

October 2016



JOAG
JUNIOR OFFICER
ADVISORY
GROUP

USPHS

JOAG PDT CYBER-GRAM

Welcome to the Policy Development and Training (PDT) Cyber-gram!

The purpose of this cyber-gram is to help identify new directives, instructions, personnel policy memorandums, and personnel operations memorandums on the CCMIS website that are particularly relevant to junior officers.

Click on the underlined subheadings (hyperlinks), which will take you to the policy reference for more detailed information.

REVISION TO UNIFORMS FOR FEMALE OFFICERS

Did you know that on June 28, 2016, a revision to CCI 421.02 Uniforms for Female Officers was updated? The issuance was revised to include the optional wear of the blue, unbelted skirt (aka the Service Dress Blue Skirt) with the Dinner Dress Blue and Dinner Dress White Jacket uniforms.

Check out the changes here: http://dcp.psc.gov/ccmis/ccis/documents/cc421_02.pdf

OFFICER STATE OF LEGAL RESIDENCE

Many times, Home of Record and State of Legal Residence (Domicile) are incorrectly used interchangeably. CCMIS provides [guidance](#) for income tax on the State of Legal Residence.

The Domicile or State of Legal Residence is the place regarded as the officer's permanent home. Officers do not lose domicile by taking up temporary residence elsewhere as a result of compliance with official personnel orders. A State (other than a home State) or locality cannot tax a commissioned officer's income merely because the officer resides and/or performs duty in that State. Income other than the officer's pay and allowances may be subject to income tax in the State where assigned. State of legal residence is regarded as the officer's permanent legal home. This is usually evidenced by obtaining a driver's license, vehicle registration, voter registration, claiming of homestead exemption, etc.

The Home of Record is the state from which the uniformed member was called to active duty. When an officer separates or retires, the Home of Record will determine compensation. For instance, the Corps will move the officer to the state that is the Home of Record or reimburse up to the amount to return the officer to that state.

2017 USPHS SYMPOSIUM

Save the date for the 2017 USPHS Scientific and Training Symposium which will be held in Chattanooga, TN, from June 6 to 8! More than 1,100 attendees gathered for the 2016 USPHS Scientific and Training Symposium in Oklahoma City in May 2016 for a successful week of training, networking, and more.

Details on the 2017 Symposium including registration and conference hotel will be posted in late fall at <http://symposium.phscof.org/>.

ANNUAL LEAVE USE OR LOSE

As part of the Commissioned Corps' migration of pay and personnel functions to Direct Access, the Commissioned Corps will transition from a calendar year leave schedule and adopt the fiscal year calendar (October 1 – September 30) this year. This migration allowed a one-time exception for officers to carry over more than 60 days of annual leave from January 1, 2016, through September 30, 2016. On October 1, 2016, all accrued annual leave over 60 days will be forfeited, and the new fiscal year leave schedule will begin.

READY RESERVE CORPS

The Surgeon General released a POM effective June 16, 2016 for officers of the Ready Reserve Corps looking to transition to the Regular Corps. This POM establishes that medical standards are not at the discretion of the SG and that Ready Reserve officers will receive credit for retirement and base pay. As of 2016, all new officers are brought in as Regular Corps. However, for any Ready Reserve Corps officers seeking an appointment to the Regular Corps, a signed original request must be submitted to the DCCPR. All requests must be received by DCCPR at least 6 months prior to the anticipated appointment date and must include the following:

- Officer's Name
- PHS Serial Number & Direct Access Number
- Professional Category
- Personal Statement (based upon pre-identified questions determined by DCCPR)

In addition to a request, a review of the officer's eOPF will be completed to include COER evaluations and compliance with Basic Readiness standards.

For a more complete list of factors to be reviewed, as well as information regarding TED credit, base pay credit, etc., please go to the [POM](#).

Commissioned Corps Headquarters (CCHQ) has added an electronic Document Upload (eDOC-U) feature to the electronic Official Personnel Folder (eOPF) which will allow officers to submit documents digitally via the Commissioned Corps Management Information System (CCMIS) within the Officer Secure Area.

KEY POINTS:

- eDOC-U officially rolled out on August 15, 2016. Documents uploaded during the August 1-14 training environment from will not be archived into your eOPF.
- eDOC-U replaces fax submission of eOPF and immunization documents. Please continue to fax all Licensure information to the Licensure fax line at 240-453-6127. Licensure submission through eDOC-U will be available to all officers in late fall.
- The following document types are included in the current upgrade. Exemptions and instructions for each document type can be found [here](#). Acceptable document formats include .pdf, .doc or .docx (MS Word) and .txt (Text files).
- - Appointment
 - BLS/PALS/ACLS Certifications
 - Certificates, Certificates of Completion, and Letters of Appreciation
 - Continuing Education Summary Sheet
 - Counseling Forms A and B
 - Curriculum Vitae
 - Immunizations
 - Officer Statement
 - Professional Certifications
 - Transcripts

The eDOC-U process is not an immediate document upload to eOPF. eDOC-U will display the number of documents submitted and waiting to be processed. Documents will be viewed and placed into eOPF by CCHQ staff. Save a screen shot of the “Document was Uploaded Successfully” message after uploading each document. Current staffing and submission volume will impact the time frame of final eOPF document filing.

If you have questions about the new eDOC-U submission process, email the Commissioned Corps Help Desk at: CCHelpDesk@hhs.gov. You can also access the detailed eDOC-U instruction guide by selecting the “Help” link in the eDOC-U or by following this [link](#). In addition, a recording of the eDOC-U webinar will be available soon on the [eOPF Status](#) webpage.

For additional eOPF information, visit the [eOPF FAQs](#) webpage.

DEVELOPED BY THE POLICY DEVELOPMENT AND TRAINING SUBCOMMITTEE

The PDT Subcommittee is under the direction of JOAG’s Policy and Procedures Committee Chair, LCDR Samantha Spindel

Contributing Officers:

LCDR Lacey Blankenship	LT Stephanie Lanham
LCDR Jessica Otto	LT Dakota McMurray
LCDR Linda Park	LT Samantha Morgan
LCDR Andrea Smith	LT Bryan Shelby
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If you would like to send us any policy-related announcements that apply to all Corps Officers, send an e-mail with the specific policy reference to Policy Development and Training Co-Leads LCDR Andrea Smith (andrea.smith@cms.hhs.gov) or LT Bryan Shelby (gvr1@cdc.gov).