required to receive counseling. This is not intended to be a punitive action; but instead it is intended to ensure Corps officers have the necessary resources to guide them toward their career goals and promotion potential. Click on webpage for more information https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_career_counseling_m.aspx

Managing Your Career

Create a personal “**maintenance schedule**” to help manage your career.

The following is a list of suggested scheduled tasks an officer can perform to manage their career (each officer’s schedule will be unique):

- **Weekly.** Update activities & job duties log. This information may be used to complete CV, COER, award nominations, officer statement, etc.
- **Monthly.** Check RDB website to confirm basic readiness each month. Check the CCMIS website for Updates.
- **Quarterly/Semi-Annually.** Update CV and coversheet following category specific guidelines.
- **Annually.** Basic Life Support (BLS) or Advanced Cardiovascular Life Support (recertification typically required biennially), immunizations (various, but specifically the influenza vaccine is required annually, and covid vaccine as recommended by CDC), periodic health update (PHU) as dictated by officer date of birth, annual physical fitness test (APFT), professional licensure (if applicable), and certification of clinical/practice hours (if applicable).

VII. Benefits

USPHS officers are entitled to a wide range of benefits afforded to other uniform services. Please note that the information listed below can change; therefore, officers should follow up with the appropriate office or contact.

Financial Services

Active Duty Pay Uniformed Service Members - The Basics

Current pay rates and tables: <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html>

Basic Pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS) are the fundamental components of military pay. Officers who are married or have legitimate dependents are paid at a higher rate. The Department of Defense [Military Compensation](#) website addresses military pay and benefits for current members, retirees, and survivors of retirees. Provided by the Office of the Under Secretary of Defense for Personnel and Readiness the site defines the compensation available to uniformed members.

- *Special and Incentive Pay*: Officers are also compensated financially for circumstances such as separation from family, hazardous duty, and assignment to specific duty locations. In addition to basic pay elements, a special, incentive, or critical skills pay is given to qualified officers who possess specific or unique skills, or ones at a critical shortage.
- *Clothing Allowance*: Officers new to Active Duty are eligible to receive a one-time uniform allowance to offset the initial expense of purchasing a new wardrobe of uniforms.
- *Basic Allowance for Housing (BAH)*: is an allowance to offset the cost of housing when officers do not receive government-provided housing. BAH depends upon duty location, pay grade and whether the officer has dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. Therefore, BAH rates in high-cost areas will be much greater than those in low-cost areas. BAH rates are published on the <https://www.defensetravel.dod.mil/site/bah.cfm>
- *Overseas Housing Allowance (OHA)*: The Overseas Housing Allowance, or OHA, is paid to officers who live in private housing at overseas duty station. OHA helps offset housing costs, which are made up of rent, utility and recurring maintenance expenses, and move-in housing allowance (MIHA). Get current housing allowances for members stationed overseas at the [Defense Travel Management Office OHA](#) website.
- *Basic Allowance for Subsistence (BAS)*: is meant to offset costs for a member's meals. This allowance is based in the historic origins of the military in which the military provided room and board (or rations) as part of a member's pay. This allowance is not intended to offset the costs of meals for family members.
- *Continental United States (CONUS) Cost of Living Allowance (COLA)*. Depending on location an officer may receive CONUS COLA. CONUS COLA is a taxable supplemental allowance designed to help offset higher prices in the highest cost locations in CONUS that exceed the costs in an average CONUS location by 8 percent or more. For CONUS COLA details visit: <http://www.defensetravel.dod.mil/site/conus.cfm>.

Additionally, some officers may be eligible for one of the Health Professions Special Pays, depending on their profession. More information about health professions special pay is available on the CCMIS website, <https://dcp.psc.gov/ccmis/HPSP/HPSP.aspx>. To discuss earning statements and health professions special pay, officers must contact the Commissioned Corps Compensation Branch.

For information on the Financial Services Branch, visit https://dcp.psc.gov/ccmis/DCCPR_compensation_m.aspx.

For a detailed list of pay scales (i.e., Basic, BAH and BAS), visit: <http://militarypay.defense.gov/>.

For the Department of Defense (DoD) salary calculator, visit: <http://militarypay.defense.gov/Calculators.aspx>. **Note:** The above pay scales and salary calculator do not include information for health professional special pays for which an officer may qualify.

Life Insurance

Servicemembers Group Life Insurance (SGLI)

Servicemembers group life insurance (SGLI) is a program that provides low-cost term life insurance coverage to eligible service members. For more information on SGLI, visit the U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/insurance/sgli.asp>. If eligible, officers are automatically issued the maximum SGLI coverage and do not need to apply for coverage because they are automatically enrolled. Officers can make changes to their SGLI coverage using the Online Enrollment System (SOES) at <https://milconnect.dmdc.osd.mil/milconnect/> under manage my SGLI. For example, they can decline SGLI coverage, select a lesser amount than maximum coverage, designate beneficiaries, and/or make other changes.

Family Servicemembers' Group Life Insurance (FSGLI)

Family Servicemembers' Group Life Insurance (FSGLI) is a program that provides insurance coverage to the spouses and dependent children of service members covered under full-time SGLI. The Officer pays the premium for spousal coverage and dependent children are insured at no cost. For more information about FSGLI, visit the U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/insurance/fsgli.asp>. Officers can make changes (reduce, turn down, or cancel it) to spousal coverage using the Online Enrollment System (SOES) at <https://milconnect.dmdc.osd.mil/milconnect/>.

Leave

Commissioned Corps officers are subject to duty 24 hours each day, every day of the year. Furthermore, an officer on leave, including station, sick, and annual leave, is subject to recall to duty at any time. Because an officer is subject to duty 24 hours a day, an officer is not entitled to overtime pay or compensatory time when he or she works longer than eight (8) hours a day or more than 40 hours a week. An officer must be either on duty or on approved leave at all times. Except in cases of an emergency, leave taken by the officer **MUST** be approved in advance by the officer's leave granting authority. Electronic Commissioned Officer Resources Processing System (eCORPS) is the Commissioned Corps new leave management system used to request leave can be found on the CCMIS main webpage under the **Login** main menu button or at <https://phsleave.lyceum.com/Login.aspx>. If you cannot access eCORPS, you may use the leave request form USPHS-1345 until you gain access to eCORPS. All leave requested on a USPHS-1345 must be entered into eCORPS once you have access.

Please visit the eCORPS webpage for user guides, videos and detailed instructions on leave entry and logging in for the first time. https://dcp.psc.gov/ccmis/eCORPS_m.aspx

For more information about types of leave (annual, sick, station, court, and administrative leave) as well as leave without pay and absent without leave (AWOL) visit https://dcp.psc.gov/ccmis/ccis/documents/CCPM29_1_5.pdf.

Corps officers are eligible for the following types of leave:

- **Annual Leave:** Any period of one (1) workday or more during which an officer is relieved from his/her scheduled working hours (other than sick, administrative, or court leave) including all non-workdays within such period.
 - May only be taken in full-day increments.
 - Accrues at a rate of 2.5 days per month or 30 days per year.
 - Officers may carry over 60 days of leave per operational year. Any accrued leave over 60 days on September 1st is not rolled over into the new operational year.
 - “**Bookends**” days occurs when an officer takes annual leave right before and right after a weekend and/or holiday. When this occurs, the weekend and or holiday counts as annual leave. (e.g., if officer takes leave on both Friday and Monday, Saturday and Sunday count as leave, and thus four (4) full days of annual leave is deducted).
 - Leave for funerals or bereavement is typically considered annual leave. However, officers are highly encouraged to check with their Agency’s liaison regarding the bereavement policy for officers at their particular duty station.
- **Sick Leave:** Leave granted when an officer is in need of medical services or is incapacitated for the performance of duties by sickness, injury, or pregnancy and recovery after delivery.
 - Does not accrue.
 - Is granted as needed to cover a period of illness.
 - Sick leave cannot be used for care of a sick family member. An officer must use annual leave for this purpose.
 - Includes maternity leave 84 days. Please visit https://dcp.psc.gov/OSG/ccwiab/documents/USPHS_ExpectantParentsGuide_Apr2017.pdf for a Resource Guide for Expectant Parents.
 - A supervisor may request a medical statement for an absence in excess of 3 workdays or for a lesser period if deemed appropriate.
- **Maternity Leave:** Eighty-four (84) consecutive days of non-chargeable leave beginning the day following hospital discharge, not the day of delivery.
- **Paternity Leave:** Ten (10) consecutive days of non-chargeable leave is available within 45 days after the birth of a child and may be used in conjunction with annual leave.
- **Court Leave:** Court leave is applicable when an officer is:
 - On jury service;
 - A witness for the U.S. or District of Columbia (D.C.) Government;
 - A witness on behalf of State or local government;

- A witness on behalf of a private party in an official capacity; or
 - A witness on behalf of a private party when U.S., D.C., or State government is a party in the suit.
- **Station Leave:** Station leave is any absence from duty for a period of less than one (1) full workday. When an officer is not scheduled for duty (i.e., weekends, holidays, days off, etc.), they are technically in station leave.
 - It must be approved in advance by the leave granting authority.
 - Station leave is **NOT** a right; it is a privilege which will be granted **prudently and only for legitimate reasons.**
 - Station leave during scheduled work hours should be approved only when such leave is necessary to permit an officer to carry out activities that would be difficult or impossible, to conduct during non-work hours, such as emergency repairs to plumbing. It should **never** be granted to reduce the work hours of an officer.
 - **Administrative Leave:** Any absence for a full workday or more is normally charged to annual leave. However, there may be situations in which an officer may be excused from duty for a full workday or more without charge to annual leave. Such absence may be authorized as "administrative leave" under circumstances which are in the interest of HHS as well as the officer, as determined by the leave-granting authority. An example of this is respite leave, which is leave an officer is entitled to upon return from a deployment and is based on the number of days deployed. Administrative leave:
 - Does not accrue.
 - Is granted on a discretionary basis up to five (5) days per operational year.
 - Is typically used for professional training and examination.

For more information on leave policies, visit

<https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y> , and click on Book 3: Personnel Management (CCI 300 Series) under Commissioned Corps Issuance System (CCIS).

For FAQs, visit: https://dcp.psc.gov/ccmis/DCCPR_officer_leave_FAQ_m.aspx.

Healthcare: Preparing You and Your Family

The following section contains information on DEERS, TRICARE (medical insurance program), and dental care.

Note: Please check the sites listed below for the most up-to-date information, as some of the details listed may change.

Defense Enrollment Eligibility Reporting System (DEERS)

DEERS is a database maintaining information for active duty service members, retirees of the seven uniformed services, their family members, and any others who are eligible to receive military benefits. To register a family member, visit a uniformed services ID card-issuing facility.

An Application for Department of Defense Common Access Card and DEERS Enrollment (DD

Form 1172) must be completed along with submission of appropriate documentation such as marriage or birth certificates.

For an ID card-issuing facility near you or to schedule an appointment, visit the RAPIDS Appointment Scheduler: <https://rapids-appointments.dmdc.osd.mil/>.

For information on enrollment, including forms, eligibility requirements, and updating personal information, visit <http://www.tricare.mil/DEERS> or call 1-800-538-9552.

For questions regarding your DEERS ID card and dependent enrollment information, send an email to phsdeers@hhs.gov or call 1-877-INFO-DCP.

Medical Insurance Program - TRICARE

TRICARE is the medical insurance program for the uniformed services. Officers and their dependents must be registered in DEERS and have a valid uniformed services identification card for TRICARE eligibility, including the TRICARE Dental Program. If any of the officer's information is incorrect or outdated, coverage may be denied. Remember, registered family members may update personal information such as addresses and phone numbers, but only the sponsor (active duty service member) can add or delete family members in DEERS.

- Primary source of healthcare is TRICARE, the military's health plan.
- Active duty service members must enroll in one of the four (4) TRICARE Prime options: TRICARE Prime, TRICARE Prime Remote, TRICARE Prime Overseas, or TRICARE Global Remote Overseas.
- You must fill out a TRICARE Prime enrollment application form based on the region where you are located, which may be downloaded at: <http://www.tricare.mil/enrollment/>. For assistance in completing the form, call 1-800-444-5445 (East Region) and 1-844-866-9378 (West Region).
- If you are stationed near a military hospital/clinic you are required to use that military treatment facility (MTF), under the TRICARE Prime health plan. If your duty station is more than 50 miles from an installation, you may be eligible for the TRICARE Prime Remote program and see TRICARE health care providers in your area.
- Coverage may differ for the active duty service member family members.

For more additional information about TRICARE benefits, visit <http://www.tricare.mil>.

For more information on TRICARE medical plans available to you and your family member(s), visit <http://www.tricare.mil/plans/enroll.aspx>.

Dental Care

Effective July 3, 2022, Public Health Service Active Duty members will receive their dental insurance benefits through United Concordia (UCCI). For more information, contact UCCI Customer Service at 1-866-984-2337.

Active duty family members are eligible to participate in the TRICARE Dental Program.

Enrollment in this program is optional. For more information on eligibility, premium cost or for more information visit. <https://www.tricare.mil/CoveredServices/Dental>

Educational and Training Opportunities

USPHS officers are eligible for a variety of educational benefit programs administered by the Department of Veterans Affairs (VA). New call-to-active duty (CAD) officers will receive information on these programs, the Post 9/11 GI Bill and the Montgomery GI Bill (MGIB), during the Officers Basic Course (OBC). After which point, officers will need to select the GI Bill Program they intend to enroll in.

Officers called to active duty prior to the establishment of the Post 9/11 GI Bill and enrolled in the Montgomery GI Bill, are eligible to switch to the Post 9/11 GI Bill. Additionally, officers who did not enroll in the Montgomery GI Bill during their initial CAD, are also eligible to sign up for the Post 9/11 GI Bill.

For the most up-to-date information on the GI Bill programs, visit <http://www.gibill.va.gov> or contact 1-888-442-4551.

Post 9/11 GI Bill

The Post 9/11 GI Bill became effective on August 1, 2009 and provides financial support for education and housing. Benefits under this program are free, unlike MGIB which cost \$1,200 to enroll. Additionally, the Post 9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents after 6 years of service (with the commitment of an additional 4 years of service after the transfer). In 2018, the Department of Defense issued a mandatory change to the Post-9/11 GI Bill. Starting July 12, 2019, officers with over 16 years of creditable active duty uniformed service will no longer be able to transfer education benefits.

For information on transferring Post-9/11 GI Bill benefits, visit: <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/> and https://dcp.psc.gov/ccmis/ccis/documents/CCD_157.01.pdf

Montgomery GI Bill (MGIB)

As an alternative to the Post 9/11 GI Bill, officers are also eligible to sign up for the Montgomery GI Bill (MGIB). To learn more about these educational benefits and eligibility criteria please visit https://www.benefits.va.gov/gibill/mgib_ad.asp.

Additional resources on GI Bill Programs:

Benefit Resources (Rate Tables, Benefit Comparison Tools/Chart): http://www.benefits.va.gov/gibill/comparison_tool.asp

Educational Resources (i.e., Education Programs, Choosing a School, Tillman Scholarships, Verifying Attendance, Student handouts, brochures, and regulations): https://www.benefits.va.gov/gibill/school_decision.asp

Officer Support/Education Benefits: https://dcp.psc.gov/ccmis/Education_benefits.aspx

Uniformed Services University of the Health Sciences (USUHS)

USUHS has a worldwide reputation as a center of excellence for military and public health professions education and research. Programs offered at USUHS are unique, related directly to force health protection, tropical diseases, disaster medicine, military and public health medical readiness and adaptation to extreme environments. USUHS prepares outstanding scientists and health care practitioners for careers in service to the nation. USUHS provides training to active duty health professionals.

For more information about description of programs, policies, staff and faculty, and student information, visit <https://www.usuhs.edu>.

VA Home Loan Program

As an active duty officer, you may be eligible to apply for and receive a VA Home Loan. A VA loan is a mortgage loan available to members of the uniform services/military that is guaranteed by VA and may be issued by qualified lenders.

Additional information on the VA Home Loans:

- No down payment is required in most cases.
- Loan maximum may be up to 100 percent of the VA-established reasonable value of the property. Due to secondary market requirements, however, loans generally may not exceed certain threshold. This figure is subject to change each year. Please reach out to your loan officer for this information.

No monthly mortgage insurance premium to pay. The VA funding fee is what the VA charges to process the loan. The funding fee can range from 0.5 percent for Interest Rate Reduction Refinancing Loans (IRRRLs) to 3.3 percent. Rate is dependent upon frequency of use of the VA home loan program.

Note: The information listed above is meant as a brief overview of the VA Home Loan program. This information may change. For the most up-to-date information on VA Loan programs, visit <http://www.benefits.va.gov/homeloans/>.

Military Space-Available (Space-A) Travel

Space-Available flights, better known as **Space-A** or “military hops,” are a unique privilege afforded to service members, retirees, and their families. Under this program, unused seats on board U.S. military aircraft are made available to eligible passengers on a space-available basis. Unused seats on DoD-owned or controlled aircraft are made available once all the space-required (duty) passengers and cargo have been accommodated.

- Space-A travelers must be on Leave before signing up for Space-A travel and may sign up for travel 60-days in advance of the desired travel date.
- Passengers are categorized by priority of travel and are processed in priority order by their sign-in time; official duty passengers have priority over Space-A travelers.
- At times, there will be a minimal or no charge for personnel traveling in government-owned aircraft. However, if a Space-A flight is made on a commercial contract carrier, a fee will be assessed (approximately \$15-30) depending on the port. There may also be a fee for meals served aboard military aircraft.
- You are not guaranteed a seat, even when a flight is scheduled. Space-A is a privilege not

an entitlement. Those using Space-A should remain flexible and plan ahead for changes in departure dates/times.

For more information on Space-A travel visit <http://www.amc.af.mil/Home/AMC-Travel-Site/>, or contact the nearest military passenger terminal.

Retirement/Separation

The Fiscal Year 2016 National Defense Authorization Act (NDAA) instituted a modernized retirement system for members of the uniformed services. Commonly referred to as the Blended Retirement System (BRS), the BRS is effective on January 1, 2018. BRS training is available on the CCLMS at <https://usphstraining.hhs.gov/>. BRS consists of four components that distinctively combine to deliver a new blended annuity package categorized by the following:

Defined Retirement Pay Benefit

The BRS formula will use a 2% per year multiplier, in lieu of the 2.5% multiplier, of the highest 36 months of an eligible officer's basic pay. This equates to 40% of basic pay at 20 years of service versus 50% of basic pay at 20 years of service under the previous retirement system.

Thrift Saving Plan (TSP) Automatic and Matching Contributions

An officer covered under BRS will automatically receive a TSP contribution of an amount equal to 1% of basic pay after 60 days of service. Matching contributions will start at 3 years of service with a maximum matching of 4% through the completion of 26 years of service. At the start of 3 years of service, this contribution is the officer's to keep regardless of whether a 20 year or longer retirement is achieved. This means that if an officer separates before reaching retirement, they will leave with a portable retirement benefit (TSP), which is not part of the current defined retirement plan.

Continuation Pay

This is a payment at the completion of 12 years of service available to those who agree to serve an additional four years. The minimum payment is 2.5 times an officer's monthly basic pay.

Lump Sum Retired Pay Payment

An eligible officer may elect to take a 25% or 50% lump sum at the time of retirement that will reduce the monthly retired pay by a corresponding amount until the officer reaches full retirement age (as determined by the Social Security Act at 42 U.S.C. §416). After this age, the monthly retired pay will return to the full amount.

General Retirement Information

The BRS applies to all the uniformed services and will cover everyone whose Date of Initial Entry into Military Service (DIEMS) is on or after January 1, 2018. All other officers will automatically be grandfathered under the previous retirement system. However, officers with less than 12 years of service on December 31, 2017 will be eligible to opt-in to the BRS during calendar year 2018, if desired. Commissioned Officers are vested and eligible for retirement after 20 years of service. They may request voluntary retirement once they've reached this length of service. The years an officer served as a federal civilian employee in PHS agencies

may be added towards the officer's Retirement Eligibility Date.

Voluntary retirements require HHS OPDIV and Commissioned Corps approval. The Commissioned Corps grants most voluntary requests for retirement. The mandatory retirement for Commissioned Corps officers is 30 years, although the Commissioned Corps may grant an extension on a case-by-case basis.

Officers are encouraged to start the retirement process at least 12-24 months before planned retirement date. The retirement seminar offered online at the Commissioned Corps Learning Manager System (CCLMS) <https://usphstraining.hhs.gov/login/index.php> and the Transition Assistance Program (TAP) <https://www.dcms.uscg.mil/ppc/ras/> provide retirement information, tools, and training to service members, and their spouses to help ease their transition to civilian life.

Involuntary Separation

Commissioned Corps Directive 123.01 (CCD 123.01) contains regulations governing the termination of a Commissioned Corps officer without consent of the officer. An Involuntary Separation Policy is necessary to provide officers with guidance on the conditions under which they may be involuntarily separated from the Commissioned Corps. An officer may be involuntarily separated during the probationary period (first 36 months of service), through the 3-Year File Review process (upon completion of the probationary period for officers appointed at the permanent O-3 grade or above); a Medical Review Board; failure of promotion; a Board of Inquiry (BOI) for termination of an officer's commission when such termination would be in the best interest of the Corps; or after a review by an Involuntary Termination Board (ITB).

For more information on retirement, visit

https://dcp.psc.gov/ccmis/separations/ASSIGNMENTS_retirements_m.aspx.

All questions concerning Retirement should be directed to a Separations Counselor at USPHSCCSeparations@hhs.gov.

Other Corps Benefits

- Paid moving expenses for certain circumstances
- Access to military base lodging and recreational facilities
- Shopping privileges at military base grocery and department stores
- VA benefits, such as survivor and disability benefits and burial allowances
- Discounts at certain stores and theme parks such as Lowe's and Walt Disney World

For more information on benefits, visit <https://www.military.com/discounts>

VIII. Officership: Get Involved

Why should an officer get involved in activities supporting the Commissioned Corps? Getting involved will assist the USPHS Commissioned Corps in fulfilling its mission and enhance career development. In addition, professional contributions and services to the Commissioned Corps (i.e., officership) are an important promotion benchmark. Many officers serve on and advise the

OSG through Professional Advisory Committees (PACs) and Chartered Advisory Groups (CAGs). Please check out the OSG Initiatives and Groups webpage (<https://dcp.psc.gov/osg/default.aspx>) to see the various ways to get involved.

Professional Advisory Committees (PACs)

Get involved with your profession advisory committee (PAC). PACs provide information critical to success in the Commissioned Corps and provide many opportunities to get involved. Visit your category’s PAC website for more information. For more information, visit <https://dcp.psc.gov/osg/default.aspx> in addition website information is available in [Appendix C](#).

Chartered Advisory Groups

MOLC	AIANCOAC
APAOC	BCOAG
HOAC	JOAG
SOAGDAG	PACE
SMOKING CESSATION	CCWIAB

a. Junior Officer Advisory Group (JOAG)

Junior Officer Advisory Group (JOAG) is a vibrant and knowledgeable group of USPHS junior officers (i.e., rank of LCDR/O-4 and below) who seek to enhance their professional experience by getting involved in group activities furthering the JOAG mission. JOAG’s mission is, “Provide advice and consultation to the Surgeon General and other Corps and non-Corps entities on interests and concerns specific to junior officers in the U.S. Public Health Service Commissioned Corps.”

JOAG members belong to various professional categories throughout USPHS agencies and non-USPHS programs. JOAG is governed by Voting Members who serve as the leadership of the organization. JOAG serves as the voice for junior officers in the Commissioned Corps and is responsible for advising the SG on matters affecting junior officers.

Junior officers who participate in bi-monthly JOAG General Membership meetings are automatically considered a general member. In addition to general participation, junior officers are encouraged to actively participate by joining a committee or workgroup. All junior officers are encouraged to get involved. Everyone is welcome to join! For more information, visit <https://dcp.psc.gov/OSG/JOAG/>

b. Minority Officers Liaison Council (MOLC)

The Minority Officers Liaison Council (MOLC) serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to ethnic minority officers in the USPHS. The MOLC is comprised of the four core minority advisory groups

(CMAGs). For more information on MOLC and individual CMAGs, visit: <https://dcp.psc.gov/osg/molc/> and to learn more about each CMAG, click on the links below:

- [American Indian/Alaska Native Commissioned Officers Advisory Committee \(AIANCOAC\)](#)
- [Asian Pacific American Officers Committee \(APAOC\)](#)
- [Black Commissioned Officers Advisory Group \(BCOAG\)](#)
- [Hispanic Officers Advisory Committee \(HOAC\)](#)

a. Prevention through Active Community Engagement (PACE)

The U.S. Surgeon General’s PACE program leverages the expertise of Commissioned Corps officers to provide evidence-based education to at-risk communities in or near their own geographical area. With many of the curriculum utilized in the PACE program already established, this is an opportunity for new officers to participate and potentially lead public health community outreach efforts with straightforward lesson plans. Multiple officer categories (scientists, nurses, HSO, etc.) can collectively participate in Primary/Secondary school education, community level education, and provider level education PACE efforts. In addition, the PACE program provides new officers the opportunity to network in their local area with senior Commissioned Corps officers, city/state health/education institutions, federal partners, and local community including local business and faith-based organizations.

If any new JOAG officers are interested in PACE program participation, please contact: LT Caballero at Jason.caballero@fda.hhs.gov.

For more information visit <https://dcp.psc.gov/OSG/pace/>

b. Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG)

Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG) serves to provide advice to and on behalf of the USPHS Surgeon General related to:

- Issues of interest to and concern of lesbian, gay, bisexual, transgender (LGBT) officers, and other sexual and gender minorities and their allies in USPHS.
- Issues related to Commission Corps personnel policies and practices relevant to LGBT officers.
- Provision of LGBT-competent health care by Commissioned Corps healthcare providers.

For more information on SOAGDAG visit: <https://dcp.psc.gov/OSG/sogdag/>

c. Commissioned Corps Women’s Issues Advisory Board (CCWIAB)

The CCWIAB was created in 2011 during the tenure of the 18th Surgeon General, VADM Regina Benjamin in response to a growing trend and recognition of the importance of having groups that focus on issues unique to women in the workforce. Further support for such a group was evidenced by the March 11, 2009 Executive Order, signed by President Obama, creating the White House Council on Women and Girls which ensures that federal agencies take into account the needs of women and girls in policies, programs, and legislation. The Surgeon

General appoints the Chair, who must be a Flag Officer and Board members. Representation of all categories, various operating and staff divisions within HHS, and non-HHS entities is encouraged. Currently we have representation of all categories. Our activities include reaching out to female officers, soliciting input on issues of concern, providing advice and assistance on issues that not only affect them as individual officers but also that have implications for other female officers, reviewing and advising on select policy issues, and sharing resources that may be useful. To view a list of CCWIAB members and copies of resource guides, please visit the website: <https://dcp.psc.gov/OSG/ccwiab/>

d. Smoking Cessation

The Smoking and Tobacco Use Cessation Committee was established in August 2013. Information about the committee and smoking cessation material can be found here: <https://dcp.psc.gov/OSG/tobacco/>

e. Other

CPO GROUP

PHS ATHLETICS

PAC CHAIRS GROUP

PHS ENSEMBLE

SG HONOR GUARD

a. Surgeon General's Honor Guard

The Surgeon General's Honor Guard enhances the visibility of the USPHS by rendering appropriate honors of the uniformed service, maintaining exceptionally high standards of appearance, and conducting ceremonial duties.

For more information on the Surgeon General's Honor Guard, visit: <https://dcp.psc.gov/OSG/sghg/>

b. PHS Athletics

PHS Athletics' mission is to protect, promote, and advance the health of the American people through fitness. Visit <https://dcp.psc.gov/OSG/phsa/> to see the events calendar and get involved.

c. PHS Ensemble

PHS Ensemble provides musical support for formal and informal Department of Health and Human Services (HHS) and appropriate non-HHS sponsored events.

For more information on PHS Ensemble, visit: <https://dcp.psc.gov/OSG/ensemble/>

Additional opportunities to get involved through Office of the Surgeon General supported initiatives can be found here: <https://dcp.psc.gov/osg/default.aspx>

IX. Appendices

Appendix A: Acronyms

ACLS: Advanced Cardiac Life Support

APFT: Annual Physical Fitness Test

ASH: Assistant Secretary for Health

BAH: Basic Allowance for Housing

BAS: Basic Allowance for Subsistence

BLS: Basic Life Support

BOTC: Basic Officer Training Course (course replaced by Officer Basic Course)

CCMIS: Commissioned Corp Management Information System

eCCIS: electronic Commissioned Corp Issuance System

COA: Commissioned Officers Association

COER: Commissioned Officer Effectiveness Report

COLTS: Commissioned Officer Leave Tracking System

CPO: Chief Professional Officer

CCHQ: Commissioned Corps Headquarters

DEERS: Defense Enrollment Eligibility Reporting System

HHS: Department of Health and Human Services

DoD: Department of Defense

eCORPS: electronic Commissioned Officer Resources Processing System

eOPF: electronic Official Personnel Folder

EMI: Emergency Management Institute

FEMA: Federal Emergency Management Agency

FMRB: Field Medical Readiness Badge

LMS: Learning Management System

MAB: Medical Affairs Branch

MGIB: Montgomery GI Bill

NIMS: National Incident Management System

OASH: Office of the Assistant Secretary for Health

OBC: Officer Basic Course

OPDIV: Operating Division

ORA: Office of Reserve Affairs

OS: Officer Statement

OSG: Office of the Surgeon General

PAC: Professional Advisory Committee

PAG: Professional Advisory Group

USPHS: Public Health Service

PIR: Promotion Information Report

ROS: Reviewing Official Statement

SG: Surgeon General

SGPAC: Surgeon General Policy Advisory Council

SGLI: Servicemembers' Group Life Insurance

TDY: Temporary Duty Assignment

USUHS: Uniformed Services University of the Health Sciences

VA: Veterans Affairs

VGLI: Veterans' Group Life Insurance