

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC23--Staffing
Subchapter CC23.6a--Personnel Actions; General
Personnel INSTRUCTION 3--Overseas Assignments Under Foreign
Assistance Program

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Section A. Purpose and Scope

1. This INSTRUCTION outlines the requirements, procedures, and responsibilities for assignment of commissioned officers overseas in the foreign assistance program pursuant to a Participating Agency Service Agreement with the Agency for International Development.
2. The requirements and responsibilities reflected in this INSTRUCTION are based on those developed by AID for all agencies entering into Participating Agency Service Agreements with AID. It brings together, with implementing instructions, the provisions applying to commissioned officers as set forth in the AID/PHS Commissioned Corps Personnel Agreement (see Section B) and the various AID Manual Orders. PHS offices, therefore, will be able to process these assignments without having to obtain and maintain the AID Manual Orders. Other basic documents (referred to in this INSTRUCTION) will be needed and will be

furnished, upon request, by the Policy and Procedures Branch, Office of Personnel, Public Health Service, Washington, D.C.

3. Instructions for assignment of civil service personnel to these overseas projects are included in Personnel Instruction 301:PHS-1, Federal Personnel Manual.

Section B. Participating Arrangements In
Foreign Assistance Program

1. Interagency Agreements. The Foreign Assistance Act of 1961, as amended, provides that the services or facilities of any Government agency may be used in carrying out the foreign assistance program. Under this authority, AID may request other agencies to provide services in which the particular agency has special competence. The participation of the agency is obtained through means of interagency agreements. Through a General Agreement between AID and another Government agency (referred to as participating agency), basic policies and arrangements are established governing the participation of the agency in the foreign assistance program. AID has entered into such an agreement with the Department of Health, Education, and Welfare, but has a separate personnel agreement with the Public Health Service governing the assignment of commissioned officers of the Public Health Service. Within the framework of these agreements, AID enters into service agreements with segments of the Public Health Service to provide a staff service or assume operating responsibility for a specific project on behalf of AID. These service agreements are referred to as Participating Agency Service Agreements (PASAs).
2. Negotiation of PASAs. The PASA defines the scope, location, and duration of the service, the personnel requirements, costs, methods of financing, and other factors not otherwise covered in the General Agreement with the Department. The PASA is initiated by AID and generally negotiated directly between the appropriate AID Regional Bureau and the PHS program undertaking the project. It is important that the personnel offices participate in these negotiations, particularly with respect to decisions to be made on the personnel requirements.
3. Staffing Arrangements. The implementation of project or staff service PASAs may involve the following staffing arrangements:
 - a. Projects. Project PASAs may involve any one or a combination of the following staffing arrangements.
 - (1) Assignment or appointment of personnel to fill positions established by the Public Health Service to implement project service PASAs in the United States.
 - (2) Detail of personnel for temporary duty overseas.

- (3) Assignment of personnel overseas for a tour of duty in an overseas position specifically established by the Public Health Service pursuant to a PASA.
- b. Staff Services. A PASA may provide for the assignment of a commissioned officer for a tour of duty overseas to occupy an AID staff position (i.e., a position established by AID within the AID organizational structure). Officers assigned to staff duty with AID are assigned to, and detailed from, the Office of International Health. They retain their status in the Commissioned Corps but are under the supervision of AID.

Section C. Applicability

1. The provisions of this INSTRUCTION apply only to the assignment of officers for a tour of duty in an:
 - a. Overseas position specifically established by the PHS (project services); or
 - b. AID overseas position (staff services).

Under the authority for these assignments, Section 625(d)(1) of the Foreign Assistance Act of 1961, officers assigned to these overseas positions in the foreign assistance program are entitled to receive compensation, allowances, and other benefits applicable to employees hired directly by AID in accordance with AID regulations and policies.

2. This INSTRUCTION is not applicable to details for temporary duty overseas. Officers whose services are required on a temporary duty basis (normally six months or less) outside the U.S continue to occupy their domestic position with no change in basic compensation or other entitlements.

Section D. Definitions

1. AID/W office as used in this INSTRUCTION means the personnel division of the AID Regional Bureau which has negotiated the PASA with the Public Health Service.

Section E. Communications and Reports

1. Communications. AID and the PHS will provide each other with copies of all communications or other documents relating to the officer's staff or project service assignment.
2. Personnel Actions. Three copies of all personnel actions, including periodic pay increases, affecting an officer assigned to an overseas staff or project service position will be provided AID/W. This will be done by the Office of Personnel when the Personnel Order affecting such action is issued.

3. Reports. AID/W requires that a monthly report be submitted to them on the status of recruitment to fill positions, i.e., (1) whether a candidate has been selected and, if so, how far processing has progressed; and (2) whether any change in selection has occurred (cancellation or withdrawal). They also require that notice of any change be sent to the AID Mission, through AID/W. These reports will be submitted by the PHS program providing the service (Office of International Health for staff services).

Section F. Tours of Duty

1. The overseas tour of duty will normally be for a period of 24 months in the country of assignment; but, when circumstances require, a tour may be fixed for a shorter period. An officer who serves a tour less than 18 months is ineligible for certain benefits. Home leave, for example, may be authorized only upon completion of at least 18 months' service abroad (See Section L). Transportation costs for dependents' travel, household effects, and automobile are not authorized when the tour is for less than 12 months. Short term assignments will normally be a detail for temporary duty (see Section C, paragraph 2).
2. Additional tours of duty may be authorized by the Service, upon AID's request in the case of staff services, and with AID's concurrence in the case of project services. Whenever mutually agreed upon by AID and the Service, the detail or assignment may be terminated by either agency.
3. An officer accepting an overseas tour of duty will be required to sign an agreement to serve the specified tour of duty. A sample agreement showing the items to be included is contained in Exhibit 1 on page 23.

Section G. Assignment Procedures

1. Recruitment and Selection. Recruitment, selection, and processing of candidates for the overseas assignments will be the responsibility of the Service. In providing services under a PASA, the Service will use available qualified personnel on its rolls to the fullest extent possible. If fully qualified candidates are not available within the Service, the PASA may provide for recruitment of candidates from outside the Service.
 - a. Officers on Active Duty. The participation of the Service in the foreign assistance program must not result in conflicting demands on its own programs with respect to the use of personnel. No contact, therefore, will be made with an officer on active duty until concurrence has been obtained by the Chief, Office of Personnel. Concurrence will be requested by memorandum. If the officer is assigned to another Bureau, the Office of Personnel - rather than the requesting program - will obtain the clearance required in Personnel INSTRUCTION 2, CC23.5, Interbureau Transfers.

2. Qualifications and Suitability. The PHS program will be responsible for determining the technical and personal qualifications of the candidate, as well as the suitability of the candidate and his dependents, for the overseas assignment as outlined below. For the candidate recruited from outside the Service, this determination will be completely independent of the determination on qualifications for appointment in the Commissioned Corps. An interview report on PHS Form 969-2 and reference checks on PHS Form 1812, Statements regarding applicant for commission, will still be required in accordance with the usual commissioning process.
- a. Qualifications Inquiry. An evaluation must be made on the probability of successful overseas service of the candidate and his family. To make this evaluation, a sufficiently comprehensive inquiry on the candidate must be conducted. This inquiry will include, in addition to the security investigation and medical examination, the following:
- (1) Interviews. Interviews with the candidate are essential. These will be conducted separately by three interviewers, who will independently document the results of the interview. (See paragraph (4) below.) The interviews will be conducted by (1) the selecting official, (2) another official familiar with the needs of the project and the overseas situation, and (3) another staff member with knowledge of the candidate's professional discipline. These interviews will be planned to evaluate the candidate on such factors as ability to withstand stress in foreign situations, reasons for interest in foreign assignment, family attitude towards assignment, tolerance for foreign nationals, likeableness, sensitivity to others and ability to get along with others.
 - (2) Reference Checks. Three or more reference checks will be requested on all candidates, in or outside the Service. These should be obtained from persons who are familiar with the work of the candidate (not simply personal references) and in a position to evaluate him in an adequate manner. The reference check form developed by AID will be used for this purpose (AID-4-66), Qualifications Appraisal). A suggested letter of transmittal is included in Exhibit 2 on page 24. Supplies of the reference check form should be obtained from AID/W at the time a PASA is negotiated.
 - (3) Overall Evaluation. After the interviews are completed and reference checks obtained, an overall evaluation of the candidate's qualifications and suitability for overseas assignment will be made by the selecting official or his designee. Reference checks, interview reports, and records of professional and technical qualifications, and any other information available to the selecting official, will be integrated into a final evaluation (see paragraph (4) below).

- (4) Guide for the Selection and Evaluation of Overseas Personnel. A Guide for the Selection and Evaluation of Overseas Personnel has been developed by the Division of Research and Standards, Office of Personnel. This Guide covers use and interpretation of AID-4-66, Qualifications Appraisal. It also provides forms to be used by interviewers of candidates for overseas positions, and by selecting officials in making the overall evaluation of a candidate's qualifications. Offices responsible for assignment of officers for overseas assignments under a PASA shall obtain, from the Office of Personnel (PE/PP), copies of the "Guide for the Selection and Evaluation of Overseas Personnel" and a supply of the forms for the interview report (PHS-4840-1) and overall evaluation (PHS-4840-2).
- (5) Maintenance of Records. Interview reports, reference checks, and the selecting official's overall evaluation for officers assigned to overseas positions will be filed in the officer's personnel folder. When selection has been made, this material on candidates selected and not selected will be forwarded to the Office of Personnel (RS/RD).
3. Security Processing. A candidate may not be appointed to an overseas position under a PASA until security processing has been accomplished (see paragraph 4, below). Arrangements for the security processing will be initiated by the operating program and sent through the Bureau security representative to the Director of Security, DHEW, in accordance with Chapter 1-30, of the Security Manual. The results of the full field investigation will be processed in the same manner as for other assignments where such investigations are required.
4. Certification to AID
- a. Upon receipt of notification of satisfactory security processing, the program will make certain that appropriate investigations of the candidate's qualifications and the suitability of the candidate and his dependents for the overseas assignment have been satisfactorily completed. The program will then prepare AID Form 2-5, 1/ Certification of Candidate's Qualifications, in quadruplicate. The certification regarding appropriate investigations into the qualifications of candidate, etc. will be completed with the signature and title of the Bureau or Division Chief below the certifying statement. This certification will be based on the selecting official's evaluation and information obtained from the qualifications inquiry, security investigation, and medical examination. The form will be forwarded, in quadruplicate, to the Office of Internal Security, DHEW.

1/ supplies of form can be obtained from AID/W

- b. When AID Form 2-5 is received with the certification of candidate's qualifications by Bureau or Division Chief, the Director of Security, DHEW, will complete the appropriate box and sign the form. The form, in triplicate, will be forwarded to the AID Office of Security for endorsement. AID's endorsement will be on Form 2-5, the original of which will be returned to the Office of Internal Security, DHEW, and filed for permanent retention in the security file. Notice of AID's endorsement will not be sent to the operating program. When the program receives notice of security processing from the DHEW Director of Security, endorsement by AID will be assumed and the program will proceed with assignment processing. The program will indicate date of security clearance on the PHS Form 1662 submitted to the Office of Personnel (see paragraph 7).
5. Medical Clearance and Immunization. Medical clearance and immunization of the candidate and his dependents accompanying him overseas are required as provided in Section H.
6. Mission Clearance
- a. Candidates for the overseas assignment must be nominated to AID/W for the purpose of obtaining the AID Mission and cooperating country concurrences. This clearance --
- (1) will be prepared by the program as indicated below and transmitted to AID/W for approval and transmittal to the Mission.
 - (2) must be obtained before the officer's orders for the overseas assignment are issued.
 - (3) should not be delayed since it also serves as notice to the AID Mission to arrange for housing which may be a problem.
- AID/W will notify the program of clearance by forwarding the original of the notice of clearance from AID Mission.
- b. Nominations will be by memorandum to include the following information:
- (1) Subject (includes position title, the PASA control number and Project Implementation Order/Technical Services (PIO/T) number recorded on the PASA face sheet - Form AID2-2).
 - (2) Name of candidate, tentative FC grade (see Section I) and salary rate, date of birth, and marital status.
 - (3) Names of dependents (and ages of minor dependents) who are to reside at the post, together with information as to whether dependents will accompany the officer and, if not, when their arrival is planned.

- (4) Education (including degrees, if any, and fields of specialization) and experience (beginning with current position, giving job titles, grade and/or salary, name of employer, brief description and duration of assignment). A copy of the candidate's PHS-50 may be attached in lieu of summary of education and experience.
- (5) Any special comments relative to the candidate's particular qualifications for the proposed assignment.
7. Requestion Personnel Action. PHS Form 1662, Request for Personnel Action, will be submitted to the Office of Personnel when all clearances have been obtained. The program will indicate on PHS Form 1662 that medical, security, and Mission clearance have been obtained.
8. Approval of Foreign Travel. A Form HEW-1-a will NOT be required for officers being assigned under the provisions of this INSTRUCTION. Approval of foreign travel will be the Personnel Order assigning the officer overseas which will be issued by the Office of Personnel when all clearances, including the security clearance have been obtained. The program will be responsible for providing passport information to the Division of Administrative Services (paragraph 9, below).
9. Official Passports and Visas. Arrangements for official passports and visas for officers and family members accompanying them to the overseas post will be made in accordance with Chapter 8-20, HEW Travel Manual, except as follows: The "Headquarters Travel Unit" referred to in the Travel Manual Chapter is the Headquarters Services Branch, Division of Administrative Services, Public Health Service, DHEW, Washington, D.C. 20201 - Telephone No. 96 35415, or (NIH only) Director, Office Services, NIH - Telephone No. 49 63441. In lieu of the Form HEW-1-a, the program will notify the Headquarters Services Branch by memorandum at least 30 days in advance of anticipated departure from the U.S. that orders will be issued and furnish the eight items of information listed in Section 8-20-50B of the HEW Travel Manual.
10. Orientation and Training.
- a. Orientation. Orientation begins when the candidate first gives consideration to the assignment. It is at this point that he should be given the Post Report which describes the circumstances of life and work at the post. The Post Report serves as an aid in orientation as well as in recruitment. These reports can be obtained from AID/W.
- (1) Orientation programs will be provided by:
- (a) PHS program responsible for the project to include technical briefings, PHS personnel and related policies, and discussion of personal affairs.

- (b) AID, Washington, D.C. to include program and country briefing.
 - (c) AID Mission upon arrival of the employee and his family to include:
 - a general orientation for the officer and his family regarding circumstances of life at post, and
 - mission orientation for the officer concerning the country situation, AID program organization and operations, and AID Mission administrative services, policies, and procedures.
 - (2) The PHS program undertaking the project will arrange, in consultation with AID/W, for the attendance of the officer (and spouse, where possible) at the AID orientation in Washington, D.C. This will be done after all required clearances have been obtained.
 - b. Language Training. In the negotiation of the PASA, the program should determine if the assignment requires special language skills and make arrangements with AID/W for available language training.
11. Notice of Arrival and Departure
- a. A brief pre-departure cable notice will be prepared by the program and sent (mailed or hand-carried) to AID/W for approval and transmittal to the AID Mission. This notice will be delivered to AID/W as early as possible, but not later than 5 days before the departure of the officer and/or his family. The text of the cable will specify the project (PASA control number) and position to which the officer is assigned, his name, name of dependents accompanying him, and the scheduled flight number and date he will arrive at post. This notice is primarily to insure that the Mission will be prepared for the officer's arrival.
 - b. The U.S. AID Mission will notify the PHS program immediately by airgram or cable of the officer's arrival. Arrival of dependents will also be reported whether they accompany the officer or travel at a later date. If this information is not received in a reasonable period of time, AID/W should be notified in order that it may be obtained for payrolling purposes (see Section K).

Section H. Medical Clearance and Immunizations

- 1. Medical Examinations. Medical examinations of the candidate and his dependents accompanying him overseas is mandatory and subject to clearance before the candidate's orders are issued. The officer's medical must be cleared by (1) Chief, Health Standards Branch, Office of Personnel, and (2) Medical Division, Department of State. The

dependents' medicals must be cleared by the Medical Division, Department of State, only. Clearance by the Department of State is required to comply with the eligibility criteria for medical care under the Foreign Service medical and health programs (see Section P).

a. Requesting Medicals. The operating program will arrange for the examinations, furnishing the candidate with enough of the following forms for the examinations:

- (1) SF-88, "Report of Medical Examination".
- (2) SF-89, "Report of Medical History".
- (3) FS-436, 1/ "Instructions to Examining Physician". (See Exhibit 5).

The program should arrange appointment for examinations at Government facilities. If this is not practical, the candidate should arrange appointment for himself and dependents. Exhibit 3 on page 25 includes a sample letter to be sent to the medical facility in such cases. A copy of the letter should be furnished the candidate.

NOTE 1. In processing Commissioned Corps applicants for these assignments, programs should indicate, when forwarding an application for commission to the Office of Personnel, that the applicant is being processed under these procedures. This will eliminate duplication on arrangements for medical examination which would normally be done by the Office of Personnel.

NOTE 2. In some cases, officers on active duty will have had medical examinations (promotion, biennial, annual) within the last 12 months. This can be verified with the Health Standards Branch, Office of Personnel. The Office of Personnel will accept this medical examination for medical clearance. Programs, however, should check with the Medical Division, Department of State, on acceptability for their clearance. If acceptable, request for a copy should be submitted to the Health Standards Branch, OP, with a request that the medical also be reviewed by the Office of Personnel for clearance. If not acceptable by the State Department, the new medical examination should also be submitted to OP for review and clearance.

1/ Supplies of form can be obtained from Medical Division, Department of State

b. Examining Facilities

- (1) Candidate. Medical examination of officers or applicants for the Commissioned Corps will be obtained from the facilities indicated in Personnel GUIDE 3, Subchapter CC26.1d, Examining and Immunizing Facilities. As indicated in that GUIDE, medical examination (or immunizations) of Commissioned Corps applicants at DoD facilities is not authorized. The Public Health Service has no arrangement with the other services for this purpose. Pre-employment medical examinations are, however, authorized at Armed Services medical facilities under the Medical and Health program for the Foreign Service. Commissioned officer candidates for AID assignments may be examined at medical facilities of the Armed Forces and such examinations will be accepted for determining medical qualifications for the Corps. Medical examinations by private physicians will not be accepted.
- (2) Dependents. Except as indicated below, medical examinations of dependents will be conducted by the Medical Division, Department of State, Washington, D.C., or by medical facilities of the Army, Navy, Air Force, Public Health Service, or other Federal medical facility.
 - (a) A child under 12 years will normally be examined by a family physician or pediatrician but may be examined at a Government medical facility if his parents so desire. Reimbursement up to \$10 will be made by the Service for each examination, including urinalysis, by a private physician upon submission of a receipted bill from the physician. Reimbursement will also be made for the fair cost of special tests (blood tests, tuberculin tests, etc.) which the physician may require.
 - (b) If the dependent is age 12 or over and resides more than 50 miles from the nearest Government medical facility, he may be examined by a private physician or clinic and claim reimbursement from the Service upon submission of a receipted bill from the physician for an amount not to exceed \$30 for the routine physical examination, including chest x-ray, urinalysis, and blood test (a hemotocrit or hemoglobin and white blood count), plus \$10 for an electrocardiogram.
- (3) Travel. Travel at Government expense is not authorized for medical examinations, except for the active duty officer (Ref.: Personnel GUIDE 1, CC26.1d).

- c. Return of Medicals. Completed reports of medical examinations will be returned directly to the program for transmittal to the Medical Division, Department of State, and/or Chief, Health Standards

Branch, Office of Personnel, as follows:

- (1) Make a copy of the candidate's medical examination forwarding the original to the Chief, Health Standards Branch, Office of Personnel, with a memorandum indicating the purpose of the examination, i.e., call to active duty and/or overseas assignment, and the name and telephone number of the person to be contacted concerning any problems on the medical clearance.
- (2) Send copy of candidate's medical examination and the dependents' reports of medical examination directly to the Medical Division, Department of State, clearly identified as to the purpose of the examination (overseas assignment to AID Program), the agency, bureau, division, etc., requesting the clearance, and the project to which the candidate is being assigned (location duty post). The Medical Division also requests that, if possible, they be advised on whether the assignment will involve frequent travel and where.

The medical examination will not be considered officially completed until Form DS-823, Medical Abstract, has been received for each member of the family from the Medical Division, Department of State. The Abstract will indicate whether the examinee is qualified for full or limited clearance or disqualified for overseas duty.

Completed medical examinations should be transmitted in sealed envelopes marked: MEDICAL CONFIDENTIAL.

- d. Waiver of Medical Clearance. The medical and health program for the foreign service provides that waiver of medical clearance by the Medical Division, Department of State, may be granted by the Public Health Service, if after discussion with the Medical Division, it determines that (1) the overseas duty will not involve undue personal risk to the candidate or his dependents, and (2) adequate medical facilities are available at the post. Such waiver will not affect entitlement to medical benefits under the medical and health program for the foreign service (see Section P). Waiver of medical clearance for dependents may be granted by the operating program. However, in the case of the candidate, waiver will be granted only by the Chief, Office of Personnel. In all cases, waiver must have the concurrence of the appropriate AID Bureau. Waivers will be considered only on the basis of unique qualifications of the candidate to fill the position under consideration and the importance to the program of speedily filling the position. A memorandum granting the waiver will be submitted to the Medical Division, Department of State, through the appropriate AID Bureau (for concurrence) for the medical file of the individual concerned.

2. Immunizations

- a. Officers will be immunized in accordance with the policy set forth in Personnel GUIDE 5, Subchapter CC26.1d. In addition, both the officer and his dependents will be required to obtain other immunizations in accordance with International Travel Regulations (Ref. Publication No. 384 which is available from the Division of Foreign Quarantine).
- b. Immunizations may be obtained at the same Government facilities conducting the medical examinations. If this is not possible, they may be obtained from private physicians as provided under the medical and health program for the foreign service. If immunizations are given by private physicians, reimbursement will be limited to a maximum of \$3.00 per immunization, except measles and Gamma Globulin which will be reimbursed up to a maximum of \$5.00. If Government facilities are used, a letter similar to that in Exhibit 3 on page 25 will be prepared.
- c. It is important that the immunization schedule begin immediately after selection, since some inoculations entail a series of two or more injections given several days or weeks apart. PHS Form 731, International Certificates of Vaccination, and a copy of the letter to the Federal medical facility, if applicable, should be furnished the officer and his dependents.

Section I. Compensation 1/

1. General. The pay and allowances of commissioned officers assigned to overseas staff and project service positions will be converted to a salary under the Foreign Compensation (FC) pay schedule (see Exhibit 4 on page 26). Under the formula which is outlined below, an officer's basic salary will be the FC salary rate which is equal to, or next higher than the summation of his PHS basic pay, special pay, and allowances for quarters and subsistence plus \$400.
2. Responsibility. The FC salary payable to officers will be determined by the Office of Personnel. Programs will not make commitment to any candidate on the salary rate. Any calculations made by the program in the recruitment and selection process will be tentative, subject to concurrence from the Chief, Personnel Utilization Branch, Office of Personnel. The officer's initial FC grade and step in grade will be authorized by Personnel Orders. Personnel Orders will also authorize any subsequent changes affecting an officer's FC salary rate in accordance with paragraph 4, below.

1/ The salary formula described in the Section will not apply to the following officers if it results in a reduction in pay:

- 1) officers assigned to a staff or project service position on August 15, 1965; and
- 2) officers included in 1) above, who accept a subsequent tour of duty in the same position without a break in service.

3. Initial Rate of Pay. The initial FC salary rate for the officer is based on an average of his anticipated pay entitlements for a period of 30 months following the effective date of his assignment.

- a. Calculating Average. In calculating the average, the following pay factors representing the officer's "PHS entitlement" are taken into account: 1) current basic pay, Stateside subsistence and quarters allowance and special pay; and 2) longevity pay increases and special pay increases to which the officer would automatically become entitled during the 30 month period. The average is weighted in terms of the projected number of months the officer would be entitled to a given rate of pay, as in the following example:

Let "X" represent the current PHS annual pay entitlement of an officer. Assume that five months from the date of his assignment, his PHS entitlement would become "Y"; twelve months later, his PHS entitlement would automatically be increased to "Z". In this example, the officer's PHS entitlement for the stated time periods would be:

X, for a period of 5 months

Y, for a period of 12 months, and

Z, for the remaining 13-month period

Thus, his average for the projected 30-month period to be spent with AID would be calculated as follows:

$$\frac{5(X) + 12(Y) + 13(Z)}{30} = \text{annual average}$$

- b. Conversion to FC Rate. The officer's compensation with AID is placed at the lowest FC salary rate which is at least \$400 above the officer's average entitlement as calculated in (a) above. If such rate should fall within the pay range of two FC grades, the officer's compensation is placed at the appropriate step of the higher FC grade.

4. Increases in Pay

- a. Within Grade Increases. Officers will not be entitled to FC within grade increases.

b. Statutory Pay Increases

- (1) Affecting FC Salary Rates. In the event of a general statutory pay increase affecting FC salary rates, the officer's rate of pay will be established at a new FC salary rate which is closest to, but not less than, his FC salary rate prior to the statutory increase.

- (2) Affecting Commissioned Corps Rates. If an officer's PHS entitlement is increased by statute, his average PHS entitlement for the remainder of his tour of duty will be recalculated and his FC rate of pay established as provided in paragraph 3 of this Section.
- c. Promotions. If an officer receives a promotion in his commissioned corps rank while assigned to the overseas project, his average PHS entitlement for the remainder of his tour will be recalculated and his FC rate of pay established as provided in paragraph 3 of this Section.

Section J. Travel and Transportation

1. Entitlement. Travel and transportation of officers assigned to overseas staff and project service positions will be in accordance with the Foreign Service Travel Regulations which are contained in AID Manual Order 560.2. Copies of these regulations are available, upon request, from Policy and Procedures Branch, Office of Personnel. Travel and transportation under these regulations includes but is not limited to the following:
- a. Permanent change of station travel to, from, or between assignments overseas including travel of the officer and his dependents, transportation and storage of household goods, and shipment of personal effects and an automobile, etc. The following are to be considered as permanent changes of station.
- (1) Upon appointment or call to active duty, from home of record or place from which called to active duty, to the first overseas permanent station.
 - (2) Upon assignment from a PHS permanent duty station to an overseas permanent duty station.
 - (3) Upon transfer from one overseas permanent duty station to another overseas permanent duty station.
 - (4) Upon transfer from an overseas permanent duty station to a PHS permanent duty station upon termination of the overseas assignment.
 - (5) Upon release from active duty, termination of commission, or resignation from the last overseas permanent duty station to home of record or place from which called to active duty, whichever the officers elect.
 - (6) Upon retirement of an officer, from the last AID permanent duty station to the home selected by the officer.

- b. Temporary duty travel within or outside the U.S. while on assignment to overseas staff or project service positions.
 - c. Travel to the U.S upon completion of a tour of duty in accordance with regulations applicable to home leave travel of AID personnel.
 - d. Rest and recuperation travel, where applicable.
2. Officer's Liability for Travel Expenses. In the event a PHS officer voluntarily requests release from active duty or resigns at any time prior to the completion of a prescribed tour of overseas duty, all costs of travel and transportation of the officer, his dependents, household goods, and automobile shall be borne by the officer unless such travel is otherwise approved by AID. In the event that the officer has not completed one full year of duty at his overseas post of assignment, he may also be liable for repayment of travel and transportation costs sustained by AID incident to his initial transfer overseas, as determined by AID.
3. Travel Orders
- a. PHS shall be responsible for authorizing and issuing travel orders including payment of the allowances and expenses authorized thereunder, for officers:
 - (1) On assignment to, or reassignment from, project service positions overseas.
 - (2) Ordered by PHS to medical facilities outside the country of assignment for examination and treatment while on assignment to an overseas staff or project service position.
- NOTE 1. If the PASA specified use of local currency for international travel, the Travel and Transportation Branch, General Services Division of AID/W should be consulted as to the procedure to be followed. The procedure may vary, depending on the country and what arrangements AID has made with carriers.
- NOTE 2. The travel and transportation responsibilities of the Service will not be construed to prevent AID Mission assistance in arranging return travel to the U.S.
- b. AID shall be responsible for authorizing and issuing travel orders including payment of the allowances and expenses authorized thereunder, for officers:
 - (1) On assignment to, or reassignment from, overseas staff positions.

- (2) Ordered for temporary duty while on assignment to an overseas staff position.
 - (3) Authorized travel for leave (corresponding to home leave travel), emergency medical evacuation, or rest and recuperation, while on assignment to an overseas staff position.
 - (4) Assigned to project positions overseas, for travel within the country of assignment, for authorized travel for leave (corresponding to home leave travel), rest or recuperation travel, and for emergency medical evacuation.
 - (5) Assigned to overseas staff or project positions, for educational travel for dependents who accompanied the officer.
- c. Copies of all PHS orders will be furnished AID; copies of AID orders, except those issued in the country of assignment for temporary duty, will be furnished to PHS.

Section K. Administration of Pay and Allowances

1. Responsibilities

- a. The Public Health Service will be responsible for the pay of officers assigned to overseas staff or project service positions. This includes salary and the post differential and separate maintenance allowances where applicable in accordance with the Standardized Regulations (Government Civilians, Foreign Areas) and this INSTRUCTION.
 - (1) The Office of Personnel will be responsible for authorizing the rate of pay in accordance with the conversion formula in Section I. The rate of pay will be authorized by Personnel Orders.
 - (2) The PHS program will be responsible for administration of the post differential and separate maintenance allowances as set forth in this Section.
 - (3) The Division of Central Payroll, DHEW, will pay the salary and allowances.

PHS programs should include in their orientation program for the officer (see Section G, paragraph 10) information on these payments, including tax deductions, disposition of checks, allotments, etc. Allotments from pay will be in accordance with Chapter 2-70, Allotment of Pay, HEW Payroll Manual.

- b. AID, through the AID Mission, will administer and pay directly the officers assigned overseas for staff or project services the following allowances applicable under the Standardized Regulations (Government Civilians, Foreign Areas) and AID regulations including but not limited to: post (cost-of-living), quarters, temporary lodging, education, local travel and transfer. Whenever possible, payments will be in local currency.

2. Post Differential

- a. The Post Differential is authorized only for selected foreign areas. The conditions governing the authorization and payment of the Post Differential are contained in Chapter 500 and Section 920 of the Standardized Regulations (Government Civilians, Foreign Areas).
- b. Since the Post Differential is payable from the date of the officer's arrival in the country of assignment through the date of departure therefrom, the U.S AID Mission notice of arrival and departure (Section G, paragraph 11) is essential. AID Mission also notifies the PHS program of officer's departure from overseas post. Upon receipt of such notification, the PHS program will notify the Division of Central Payroll, authorizing or terminating the differential, as appropriate.

3. Separate Maintenance Allowance

- a. The conditions governing the authorization and payment of the Separate Maintenance Allowance are contained in Sections 260 and 943 of the Standardized Regulations (Government Civilians, Foreign Areas).
- b. Authorization of this allowance will be subject to the approval of AID/W. In the case of inter-regional assignments, such authorization will be made by the Central Personnel Office, Office of Personnel Administration, AID. The PHS program, therefore, will not initiate payment of this allowance until AID approval has been obtained in each case. In some instances, e.g., Vietnam, AID/W may prohibit residence of dependents in a particular country or post and issue a blanket authorization to the PHS program concerned, eliminating the requirements for specific approval of AID in each individual case.
- c. The Separate Maintenance Allowance begins on the date the officer commences travel to his foreign post or the date of his separation from his dependents, whichever is later. The period of travel to the foreign post includes any temporary duty performed enroute, away from the vicinity of the officer's last duty station (e.g., an officer last stationed in Atlanta whose orders require temporary duty in Washington enroute to his foreign post).

Section L. Leave

1. Annual and Sick Leave. The Commissioned Corps leave system is applicable to officers assigned to overseas staff or project service positions. All leaves of absence must be authorized by the immediate superior, whether an AID or PHS official, of the officer concerned, and the AID Mission Director, or his designee. Applications for leave will be made on PHS Form 1345(CO).
 - a. Annual leave records for officers who are detailed to staff service positions from the Office of International Health will be maintained by that office. Completed applications for leave (including report of leave taken) will be forwarded to that office by the leave granting authority.
 - b. Annual leave records for officers assigned to project service positions will be maintained by the PHS program responsible for the project.
 - c. All completed applications for sick leave will be forwarded to the Chief, Health Standards Branch, Office of Personnel, for inclusion in the officer's medical record.

2. Home Leave. An officer may be authorized travel for himself and his dependents for the purpose of taking leave in the United States when (1) he has completed a prescribed tour of duty of at least 18 months' service abroad, and (2) it is contemplated that he will return overseas immediately following the period of leave.
 - a. Scheduling of Leave. If eligible, home leave will be scheduled by the Mission Director, or his designee. The planned date of departure will be forwarded to the PHS program in the Completion of Assignment Report which is submitted by AID Mission six months before the officer completes his prescribed tour of duty. The minimum grant of home leave will normally be 20 days; the maximum will normally be 45 days. Home leave taken by officers is chargeable to their annual leave accounts.
 - b. Travel Entitlement. Travel for home leave is limited to the direct distance between the officer's overseas post and the place where he last resided in the United States (i.e., the place where he was last stationed in the United States). This constitutes the maximum leave travel entitlement. Travel in excess of this distance will be at the officer's personal expense.
 - c. Liability for Expenses. If, for personal convenience or at the officer's request, an officer fails to complete the first year of his second tour of overseas duty, he will be liable for reimbursement of all home leave travel expenses. This debt, however, will be offset against return expenses allowed under the first tour of duty. The amount of the leave travel debt will be

deducted from the amount allowed for return transportation of the officer and his dependents, including return of the household effects. If, for the same reasons indicated above, the officer completes one year but fails to complete the full tour of duty, he will not be indebted for leave travel. He will, however, be liable for the expense of his return (see Section J) but will be allowed expense for return of his household effects which was earned upon completion of the first tour of duty.

There will be no liability for repayment of home leave travel expenses if an officer fails to complete the second tour of duty for reasons beyond his control (reasons other than for personal convenience or benefit or at his request).

Section M. Conduct

1. The conduct, both official and social, of officers (and dependents) assigned overseas must at all times be acceptable to AID and the cooperating country. The standards applying to personnel hired directly by AID apply equally to PHS personnel.
2. Whenever an officer's services are not satisfactory to AID, his assignment will be terminated as soon as practical (usually within 60 days) after notification of unsatisfactory service is received by the Public Health Service. The PHS will be responsible for any disciplinary action.

Section N. Performance Appraisal

Form PHS 838, Commissioned Officer Efficiency and Progress Report, will be prepared by the immediate superior of the officer concerned, whether an AID or PHS official. In the case of staff services, the report will be forwarded through the AID Mission to the Office of International Health, PHS, together with a description of currently assigned duties. In the case of project services, the report will be forwarded to the PHS program unit specified in the Service Agreement.

Section O. Rest and Recuperation

Officers assigned to certain designated posts are eligible for rest and recuperation travel for themselves and their dependents when assigned to the post for a period of at least two years unbroken by home leave. The AID Mission will be responsible for authorizing, arranging, and reimbursing the officer for such travel.

Section P. Medical Benefits

The medical and dental care provisions applying to the Commissioned Corps continue while the officer is assigned to an overseas staff or project service position. However, medical treatment for illness or injury contracted or materially aggravated while overseas will be provided under the medical and

health program for the Foreign Service. Such medical treatment, including any authorized travel, under the Foreign Service medical and health program will be arranged for and authorized at the overseas post (see Section J, Travel and Transportation, concerning issuance of travel orders for officers ordered by PHS to medical facilities outside the country of assignment for examination and treatment). PHS programs will insure that (1) notice of an officer's serious illness or injury, and (2) reports of medical treatment for all illnesses or injuries of an officer are submitted promptly to the Chief, Health Standards Branch, Office of Personnel.

Section O. Return to the United States

1. Completion of Assignment Report. A Completion of Assignment Report will be submitted by the AID Mission to be received by the PHS program six months before the end of the officer's tour of duty. Receipt of this report will initiate arrangements for the reassignment of the officer or separation from active duty.
2. Medical Examinations. Officers and their dependents are required to have medical examinations when they return to the United States for assignment, separation, or home leave. Medical clearance of the medical examinations will be the same as indicated in Section H. (NOTE: Medical clearance for subsequent departure from the United States will not be required if medical clearance was granted within six months of their return to the States.)
 - a. Medical Facilities. If adequate examining facilities are available, officers and their dependents should arrange to be examined within 60 to 90 days before departure from post. If the report of examination cannot be forwarded to the Office of Personnel, PHS, and/or Medical Division, Department of State, as applicable, at least 30 days before departure from the post, the examination should be delayed until arrival in the United States. If adequate facilities are not available, or the officer and his dependents prefer, the examination may be arranged in the United States. Arrangements for medical examination in the United States will be made in accordance with Section H.
 - b. Return of Medicals. Because of the required clearance of medicals of the officer by two offices - Office of Personnel and the Medical Division, Department of State, officers should be instructed to have the completed medical examinations returned directly to the PHS program for transmittal to the Medical Division, Department of State, and/or Chief, Health Standards Branch, Office of Personnel, in accordance with the procedures in Section H. This is particularly important so that the medical examinations are properly identified as to the purpose of the examination and also in order for the Medical Division, Department of State, to locate the medical folder of the examinee in the records.

3. Leave. Before termination of the overseas assignment, an officer is entitled to take whatever annual leave has been accumulated during that assignment. If the officer is to be separated from active duty in conjunction with the termination of his overseas assignment, annual leave will not generally be granted immediately prior to the separation, except in cases where it is necessary for an officer to use annual leave to his credit for which he cannot receipt lump-sum payment. The leave granting authority at the Mission may grant such leave for use subsequent to the last day of active duty at the post and before departure from the post, or for use enroute and after arrival in the United States. All leave granted in accordance with this Section will be reported in the Arrival and Departure Notice from the Mission.

4. Terminating Assignment. An officer will not be reassigned or separated from active duty until medical clearance has been obtained from the Medical Division, Department of State. If final medical clearance is not received from the Medical Division, Department of State, within two weeks after the officer's return to the United States, the termination date may be extended in consultation with AID. Reimbursement of the officer's salary by AID will automatically be terminated after a 60-day period, unless the officer is in sick leave status.

EXHIBIT I

OVERSEAS EMPLOYMENT AGREEMENT

In accepting this assignment outside the (48) United States at (place) I hereby understand and agree:

1. That I will remain at the post or posts to which I may be assigned for the prescribed tour of duty of ___ months, unless I am recalled for reasons beyond my control.
2. That upon completion of the prescribed tour of duty, I will be authorized travel and transportation (1) to my next duty station; (2) in case of inactivation or termination, to my home of record or place from which called to active duty; or (3) in case of retirement, to my home of selection. If, however, I do not complete the prescribed tour of duty, I will not be eligible for return travel and transportation of myself, my dependents, or any of my household and personal effects at Government expense, unless my overseas assignment is terminated for reasons beyond my control and acceptable to the Public Health Service and AID.
3. That if for any reason I do not complete at least one year of the agreed tour of duty at an overseas post or posts, I must refund the cost to the Government for transporting myself, my dependents, and my household and personal effects to my overseas post, unless my overseas assignment is terminated for reasons beyond my control and acceptable to the employing agency. If necessary, I hereby authorize the collection of amounts to be refunded from any salary, allowances, lump-sum leave, or other payments due or to become due to me.
4. That I am eligible for home leave travel after completion of the prescribed tour of duty provided that (a) the prescribed tour of duty is at least 18 months, and (b) I return overseas for another tour of duty immediately after completion of leave.
5. That my salary (and post differential and separate maintenance allowances when applicable) will be paid by the Public Health Service/Washington to the bank or persons designated by me and are subject to such changes as are required by law or regulation or effected by administrative action.
6. That quarters and cost-of-living allowances and other allowances, where applicable, will be paid by AID Mission in local currency at the post and are subject to change without advance notice.

I have been furnished a copy of this agreement.

Signature of Officer

Date

EXHIBIT 2

Dear Sir:

The Public Health Service is considering _____ for an overseas assignment on a project being undertaken in cooperation with the Agency for International Development. _____ has indicated that you will be able to provide us with information which will enable us to determine his qualifications for the overseas employment. Accordingly, we would appreciate your completing and returning the enclosed qualification appraisal form as soon as possible.

Sincerely yours,

EXHIBIT 3

The Public Health Service is considering _____ for an overseas assignment on a project being undertaken in cooperation with the Agency for International Development. As required by AID, _____ and his dependents accompanying him overseas are required to have medical examinations before their departure for overseas.

It is requested that _____ and his dependents be furnished the medical examinations. _____ has been instructed to contact your facility to arrange for the examinations and has been furnished with the necessary forms.

It will be appreciated if the completed report of medical examination be forwarded promptly to this office in a sealed envelope marked: MEDICAL CONFIDENTIAL.

It is understood that no fee will be charged to the individuals concerned for the examinations. Reimbursement will be made by us for such charges upon submission of Standard Form 1080 to this office.

Your cooperation in arranging the examination and returning the completed reports at the earliest possible date will be greatly appreciated.

Sincerely yours,

EXHIBIT 4

TABLE FOR CONVERSION OF PHS COMMISSIONED OFFICER
PAY AND ALLOWANCES TO AID FC SALARY RATES
 (Effective October 1, 1965)

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
FC-1	22,244	22,902	23,465	24,284	25,382	
FC-2	19,612	20,270	20,928	21,586		
FC-3	16,997	17,531	18,065	18,954		
FC-4	14,685	15,120	15,555	15,990	16,463	16,977
FC-5	12,510	12,945	13,380	13,815	14,250	
FC-6	10,659	11,019	11,377	11,735	12,093	12,451
FC-7	9,069	9,333	9,597	9,861	10,125	10,364
FC-8	8,163	8,482	8,726			
FC-9	7,488	7,749	7,994			
FC-10	6,852	7,064	7,304			
FC-11	6,264	6,456	6,648			
FC-12	5,703	5,889	6,072			
FC-13	5,190	5,361	5,532	5,688		
FC-14	4,641	4,797	4,953	5,109		

NOTE

To determine an officer's annual salary in the Foreign Compensation (FC) salary schedule above:

1. Determine the officer's average annual PHS pay and allowance entitlement for 30 months following the effective date of his orders.
2. Add \$400.
3. Select a salary rate in this table which is equal to, or next higher than the summation of (1) and (2).

Authority: Section III A 3(a)(2) of the PHS/AID Commissioned Officer
 Personnel Agreement approved August 16, 1965

EXHIBIT 5ADDITIONAL INSTRUCTIONS FOR MEDICAL EXAMINATION OF CANDIDATE 1/

Instructions in Item 3, FS-436, for completing medical examination on candidate are modified as follows:

Complete all Items on SF-88 and 89 with the following exceptions:

SF-88

Items 59-60--Vision. Exception where gross impairment exists, items 60, 62 and 65-69 may be omitted. Where visual acuity is substantially reduced, refractive error should be reported. Where refractive error exists, both corrected and uncorrected vision is to be reported. Near vision and color vision are to be reported in all cases.

Items 70 and 71--Hearing. Whispered as well as spoken voice are to be recorded. Item 71 may be omitted unless a gross impairment exists.

Item 72--Psychological and Psychomotor. This item may be omitted unless testing is clinically indicated.

Item 76--Profile. This item may be omitted.

1/ To be reproduced locally and attached to FS-436, Guide to Examining Physician