



# Commissioned Corps BULLETIN

Division of Commissioned Personnel • Program Support Center, DHHS

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## Surgeon General's Column

*The world cannot be allowed to exist half healthy and half sick.*

— Leonard Scheele

Last month, I wrote about the devastating toll AIDS has taken on our country and the tragic loss in human life and monetary resources it is inflicting on the world. This message was never clearer than when I toured South Africa last month as part of the delegation assigned to assist with the binational meeting between Vice President Al Gore and South African Deputy President Thabo Mbeki to discuss the South African - U.S. Partnership Into the New Millennium. But AIDS is not the only global health problem we face.

Never before has the health of the populations of the world been more inextricably linked from one nation to the next than it is today. Today's epidemic easily could become tomorrow's pandemic, and we must be more committed than ever to maintaining a public health perspective on matters pertaining to global health. In an effort to stay on top of our global public health concerns, we are concentrating our efforts as primary initiatives: polio eradication, emerging and reemerging infectious diseases, tobacco use prevention and control, and violence and injury prevention.

### Polio Eradication

Of all our global health concerns, polio eradication is one of our most hopeful areas. Although we are on the verge of full global eradication within the next 3 years, we cannot afford to relax our efforts. Instead, we must strengthen institutional commitment and work even

harder than ever to mobilize the resources needed to fill the gap in global funding. We are in close collaboration with the World Health Organization, Rotary International, and the World Bank, as well as the Group of Eight (G8), the White House, and the National Security Council to reach full eradication of this disease. By continuing steadfastly on the path already started, we will see the day – not too far in the future – when polio will have gone the way of smallpox in the world.

### Emerging and Reemerging Infectious Diseases

Among the areas we are most concerned about are HIV/AIDS, tuberculosis, malaria, bioterrorism, and food safety, which pose the greatest risk for emerging and reemerging infectious diseases (ERIDS).

Every day 2 million people travel across international borders. Along with the benefits of faster and easier international travel also come greater threats to global health through the spread of infectious diseases. Since 1995, nearly half of all measles cases reported in the United States were introduced from other countries, and the last three measles outbreaks here originated in another country. Each year, the strains of influenza that affect the U.S. population occur first in other parts of the world.

In 1997, 39 percent of all tuberculosis cases reported in the United States were in foreign-born patients; in California, the rate approached an alarming 67 percent. In this decade alone, nearly 88 million cases of tuberculosis have been re-

ported throughout the world, which will result in 30 million deaths.

Combating ERIDS calls for international cooperation. For example, following the embassy bombings, we have been working with Kenya and Tanzania to ensure an emergency medical response system and a safe blood supply, and we helped establish the South Asian Infectious Disease Network. Our plans include collaboration with the World Health Organization under the Roll Back Malaria project and continued cooperation working on tuberculosis and bioterrorism under the Gore-Primakov Commission.

Food safety is also increasingly a global issue. The proportion of the food consumed in the United States but produced in another country continues to rise. In fact, 40 percent of fruits, 8 percent of vegetables, and 60 percent of seafood eaten in America come from abroad. By the same token, we transport a significant amount of food abroad. The risk of contamination through improper food growth and handling increases whether we are importing or exporting food.

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## Surgeon General's Column

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### Tobacco Use Prevention and Control

As more people in the developing world begin to use tobacco and suffer its effects, tobacco use prevention and control become more important on the global level. Currently, we experience 3.5 million tobacco-related deaths throughout the world each year. By 2020, if the present trend continues, we expect to see 10 million tobacco-related deaths each year. As much of the burden of those deaths quickly shifts to developing countries, we are sharing the lessons we learned in tobacco use prevention and control in the United States with other nations in hopes of alleviating future suffering and health care costs.

### Violence and Injury Prevention

Violence in every form is detrimental to the health of individuals and communities in every country. As we explore the root causes of violence, we will examine its impact on public health. During the visit to South Africa, we discussed violence as a public health issue.

Our global health challenges require global-level cooperation. We realize that we need a global system of surveillance and response to protect the health of the world. With that in mind, we are ever more committed to continuing a series of long-established multilateral agreements with partners throughout the world to protect the dignity, health, rights, and the very lives of the world's populations.

ADM David Satcher  
Assistant Secretary for Health  
and Surgeon General



## Surgeon General Visits East Africa



Left to right: CAPT Nancy Hazleton, RADM Roscoe Moore, Surgeon General David Satcher, Mr. Ross Cox, Dr. Steve Blount, and Ms. Kaye Hayes-Waller at Heathrow (London) Airport on their way home from East Africa.

September 28 through October 3, 1998, Surgeon General David Satcher and a team of technical experts visited Nairobi, Kenya and Dar es Salaam, Tanzania, to perform a health needs assessment as a result of the Embassy bombings on August 7, 1998, and to offer assistance at the request of President Clinton.

ADM Satcher was accompanied by Dr. Betty Pfefferbaum of the University of Oklahoma School of Medicine, Dr. Etienne Massac of Howard University School of Medicine, Dr. Nils Daulaire of the Global Health Council, and Dr. Adel Mahmoud of Case Western Reserve School of Medicine. Public Health Service technical support staff to the delegation were: RADM Roscoe Moore and CAPT Nancy Hazleton of the Office of International and Refugee Health (OIRH), Dr. Stephen Blount and Mr. Ross Cox of the Centers for Disease Control and Prevention, and Ms. Kaye Hayes-Waller from the Office of the Surgeon General.

ADM Satcher met with the Ambassador to Kenya, Prudence Bushnell, and the Ambassador to Tanzania, Charles Stith, and representatives from the Ministries of Health, local medical associations, and hospitals. He also participated in wreath-laying ceremonies at the sites of the embassy blasts and toured several of the hospitals that received bomb blast victims.

The Surgeon General, as a result of this assessment, determined the following areas for Department of Health and Human Services (HHS) assistance: (1) immediate needs of the victims, including reconstructive surgery; (2) development of emergency response and disaster management capabilities, including enhanced blood safety; (3) blood banking services; and (4) development of public health surveillance systems.

The OIRH, along with other HHS Operating Divisions, is developing a strategy to address ADM Satcher's priority areas.

*Editor's Note:* In accordance with international agreements on the status of forces, PHS officers are not permitted to wear the uniform outside the United States unless assigned to another Uniformed Service whose regulations permit wearing the uniform. For this reason, the Surgeon General and the other PHS officers in the above photograph, which was taken in England, are not wearing the PHS uniform.



## Hispanic Officers Advisory Committee's Call for Nominations for the Juan Carlos Finlay Award

The Juan Carlos Finlay Award was established by the Hispanic Officers Advisory Committee (HOAC) to honor individuals, organizations, and groups who through work performance and other activities have demonstrated leadership in the development of programs, methods, or initiatives that improve health services for Hispanics. This award was named after Juan Carlos Finlay (1833-1915), a Cuban physician and epidemiologist who discovered that the mosquito was the vector of "fiebre amarilla" or yellow fever.

Nominations for the Juan Carlos Finlay Award should describe the specific accomplishments of the candidate (individual or organization) in one or more of the following areas:

- (1) leadership in their area of expertise as it pertains to Hispanic health care issues;

- (2) accomplishments in Hispanic health care development, management, and/or improvement; and/or
- (3) organization and/or implementation of activities/programs that significantly improve Hispanic access to health care and health care services.

Nominations may be submitted by the Department's Operating Divisions (OPDIVs) and regional offices, private nonprofit groups, and others with special knowledge of Hispanic health issues and programs. Each nomination must be signed by the individual making the nomination, and in the case of an OPDIV or organization, the head of the OPDIV or organization should sign, and only one nominee should be submitted by each. Endorsements are encouraged since they provide verification and support. Nominations are due by **August 15, 1999**.

To request a nomination packet or if you need additional information, please contact:

CAPT Jose F. Cuzme  
Past-Chair, HOAC  
Phone: 301-443-1851  
(or)

Ms. Lisa Flach  
HOAC Award Committee  
5600 Fishers Lane, Room 9A-27  
Rockville, MD 20857-0001  
Phone: 301-443-8646  
E-mail: lflach@hrs.gov



## DCP Consolidates Information Technology Team

The Division of Commissioned Personnel (DCP) and the Business Systems Engineering Division (BSED) have merged. The former BSED staff and information technology staff from DCP will form the Information Services Branch (ISB) within DCP. This is a significant reorganization effort designed to enhance services to DCP customers.

BSED and DCP have provided services to the same program and individual customers for many years. In addition, BSED has provided the lion's share of DCP's internal computer needs. This merger of technical skills, historical knowledge, and commitment to service will greatly benefit the Department's Operating Divisions, the major programs that utilize Corps officers, and the commissioned officers who serve the Nation through the Commissioned Corps of the Public Health Service.

ISB will have primary responsibility for implementing DCP's vision for

technology services to its customers. Maintenance of legacy systems and data security will continue to hold a high priority. New client-server system development to improve the efficiency of internal processes in DCP is paramount in these times of government streamlining; doing more with less. These efforts have slowed somewhat this past year as systems experts revised legacy systems to assure data integrity as we roll over to the new millennium next January. Y2K efforts are nearly complete, so ISB can return its focus to new development. Web-based efforts focus on DCP customers' needs to quickly access data in formats determined by the customers themselves. Most of the user requirements for web-based reporting have come from numerous meetings with program customers.

In the near future, DCP's first products designed to allow programs and officers to *enter* data will be released to the Web. DCP recognizes that allowing officers

and programs to directly enter data into DCP systems will improve both speed and accuracy, and will foster a more positive, cooperative relationship between DCP and its customers.

The commissioned corps has officers in over 500 duty stations, more than any other Uniformed Service. The officers and the programs that are served by the Corps need fast, flexible access to data output and the ability to initiate data input directly from those many duty stations. ISB is enthusiastic about exceeding customer expectations for information management. The vision of "everything you need will be a mouse click away" is truly not far away.



## Nursing Recognition Day to be held May 7, 1999 – Surgeon General to Make Award Presentations

The Nursing Professional Advisory Committee of the Public Health Service (PHS) and the Office of the Chief Nurse will present their annual program on May 7, 1999, from 7:30 a.m. to 5 p.m., at the National Naval Medical Center Amphitheater, Building 10, in Bethesda, Maryland. This year's program is entitled "Nursing's Diversity: Meeting the Challenge of the New Millennium."

Timed to coincide with National Nurses Week, the program will include presentations on "The Challenge of Diversity for 2000 and Beyond," "U.S. Army and U.S. Navy Telehealth Programs for the New Millennium," and "Politics and the Professional Nurse." Speakers include, Sister Rosemary Donley, PhD, RN, ANP-C, FAAN, and Ms. Virginia Trotter Betts, JD, MSN, RN, FAAN. There will also be a panel presentation called, "Diversity of Opportunities in PHS Nursing."

During the luncheon, Surgeon General David Satcher will help present a number of awards to outstanding nurses who have been identified by their peers as promoting the mission of the PHS as well as advancing the practice of nursing. In addition to nurses within PHS, the program has also been targeted to members of the sister Uniformed Services as well as local hospitals and universities. Application has been made for Continuing Nursing Education Credits.

The uniform of the day for PHS Commissioned Corps personnel is the summer white uniform. Other uniformed personnel will be in regular duty uniform, and civilian personnel will be in business dress.

Additional information and registration forms can be found at web site <<http://www.hhs.gov/progorg/nursing/phsfr.htm>> or by calling Ms. Brenda Wise at 301-443-0577.

## Bicentennial Events in Washington State



*Ms. Stacy McKay (front row left) and Ms. Lucy John in Yakama tribal dress at the Indian Health Service center in Toppenish with Public Health Service staff (left to right) John Parascandola, Ph.D., LCDR Sharon John, CDR Marjorie Slagle, CAPT Andy Stevermer, and CAPT Richard Lyons.*

As part of the 200<sup>th</sup> anniversary of the U.S. Public Health Service (PHS), Region X's Regional Health Administrator, CAPT Richard Lyons, and the Evergreen Branch of the Commissioned Officers Association (COA) recently coordinated two memorable events in central Washington State. On January 27, 1999, CAPT Lyons, accompanied by the PHS historian, Dr. John Parascandola, and 15 local PHS officers honored the Yakima County Health District for its ongoing role in working with the PHS in setting and maintaining a national model for community health standards. In recognition of the significant public health accomplishments of these Federal and local government agencies, Ms. Mary Selecky, Acting Secretary of the Washington State Health Department, commended the progress in immunizations and computer-assisted tracking of communicable diseases.

Next on the day's agenda for these dignitaries was a visit to the nearby Indian Health Service (IHS) center in Toppenish, Washington. Ms. Colleen Reimer, the Service Unit Director, and CDR Marjorie Slagle, Family Nurse Practitioner, hosted an introduction and tour of this 8-year old outpatient facility which serves more than 20,000 Native Americans. LCDR Sharon John, a Yakama Umatilla Native American, provided an overview of these tribes' socio-

cultural background. Twenty-three PHS officers of all health disciplines are an integral component of the 130 member clinic staff.

Luncheon at the Cultural Center featured presentations by PHS members as well as Yakama tribal representatives in testimony to the joint endeavors and accomplishments of IHS and the Yakama nation. The key speakers included CAPT Lyons, Dr. Parascandola, Ms. Reimer, Ms. Selecky, and Mr. Ross Sockzehigh, Tribal Council Vice Chairman. COA updates were then provided by CAPT Andy Stevermer, COA's Evergreen Branch President.

These tributes at the Yakima County Health Department and the Yakama IHS center truly depict the diversity and dedication of PHS officers stationed throughout the country. The Yakama IHS's mission statement reflects these concepts well: "Our mission is to work in partnership with the people to improve the health and environment and to promote individual wellness within our Native American Community."

## The PHS and Typhoid in Yakima

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



*PHS officers were trained for the rural sanitation campaign and taught proper waste disposal methods. (Photograph courtesy of Program Support Center, Department of Health and Human Services.)*

The involvement of the Public Health Service (PHS) with local health officials in Yakima, Washington, goes back to the early part of this century. At the time, typhoid fever was a serious problem in the United States, with a death rate of 31 per 100,000 in 1900. The disease received increased public attention beginning about 1906, thanks to the case of "Typhoid Mary," a New York City cook

who became the most famous carrier of typhoid.

In May of 1911, health officials in the State of Washington asked the PHS to investigate why Yakima County had an incidence of typhoid fever that was three times the national average. PHS officer CAPT Leslie Lumsden, who had already helped to determine the major factors in the transmission of the disease in studies in Washington, D.C. and Maryland, was sent to Yakima to look into the situation. It had been recognized in the 19th century that typhoid could be carried in feces, and CAPT Lumsden's thorough study of the situation in the State of Washington led him to conclude: "The high rate and prevalence of typhoid fever in North Yakima in the summer and fall of the years 1908, 1909, and 1910, was due for the most part to the local dissemination of human excreta from the insanitary privies, privy vaults, septic tanks, and bedsides of the sick to the mouths of persons by fingers, flies, foods and water."

CAPT Lumsden recommended that every unsanitary privy and septic tank be replaced with a sanitary one. He also suggested the establishment of a county health organization and prepared a blueprint for one. Yakima County accepted CAPT Lumsden's recommendations and

established one of the first - if not the first - full-time county health departments in the country.

CAPT Lumsden's work in Yakima also marked the beginnings of a PHS rural sanitation campaign in which proper waste disposal was a key element. Supporting the construction of sanitary privies was an important part of this effort. The acceptable pit privy was screened, ventilated, and provided with seat covers to exclude flies. In privies consisting of a box and a bucket, CAPT Lumsden recommended that local authorities collect the full cans at specified intervals and appropriately dispose of the contents, while providing the privy owners with clean empty cans.

During the Depression, the Civil Works Administration and the Works Progress Administration developed privy building programs that advanced the cause of public health. Thousands of sanitary privies were constructed in rural areas of the country, thereby reducing the incidence of typhoid and certain other infectious diseases. These efforts built on the recommendations of CAPT Lumsden, whose report on the Yakima typhoid epidemic came to serve as a sort of bible for rural sanitation workers and a blueprint for the development of county health departments.

□

## Call for Nominations for AIANCOAC Membership

The American Indian Alaska Native Commissioned Officer's Advisory Committee (AIANCOAC) is seeking commissioned corps and civil service health professionals who are interested in serving on this national committee. The committee is composed of health professionals who are employed in the Department of Health and Human Services' Operating Divisions (OPDIVs) or in any of the major programs that employ commissioned corps officers. The mission of the committee is to provide advice and consultation

about American Indian and Alaska Native issues to the Surgeon General and the Minority Officer Liaison Council. The AIANCOAC members meet monthly via teleconference. Travel is *not* required for this committee.

Each year at this time nominations are sought, the majority being self-nominations by commissioned officers or civil servants interested in serving on the committee. Seven positions will be available as of December 1999. Commissioned corps officers or civil service personnel

who are interested in serving on the AIANCOAC are encouraged to submit a resume (include immediate supervisor's name and phone number) with a cover letter describing their interest by **July 1, 1999** to:

CDR Tammy L. Brown  
AIANCOAC Membership  
ANC-DIA  
4315 Diplomacy Drive  
Anchorage, AK 99508  
Phone: 907-729-1128  
Fax: 907-729-1129

□

## U.S. Marshals Service Holds Awards Ceremony



(Pictured left to right) LCDR Laurie Booker; CDR Timothy Stockdale; RADM Beth Mazzella; Mr. Eduardo Gonzalez, Director; USMS; RADM Kenneth Moritsugu; CAPT Marcia Withiam-Wilson; and LCDR Gregory Youens.

On February 4, 1999, the U.S. Marshals Service (USMS) conducted the Director's Honorary Awards Ceremony in Arlington, Virginia. The following four Public Health Service (PHS) Commissioned Corps officers were included in this prestigious event which involved Special Achievement, Citizen of the Year, and Law Enforcement Officer of the Year awards:

CAPT Marcia Withiam-Wilson received a USMS Directors' Special Achievement Award and the PHS Outstanding Service Medal for the development and implementation of a National Infectious Disease Control Program that served approximately 31,000 Federal detainees in more than 1,000 locations. By establishing and utilizing a nursing case management program, CAPT Withiam-Wilson saved the USMS in excess of \$1 million in health care services.

CDR Timothy Stockdale received a PHS Citation for his innovative approaches in the leadership and management of an audit team which designed a software system able to track and adjudicate prisoner medical bills.

The PHS Achievement Medal, was present to LCDR Laurie Booker. This award recognized her work in establishing a managed care pilot project which provided services for more than 2,000 Federal pre-trial prisoners within detention facilities and resulted in increased staff and prisoner security and significant cost savings.

LCDR Gregory Youens received a PHS Commendation Medal for his superb leadership in building and managing a strong and dedicated cadre of skilled flight nurse officers for the Department of Justice Air Transport System.

Joining the Director of the USMS, Mr. Eduardo Gonzalez, in presenting the awards were RADM Kenneth Moritsugu, Deputy Surgeon General, and RADM Beth Mazzella, Chief Nurse Officer.



### Editor's Note

#### Transactions and Applications Section

The following phone numbers for the Transactions and Applications Section (TAS) of the Personnel Services Branch of the Division of Commissioned Personnel (DCP) are furnished for your use when contacting that Section:

TAS Main Number: 301-594-3544 or toll-free 1-877-INFO DCP (1-877-463-6327) press 3, pause, press 4.

Contact the technician who services the part of the alphabet which includes the first letter of your last name:

A M U	Isoline Sanderson	301-594-3487
B X T	Ed Nunez	301-594-3495
C D Z	Elaine King	301-594-3485
E I S	JoAnn Webster	301-594-3489
F G N V	Ellie Gray	301-594-3496
H P Y	Gladys Mells	301-594-3497
J K Q R	Melanie Ross	301-594-3486
L O W	Evelyn Stanton	301-594-3490

TAS Fax Number: 301-443-5366

#### JRCOSTEP and SRCOSTEP

Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) and Senior COSTEP officers should contact the Officer Development Branch (ODB), DCP, at:

ODB Main Number: 301-594-3360 or toll-free 1-877-INFO DCP (1-877-463-6327) press 3, pause, press 2.

JRCOSTEP  
Marlene Savoy 301-594-3484  
SRCOSTEP  
Betsy Darracott 301-594-3352

ODB Fax Number: 301-443-7069

## Recruitment Notice: Deputy Director, Division of Commissioned Personnel

The Division of Commissioned Personnel (DCP) anticipates a vacancy within the Office of the Director in the position of Deputy Director, DCP. DCP is organizationally located within the Human Resources Service (HRS) of the Program Support Center (PSC). DCP, the HRS and PSC all operate under the oversight of the Department of Health and Human Services' Service and Supply Fund Board of Directors. DCP centralized human resources, compensation, and medical activities are carried out by 116 dedicated officers and civilian staff members. **It is anticipated that the position of Deputy Director will be filled some time between July 1999 and June 2000.**

The Office of the Director is responsible for the interpretation, administration, and implementation of the laws, regulations, policies, and procedures within the U.S. Public Health Service (PHS) Commissioned Corps. Decisions affect the 6,000 active-duty officers, more than 3,600 retired officers, 1,500 officers in the Inactive Reserve Corps, approximately 750 annuitants, and hundreds of applicants to the PHS Commissioned Corps.

The Deputy Director is responsible for providing supervision and guidance to the Division's five Branch Chiefs (Compensation Branch, Information Services Branch, Medical Affairs Branch, Officer Development Branch, and Personnel Services Branch). In addition, this key Division position oversees the operation of the immediate Office of the Director staff including the Policy Coordination Section, two additional Senior Personnel Management Specialists, a Management Analyst, the Editor of the *Commissioned Corps Bulletin*, an Administrative Assistant, and two students. S/he also participates in the Surgeon General's Policy Advisory Council and facilitates the monthly meetings of the Commissioned Corps Liaisons to DCP and the Office of the Surgeon General. The Deputy Director often serves as a resource to many of the Division's adverse actions activities, including temporary promotion review boards, and involuntary separation/retirement boards. As expected, the Deputy Director serves as the Division's Acting Director in the absence of the Director.

The incumbent furnishes advice and guidance on the interpretation of laws, regulations, policies, and procedures concerning all aspects the PHS Commissioned Corps to PHS components and all other programs to which PHS officers are assigned. This advice can have an important programmatic impact and influences opera-

tional plans and policies. The incumbent is called upon to review all Commissioned Corps Personnel Manual INSTRUCTIONS, pamphlets, forms, and other publications for consistency with existing Corps policies and procedures. The Deputy Director develops many of the DCP comments and responses to correspondence from applicants, officers, program managers, members of Congress, other Uniformed Services, other Federal Agencies, professional organizations, the Congressional Budget Office, the General Accounting Office, the Office of Management and Budget, and the public. S/he will be called upon to make presentations to applicants, newly commissioned officers, supervisors, and Operating Division/Program managers at the highest of levels. The incumbent is a respected member of the Senior Management Staff and is expected to assist with the development and oversight of the Division's vision, goals, staffing patterns, and its multimillion dollar budget formulation and execution.

**To be considered for the Deputy Director position, candidates must possess the following mandatory requirements at the time they apply:**

- Be an active-duty PHS officer at the temporary O-6 grade;
- Be a Regular Corps officer;
- Be accomplished in interpersonal skills with a demonstrated ability to be customer/consumer/client service oriented;
- Be computer literate and be able to analyze data;
- Be able to express complex material in an understandable manner and get the message across in a lucid and persuasive manner, i.e., demonstrate abilities in writing and public speaking;
- Demonstrate leadership qualities with abilities to work as a team member as well;
- Have recent, progressively responsible experience managing programs and offices including supervisory experience with multifunctional staff;
- Have the ability to meet all established deadlines and work on a number of significant activities simultaneously;
- Possess skills in planning, organizing, and directing solutions to overall and detailed problems;
- Support the Corps' Equal Opportunity program by taking supervisory and administrative actions which ensure equal

treatment of employees, including facilitating and enhancing the recruitment, career development, and advancement opportunities for minorities, women, and persons with disabilities;

- Possess the ability to analyze problems and quickly adjust to changing circumstances without sacrificing the quality, quantity, or accuracy of the work; and
- Most importantly, have the managerial and personal characteristics of honesty, integrity, judgement and dedication to the PHS Commissioned Corps.

**In addition, the following characteristics are very highly desirable:**

- Be at the permanent O-6 grade;
- Have experience directly related to human resources in the PHS Commissioned Corps or other Uniformed Services;
- Rise to the occasion in times or crises;
- Be sought out by others for professional advice;
- Demonstrate abilities to build consensus within immediate staff and among customer groups and to be open to new ideas and different perspectives;
- Have common goals of increased efficiency, quality of service, cost reduction, and timeliness of actions; and
- Have assignments in multiple Operating Divisions/Programs and/or locations demonstrating career progression.

### Application Procedure

Interested active-duty officers should forward a curriculum vita or resume and a statement as to how they meet the mandatory requirements and very highly desirable characteristics to:

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

No deadline has been established for application. This position is open until filled. No selection will be made prior to July 1, 1999.



## Separation Processing Issues

Officers planning to separate from the Public Health Service (PHS) Commissioned Corps have many actions to complete as part of the separation process. To assist you, the Division of Commissioned Personnel (DCP) has prepared a separation package which is available exclusively from DCP. To receive a separation package, officers should contact:

Division of Commissioned  
Personnel/HRS/PSC  
ATTN: Transactions and Applications  
Section/PSB  
5600 Fishers Lane, Room 4-20  
Rockville, MD 20857-0001  
Phone: 301-594-3544  
Fax: 301-443-5366

DCP must receive your completed form PHS-1373, "Separation of Commissioned Officer," (which is included in the separation package) **at least** 30 days in advance of your last day at your duty station. Therefore, when requesting a separation package, allow yourself enough time to receive the package in the mail, review the materials, and submit the completed form PHS-1373 so that it arrives in DCP at least 30 days before your last day at your duty station.

One of the main parts of the separation package is Commissioned Corps Personnel Manual Pamphlet No. 32, "Information on Separation." Take time to read this pamphlet carefully to enhance the processing of your request and to protect your benefits. Loss of benefits are often the result of officer actions or inactions.

One of the most common problems encountered during the separation process

is the failure of the officer to forward the original of his or her form PHS-1373, "Separation of Commissioned Officer," so that it arrives in DCP at least 30 days before his or her last day physically at the duty station.

Please follow these procedures:

Form PHS-1373 is a six-copy form. Complete Part A of the multicopy form and sign and date it. Tear off the top sheet and fax it to DCP at fax number 301-443-5366 *and* then forward **only** the top sheet (original) through the mail to:

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

At the same time, forward the remaining five copies of form PHS-1373 through your Operating Division (OPDIV)/Program for completion.

Again, do not send the entire form through your OPDIV/Program. Fax and then send the **original** (top sheet) to DCP (so that it arrives in DCP at least 30 days before your last day physically at the duty station) and send the **copies** through your OPDIV/Program.

**NOTE:** Failure to have the original (top sheet) of form PHS-1373 in DCP 30 days before the last day you are physically at your duty station may result in the loss of payment for, transfer of, and denial of use of, your unused annual leave!

Listed below are additional significant areas of concern for separating officers:

- (1) Officers may lose payment for, transfer of, and use of, unused annual leave if they voluntarily separate from active duty before completion of 12 months of active duty.
- (2) Officers lose eligibility for all travel entitlements for themselves and their dependents and of payment for shipment of household goods if they separate from active duty before completion of 24 months of active duty.
- (3) Officers lose payment for, transfer of, and use of, unused annual leave, and all travel entitlements for themselves and their dependents and of payment for shipment of household goods, if:
  - (a) they separate from active duty before completing any active-duty obligation; or
  - (b) they do not complete the agreed to period of service under a special pay contract. Additionally, officers are 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 PHS regulations. The indebtedness will be noted on the separation personnel order.

A little advance planning can save a lot of stress and prevent surprises. □



### Tax Withholding for 1999

If you have found, as a result of completing your 1998 tax forms, that you had a significant refund or payment, you should consider changing your withholding on your current income.

Your current number of allowances for tax purposes is shown on your form PHS-6155, "Statement of Earnings and Deductions." You may file an updated Form W-4 for Federal (and State if it applies) tax withholding if you wish to change the amount of your present withholding. The 1999 Form W-4 contains worksheets to assist you in determining the correct amount of allowances. The payroll system automatically adjusts for the new tax rates based on the number of allowances that you presently claim.

If you wish to change the number of allowances you claim, request a Form W-4 from your timekeeper. Complete the form and mail it to:

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

## Public Health Service Dental Home Page

The Public Health Service (PHS) Dental home page on the world wide web provides information on the dental category and contains internet links to resources relating to dental/oral health.

The website contains a message from the Chief Dental Officer, RADM William R. Maas, and it provides information on the Dental Professional Advisory Committee including a message from the Chairperson, CDR Susan Runner. The home pages of both the Commissioned Corps of the PHS and the Department of Health and Human Services are accessible from the Dental website.

Information on career opportunities for dentists, Uniformed Services pay rates, mentor program, and the dental-category specific awards are also contained at the site.

The address is:

<<http://www.ihs.gov/NonMedicalPrograms/PHS/PHSDENTAL/index.htm>>

## Subscribe to Listserv to Receive E-mail Messages from DCP

To receive periodic messages from the Division of Commissioned Personnel (DCP), including updates to the DCP web site, please sign up for the mail list by sending an e-mail message to [listserv@list.psc.dhhs.gov](mailto:listserv@list.psc.dhhs.gov) with the message: Subscribe DCP "your full name". Where "your full name" is in the example, replace it with your first and last name without the quotation marks.

Officers who have already subscribed to Listserv are encouraged to forward announcements they receive to their colleagues.

## The Retired Officers Association Scholarship 200

The Retired Officers Association's (TROA) Scholarship 200 is a new TROA program to honor 200 college-bound or current undergraduate students with individual \$1,000 scholarship grants for the 1999-2000 school year. One of these scholarship grants is specifically designated for a U.S. Public Health Service (PHS) Commissioned Corps dependent.

These awards are based entirely on merit: scholarship, citizenship, and leadership. No essay or financial information is required, and no fees are involved. Applications must be received by **April 15, 1999**. *Students can apply, quickly and easily, simply by completing the on-line application that is on TROA's website: <<http://www.troa.org>>*

TROA is looking forward to receiving applications from students in the PHS community.

### Reminder

Help prevent workplace violence. It is everyone's responsibility to insure a safe workplace. Report potential or actual dangerous incidents to your supervisor, security, employee assistance, Human Resources, or Equal Employment Opportunity officials.

### Did You Know

The pay date for the Department's civil service personnel is 9 days from the end of their pay period. Public Health Service Commissioned Corps officers get paid 9 hours from the end of their pay period.

## Recent Deaths

The deaths of the following active-duty and retired officers were reported to the Division of Commissioned Personnel:

Title/Name	Date
<b>MEDICAL</b>	
<b>CAPTAIN</b>	
David S. Finbloom	03-05-99
Robert F. Martin	02-01-99
<b>NURSE</b>	
<b>COMMANDER</b>	
Cleophas Lyons, Sr.	03-07-99
<b>ENGINEER</b>	
<b>CAPTAIN</b>	
Vernon R. Hanson	02-12-99
<b>THERAPY</b>	
<b>CAPTAIN</b>	
Robert N. Parrette	01-01-99



### 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: 301-594-3458 or  
301-594-3360

## 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: 301-594-3458 (or 301-594-3360) or Fax: 301-443-7069.

Category/OPDIV	Description of Position
<b>DENTAL</b> <b>BUREAU OF PRISONS-</b> Various Sites	Staff Dentist Contact: CDR Rodney Kirk 202-307-2867, ext. 138 Grades: O-3/O4/O5 VAATS ID: HBE-93-0314 Staff dental officer positions are available in Lewisburg, PA; Coleman, FL; Talladega, AL; Oakdale, LA; Jesup, GA; McKean, PA; Sheridan, OR; Milan, MI; Duluth, MN; Fort Dix, NJ; and New York, NY.
<b>NATIONAL INSTITUTES OF HEALTH-</b> Rockville, MD	Staff Dental Officer/Advanced Contact: CDR Michael Arnold 301-496-1713 Grade: O-4 VAATS ID: HN-93-0007 Primary duty is to provide comprehensive dental care to active-duty Public Health Service commissioned officers and National Oceanic and Atmospheric Administration commissioned officers located in the Washington, D.C., metropolitan area. Incumbent also functions as clinic infection control officer. Position is located at the Commissioned Officers' Dental Clinic in Rockville, MD, and is available in the summer of 1999.
<b>NURSE</b> <b>BUREAU OF PRISONS-</b> Ayer, MA	Clinical Nurse Contact: CAPT Margaret Preston 919-856-4790 Grades: O-2/O-3/O-4 VAATS ID: HBE-93-0313 Serves as a member of a multidisciplinary treatment team, assessing patient needs, providing direct care, and evaluating effectiveness. Care is provided in a new inpatient psychiatric hospital and in an ambulatory care department for non-psychiatric inmates.
<b>PHARMACY</b> <b>BUREAU OF PRISONS-</b> Various Sites	Staff Pharmacist/Senior Pharmacist I Contact: CAPT John Babb 202-307-2867, ext. 128 Grade: O-4 VAATS ID: HBE-93-0315 Locations include Jesup, GA; Miami, FL; Yazoo City, MS; Atlanta, GA; and Butner, NC.
<b>BUREAU OF PRISONS-</b> Various Sites	Chief Pharmacist / Health Administrator* Contact: CAPT John Babb 202-307-2867, ext. 128 Grades: O5 / O-6 VAATS ID: HBE-93-0316 Fax curriculum vitae to 202-305-0862. Locations include: Florence, CO; Lompoc, CA; and Talladega, AL. *Health Administrator position is available in Yankton, SD.

## Retirements - March

Title/Name	OPDIV/Program
<b>MEDICAL</b> <b>CAPTAIN</b>	
Llewellyn B. Bigelow	NIH
Michael J. Horan	NIH
<b>NURSE</b> <b>CAPTAIN</b>	
Marvin A. Holcomb	BOP
Judeth L. Layne	BOP
Marianne M. Davenport	HRSA
<b>SCIENTIST</b> <b>CAPTAIN</b>	
Michael Weisberg	NIH
<b>SANITARIAN</b> <b>CAPTAIN</b>	
Robert D. Baldwin	CDC
Ray A. Van Ostran	IHS
<b>VETERINARY</b> <b>CAPTAIN</b>	
Morris E. Potter	CDC
Stephen Potkay	NIH
<b>PHARMACY</b> <b>CAPTAIN</b>	
Galen R. Goeden	BOP
William P. Sleasman	IHS
<b>COMMANDER</b>	
Lawrence D. Riley, Jr.	BOP
Claire L. Neally	HRSA
<b>HEALTH SERVICES</b> <b>CAPTAIN</b>	
Neil S. Goldstein	FDA
Oliver B. Morton	NIH
Neil H. Frank	EPA
George G. Martin	EPA
<b>LIEUTENANT</b>	
Robin Stratton MacDonald	IHS



**DCP Toll-Free Phone Number -  
1-877-INFO DCP (or 1-877-463-6327)**

**DCP Web Site -  
<http://dcp.psc.dhhs.gov>**

(Continued on page 11)

## Vacancy Announcements

(Continued from page 10)

### Category / OPDIV

### Description of Position

**MULTIDISCIPLINARY  
NATIONAL INSTITUTES  
OF HEALTH—  
Bethesda, MD**

Pharmacologist  
Contact: Ms. Fawn Friedman 301-496-3365  
Grades: O-5 / O6 VAATS ID: HNT-93-0014  
This position is located in the Contraception and Reproductive Health Branch, Center for Population Research, National Institute of Child Health and Human Development, National Institutes of Health. The incumbent is a scientific expert and staff advisor in the area of pharmacology or chemistry, specializing in pharmaceutical development. He or she works closely with researchers to identify potentially promising avenues of study relevant to the development of potential fertility-related compounds for clinical trials.

## Did You Know



Uniformed Services pay raises by percentage, and the date they took effect, for the last 20 years:

Effective Date:	Percentage Increase:	Effective Date:	Percentage Increase:
October 1, 1979	7.0	January 1, 1992	4.2
October 1, 1980	11.7	January 1, 1993	3.7
October 1, 1981	14.3	January 1, 1994	2.2
October 1, 1982	4.0	January 1, 1995	2.6
January 1, 1984	4.0	January 1, 1996	2.4
January 1, 1985	4.0	January 1, 1997	3.0
October 1, 1985	3.0	January 1, 1998	2.8
January 1, 1987	3.0	January 1, 1999	3.6
January 1, 1988	2.0	January 1, 2000	4.8*
January 1, 1989	4.1	*Proposed for Fiscal Year 2000, plus targeted raises up to 5.5%.	
January 1, 1990	3.6	Source: Department of Defense.	
January 1, 1991	4.1		

### CCPM Pamphlet No. 65, "Information on Health Care Services," Revised

Commissioned Corps Personnel Manual Pamphlet No. 65, "Information on Health Care Services," has been revised. It is now dated February 1999, and is available on the Division of Commissioned Personnel's web site – <http://dcp.psc.dhhs.gov>

## Reminder



When applying for a position, it is inappropriate to submit your application in a postage paid Federal government envelope. It is also important to note that a number of Agencies/Operating Divisions/Programs will not accept applications that are submitted in this manner.

## Division of Commissioned Personnel's Fax Numbers

For purposes of efficiency—and to be sure that confidential material is faxed appropriately—the Division of Commissioned Personnel has a number of fax machines located throughout the Division. Please fax directly to the Branch or section involved. The locations and numbers are as follows:

### DCP FAX NUMBERS:

Office of the Director—301-443-8207

- Program Coordination Staff (Adverse Actions)—301-443-3101

Medical Affairs Branch

- Medical Evaluations Section—  
301-594-3299  
(or toll-free 1-800-535-7691)

- Beneficiary Medical Programs Section—301-594-2973  
(or toll-free 1-800-733-1303)

Officer Development Branch—301-443-7069

Personnel Services Branch—301-594-2711

- Transactions and Applications  
Section—301-443-5366

Information Services Branch—301-443-3539

Compensation Branch—Please do not fax payroll information. Contact the Compensation Branch at phone number 301-594-2963 (or toll-free at 1-877-463-6327, press 3, pause, press 1) for further information.

## A Career Counseling Opportunity (Second Notice)

**WHO:** All Public Health Service (PHS) Commissioned Corps Officers

**WHEN:** June 7 through 9, 1999

**WHERE:** At the 1999 Annual USPHS Professional Association Meeting

Career counseling will be offered to PHS Commissioned Corps officers in conjunction with the 1999 Annual U.S. Public Health Service Professional Association Meeting, June 7-9, 1999, in Alexandria, Virginia. These one-on-one sessions provide officers with the opportunity to discuss issues and develop career strategies as they relate to personal and professional goals. This service is available to any officer who has not met in person with a staffing officer for career counseling within the past year. Officers who have received career counseling through teleconferencing are eligible to participate.

Since career counseling sessions often involve discussions related to documentation contained in the Official Personnel Folder (OPF), a request to participate must be made in advance so that staffing officers may review the OPF prior to the meeting. This is critically important since the OPF cannot be removed from the Division of Commissioned Personnel.

Complete the lower portion of this article and send it, or a copy, to the address provided. **Requests must be received on or before May 10.** The number of career counseling sessions is limited, and requests will be handled on a first-come, first-served basis. A timely response is in your best interest. Officer Development Branch (ODB) staff will confirm appointments at a later date.

### Career Counseling Opportunity Request

To request a 45-minute career counseling session, prioritize the time blocks listed below to indicate your preferences (#1 = 1st choice, #2 = 2nd choice, #3 = 3rd choice, etc.). **Please identify at least 3 different time blocks.**

\_\_\_\_ Monday, June 7, AM

\_\_\_\_ Tuesday, June 8, AM

\_\_\_\_ Wednesday, June 9, AM

\_\_\_\_ Monday, June 7, PM

\_\_\_\_ Tuesday, June 8, PM

\_\_\_\_ Wednesday, June 9, PM

*Please complete the following (type or print):*

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Operating Division) (Building) (Room Number)

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP Code)

PHS Category: \_\_\_\_\_ PHS Serial Number: \_\_\_\_\_

Daytime contact telephone number: Area Code: (\_\_\_\_) \_\_\_\_\_

Send this request, or a copy, to: Division of Commissioned Personnel, HRS/PSC  
ATTN: Ms. Mary Boone /ODB  
5600 Fishers Lane, Room 4A-18  
Rockville, MD 20857-0001

Completed applications may also be faxed to 301-443-7069. If you have any questions, please contact the Officer Development Branch, DCP, at 301-594-3360 (or toll-free at 1-877-463-6327, press 3, pause, and then press 2). ☐

### DEPARTMENT OF HEALTH & HUMAN SERVICES

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

Official Business  
Penalty for Private Use \$300

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