

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC23--Staffing
Subchapter CC23.5--Utilization
Personnel INSTRUCTION 6--Detail of Commissioned Officers to Faculty
Positions at the Uniformed Services
University of the Health Sciences

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Section A. Purpose and Scope

This INSTRUCTION provides policy and procedures for detailing active duty PHS Commissioned Officers to faculty appointments at the Uniformed Services University of the Health Sciences (USUHS).

Section B. Authority

Public Law 92-426, "The Uniformed Services Health Professions Revitalization Act of 1972," (10 U.S.C. 2112-2117) established USUHS within the Department of Defense. Details of Commissioned Officers to faculty positions at USUHS will be under the authority of section 214(a) of the PHS Act (42 U.S.C. 215(a)), and will be made in accordance with the memorandum of agreement between PHS and USUHS relating to such details.

Section C. General Policy

1. PHS supports the mission of USUHS and will participate in the development of the university as a distinguished academic institution. Close cooperation between PHS and USUHS will enhance the full development of health care within the uniformed services.
2. Initial details will not exceed two years. Upon USUHS request, these details may be extended on a yearly basis until instructors and assistant professors have served a maximum of three years and associate professors and professors have served a maximum of four years. Exigencies may require the early termination of these details.
3. The Bureau of Medical Services (BMS), HSA, will provide operational support to PHS personnel detailed to USUHS faculty appointments. Personnel positions and funds have been transferred from PHS agencies to BMS to support up to six details.
4. In accordance with PHS Performance Appraisal System and Commissioned Officer Efficiency and Progress Report requirements, BMS will ensure that annual performance appraisals are completed on officers detailed to USUHS faculty appointments.
5. Upon completion of the detail, the officer will return to the same or a comparable position in the original staff office or agency from which he/she was transferred to BMS for the detail unless another assignment has been arranged or some other personnel action is necessary.

Section D. Staff Office and Agency Nominations

1. By January 15 of each year, USUHS will inform PHS concerning the number and types of available faculty appointments and their qualification requirements.
2. PHS staff office and agency heads will be requested to submit nominations to the PHS-USUHS Liaison Committee which is chaired by the Deputy Surgeon General and composed of PHS agency heads or their designees. In addition to the information requested on the enclosed sample resume (Exhibit I), each nomination should include a memorandum of endorsement from the staff office or agency head, which highlights the qualifications of the nominee, explains how the detail will benefit the parent organization and the nominee; and confirms the nominee's availability date. Nominations should be submitted by March 15.
3. The PHS-USUHS Liaison Committee Chairman will have nominations reviewed by the appropriate PHS Career Development Committee and consider the recommendations of that committee prior to submitting nominations for approval to ASH or his designee, no later than May 1. Approved nominations will be sent to USUHS by May 15.

4. USUHS will announce selections to ASH in time to complete arrangements for each detail in accordance with the availability of the selected nominee and USUHS needs. The Commissioned Personnel Operations Division (CPOD), Office of Personnel Management, Office of Management, PHS, will process each detail in accordance with the PHS-USUHS memorandum of agreement, issue personnel orders effecting each detail, and provide BMS with documentation relating to each detail.

Section E. Officer-Initiated Nominations

1. Officers may initiate their own nominations by sending the information requested on the enclosed sample resume (Exhibit I) through supervisory channels to their respective PHS staff office or agency heads. With the required endorsement, these nominations may be submitted to the PHS-USUHS Liaison Committee Chairman at any time.
2. Officers who initiate their own nominations may be considered for details supported by BMS or for details supported by their own organizations. If a staff office or agency head is willing to provide a position and funds to cover detail of the officer to USUHS, this should be indicated in the memorandum of endorsement submitted with the nomination. These details, if approved, will also be processed by CPOD.

EXHIBIT I (Continued)

SAMPLE RESUME FOR FACULTY APPOINTMENT TO THE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

Experience:

<u>Dates</u>	<u>Position Title</u>	<u>Grade or Rank</u>	<u>Agency</u>
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Honors, Awards, Fellowships:

Professional and/or Scientific Affiliations:

Publications (Articles, Books, Reports, Papers):

Benefits Anticipated from this Appointment and/or Reasons for Seeking It:

NOTE: THIS IS A SAMPLE FORMAT. IT IS NOT TO BE REPRODUCED IN ANY MANNER.
 IT WILL BE TYPED IN ITS ENTIRETY EACH TIME PREPARED.