



# Commissioned Corps BULLETIN

Division of Commissioned Personnel • Program Support Center, DHHS

Vol. XII, No. 6

June 1998

## Surgeon General's Column

This is a significant time for the U.S. Public Health Service (PHS) and its Commissioned Corps. As you are no doubt aware, this year marks the bicentennial of the establishment of the PHS in Philadelphia in July 1798.

The PHS grew out of a need for healthy sailors during the infancy of our country. It was a time when we relied heavily upon the sea for trade and for security. Therefore, when seamen became sick away from home and family and could not find adequate health care, it posed a problem that affected the Nation. The solution—the founding of the U.S. Marine Hospital Service—was an early instance of our Government realizing that there is a national interest in identifying and addressing the health concerns of populations at greatest risk.

The PHS has since grown from a loose confederation of marine hospitals to a cadre of 50,000 employees, including the 6,000 members of the Commissioned Corps who work in our eight Operating Divisions. However, the principle driving the PHS remains the same—the Nation benefits by protecting the health of those at greatest risk. While only a few months have transpired in my tenure as Assistant Secretary for Health and Surgeon General, I already have seen for myself the value of the PHS Commissioned Corps as a Uniformed Service and as a unique resource for the Federal Government in carrying out this mission.

PHS officers occupy strategic leadership roles throughout the Department of Health and Human Services (HHS) and in many other Federal agencies. Within HHS, 42 percent of PHS officers have supervisory responsibilities versus

19 percent of the civil service employees, and a composite of 23 percent of our officers are assigned to billets that are rated higher than their pay grades. In addition, of course, PHS officers hold many major positions in other Federal agencies as exemplified by the Chief Medical Officers of the Coast Guard and the Federal Bureau of Prisons.

During the many briefings and conferences that I have attended in the last few months, I have also been impressed by the breadth of work experiences of PHS officers. Mobility is a tenet of a Uniformed Service, and most officers have served in more than one Operating Division or program during their careers. Such mobility fosters a better understanding of the complexities and interrelationships of public health problems and issues. It also permits officers to work more easily and effectively with their counterparts all across the Department.

While the decentralization of authority within HHS during the past several years has had its advantages, it also has had the potential to lead some people to see problems only from the perspective of their Operating Division or program. The wide-ranging experience of PHS officers acts as a counterweight to this type of limited view. That is why I want to make certain that our officers gain experience through a variety of geographic and programmatic assignments as their careers progress, so that upon assumption of leadership positions they will have the comprehensive perspective that is mandated by the complexity of today's public health issues.

Another challenge we face is the irrefutable fact that the Corps is growing more senior. Overall, about 1,400 officers representing 24 percent of our active-duty strength are eligible for retirement. In some categories, such as the engineer category, the percentage is much higher. As our senior officers retire, we must be certain that junior officers have the requisite experience to assume leadership positions. We also must make certain that our recruitment programs for new officers are efficacious. With this in mind, I have asked our Chief Professional Officers and Professional Advisory Committees to examine the current status within each professional category and to develop recommendations to enhance our recruitment and career development activities.

By now many of you have participated in one or more events to honor the PHS upon the occasion of its bicentennial. I had a very memorable visit to Boston, Massachusetts, on April 7 to participate in a bicentennial ceremony that is described elsewhere in this edition of the *Commissioned Corps Bulletin*. I also look forward with much anticipation to the gala celebration in Philadelphia on July 3 to commemorate President Adams' signing in 1798 in that city of an Act "for the relief of sick and disabled seamen."

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## Surgeon General's Column

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As this year runs its course, there will be other events, large and small, that will focus upon our 200 years of service to our fellow citizens. I would encourage each of you to take part in as many of these activities as possible. No group of Federal employees has a greater cause for celebrating its history of accomplishment than the men and women of PHS. We have had an historic past, and we are looking forward to a healthy future.

ADM David Satcher  
Assistant Secretary for Health  
and Surgeon General



## AWARDS UPDATE

### New PHS Citation Medal Set

At the 1996 Annual U.S. Public Health Service (PHS) Professional Association Meeting, the Commissioned Officers Association House of Delegates passed resolution 96-6. This resolution urged PHS to create a medal for the PHS Citation. In the fall of 1996, the Surgeon General approved the development of a PHS Citation medal. The Division of Commissioned Personnel (DCP) has recently completed development of the medal, which is copper with a matte finish and polished highlights.

All PHS Citations approved on or after July 1, 1998 (start of the 1998 Awards Cycle), will receive the new medal set (large and miniature medal, ribbon bar, and lapel pin) along with a certificate. Also effective July 1, the PHS Citation Plaque will no longer be authorized to accompany the award of the PHS Citation.

DCP will not provide medal sets for any PHS Citations approved prior to July 1. However, officers who have received the PHS Citation in the past may purchase the medal set at their own expense from the PHS Officers Device Supply Center, Gillis W. Long Hansen's Disease Center, 5445 Point Clair Road, Carville, LA 70721-9607 (Phone: 504-642-4752 or Fax: 504-642-4779).



## Have a Good Idea for a Change in a Uniform?

### Here's How to Get It Considered

Many officers might not know that a Public Health Service (PHS) Commissioned Corps Uniform Board exists. But even for those who do know, they probably do not know how or where to submit suggestions for changes.

The Uniform Board does exist—under the auspices of the Division of Commissioned Personnel (DCP). It currently has 12 members who are nominated by the Operating Divisions/Programs and are appointed by the Director of DCP. Its major function is to review and consider the existing uniform policy and regulations and recommend changes to the DCP Director and the Surgeon General. It also maintains cognizance of other Uniformed Services' (mainly Navy) uniform regulations and considers changes being made by those Services for applicability and acceptability to the PHS Commissioned Corps.

The current Chair of the Board is CAPT Ray Clark who is stationed at the Environmental Protection Agency. The Executive Secretary is CDR Allen Jarrell who is stationed in DCP. The Board both welcomes and encourages officers to submit suggestions. To do so, please send the suggestion, together with your name, phone number or e-mail address, rationale, and background information to:

CAPT Ray Clark  
Office of Radiation and Indoor Air  
(6602J)  
U.S. Environmental Protection Agency  
Washington, DC 20460-0001  
E-mail: clark.ray@epamail.epa.gov

or

CDR Allen Jarrell  
Personnel Services Branch  
Division of Commissioned  
Personnel/HRS/PSC  
5600 Fishers Lane, Room 4-36  
Rockville, MD 20857-0001  
E-mail: ajarrell@psc.dhhs.gov



## Call for Nominations for the Health Services Professional Advisory Committee

The Health Services Professional Advisory Committee (HS-PAC) provides advice to the Surgeon General and the Chief Professional Officer on professional and personnel issues related to the Health Services category.

Selections, which are based on the nominee's commitment to public health activities and specified criteria in the HS-PAC Charter (e.g., organizational, discipline, gender, minority representation), are made by the HS-PAC and are approved by the Surgeon General.

HS-PAC members are expected to obtain the necessary travel funds to attend six scheduled meetings per year in Rockville, Maryland, (with permission of the HS-PAC Chair, teleconferencing can be arranged for two of these meetings) and to participate in HS-PAC activities. Appointments will be made for a 3-year term, beginning January 1, 1999.

Please request that a blank self-nomination form (which includes a space for supervisory approval) be faxed to you by using the Faxback feature of *CorpsLine*. You can reach *CorpsLine* at 301-443-6843. Listen to the menu and choose the second option, "To retrieve documents through Faxback," and request document number 6530.

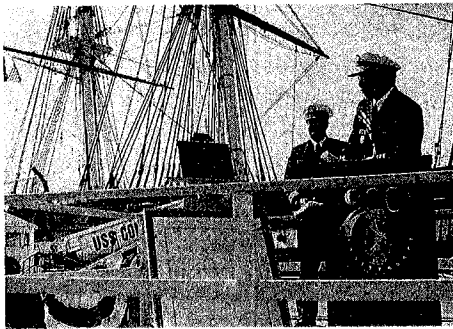
Complete the self-nomination form and send it along with a current curriculum vitae and a cover letter describing how your specific experience and expertise will benefit the HS-PAC. The completed package must be submitted by **July 31, 1998**, to the address below:

LCDR Steve Gurski  
U.S. Environmental Protection Agency  
77 W. Jackson Blvd. (ML-10C)  
Chicago, IL 60604  
Phone: 312-886-5301  
E-mail: gurski.steve@epamail.epa.gov



## Bicentennial Commemoration in Boston

by: John Parascandola, Ph.D.  
Public Health Service Historian



Surgeon General David Satcher, standing in front of the U.S.S. Constitution, reads a plaque that will mark the site of the marine hospital in Charlestown, Boston.

This year marks the Bicentennial of the U.S. Public Health Service (PHS), and a ceremony to mark the occasion was held by the Region I Office of the Department of Health and Human Services (HHS) (with the cooperation of the National Park Service and the U.S. Navy) in the Charlestown Navy Yard National Historic Park in Boston on April 7, during Public Health Week. Charlestown was the site of the first marine hospital built with funds authorized by the 1798 act for the relief of sick and disabled seamen, to which the PHS traces its origins.

The event was held in front of the U.S.S. Constitution. Before the Bicentennial Celebration, Assistant Secretary for Health and Surgeon General David Satcher and his party were given a personal tour of the U.S.S. Constitution by the Commander of the ship. The U.S.S. Constitution is one year older than the PHS, and a color guard from the ship in historical dress opened the proceedings. The keynote speaker was Surgeon General Satcher, who was introduced by Senator Edward Kennedy of Massachusetts. This visit marked Surgeon General Satcher's official introduction to the New England region as Surgeon General. He also unveiled a special plaque that will mark the site of the Charlestown marine hospital.

Other highlights of the program included readings of congratulatory proclamations from the Commonwealth of Massachusetts and the City of Boston and the presentation of the first "Julius



Former Assistant Secretary for Health and Surgeon General Julius B. Richmond at the podium in Boston. (Photos courtesy of Anthony Robbins.)

B. Richmond Young Leader in Public Health Award" to Leslie Hsu by former Assistant Secretary for Health and Surgeon General Richmond. Ms. Hsu has led the development of outreach efforts for Hepatitis B screening programs to underserved populations. The ceremony was followed by a reception hosted by the Massachusetts Public Health Association. The featured speaker at that reception was Dr. Barry Levy, the Immediate Past President of the American Public Health Association.

The Charlestown marine hospital operated from 1804 to 1827. After the passage of the 1798 act for the relief of sick and disabled seamen, a temporary hospital was established in a barracks on Castle Island (Fort Independence) in Boston Harbor in 1799. Funds for the construction of a hospital at Charlestown were authorized in 1802, and the hospi-

tal was completed and occupied in January 1804. Dr. Benjamin Waterhouse, famous for his important role in the introduction of Jenner's smallpox vaccination into the United States, served as physician in charge of the hospital from 1807 to 1809. Dr. Waterhouse was also a professor at Harvard University, and he used the Charlestown hospital to introduce his medical students to the clinical practice of medicine. Although the hospital no longer exists, it began a long and proud tradition for the PHS of providing care to Americans, a tradition which continues to live on today.

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## Annual COERs

The 1998 Annual Commissioned Officers' Effectiveness Report (COER) was distributed in late May and was due from the officer to his/her immediate Supervisor/Rating Official no later than June 5, 1998.

Active-duty officers are advised to follow the instructions and deadlines announced in Manual Circular No. 358, dated May 15, 1998, to which form PHS-838 (Rev. 3/98), "COER," was attached. Several key identifying pieces of information were pre-filled on the form PHS-838 that you received. See page 5 of the April 1998 issue of the *Commissioned Corps Bulletin* for detailed information about the 1998 Annual COER.

The following summary of the established deadlines is provided as a convenient reminder.

COERs are due:

- to the officer's Supervisor/Rating Official by June 5, 1998;
- to the Reviewing Official by June 19, 1998;
- to the COER Agency/Operating Division/Program Commissioned Corps Liaison by July 7, 1998; and
- to the Division of Commissioned Personnel by July 21, 1998.

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## Vacancy Announcements

The following vacancies are provided as representative of varied opportunities currently available to Public Health Service Commissioned Corps officers. If you have questions pertaining to the announcements listed below, please call the contact listed.

Additional vacancy announcements suitable for commissioned officers can be reviewed by accessing the Division of Commissioned Personnel's (DCP) Electronic Bulletin Board (EBB). The EBB contains a listing of vacancies currently tracked by DCP's Vacancy Announcement and Tracking System (VAATS). Information regarding access and use of EBB is provided elsewhere in this *Commissioned Corps Bulletin*.

Any Operating Division/Program (OPDIV) wishing to list a vacancy in this column should send a written request to: Division of Commissioned Personnel/HRS/PSC, ATTN: VAATS Project Officer/ODB, Room 4A-18, 5600 Fishers Lane, Rockville, MD 20857-0001. The VAATS Project Officer can also be reached at: Phone: 301-594-3387 or Fax: 301-594-2711.

### Category / OPDIV

### Description of Position

#### MEDICAL

**HEALTH RESOURCES AND  
AND SERVICES  
ADMINISTRATION—**  
New York, NY

**Clinical Director**  
Contact: LCDR Diana Rule 301-594-3733  
Grade: O-6 VAATS ID: HBC-93-0105  
Officer will provide direct clinical services to Immigration and Naturalization Service (INS) detainees at the INS Processing Center. Physician with experience in a primary care setting is required. Language proficiency is desirable, but not required.

#### PHARMACY

**INDIAN HEALTH SERVICE—**  
Barrow, AK

**Chief of Pharmacy/Staff Pharmacist**  
Contact: Mr. Michael Herring 907-852-9248  
Grades: O-3/O-4/O-5 VAATS ID: HGC-93-0123  
Provides clinical pharmacy services in the most northern permanent settlement in North America. Polar bears, whales, Arctic Ocean, 80 days of continuous sunlight in the summer and 80 nights without a sunrise in the winter. Good daycare and schools. Indoor swimming pool. Cross-cultural challenge. JCAHO accredited.

**BUREAU OF PRISONS—**  
Various Sites

**Chief Pharmacist**  
Contact: CAPT John Babb 202-307-2867, ext. 128  
Grade: O-5 VAATS ID: HBE-93-0293  
Locations include: LaTuna, NM; Taledaga, AL; San Diego, CA; Chicago, IL; and Oxford, WI.

**Chief Pharmacist**  
Grade: O-4 VAATS ID: HBE-93-0291  
Federal Prison Camp in Nellis, NV.

**Staff Pharmacist/Senior Pharmacist**  
Grade: O-4 VAATS ID: HBE-93-0292  
Locations include: Jesup, GA; Forrest City, AR; Terre Haute, IN; Miami, FL; and Atlanta, GA.

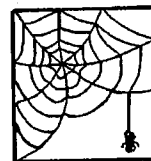
## The Commissioned Corps Readiness Force—UPDATE

The Commissioned Corps Readiness Force (CCRF), now under the operational management of the Office of Emergency Preparedness (OEP), established a workgroup consisting of several Chief Professional Officers (CPOs). This group has worked deliberately with OEP in the development of a clear, concise mission statement and operations plan. A draft plan has been completed and is in final review.

After obtaining concurrence from all CPOs and the Surgeon General, OEP intends to convene Operating Division representatives to assure concurrence with the CCRF plan and participation in its operation. OEP has also discussed with the Division of Commissioned Personnel its role and areas of support for maintenance of the CCRF database, training records, and other essential personnel requirements.

The importance of the CCRF was demonstrated this past January when it was activated to deploy nurses to assist the response effort in the aftermath of the New York ice storms.

Inquiries regarding the CCRF should be directed to the attention of RADM Webb Young at 301-443-1167, ext. 959. The address is OEP/CCRF, 12300 Twinbrook Parkway, Suite 360, Rockville, MD 20857-0001.



Public Health Service  
Commissioned Corps  
Website URL—<http://www.dhhs.gov/phs/corps>



## SGLI and FMDP Rate Changes Announced

### Servicemember's Group Life Insurance Rates Decrease

Effective with the July 1998 payroll, the rates for Servicemember's Group Life Insurance (SGLI) will decrease from \$.85 per \$10,000 coverage to \$.80 per \$10,000 coverage. For officers with the maximum \$200,000 coverage, the rate changes from \$17.00 to \$16.00 per month.

SGLI provides term life insurance coverage for service members on active duty. The maximum coverage of \$200,000 is automatic unless the officer files for a lesser amount (in increments of \$10,000) or declines coverage.

### TRICARE Active-Duty Family Member Dental Plan Rates Increase

TRICARE Active-Duty Family Member Dental Plan (FMDP) rate changes have been announced. The FMDP rates for dental premiums will increase effective August 1, 1998. Officers will see the change in rates in the July 1998 payroll since the premium is collected in advance. The new rates are:

Single Enrollment	\$ 8.09
Family Enrollment	\$20.00



## Dental PAC Call for Nominations

The Dental Professional Advisory Committee (DePac) is requesting nominations from those interested in serving on this committee. The DePac provides advice and consultation to the Surgeon General and to the Dental Chief Professional Officer.

The DePac is comprised of dentists who have varying amounts of professional experience in the Public Health Service Commissioned Corps and in Government and who are involved in several activities, including development of a dental category home page, recommending and redefining billets, continuing education opportunities, the Commissioned Corps Readiness Force, and updating recruitment material. Several DePac members are also actively involved with "The Surgeon General's Report on Oral Health" which will be published in 1999.

If you are interested in becoming involved in any of these activities or with one of our standing working groups (Women's Issues, Communications, Career Development), or if you have ideas of your own, please join us. You do not

have to be in the Washington, D.C. area; we encourage participation from the field. We are an actively changing group that believes in action with fewer required meetings. Even if you are not interested in being a member, we need your ideas and help for our working groups.

If you are interested, request that a blank self-nomination form be faxed to you by using the Faxback feature of *CorpsLine*. You may reach *CorpsLine* at 301-443-6843. Listen to the menu and choose the second option, "To retrieve documents through Faxback," and request document number 6539.

Complete the self-nomination form and include a typed, short, introductory letter and curriculum vitae. Submit the package by **October 15, 1998** to:

CDR Susan Runner  
Food and Drug Administration,  
HFZ-480  
9200 Corporate Blvd.  
Rockville, MD 20850  
Phone: 301-827-5283, ext. 117  
Fax: 301-480-3002



## Retirements - May

Title / Name OPDIV/Program

### MEDICAL

#### CAPTAIN

Jennie Button	HCFA
Barton C. McCann	HCFA
Alfred L. Brassel, Jr.	CG

### DENTAL

#### CAPTAIN

George A. Smith	BOP
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#### COMMANDER

James E. Code	CG
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### NURSE

#### CAPTAIN

Janet V. Drake	IHS
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#### LIEUTENANT COMMANDER

Carmen I. Sierra	IHS
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#### LIEUTENANT J.G.

Kimberly J. Krouskop	IHS
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### ENGINEER

#### CAPTAIN

Ronald A. Robinson	FDA
James C. Meredith	EPA

### SCIENTIST

#### CAPTAIN

James C. McFarlane	EPA
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### PHARMACY

#### CAPTAIN

Johnny B. Peebles	IHS
Daniel P. Williams	IHS

### HEALTH SERVICES

#### CAPTAIN

John M. Kutch, Jr.	HRSA
Michael J. Kennedy	CDC
Leland D. Freidenburg, Jr.	IHS

#### COMMANDER

David O. Galloway	IHS
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#### LIEUTENANT COMMANDER

Stephen P. Pollitt	HRSA
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## Meet the New Chief Professional Officer



*CAPT Thomas E. Crow*

CAPT Thomas E. Crow was selected as the Chief Professional Officer for the Sanitarian Category effective April 1, 1998.

CAPT Crow received his bachelor of science degree in 1972 from East Tennessee State University in Johnson City, Tennessee. He received a master of science degree in environmental health in 1976 from the same institution. He began his Public Health Service (PHS) Commissioned Corps career in 1977 as a District Sanitarian with the Aberdeen Area Indian Health Service (IHS) in Minot, North Dakota. He subsequently served with the IHS as a Service Unit Sanitarian in Keams Canyon, Arizona, an Area Institutional Environmental Health Officer in Phoenix, Arizona, and as the Area Environmental Health Officer in Billings, Montana.

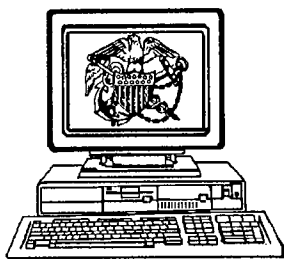
In 1991, CAPT Crow was selected as the IHS Environmental Health Services (EHSB) Chief in Rockville, Maryland. The EHSB provides a comprehensive environmental health services program to approximately one million American Indian and Alaska Native people. In his capacity as Branch Chief, he is responsible for providing program leadership and support to approximately 200 environmental health services staff through

a network of field offices at the Area, District, and Service Unit levels.

Professional memberships demonstrate CAPT Crow's commitment to the profession of environmental health. He has been an active member of the National Environmental Health Association (NEHA) for 20 years, and has been a Registered Sanitarian through NEHA since 1981. He has also been an advocate for issues of interest to PHS Sanitarians at the national level. He served on the Sanitarian Professional Advisory Committee for 6 years, 2 years of which were served as the Chair. He has also represented the Sanitarian category on the National Board of Directors of the Commissioned Officers Association since 1994.

CAPT Crow is a Regular Corps officer and has received numerous PHS awards including the Outstanding Service Medal, the Commendation Medal, the Achievement Medal, PHS Citation, Outstanding Unit Citation, and four Unit Commendations and as well as several service ribbons.

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### Method for Accessing DCP's Electronic Bulletin Board

Access to the Division of Commissioned Personnel's (DCP) Electronic Bulletin Board (EBB) requires a computer terminal equipped with a modem. The telephone number to connect to EBB is 301-594-2398. The line parameters for your modem/terminal should be set at 300-14400 baud; 8 bits; 1 stop bit; no parity. If you do not have access to the required equipment, it is suggested that you contact your Operating Division/Program to inquire about obtaining the necessary equipment or information on

how to obtain the material displayed on the EBB.

If you experience a problem regarding registration or access to the EBB, please contact:

Division of Commissioned  
Personnel/HRS/PSC  
ATTN: EBB Project Officer/ODB  
5600 Fishers Lane, Room 4A-18  
Rockville, MD 20857-0001  
Phone: 301-594-3387

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### Did You Know ?

Did you know that the Division of Commissioned Personnel (DCP) no longer notifies officers that their licenses are about to expire? Officers are responsible for ensuring: (1) that they are in compliance with the requirements of their licensure issuing authority; and (2) that they always supply DCP with a current copy of their license.

Did you know that the Soldiers and Sailors Civil Relief Act (SSCRA) and its protections only apply to officers while they are on active duty? The SSCRA does not apply to retired, inactive, or terminated officers, nor does it apply to any dependents of officers.

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## Call for Nominations for the First Asian Pacific American Officer of the Year Award

The Asian Pacific American Officers Committee (APAOC) is pleased to announce the new "Asian Pacific American Officer of the Year Award." This award has been developed to promote the future leadership of Asian Pacific Americans in the Public Health Service by honoring a member of the commissioned corps or an equivalent civil service professional who has made a significant contribution to the advancement of the Nation's health.

Nominations must include:

1. Nomination cover sheet. It should include the following:

Name and Rank:  
Position Title:  
Work Address:  
Work Phone:  
Proposed Citation:  
Nominated By:  
Work phone:  
Relationship to:

2. Narrative, not to exceed two pages (font size 10 or 12), that describes the following:

- a. The nominee's contribution to the advancement of the Nation's public health. Nomination should address the impact of the work and the role of the nominee.

- b. The leadership of the nominee in the work being cited (e.g., providing vision or direction; developing an innovative approach; initiating significant activities; pursuing ongoing professional development; mentoring; etc.) and

- c. Involvement of the nominee in health-related professional or community organizations or activities.

### 3. Current curriculum vitae.

Nominations may come from a supervisor, professional colleague, or anyone who through a professional working relationship can attest to the impact of the nominee's contribution to the advancement of public health. Self-nominations will not be accepted. Nominations will be accepted through **August 1, 1998**.

Please send eight copies of the above items to:

LCDR Frances T. Gipson  
HRSA/BHP  
5600 Fishers Lane, Room 8-67  
Rockville, MD 20857-0001  
Phone: 301-443-1592  
Fax: 301-443-7904  
E-mail: fgipson@hrsa.dhhs.gov

## Engineer Professional Advisory Committee Solicits Self-Nominations

Annually at this time, the Engineer Professional Advisory Committee (EPAC) begins a process of identifying candidates to replace those EPAC members whose terms are expiring. There are currently 20 EPAC members. The terms of six members expire this year, with five of those eligible for reappointment.

Why would a Public Health Service Commissioned Corps engineer want to join the EPAC? Generally it is because most past and present members enjoy the satisfaction derived from seeing the engineering discipline grow in stature and importance within the Federal Government. Involvement in EPAC activities is also a great way for officers to broaden their networks of engineering career contacts.

As a member of the EPAC, you will be expected to serve on at least two subcommittees in addition to attending the monthly EPAC meeting. Generally your time commitment will be from 5 to 8 hours per month. Scheduled EPAC meetings and subcommittee meetings are generally accomplished through telephone conferences for those members outside of the Washington, D.C. area.

If you are interested in self-nominating, please contact Lcdr Jacqueline Parker by phone at 214-767-3317 or by e-mail at [jparker@esd.ihs.dhhs.gov](mailto:jparker@esd.ihs.dhhs.gov) to receive the self-nomination form. The self-nomination deadline date is **June 30, 1998**.

## CDR Laurence S. Corp, USPHS (Ret.) Receives Award

CDR Laurence S. (Steve) Corp, USPHS (Ret.) was presented the Grand Forks Public Health Department Excellence Award in Grand Forks, North Dakota, on April 7, 1998. The award was presented to CDR Corp by the Mayor of Grand Forks, Ms. Pat Owens, during the Public Health Department's annual open house in observance of National Public Health Week.

CDR Corp was recognized for his outstanding service to the Grand Forks Public Health Department and the citizens of Grand Forks during recovery from the flood disaster during the summer of 1997. CDR Corp, a member of the sanitarian category while in the Public Health Service Commissioned Corps, came out of retirement to assist the

Environmental Health Division in assessment and inspection of flood damaged buildings for indoor air quality problems. His efforts in addressing environmental concerns played a very important role in the City of Grand Forks' flood recovery efforts.

CDR Corp's outstanding professionalism and expertise were greatly appreciated by the Public Health Department. His willingness to be away from home and separated from his family for 2½ months demonstrates his dedication to public health and the citizens of Grand Forks in particular. CDR Corp traveled from Anchorage to Grand Forks to receive this award.

### CorpsLine - 301-443-6843

The latest commissioned corps news and information from the Division of Commissioned Personnel can be found at the beginning of the *CorpsLine*!

## Recent Deaths

The deaths of the following retired officers were reported to the Division of Commissioned Personnel:

<i>Title/Name</i>	<i>Date</i>
<b>MEDICAL</b>	
CAPT Mason V. Hargett	03-13-98
CDR Patrick W. Stenger	03-26-98
<b>NURSE</b>	
CAPT Margaret Hulbert	03-27-98
<b>SCIENTIST</b>	
CAPT Ronald F. Carey	04-11-98
CAPT Sidney S. Chernick	04-21-98
CAPT William H. Ewing	04-21-98
CAPT Malcolm S. Ferguson	04-17-98
<b>SANITARIAN</b>	
CAPT William A. Kingsbury	04-25-98
<b>VETERINARY</b>	
CAPT James A. Ferguson	03-30-98
<b>PHARMACY</b>	
CAPT Edward J. Vesey	04-07-98

## Reminders Regarding Annual Leave

The summer vacation season is under-way and officers are reminded and encouraged to schedule their annual leave through the year so as to preclude any disappointment or misunderstanding resulting from the loss of accrued leave at the end of the year. The maximum annual leave that may be carried forward from one leave year to the next is 60 days. The leave year is a calendar year; the period beginning January 1 and ending December 31. The 60-day limitation on the amount of unused annual leave that can be carried forward from one year to the next is imposed by statute. Therefore, no waiver is legally permissible. In other words, no one can grant an exception.

To request annual leave, an officer must use form PHS-1345, "Request and Authority for Leave of Absence (Commissioned Officers)." This request must be submitted to the officer's leave granting authority. If approved, the leave granting authority will return the original and one copy of the form to the officer and forward one copy to the officer's leave maintenance clerk. Immediately upon return to duty from annual leave, the officer must complete Section 4 of the original copy of form PHS-1345, obtain the leave granting authority's verification signature, and forward the form to the leave maintenance clerk. The officer

should maintain a copy of the completed form for his/her records.

Leave maintenance clerks are responsible for maintaining a leave folder for each officer. The folder must contain the original copies, completed and signed, of form PHS-1345 and form PHS-31, "Officer's Leave Record." Form PHS-31 is designed for use by the leave maintenance clerk for recording annual leave earned and taken by the officer.

On September 30 of each year, the officer's leave maintenance clerk will complete and forward form PHS-3842, "Report of Commissioned Officer Annual Leave," to each officer for whom he/she maintains a leave record. This form will show the balance at the beginning of the leave year; the amount of annual leave used through September 30, and the amount of annual leave that will be forfeited if not used by December 31.

Officers are also reminded that they are required to keep their leave granting authority and leave maintenance clerk informed of their whereabouts during any period of leave, including sick leave. In addition to providing this information on form PHS-1345, supervisors must be furnished with the address and phone number where you can be reached while you are on leave.

### DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Human Resources Service  
Division of Commissioned Personnel, Room 4A-15  
Rockville MD 20857-0001

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