

# INFORMATION ON SEPARATION

A Guide for Commissioned Officers  
of the  
U.S. Public Health Service

CCPM Pamphlet No. 32

December 1999

Department of Health and Human Services  
Program Support Center  
Human Resources Service  
Division of Commissioned Personnel  
5600 Fishers Lane  
Rockville, MD 20857-0001

## PREFACE

This pamphlet is published as part of the Commissioned Corps Personnel Manual (CCPM) for Public Health Service (PHS) Commissioned Corps officers. It is provided for informational purposes only; it is not an official policy document. Therefore, if there is any conflict between information provided herein and the United States Code, Joint Federal Travel Regulations, or the CCPM, the latter documents will be the controlling authorities.

### DIVISION OF COMMISSIONED PERSONNEL'S OFFICIAL WEB SITE

The Division of Commissioned Personnel's (DCP) official Internet web site <<http://dcp.psc.gov>> contains the CCPM, most CCPM Pamphlets (including this pamphlet), a number of PHS forms, the *Commissioned Corps Bulletin*, and other information.

The PHS Commissioned Corps web site <<http://www.dhhs.gov/phs/corps>> provides information about the Corps to anyone interested in its history, personnel system, appointment criteria, and employment opportunities for students and health professionals. Links to the professional category web sites are also contained there.

### DIVISION OF COMMISSIONED PERSONNEL'S TOLL-FREE PHONE NUMBER 1-877-INFO-DCP (or 1-877-463-6327)

By utilizing DCP's toll-free phone number, you will be able to access the entire staff of DCP. When you use the toll-free number, your call will be answered with a simple, easy-to-use voice mail system that will effectively route your call.

## WHO SHOULD USE THIS GUIDE

This pamphlet should be read before completing form PHS-1373, "Separation of Commissioned Officer." It should be used by all officers who are leaving active duty from the U.S. Public Health Service (PHS) Commissioned Corps -- whether the separation is voluntary or involuntary -- **except** officers who are entering retired status and officers who are transferring to another Uniformed Service (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Oceanic and Atmospheric Administration Corps).

Officers entering retired status should refer to Commissioned Corps Personnel Manual (CCPM) Pamphlet No. 24, "Information on Commissioned Officers Retirement."

Officers who are separating from the PHS Commissioned Corps to accept a civil service appointment should refer to the section in this pamphlet entitled, "Separation to Accept a Civil Service Appointment."

Officers who are transferring to another Uniformed Service should refer to the section entitled "Inter-Service Transfers" in this pamphlet, and to INSTRUCTION 5, Subchapter CC23.3, "Inter-Service Transfers of Commissioned Officers," of the CCPM.

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## RESIGNATIONS AND INACTIVATIONS

### TIMETABLE FOR SEPARATION ACTIONS

If you are transferring to another Uniformed Service, please read the section in this pamphlet entitled "Inter-Service Transfers" before you take any action described in this pamphlet. If you are separating to accept a civil service appointment, please read the section in this pamphlet entitled "Separation to Accept a Civil Service Appointment."

This pamphlet explains most of the things you need to consider and plan for once you decide to separate from active duty in the Public Health Service (PHS) Commissioned Corps. It tells you what forms to submit, where to locate them, and where to obtain additional guidance. Most of your questions about separation should be answered by this pamphlet. If not, consult the cited sections of the Commissioned Corps Personnel Manual (CCPM) or contact your administrative or personnel office or your Commissioned Corps Liaison.

Aside from actions taken by the Operating Division (OPDIV)/Program to which you are assigned, most of your personnel and pay actions are taken by the Division of Commissioned Personnel (DCP). This pamphlet will help you, your OPDIV/Program, and DCP to process your separation from the Corps efficiently and correctly.

The following timetable is a skeleton version of actions **YOU** must take in connection with your separation from active duty. You should refer to the major sections of this pamphlet for complete information and instructions concerning each noted item.

#### TIME PRIOR TO SEPARATION

#### ACTION TO BE TAKEN

1 year	Make sure all service obligations (e.g., medical, dental, or nurse officer special pay contracts, active-duty obligations incurred pursuant to training, National Health Service Corps scholarship obligations) will be completed by your targeted date of separation.
180 days	Schedule your separation physical examination at the nearest Uniformed Services or contract medical facility. Make sure form SF-88, "Report of Medical Examination," and form SF-93, "Report of Medical History," are sent immediately following the examination to: Division of Commissioned Personnel, ATTN: Medical Affairs Branch, Room 4C-06, 5600 Fishers Lane, Rockville, MD 20857-0001. (See page 7, Item 9. "Separation Physical Examination.")
100 days	Decide whether you will take terminal leave. Terminal leave is any annual leave taken after you submit your separation request ( <b>form PHS-1373, "Separation of Commissioned Officer"</b> ). If you do decide to take terminal leave, submit a request for all the terminal leave you plan to take. Terminal leave must be approved before you submit form PHS-1373. (NOTE: If you are not

fulfilling an active-duty obligation resulting from a special pay contract or a long-term training agreement, all unused annual leave is forfeited and cannot be requested or approved. You will be denied payment for, and use of, any unused annual leave.) Once the leave is approved, complete **Part A** of form PHS-1373 and submit the original (top sheet) to DCP (see address on page 9). **Copies** of form PHS-1373 must be given to your supervisor for processing. **Your form PHS-1373 must be received in DCP at least 30 days before the last day that you will be physically present at your duty station.**

90 days Complete Part A and forward the **original** (top sheet) of form PHS-1373 to DCP if you have not already done so. Give the **copies** of form PHS-1373 to your supervisor for processing.

60 days Check to see that your form PHS-1373 and form PHS-31, "PHS Commissioned Corps Officer's Leave Record," have been processed by your supervisor or administrative office and have been forwarded to DCP.

30 days If you have received your separation personnel order and it authorizes shipment of household goods, begin to make arrangements for shipment of your household goods by submitting form PHS-4013-1, "Application for Shipment of Household Goods -- Commissioned Officers," with a copy of your personnel order, to the nearest shipping officer. Shipping officers are available in several PHS activities to help coordinate your move with a shipping carrier. Shipping officers are listed in CCPM Pamphlet No. 11, "Information on Shipment of Household Goods." Any expense incurred by you prior to issuance of the separation personnel order will **NOT** be paid by the Government.

Your final payroll and lump sum leave payment must be directly deposited to a financial institution. If you wish to make a change to the financial institution for receipt of your final payroll and lump sum leave payment, complete form SF-1199A, "Direct Deposit Sign-Up Form," and forward it to: Division of Commissioned Personnel, ATTN: Compensation Branch, Room 4-50, 5600 Fishers Lane, Rockville, MD 20857-0001.

20 days Examine temporary health insurance options to protect you and your dependents until you can obtain permanent health insurance. Information about the benefits provided under the Continued Health Care Benefit Program (CHCBP) can be found in the summary sheet and application form included in the folder that contains this pamphlet, and under the section entitled "Health Care Coverage, Dental Coverage, and Uniformed Services Voluntary Insurance Plan" of this pamphlet.

15 days Obtain copies of all necessary travel vouchers for yourself and your dependents. You should have received your separation order by this time. If not, contact your supervisor or administrative office.

Submit your application and check for CHCBP.

If you requested appointment to the inactive reserve corps, DCP will send you a packet of information and request a response from you. You will need to provide the following to DCP: completed form PHS-6127, "U.S. PHS Commissioned Corps Questionnaire"; a current curriculum vita; and a photocopy of your current professional license / registration / certification. After reviewing the inactive reserve program information, if you elect to terminate your commission, complete and return form PHS-6125, "Resignation - PHS Commissioned Officers Inactive Reserve."

7 days Make certain that your timekeeper and leave-granting authority have certified your form PHS-31, "Public Health Service Commissioned Corps Officer's Leave Record," and forwarded it to DCP for processing (see address on page 9). Be sure your timekeeper keeps a copy of your form PHS-31.

7 to 1 day(s) **Return all Government property, including PHS identification cards for yourself and your dependents. Obtain station clearance.**

TIME AFTER SEPARATION

ACTION TO BE TAKEN

7 days after Complete and return all travel vouchers to your administrative or regional office if you performed travel pursuant to separation.

30 days after You should have received your PHS Commissioned Corps "Statement of Service" from DCP. If not, phone 301-594-3544 (or toll-free 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43544).

45 days after You should have received Department of Veterans Affairs (VA) form SGLV-8714, "Application for Veterans' Group Life Insurance." If not, contact your local VA office listed in your telephone directory and provide them with a **copy** of your PHS "Statement of Service." They will issue to you VA form SGLV-8714. You have a **total** of 1 year and 120 days from the date of separation in which you may submit the SGLV-8714, the first monthly premium, a copy of your PHS "Statement of Service," and evidence of your insurability, to apply for Veterans' Group Life Insurance (VGLI).

90 days after If you were entitled to a lump sum leave payment for unused annual leave and your final form PHS-31, "Public

Health Service Commissioned Corps Officer's Leave Record," has been submitted, you should have received your payment by this time. If not, call the Transactions and Applications Section, Personnel Services Branch (PSB), DCP, at 301-594-3544 (or toll-free at 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43544).

90 days after Your "Application for Veterans' Group Life Insurance" should be completed and sent to the VA by this time.

By February of the calendar year following the year in which you separated from active duty with PHS, you should receive a Form W-2, "Wage and Tax Statement." If you do not receive it by this time, write the Compensation Branch, DCP, about the status of your Form W-2. If your address changed since the time you separated, you must provide written notice to:

Division of Commissioned Personnel  
ATTN: Compensation Branch  
5600 Fishers Lane, Room 4-50  
Rockville, MD 20857-0001

## THE SEPARATION PROCESS

1. Discuss with your supervisor and/or program management the date you will be separating from active duty.
2. Read this entire pamphlet before taking any other action.
3. Make sure you take all the following actions early enough so that the original (top sheet) with Part A completed of form PHS-1373 is received in DCP **at least 30 days** prior to the last day you will be physically present at your duty station. You must submit form PHS-1373 in a timely fashion even if your separation is involuntary, you are contesting it, and the outcome of your contest is not yet known. In such cases, you are permitted to add the following statement on the form: "This form is valid only if my efforts to reverse an involuntary separation are not successful."
4. Decide whether or not you will take terminal leave. Terminal leave is any annual leave that is approved before and taken after you submit your form PHS-1373 requesting separation.
5. If you wish to take terminal leave, submit form PHS-1345, "Request and Authority for Leave of Absence," to your leave-granting authority for approval.

All terminal leave must be approved by your leave-granting authority before you complete and submit form PHS-1373. If you do not request approval for this leave prior to submitting form PHS-1373, you cannot take any annual leave between that time and the date you leave active duty (except for bona fide emergencies).

6. Schedule your separation physical.
7. Complete Part A of form PHS-1373. Instructions for completing form PHS-1373 are on the backs of the blue and white copies of the form. They are repeated below:

Part A. This part is to be completed by you.

Item 1. Name. Enter your name (last, first, middle initial) as it appears on official PHS records.

Item 2. Social Security Number (SSN) and PHS Number. Enter your SSN and PHS serial number. Your PHS serial number is not on your PHS identification card. It is a five-digit number shown in the upper right corner of every official personnel order you receive.

Item 3. Grade, Category, and Corps. Enter your temporary grade and permanent grade. Enter your professional category. This will always be one of the 11 commissioned corps categories: Medical, Dental, Nurse, Engineer, Scientist, Environmental Health Officer, Veterinary, Pharmacy, Dietetics, Therapy, or Health Services. Indicate whether you are in the regular or reserve corps.

- Item 4. Present Station. Enter the complete organizational breakdown to which you are currently assigned. Start at the highest organizational level, normally the OPDIV/Program level, and extend down through the appropriate bureau, division, branch, field activity, etc. Indicate the complete address (street address, city, State, and zip code) and telephone number. Indicate a room number and building for all assignments.
- Item 5. Type of Separation. Indicate what type of separation is requested, e.g., (1) termination indicates that you wish to sever all ties to PHS; (2) inactivation indicates that you wish to retain your commission in the PHS Commissioned Corps through an appointment in the inactive reserve corps (see the section entitled "Inactive Reserve Corps Program" of this pamphlet); or (3) if you are transferring to another Uniformed Service, see the section on "Inter-Service Transfers" of this pamphlet and consult INSTRUCTION 5, Subchapter CC23.3, "Inter-Service Transfer of Commissioned Officers," of the CCPM.
- Item 6. Reason for Separation. It is imperative to indicate if you are converting to another Federal personnel system. If you are requesting appointment in the inactive reserve corps and plan to provide services to any agency of any country other than the United States, you should refer to the section of this pamphlet entitled, "Conflicts of Interest After Separation," and to INSTRUCTION 1, Subchapter CC26.9, "Civil Employment by a Foreign Government of Retired Regular and Reserve Corps Officers and Inactive Reserve Corps Officers," of the CCPM.
- Item 7. Terminal Leave Requested, Last Day at Duty Station. Indicate whether terminal leave is requested. Also, indicate whether terminal leave is approved. If so, actual dates of terminal leave must be furnished. If terminal leave is to be taken in parts, all dates must be furnished.

The requested last day at the duty station is the last day you will be physically present at your duty station. Any approved terminal leave begins the following day and travel time begins after your approved terminal leave, if any. Therefore, your last day on active duty is the date constructed by adding any approved terminal leave and authorized travel time to the last day you are physically present at your duty station. **EXCEPTION:** If you are serving a limited tour of active duty with a "not to exceed" date on your call to active duty personnel order, as in the case of many officers assigned to the National Health Service Corps, National Institutes of Health, Centers for Disease Control and Prevention, and Food and Drug Administration, enter the date shown on that call to active duty order. Your approved terminal leave and authorized travel time will precede that date.

- Item 8. Payment for Unused Annual Leave. Indicate if payment is requested. NOTE: Payment will not be authorized unless form PHS-31, "PHS Commissioned Corps Officer's Leave Record," certified by your leave maintenance clerk and your leave-granting authority, is received in the Transactions and Applications Section, PSB, DCP. (NOTE: If you are not fulfilling an active-duty obligation resulting from a special pay contract or a long-term training agreement, all unused annual leave is forfeited and cannot be requested or approved. You will be denied payment for, and use of, any unused annual leave.)
- Item 9. Separation Physical Examination. You must elect to take a separation physical examination or waive such examination. It is to your advantage to have an examination upon separation (unless a physical examination was performed within 6 months of your requested separation date) since the examination serves to protect any future entitlements for benefits provided by VA. These benefits include disability compensation and health care for service-connected diseases or injuries. It is important, therefore, that your health status at the time of separation from active duty be documented in your official health file maintained in DCP. List the name of the facility where you are scheduled to take your examination and the date of the examination. See the section entitled "Taking a Separation Physical Examination" of this pamphlet for additional information.
- Item 10. Travel and Transportation Requested. Indicate any travel and transportation requested in addition to that for yourself. See the section entitled "Travel and Transportation" of this pamphlet for more information.
- Item 11. Mode of Travel (Officer Only). This item must be completed even if you do not plan to travel. However, you must actually perform travel to be reimbursed. You will continue to be on active duty and remain in pay status for the time you are authorized to travel to the place from which you were called to active duty or your home of record.
- Item 12. Election of Travel. You should specify the name of the city and State to which you request travel and also whether it is your home of record or the place from which you were called to active duty or a location of lesser distance.
- Item 13. Permanent Mailing Address After Separation. You must furnish an accurate mailing address where you may be contacted after separation. Your Form W-2, "Wage and Tax Statement"; VA forms; and PHS "Statement of Service" will be sent to this address. (NOTE: Your final payroll and lump sum leave payment must be directly deposited to a financial institution.) If this address changes within a year of your separation, you must provide written

notification to the Compensation Branch, DCP. If you are appointed to the inactive reserve corps, you must keep DCP informed of your current address.

Signature. You must sign and date the form.

8. **Send the ORIGINAL (top sheet) only of the completed form PHS-1373 directly to DCP, leaving parts B, and C blank, so that the form will be received no later than 30 days prior to the last day you will be physically present at your duty station.**

Example: You request separation from active duty effective June 30. You plan to take 30 days of terminal leave (annual leave approved before but taken after you submit your form PHS-1373). The last day you will be physically present at your duty station will be May 31. Therefore, your form PHS-1373 must be received in DCP no later than May 1.

If your form PHS-1373 is not received in DCP by this deadline, you will be divested of your unused annual leave pursuant to INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM.

9. Send the ORIGINAL (top sheet) of form PHS-1373 to the following address:

Division of Commissioned Personnel  
ATTN: Transactions and Applications Section/PSB  
5600 Fishers Lane, Room 4-20  
Rockville, MD 20857-0001

DO NOT UNDER ANY CIRCUMSTANCES FORWARD THE ORIGINAL (TOP SHEET) OF YOUR FORM PHS-1373 THROUGH YOUR OPDIV/PROGRAM. SEND ONLY THE ORIGINAL (TOP SHEET) OF THE FORM DIRECTLY TO DCP. The copies of the form go through your OPDIV/Program channels.

10. Provide the copies of your form PHS-1373 to your immediate supervisor.
11. Your supervisor or other OPDIV/Program officials will complete Parts B and C of your form PHS-1373, certify your leave record (form PHS-31), and complete other administrative actions connected with your separation. The completed copies of form PHS-1373 and form PHS-31 should then be sent to the Transactions and Applications Section, PSB, DCP, at the address shown in Item 9, above.
12. If your OPDIV/Program delays forwarding the copies of your form PHS-1373 to DCP, your separation will not be delayed. DCP will act upon the original (top sheet) of form PHS-1373 submitted directly by you. However, your claim for lump sum payment for unused annual leave cannot be processed until your OPDIV/Program forwards your separation documents to DCP.
13. When DCP has completed the processing of your separation request, a personnel order authorizing your separation will be issued to you. When you receive your separation personnel order, you may begin making arrangements for travel and transportation of your household goods as authorized on the personnel order and in accordance with the Joint Federal Travel Regulations (JFTR).

You and your dependents cannot travel at Government expense nor can you ship, store, or release your household goods to a mover until your official separation personnel order authorizing shipment of household goods is issued. Any travel or shipment performed prior to receipt of your personnel order will be at your own expense.

## WORDS OF CAUTION

1. You will be divested of payment for, and denied use of, your unused annual leave if your form PHS-1373 is not received in DCP **at least 30 days** prior to the last day that you are physically present at your duty station.\*
2. You will be divested of payment for, and denied use of, your unused annual leave if you voluntarily separate from active duty before completion of **12 months** of active duty.\*
3. You will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods if you separate from active duty before completion of **24 months** of active duty.\*\*
4. You will be divested of payment for, and denied use of, your unused annual leave\*, and you will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods, if:
  - a. You separate from active duty before completing any active-duty obligation; or
  - b. You do not complete the agreed to period of service under a special pay contract.
5. Your last month's payroll and lump sum leave payment must be directly deposited to a financial institution. Form SF-1199A, "Direct Deposit Sign-Up Form," must be completed and sent to the Compensation Branch, DCP, if you will be designating a different financial institution than the one the Compensation Branch, DCP, currently has on file for you. If you do not designate a different financial institution, your final payroll and lump sum leave payment will be directly deposited to the financial institution the Compensation Branch, DCP, currently has on file for you.

\*If you are divested of unused annual leave, you may not take or be granted terminal leave. If your leave-granting authority approves terminal leave without knowing that you are to be divested, and you have departed your last duty station on terminal leave, you will be ordered back to duty for the balance of your time. If you fail to report back to duty, you will be placed in Absence Without Leave (AWOL) status. While in AWOL status, you forfeit all pay and allowances, you are not eligible for health care or disability benefits, and you will not be reimbursed for any travel and shipping costs. In addition, the time in AWOL does not count toward completion of an active-duty obligation. Therefore, it is your responsibility to know the reasons for which you may be divested of your entitlements and whether one of these reasons applies in your case.

\*\* Chapter 7, Part S, Paragraph U7654, Joint Federal Travel Regulations.

## TERMINAL LEAVE

Terminal leave is any annual leave approved before but taken after submission of form PHS-1373. Under PHS policy (INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM), you may be approved for an amount of

terminal leave which does not exceed the number of days of unused annual leave that would otherwise be credited to you upon the date of your separation from active duty.

All terminal leave must be requested and approved before you submit your form PHS-1373. You may request terminal leave on form PHS-1345, "Request and Authority for Leave of Absence," for any period of time between the date you submit your form PHS-1373 and the date you are to be separated from active duty.

Since terminal leave is not an entitlement, your leave-granting authority may approve or deny your request based on your OPDIV/Program's staffing needs. If your request for terminal leave is approved, submit the completed and approved form PHS-1345 to your leave maintenance clerk. The leave maintenance clerk will balance your leave record through your separation date, certify the leave record, make a copy of it, and send it forward for processing of your lump sum leave payment for any unused annual leave.

Terminal leave includes each day, other than authorized travel time, after the last day that you are physically present at your duty station. For example, if your last day at your duty station is a Friday, and you are approved for terminal leave, that leave will commence on Saturday even though Saturday may normally be a non-work day.

Once you submit your form PHS-1373, you cannot request annual leave except for emergency purposes, e.g., a death in the family. If leave is approved for emergency purposes, the Transactions and Applications Section, PSB, DCP, must be notified immediately by facsimile (Fax) at 301-443-5366 so that appropriate adjustments may be made to your annual leave record and lump sum payment.

If you decide not to take approved terminal leave, you will still be charged for the leave unless (1) the approved leave was revoked by the leave-granting authority because of program staffing needs; or (2) you become ill while on terminal leave. In either case, your leave-granting authority must notify the Transactions and Applications Section, PSB, DCP, immediately by facsimile (Fax) at 301-443-5366 so that appropriate adjustments may be made to your annual leave record. If you become ill, you must submit certification from a physician to your leave-granting authority and request that your terminal leave be changed to sick leave.

You are on active duty while on terminal leave and thus maintain the responsibilities, duties, obligations, privileges, and benefits applicable to active-duty PHS commissioned officers. Terminal leave is creditable towards completion of a service obligation and a special pay contract. If your terminal leave will extend through the date of separation, you may accept a Federal civil service appointment or other civilian employment in the private sector, provided that you do not violate the conflict of interest statutes and regulations. However, you may not be given a concurrent appointment as a member of another Uniformed Service.

If you will be divested of unused annual leave for serving less than 1 year on active duty, failing to complete a service obligation, breaking a special pay contract, or for any other reason, you may not take or be approved for terminal leave. In most situations, you will be notified by DCP if you are to be divested.

If the divestment action occurs after your supervisor has approved terminal leave, and you have already departed from your duty station, you may be ordered to return to your duty station. If you fail to return to your duty station when so ordered, you will be placed in AWOL status. While in AWOL status, you forfeit all pay and allowances, will not be reimbursed for travel and transportation expenses, and lose your entitlement to PHS-sponsored health care and disability benefits. Moreover, the time that you are in AWOL status is not creditable toward completion of a service obligation or a special pay contract.

NOTE: There is a lifetime limit of 60 days on the amount of unused annual leave for which you may be paid after February 9, 1976. This limit applies to lump sum leave payments from all Uniformed Services. Thus, if you receive payment for 60 days of unused annual leave from the PHS Commissioned Corps at separation, you are ineligible for any future lump sum leave payment from any Uniformed Service.

Consult INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM, for more specific information about terminal leave.

#### TERMINAL SICK (MATERNITY) LEAVE

An officer who gives birth while on active duty is granted 42 days of sick (maternity) leave after hospital discharge for usual delivery, and 56 days after Caesarean delivery. However, an officer who is planning to separate from active duty in the postpartum period should be aware that maternity leave (and active-duty status) will not be extended beyond the separation date specified by the officer on form PHS-1373, unless there are both unusual extenuating circumstances and OPDIV/Program approval.

## TAKING A SEPARATION PHYSICAL EXAMINATION

The purpose of the separation physical examination is to document any conditions which were incurred or aggravated while on active duty, so as to support a claim you may wish to file with the VA for possible service-connected benefits. If you are seriously considering making such a claim, in addition to the separation examination, copies of records of evaluation and treatment of these conditions while on active duty should be sent to the Medical Evaluations Staff, Medical Affairs Branch (MAB), DCP (see address on page 14).

Usually, a physical examination done within 6 months before separation will satisfy the purposes of the separation examination. However, if your physical status changes significantly between the separation examination and the date of separation, you or your representative should notify MAB, DCP, immediately by facsimile (FAX) at 1-800-535-7691 or 301-594-3299, or phone 1-800-368-2777 ext. 3 or 301-594-3297. Medical reports regarding the change should also be sent to the Medical Evaluations Staff, MAB, DCP. These actions should also be taken even if you have waived your separation examination. This is important, since sufficient medical evidence can overcome the presumption of fitness for duty created by your initiating separation procedures, and since you must remain on active duty in order to be processed for PHS disability benefits. Although the change in physical status may not qualify you for PHS disability benefits, it is also important to provide the additional documentation to support any claim you may file with VA.

Since the separation examination serves to protect your interests, you are afforded the right to waive it. Please state on form PHS-1373, Item 9, either the date and facility you have taken or will take the separation examination, or your declaration of waiver.

You are responsible for scheduling your separation examination at the nearest Uniformed Services or contract medical facility. If such a facility is an unreasonable distance from your residence or duty station, you may contact the Beneficiary Medical Programs Section, MAB, DCP, at 1-800-368-2777 or 301-594-6330 for advice.

Ideally, you should schedule the separation examination to be done at least 180 days prior to your separation. Failure to obtain the examination prior to your separation will not delay your separation beyond the date you have specified on form PHS-1373 against your will, nor will it be considered adequate reason to honor a request from you to delay your separation. Certainly, arranging for and taking the examination should not be delayed until you submit your form PHS-1373.

Your separation examination should be reported on form SF-88, "Report of Medical Examination," and form SF-93, "Report of Medical History," with appropriate attachments if there are specific service-connected conditions to be documented. INSTRUCTION 5, Exhibit IV, Subchapter CC29.3, "Medical Examination Requirements," of the CCPM, gives guidelines for thorough screening by means of this examination. These forms and attachments should be sent directly to:

Division of Commissioned Personnel  
ATTN: Medical Evaluations Staff, MAB  
5600 Fishers Lane, Room 4C-06  
Rockville, MD 20857-0001

## TRAVEL AND TRANSPORTATION

If you are separating from extended active duty (2 or more years of active duty) and have completed all active-duty obligations, travel for you, your dependents, and transportation of your household effects, will be authorized on your separation personnel order.

All travel on common carriers must be in coach class on a Government contract carrier. Dislocation allowance is not payable upon separation.

Your travel: If authorized, you will receive a transportation allowance as prescribed by the Joint Federal Travel Regulations (JFTR) for travel you actually perform incident to your separation from PHS. You must designate either your home of record or the place from which you were called to active duty in Item 12 of your form PHS-1373. The designation of one of these points or a location of a lesser distance than the home of record or place from which you were called to active duty, does not prohibit your travel to another place, but you must pay any excess costs incurred by travel to a different place. The designated location will be shown on your personnel order as "authorized travel to. . ." You must also designate your mode of travel (e.g., private conveyance or commercial common carrier) in Item 11 of your form PHS-1373.

You have a number of options from which to select in accomplishing your travel:

1. You may receive a monetary allowance (known as MALT) paid on a per-mile basis, plus a per diem allowance.
2. You may use commercial transportation and claim reimbursement for the cost of tickets (limited to cost of travel performed on a contract carrier).
3. Transoceanic travel must be by common air carrier; overland travel may be made by choosing among the above options.

The distance for which a MALT will be paid is the official distance between the points of travel (not to exceed the distance between the points authorized on your personnel order), not the mileage readings based on your vehicle odometer.

Per diem is payable for the number of days actually used for the travel, not to exceed the authorized travel time as described in the following paragraph. The rates of per diem and MALT are subject to change. Check with your administrative or finance office for the current rate.

The amount of travel time you are authorized will be based on the distance from your current duty station and the place from which you were called to active duty or your home of record. Travel time will be computed by DCP to begin the day following any approved terminal leave or the last day you are physically present at your duty station if no terminal leave has been approved *except* that officers serving tours of active duty with "not to exceed" dates will have their travel time added prior to the date of separation as explained under Item 7 in the section entitled "The Separation Process" of this pamphlet. Your pay continues during authorized travel time.

Your Dependents' Travel: Your eligible dependents will be entitled to transportation allowances to the place specified in your separation personnel order, or a place of lesser distance, only if they actually perform the travel to that location to establish a residence. If your dependents travel by commercial carrier, reimbursement will be limited to the cost of travel if performed on a contract carrier.

Payment of Travel: You will not be paid for travel until you submit your travel voucher(s) to the finance office serving your last duty station. Vouchers are required for your travel and the travel of your dependents. For your travel, use form SF-1012, "Travel Voucher," and list your dependents' travel expenses on the same form. You must also complete form PHS-2988, "Voucher for Reimbursement for Travel - Dependents of PHS Commissioned Officers," for your dependents' travel. Obtain these forms from your administrative office before you leave your duty station. When you submit your travel voucher(s) for payment, you must include a copy of your separation personnel order.

Shipment of Household Goods: Unless stated otherwise, the authority to travel as set forth on your separation personnel order includes authorization to ship your household goods. Specific information about shipment of household goods is outlined in CCPM Pamphlet No. 11, "Information on Shipment of Household Goods." This pamphlet and form PHS-4013-1, "Application for Shipment of Household Goods - Commissioned Officers," should have been provided to you by your OPDIV/Program. If you do not have these materials, contact your administrative office or your Commissioned Corps Liaison.

Submit form PHS-4013-1 with a copy of your separation personnel order to your shipping officer. For officers stationed in the Washington, D.C., metropolitan area regardless of the OPDIV/Program to which they are assigned, the following shipping officer may be used:

National Institutes of Health  
ATTN: Shipping Officer  
Building 13, Room 13013  
9000 Rockville Pike  
Bethesda, MD 20892  
Phone: 301-496-1595

Deadlines: Authorized travel and transportation must be completed within 180 days following your date of separation from active duty. Shipment of your household goods must have begun within this 180 day limitation. You may not, however, ship, store, or release household goods to a mover until you have received your official separation personnel order. Travel performed or shipment made before the issuance of your official personnel order will be at your own expense.

Mode of Travel and Destination: You may elect to travel in a privately owned vehicle (unless it is prohibited on your separation personnel order), or by common contract carrier, such as plane, train, or bus. The mode of transportation you select may determine the method of reimbursement. Dependents are not required to travel by the same mode as the member.

As mentioned previously, you may elect to ship your household goods to a place that is a greater distance than your home of record or the place from

which you were called to active duty. However, you must pay for the additional cost in advance. The shipping officer can estimate the cost of the additional distance so that you may pay for the extra shipping charges in advance. If the actual cost is less than estimated, you will be reimbursed for the extra payment. If the estimate was low, you must pay the balance. Station clearance can be withheld until this payment is made.

You will be divested of your travel and transportation entitlements if you:

1. Separate from active duty before completion of an active-duty obligation;
2. Separate from active duty before completion of a special pay contract obligation;
3. Separate from active duty before completion of 24 months of active duty in the PHS Commissioned Corps (except Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) participants and officers called to short tours of active duty);
4. Depart from your duty station prior to receipt of your separation personnel order; or
5. Fail to comply with PHS policies concerning separation from active duty.

## INACTIVE RESERVE CORPS PROGRAM

In addition to the active duty regular corps and reserve corps, the Corps maintains an inactive reserve component pursuant to 42 U.S.C. 204. The purpose of the inactive reserve corps is to maintain a pool of highly-trained health professionals for recall during national emergencies and for ongoing OPDIV/Program support. Officers volunteer for the inactive reserve corps, and recalls to active duty are with the consent of the officer unless the President, by Executive Order, declares the PHS Commissioned Corps to be a military service pursuant to 42 U.S.C. 217. For the duration of such an Executive Order, all PHS Commissioned Corps officers would be subject to the Uniform Code of Military Justice and could be ordered to active duty at the discretion of the Department of Health and Human Services (HHS). The PHS Commissioned Corps was last militarized from 1945 to 1952.

If you requested and are approved for appointment in the inactive reserve corps, you will receive a packet of information along with your separation personnel order. You must complete form PHS-6127, "U.S. Public Health Service Commissioned Corps Questionnaire," and return it along with a current curriculum vita and a photocopy of your current professional license/registration/certification.

It is very important that DCP be able to contact inactive reserve officers at all times. You must therefore provide DCP with your current mailing address and notification should that address change. Form PHS-6126, "Change of Address Card for PHS Commissioned Officers in the Inactive Reserve," will be included in your inactive reserve information packet for this purpose, but any notice in writing is acceptable. If DCP is unable to locate you, or you fail to respond to correspondence as requested within the allotted time, your commission as an inactive reserve officer can be terminated automatically.

Benefits for inactive reserve officers include:

1. Continued affiliation with the PHS Commissioned Corps;
2. Consideration for return to active duty upon written request without making further application and going through the full commissioning process;
3. Accrual of longevity credit for pay upon return to active duty in any of the Uniformed Services (e.g., officers with 2 years of active duty and 8 years of inactive reserve time are eligible for basic pay at the over-10-year level); and

4. Recall to active duty for short tours\* training tours, and intermittent tours of active duty as available. Officers indicating availability for short tours will be notified of tours and dates with as much advance notice as possible.

Inactive reserve officers are **not** eligible for commissary or PX privileges, Space-A flights, or Uniformed Services health care except during periods of active duty for which a personnel order is issued. Currently, inactive reserve officers do not accrue retirement points.

Review the material in the inactive reserve corps packet carefully. If you decide you are unable to fulfill your obligations as an inactive reserve officer, complete form PHS-6125, "Resignation--PHS Commissioned Officers Inactive Reserve," included in the packet and return it to the address below.

If you have additional questions about the inactive reserve corps, phone 301-594-3360 (or toll-free at 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43360), or write:

Division of Commissioned Personnel  
ATTN: Inactive Reserve Corps/ODB  
5600 Fishers Lane, Room 4A-18  
Rockville, MD 20857-0001

\*PHS Commissioned Corps officers who are in the inactive reserve corps and who hold Federal civilian positions are not entitled to "military leave" from their civilian position for purposes of recall to active duty for short tours. Unlike the Armed Forces, PHS inactive reserve corps officers may not retain their civilian appointment when called to active duty for short tours. Therefore, an inactive reserve corps officer must resign his/her civilian appointment if called to active duty with the PHS Commissioned Corps.

## IDENTIFICATION CARDS

At the time you are separated from active duty, you must surrender all Uniformed Services identification (ID) cards issued to you and your dependents. The cards should be surrendered to the ID card issuing official, or the administrative officer for the activity to which you are assigned.

If you leave your duty station prior to your actual release from active duty, i.e., going on terminal leave, and will not be near your administrative office on the date of actual separation, you must mail all Uniformed Services ID cards to the appropriate office. The ID cards must be sent by **certified mail, return receipt requested**, as close to the date of separation as possible.

Pursuant to Title 18, U.S.C. 499, possession and/or use of an unauthorized Uniformed Services ID card is **illegal**. Any person illegally possessing or using such a card may be fined not more than \$2,000 or imprisoned not more than 5 years or both. Failure to surrender or return your Uniformed Services ID card(s) may also result in a delay in your receiving your last month's payroll and/or lump sum leave payment(s).

**HEALTH CARE COVERAGE, DENTAL COVERAGE, AND  
UNIFORMED SERVICES VOLUNTARY INSURANCE PLAN**

You, and your dependents, lose all eligibility for health care under the Uniformed Services Health Benefits Program (USHBP) as of midnight on the date you are separated from active duty. This includes loss of entitlement to benefits under TRICARE. You will have no health care coverage after separation - either for yourself or your family - until you take out a health insurance policy on your own as an individual, or until you are enrolled in a group health insurance program offered by your future employer.

Generally, several weeks may elapse between the time you are separated and the time you obtain civilian health care coverage on your own initiative or through an employer-sponsored health insurance program. Beneficiaries have 60 days from the qualifying event, i.e., date of separation, date of 23rd birthday, date of divorce, etc., in which to enroll in the Continued Health Care Benefit Program (CHCBP). However, the period of coverage begins on the day after the qualifying event.

CHCBP is a premium-based program that offers temporary **continued** health coverage for **all** persons who lose their eligibility for health care under USHBP. This includes former spouses of active and retired members. CHCBP also provides health coverage for unmarried dependent children who would not otherwise be eligible for benefits under TRICARE. This includes legal wards of active-duty members, preadoptive children, and dependent grandchildren.

Health benefits under CHCBP are very similar to those offered under TRICARE-Standard, and covers pre-existing health conditions, including pregnancy. Although CHCBP is **not** part of the TRICARE program, it functions under most of the rules and procedures of TRICARE.

If you sponsored the TRICARE Active-Duty Family Member Dental Plan for your dependents, they lose all coverage at midnight on the last day of the month for which a premium has been paid. For example, if a premium is paid in February, benefits end at midnight on March 31. You will have no dental care coverage after separation either for yourself or your family until you enroll in a private dental plan.

## STATEMENT OF SERVICE

After separation from active duty, you will automatically be issued a PHS "Statement of Service." This form is accepted by the VA as proof of active-duty service in the PHS Commissioned Corps and is the key document you must provide to establish entitlement to most VA benefits. It is the PHS equivalent of Form DD-214, "Armed Forces of the United States Report of Transfer or Discharge." **Do not release the original of the PHS "Statement of Service"; retain it for your personal records.** Always furnish a photocopy when a copy of the document is required.

## PAY AND ALLOWANCES AT SEPARATION

Upon leaving active service, you will receive all pay and allowances due you. When authorized, your lump sum payment will be based on the amount of unused annual leave to your credit at the time of separation, **not to exceed 60 days**. It will be computed at the rate of your active-duty pay on the day of separation and will include only your basic pay and subsistence and housing allowances. Payment will not include special pay. If you have a negative annual leave balance at the time of separation, you will be required to repay one day of your pay and allowances for each day of excess leave used. Payment of unused annual leave will not be made until the month following the month you are released from active duty (including travel time).

**There is a lifetime limit of 60 days on the amount of unused annual leave for which you may be paid after February 9, 1976. This limit applies to lump sum leave payments from all Uniformed Services. Thus, if you receive payment for 60 days of unused annual leave from the PHS Commissioned Corps at separation, you are ineligible for any future lump sum leave payment from any Uniformed Service.**

Officers may request terminal leave (see the section in this pamphlet entitled "Terminal Leave") or they may request a lump sum leave payment. A lump sum leave payment must be made if you are released from active duty and appointed to a Federal civilian position -- your leave cannot be transferred to your credit in the new position. Please indicate on your form PHS-1373 if you will be accepting a Federal civilian appointment.

You must designate a financial organization to receive your final payroll and lump sum leave payment. If you do not provide a change to your financial organization, your final payroll and lump sum leave payment will be deposited to the financial institution on file. If you wish to make a change to your direct deposit for receipt of your final payroll and lump sum leave payment, this can be accomplished by completing form SF-1199A, "Direct Deposit Sign-Up Form," and forwarding it to the Compensation Branch, DCP. Please indicate the effective date when the change should occur, i.e., if the separation month is July 1999, the effective date of the change would be the "July pay cycle."

The address for the Compensation Branch is:

Division of Commissioned Personnel  
ATTN: Compensation Branch  
5600 Fishers Lane, Room 4-50  
Rockville, MD 20857-0001

If your separation personnel order is issued before the payroll cut-off for the month in which you separate, your last form PHS-6155, "Statement of Earnings and Deductions," will be sent to the forwarding address designated by you on form PHS-1373, "Separation of Commissioned Officer." If not, your form PHS-6155, "Statement of Earnings and Deductions," will be sent to the address you used while still on active duty.

In almost all cases, the lump sum leave payment is made within 90 days following separation. You may be divested of unused annual leave if you

are separating from active duty under certain conditions. Refer to the section entitled "Words of Caution" of this pamphlet.

## CONFLICT OF INTEREST AFTER SEPARATION

There are certain restrictions that will apply to your activities after you leave active duty. These restrictions are intended to prevent you from becoming involved in situations that could compromise the integrity of Federal government activities because of your former or continuing relationship with the government.

The first group of restrictions are imposed by the Ethics in Government Act (18 U.S.C. 207), the Departmental Standards of Conduct (45 CFR Part 73), and government-wide regulations covering post-employment conflict of interest (5 CFR Part 737). These restrictions are aimed at preventing the unfair use of inside knowledge or influence that results from Federal service. They do not require you to decline employment with any organization, regardless of your dealings with that organization while you were employed by the government. They apply solely to activities, not the mere existence of an employment arrangement.

There are two general provisions of the Ethics in Government Act that apply to every former Federal employee.

1. You are **barred for life** from acting as agent or attorney, or representing any other person, in any formal or informal appearance, or with the intent to influence, making any oral or written communication, to or before any government entity in connection with any particular matter involving specific parties **if you participated in that matter personally and substantially** while a Federal employee.
2. You are **barred for 2 years** from acting as agent or attorney, or representing any other person, in any formal or informal appearance, with the intent to influence, by oral or written communication, any government entity in connection with any particular matter involving specific parties which was **pending under your official responsibility** in your last year of government employment.

If you have reason to believe you may become involved in a situation prohibited as described above after leaving the government, contact the Ethics Officer for your OPDIV/Program or the Office of General Counsel, HHS, and ask for an opinion about whether that activity could be seen as a conflict of interest. If you violate the Ethics in Government Act, it is a criminal offense punishable by both fine and imprisonment. Therefore, it is to your benefit to ask for an opinion if you have the slightest doubt about a future activity.

The prohibitions described above do not apply to making communications solely for the purpose of furnishing scientific or technological information. Nor do they apply if the agency head, in consultation with the Office of Government Ethics, certifies that the former employee has outstanding qualifications in a scientific, technological, or other technical discipline such that the national interest would be served by that individual's participation in the matter.

The second major restriction on your post-employment activities involves foreign employment. Article I, Section 9, Clause 8 of the Constitution of the United States, places a restriction on Federal employees and officers with respect to their employment by foreign governments. The provision reads as follows:

"No title of nobility shall be granted by the United States; and no person holding any office of profit or trust under them, shall, without the consent of the Congress, accept any present, emolument, office, or title, or any kind whatever, from any king, prince, or foreign state."

If you become a member of the inactive reserve corps, you are considered as holding an office within the meaning of this constitutional provision. You may not, therefore, accept employment from a foreign country, regardless of the title, position, or duties to be performed, without obtaining the approval of the Secretary, HHS, and the Secretary of State. For information on how to apply for the necessary approval, write to:

Division of Commissioned Personnel  
ATTN: Office of the Director  
5600 Fishers Lane, Room 4A-15  
Rockville, MD 20857-0001

These prohibitions do not preclude you from accepting employment with American firms in foreign countries, even though these firms may be under contract to a foreign government. Further, you are not prohibited from employment with the United Nations, nor any public international organizations under the United Nations as long as your salary is paid by the organization rather than by a foreign government.

## VETERANS BENEFITS

Your active service in the PHS Commissioned Corps is considered service in the Armed Forces for most benefits administered by VA. These benefits include educational assistance, home loan guarantees, disability compensation, health care, and survivor benefits. For more specific information on these benefits and what you need to do to establish your eligibility, you should contact your local VA office listed in your telephone directory or call the VA's toll-free number 1-800-827-1000. You may also want to visit the VA's Internet site at <<http://www.va.gov/>>.

### Servicemembers' Group Life Insurance (SGLI)

If you are insured under the SGLI program, your group life insurance will ordinarily continue for 120 days after separation from active duty without further payment of premiums. If you are totally disabled, your coverage under the group policy will continue for a maximum of 1 year, as long as you continue to be totally disabled.

### Veterans' Group Life Insurance (VGLI)

Following your separation from active duty, you may convert your SGLI policy to VGLI. VGLI is a 5-year renewable term policy, issued in multiples of \$10,000 up to \$200,000. If you convert to VGLI, you cannot exceed the amount of SGLI coverage you held at the time of separation. A copy of the PHS "Statement of Service" will automatically be sent by DCP to the VA Data Processing Center in Austin, Texas, when you separate. The processing center will send you a packet which will contain a computer-printed VA form SGLV-8714, "Application for Veterans' Group Life Insurance." Complete instructions on how to apply for the insurance are printed on the form, and a VGLI premium rate schedule will be provided.

VGLI Application: Your SGLI coverage can be converted to VGLI coverage within 120 days of separation by submitting the VA form SGLV-8714 along with the appropriate premium. After the first 120 days, you have 1 year in which you may apply for VGLI coverage by submitting the application form, the appropriate premium, and **evidence of insurability**.

Service members with full-time SGLI coverage who are totally disabled at the time of separation, and whose service make them eligible for VGLI, may purchase the insurance while remaining totally disabled up to 1 year following separation.

If you have not received form SGLV-8714 within 45 days after separation, you should obtain a copy of form SGLV-8714 from your regional VA office, or by writing to the address below. You must then submit form SGLV-8714, the first monthly premium, and a copy of your PHS "Statement of Service." After the first 120 days following separation, you must also include **evidence of insurability**. You have a **total of 1 year and 120 days to apply for VGLI coverage**.

Make your check or money order payable to "OSGLI" and mail it to:

Office of Servicemembers' Group Life Insurance  
213 Washington Street  
Newark, NJ 07102-2999  
Phone: 1-800-419-1473

Upon approval of the application, a certificate will be issued. Approximately 90 days before the end of the 5-year period, you will be advised of your right to renew the policy for an additional 5 years.

#### Service-Disabled Veterans Insurance (SDVI)

Veterans who are granted a service-connected disability but are otherwise in good health may apply for Service-Disabled Veterans Insurance from VA for up to \$10,000 life insurance coverage at standard insurance rates within 2 years from the date VA notifies the veteran that the disability has been rated as service connected. You must contact VA to establish your eligibility for this insurance.

Additional information on these insurance programs should be obtained directly from VA or the Office of Servicemembers' Group Life Insurance.

## VETERANS EDUCATIONAL BENEFIT PROGRAMS

**NOTE:** Any Uniformed Services member eligible for education benefits under one of the Department of Veterans Affairs (VA) education programs has until 10 years from the date of separation in which to use those benefits.

### Old GI Bill (Chapter 34 of Title 38)

If you originally entered on extended active duty after January 31, 1955, but before January 1, 1977, you were eligible for educational benefits under the Old GI Bill. If you did not use your educational entitlement under the Old GI Bill, or if you only used a portion of those benefits before the program expired on December 31, 1989, you may be eligible to have the unused portion of your educational entitlement converted under provisions of the Montgomery GI Bill.

To be eligible for conversion, you must have:

1. Entered on active duty between January 31, 1955 and January 1, 1977;
2. Been on active duty on October 19, 1984, and served without a break in service through June 30, 1985; and
3. Served 3 years of continuous active duty since June 30, 1985.

If you satisfy these criteria, you will have your remaining benefits converted into eligibility under the Montgomery GI Bill without having to make contributions. Under the conversion, you will be entitled to one half of what you would have received under the Old GI Bill plus the full maximum monthly benefit allowable under the Montgomery GI Bill.

### Veterans Educational Assistance Program (VEAP) (Chapter 32 of Title 38)

If you originally entered on extended active duty from January 1, 1977 through June 30, 1985, you were eligible for participation in the Voluntary Educational Assistance Program (VEAP). VEAP is a contributory program under which the government contributes two dollars toward educational benefits for every dollar contributed to the program by the service member.

If you contributed the maximum to the program, at the maximum rate per month, you are entitled to a maximum monthly benefit for full-time student status. If you decide that you are not going to use these educational benefits and want a refund of the monies that you contributed, you may apply directly to VA for a refund of your contributions. You may obtain a refund application by contacting the regional VA office or DCP at:

Division of Commissioned Personnel  
ATTN: Personnel Services Branch  
5600 Fishers Lane, Room 4-36  
Rockville, MD 20857-0001

Montgomery GI Bill (Chapter 30 of Title 38)

If you entered on active duty after June 30, 1985, you were eligible to participate in the Montgomery GI Bill. If you elected to participate, your base pay was reduced by \$100 per month for the first 12 months. **This is non refundable.** In addition, you had to sign a contract agreeing to stay on active duty for 24 to 36 months.

If you signed a 36-month contract, you are entitled to a maximum monthly benefit for full-time student status. If you signed-up for a 24-month contract, but remained on active duty for more than 36 months continuously, you are entitled to a maximum monthly benefit for full-time student status. If you signed a 24-month contract, and separated prior to completing 36 months of continuous active duty, you are entitled to a maximum monthly benefit for full-time student status.

NOTE: Certain officers who participated in the VEAP program and had money in their VEAP accounts on October 9, 1996, were able to convert any unused educational benefits to the Montgomery GI Bill and may also be eligible for the maximum benefits under this program.

Applying for Your Educational Benefits

To apply for educational benefits, regardless of the program that you participated in, you must complete VA Form 22-1990, "Application for Educational Benefits." The completed application form must be submitted, along with a copy of your PHS "Statement of Service" to your school or training institution. The school or training institution will verify your enrollment status and will forward your application and their verification to the nearest VA regional office. The PHS "Statement of Service" is comparable to the form DD-214 which is issued by the Armed Forces and is frequently requested by the VA.

After you have submitted the application form, VA has sole responsibility for processing, approving, and paying the claim. If you have any questions after submitting your application form, you should contact the nearest VA regional office.

## INDEBTEDNESS TO THE GOVERNMENT

Failure to Complete Special Pay Contract: If you are an officer who fails to complete the active-duty obligation incurred pursuant to a special pay contract, you will be liable to the Federal government for repayment of an amount representing the unserved portion of the period for which payment has been received, in accordance with HHS regulations. The amount of the indebtedness will be specified on your separation personnel order. You will also be terminated and denied use of, and payment for, unused annual leave and will be divested of all travel and transportation entitlements, and your last pay check will be withheld and applied to the amount of the debt.

Failure to Complete Service Obligation for Training Outside HHS: If you fail to complete an active-duty obligation incurred pursuant to participation in HHS-sponsored training at non-HHS facilities, you will be indebted to the Federal government for twice the amount of tuition, fees, and other training expenses; plus twice the amount of any compensation (to include, but not limited to, pay, allowances, special pays, travel, transportation, and shipment of household goods) received by you in connection with the HHS-sponsored training. The amount of the indebtedness will be specified on the personnel order separating you from active duty. In addition, you will be terminated and denied use of, and payment for, unused annual leave and will be divested of travel and transportation entitlements upon separation, and your final paycheck will be withheld and applied to your debt.

Failure to Fulfill an HHS or National Health Service Corps (NHSC) Scholarship Obligation: If you fail to fulfill an active-duty obligation incurred by acceptance of an HHS or NHSC scholarship, you will be required to repay an amount computed in accordance with applicable laws and regulations. In addition, you will be terminated and denied use of, and payment for, unused annual leave and will be divested of travel and transportation benefits upon separation, and subject to having your final paycheck withheld to satisfy your debt.

Debt Collection: The HHS participates in computer-matching programs designed to identify individuals who are in arrears to the government in settling a debt. If you do not make a good faith effort to repay monies you owe to the government, information about you may be disclosed to a consumer reporting agency for collection of the debt. This disclosure is consistent with routine uses explained under Privacy Act Systems Notice 09-40-0010, "Pay, Leave and Attendance Records," HHS/PSC/HRS. Information about an individual will be disclosed only to the extent necessary to take action on the debt.

## SEPARATION TO ACCEPT A CIVIL SERVICE APPOINTMENT

Officers requesting separation from active duty to accept a civil service appointment should become familiar with the information contained in this pamphlet. The following contains additional information and information specific to separating to accept a civil service appointment:

### Separation With Under 20 Years of Service With Existing Special Pay Contract

Officers with less than 20 years of service may resign from the commissioned corps and be appointed to the same position under Title 5. Officers resigning with less than 20 years of service and breaking a special pay contract will have their commissions terminated and will be divested of unused leave and travel and transportation entitlements. If contract repayment is required, the officer would be indebted to the government in accordance with the provisions specified in the contract.

### Separation With Under 20 Years of Service With No Special Pay Contract

Officers with less than 20 years of service may resign from the commissioned corps and be appointed to the same position under Title 5. Officers resigning with less than 20 years of service have no continuing post-resignation benefits or entitlements, and are not eligible for placement in the Corps' inactive reserve. If otherwise eligible, officers may request payment for accrued annual leave, up to the 60 day maximum. Annual leave may not be transferred to the civil service.

### Unused Annual Leave

Officers separating to accept a civil service appointment should indicate on their completed form PHS-1373 (Item 6, "Reason for Separation") that they are converting to another Federal personnel system. If this is the case, a lump sum payment for unused annual leave, up to the 60 day maximum, is payable. Your leave cannot be transferred to your credit in the new position.

To obtain payment for unused leave, up to the 60 day maximum, the officer must ensure that his/her form PHS-31, "PHS Commissioned Corps Officer's Leave Record," is certified, signed, and dated by the officer's leave maintenance clerk and leave-granting authority at the time of separation and forwarded to: Division of Commissioned Personnel, ATTN: Transactions and Applications Section, PSB, 5600 Fishers Lane, Room 4-20, Rockville, MD 20857-0001.

### Terminal Leave

If you wish to take terminal leave, submit form PHS-1345, "Request and Authority for Leave of Absence," to your leave-granting authority for approval of all the terminal leave you plan to take. All terminal leave must be approved by your leave-granting authority before you complete and submit form PHS-1373, "Separation of a Commissioned Officer." If you do not request approval for this leave prior to submitting form PHS-1373, you cannot take any annual leave between that time and the date you leave active duty (except for bona fide emergencies). Any approved terminal leave not taken, except for emergencies, will be charged.

### Inactive Reserve Corps

If you are requesting appointment in the inactive reserve corps and plan to provide services to any agency of any country other than the United

States, you should refer to the section of this pamphlet entitled, "Conflict of Interest After Separation," and to INSTRUCTION 1, Subchapter CC26.9, "Civil Employment by a Foreign Government of Retired Regular and Reserve Corps Officers and Inactive Reserve Corps Officers," of the CCPM.

PHS Commissioned Corps officers who are in the inactive reserve corps and who hold Federal civilian positions are not entitled to "military leave" from their civilian position for purposes of recall to active duty for short tours. Unlike the Armed Forces, PHS inactive reserve corps officers may not retain their civilian appointment when called to active duty for short tours. Therefore, an inactive reserve corps officer must resign his/her civilian appointment if called to active duty with the PHS Commissioned Corps.

#### Divestment of Travel Entitlement and Unused Leave

1. You will be divested of payment for, and denied use of, your unused annual leave if your form PHS-1373 is not received in DCP at least 30 days prior to the last day that you are physically present at your duty station.\*
2. You will be divested of payment for, and denied use of, your unused annual leave if you voluntarily separate from active duty before completion of 12 months of active duty.\*
3. You will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods if you separate from active duty before completion of 24 months of active duty.\*\*
4. You will be divested of payment for, and denied use of, your unused annual leave\*, and you will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods, if:
  - a. You separate from active duty before completing any active-duty obligation; or
  - b. You do not complete the agreed to period of service under a special pay contract.

### Final Payroll Payment

Your last month's payroll and lump sum leave payment must be directly deposited to a financial institution. Form SF-1199A, "Direct Deposit Sign-Up Form," must be completed and sent to the Compensation Branch, DCP, if you will be designating a different financial institution than the one the Compensation Branch, DCP, currently has on file for you. If you do not designate a different financial institution, your final payroll and lump sum leave payment will be directly deposited to the financial institution the Compensation Branch, DCP, currently has on file for you.

\*If you are divested of unused annual leave, you may not take or be granted terminal leave. If your leave-granting authority approves terminal leave without knowing that you are to be divested, and you have departed your last duty station on terminal leave, you will be ordered back to duty for the balance of your time. If you fail to report back to duty, you will be placed in Absence Without Leave (AWOL) status. While in AWOL status, you forfeit all pay and allowances, you are not eligible for health care or disability benefits, and you will not be reimbursed for any travel and shipping costs. In addition, the time in AWOL does not count toward completion of an active-duty obligation. Therefore, it is your responsibility to know the reasons for which you may be divested of your entitlements and whether one of these reasons applies in your case.

\*\* Chapter 7, Part S, Paragraph U7654, Joint Federal Travel Regulations.

## INTER-SERVICE TRANSFERS

The policies and procedures related to an inter-service transfer are very different from those to be used by an officer who resigns his/her commission as a PHS Commissioned Corps officer to accept a new appointment with another Uniformed Service. Therefore, you must understand the distinction between these two separate actions in order to ensure that you follow the correct procedure.

If you are **resigning** your commission as a PHS commissioned officer to accept a new appointment in one of the other Uniformed Services (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Oceanic and Atmospheric Administration Corps), you should follow the procedures outlined in this pamphlet.

If you are **transferring** as a PHS commissioned officer to a position as a commissioned officer with one of the other Uniformed Services, do not use this pamphlet. Officers accepting inter-service transfers should read and follow the instructions set forth in INSTRUCTION 5, Subchapter CC23.3, "Inter-Service Transfers of Commissioned Officers," of the CCPM. You may obtain a copy of this INSTRUCTION from the nearest administrative office that maintains a CCPM, by contacting your Commissioned Corps Liaison, or from the DCP web site at <<http://dcp.psc.gov>>.