Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

OCT 19 2004

TO: Surgeon General

FROM: Acting Assistant Secretary for Health

SUBJECT: **Commissioned Corps Personnel Policy Memorandum (PPM) 04-007**
Duties and Responsibilities Involving the Per Diem, Travel, and Transportation Allowance Committee

Pursuant to 37 U.S.C. 1001, the Department of Defense (DoD) issued Directive 5154.29 dated May 9, 1993, "DoD Pay and Allowances and Procedures." The Directive assigns responsibility for Joint Federal Travel Regulations (JFTR), Volume 1, "Uniformed Service Members," to the Per Diem, Travel, and Transportation Allowance Committee (Committee).

The purpose of the Committee is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, and decisions of the Comptroller General of the United States, for members of the seven Uniformed Services. The Committee operates under the policy guidance of the Assistant Secretary of Defense (ASD) (Force Management Policy (FMP)), the Secretary of Defense designee for coordinating travel and transportation matters. Changes in policy that increase or decrease allowances for a substantial number of personnel, involve substantial additional expenditures of funds, or create new basic entitlements, are referred to ASD FMP for policy approval prior to promulgation.

The Assistant Secretary for Health (ASH) is responsible for establishing policies and for proposing regulations to the Secretary of the Department of Health and Human Services governing the Commissioned Corps of the U.S. Public Health Service (Corps). Therefore, effective immediately, the ASH will represent the Corps on the Committee. The alternate Committee member will be the Director, Office of Commissioned Corps Force Management (OCCFM) (See DoD 5154.29). The Director, OCCFM, shall advise the ASH on all workforce management issues involving the Corps including the development, issuance, and interpretation of Uniformed Service travel and transportation policies.

A military advisory panel (MAP) has also been established under the auspices of the Committee for the purpose of generating and evaluating issues pertaining to per diem, travel, and transportation allowances; station allowances; basic housing allowances. The MAP periodically assesses the adequacy of current travel policy and regulations for uniformed personnel and develops proposed solutions for Committee review and decision. Effective immediately, OCCFM through the Director, Workforce Policy and Plans Division (WFPPD) will be the Corps representative to the MAP.

The WFPPD will ensure that Uniformed Services travel and transportation policies as determined by the Committee and MAP are provided in a timely manner to departmental and non-departmental organizations that utilized Corps officers. By direction of the Director, OCCFM, the WFPPD will also provide these organizations with information and guidance regarding the development, issuance, and interpretation of Uniformed Services travel and transportation policies.

In addition, the WFPPD will collaborate closely with the Office of Surgeon General (OSG)/Office of Commissioned Corps Operations (OCCO) to ensure that operational concerns regarding Uniformed Services travel and transportation matters are addressed at the policy development level. The WFPPD will also provide policy updates and briefings to OSG/OCCO on a regular basis and work closely with OSG/OCCO to ensure that officers receive current instructions regarding travel and transportation matters.

This PPM will remain in effect indefinitely.

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