



Commissioned Corps BULLETIN

Division of Commissioned Personnel • Program Support Center, DHHS

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Surgeon General's Column

During its 1998 session, the Congress has intensely debated proposed legislation to curtail tobacco use by Americans. Although opinions vary dramatically about the best approaches to reach this objective, there is nearly unanimous agreement that the major impetus should be directed toward a substantial reduction in the number of adolescents who begin using tobacco each year. Current estimates indicate that more than 1,000,000 teenagers start using tobacco annually. Over time, these teens will suffer more disease and a much shorter average life expectancy than their nonsmoking counterparts, thereby adding substantially to the Nation's health expenditures.

All Public Health Service (PHS) officers, in my view, have an affirmative duty to take action to help their fellow citizens avoid the perils of tobacco. There are many ways by which we can help youngsters avoid the pitfalls of tobacco and help users break their addiction. One obvious, but effective approach is to lead by example. Studies clearly show that children are more likely to smoke if their parents smoke. Therefore, I steadfastly believe that officers who use tobacco, especially in the presence of children, should take whatever steps necessary to end their addiction. The 1990 *Surgeon General's Report on the Health Benefits of Smoking Cessation* provides ample documentation about the long-term advantages to one's personal health of discontinuing tobacco use. I also believe that children who observe and understand adults' efforts to quit will be far less likely to try tobacco themselves.

Wearing the PHS uniform is a source of pride to all of us because the uniform symbolizes, among other things, our

common bond to maintain and enhance the public's health. Therefore, I firmly believe that our status as officers is denigrated and our public health mission adversely affected if officers use tobacco while in uniform. Anyone who observes an officer using tobacco might draw the conclusion that tobacco must not be so bad if public health officials use it. Therefore, I implore all officers to refrain from tobacco use while wearing the PHS uniform. Smoking is an addictive disorder. We take very seriously our responsibility to assist persons in the commissioned corps to access smoking cessation programs.

In early 1997, Acting Surgeon General Audrey F. Manley formed a small work group of officers to explore ways by which the Corps could get directly involved in the Department's ongoing anti-tobacco initiatives. This work group developed a number of recommendations, but further action was not taken due, in part, to RADM Manley's retirement in June 1997.

I believe that the work group's activities should be revived and greatly expanded. Therefore, during the next 2 months, I plan to establish another, larger work group to develop a comprehensive set of recommendations for actions and activities that Corps officers, both individually and collectively, can undertake to further our Departmental efforts to reduce tobacco use, particularly among our young people. I will make certain that there will be appropriate representation from our Operating Divisions and professional categories, and I will share the findings and recommendations of the work group with all officers at the earliest possible date.

There are many and varied opportunities for PHS officers to assist in the anti-tobacco

campaign whether at work, at home, or in the community. To assist in making presentations or starting community outreach programs, the Office on Smoking and Health (OSH), National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control and Prevention, has prepared information on smoking, tobacco, and health. Most of the information is available in published documents and through the OSH Internet home page at: www.cdc.gov/tobacco

Officers may also obtain fact sheets and other information by fax by calling: 1-800-CDC-1311. In addition, a publications catalog may be obtained by writing: Office on Smoking and Health, CDC, Mail Stop K-50, 4770 Buford Highway, NE., Atlanta, GA 30341-3724.

Tobacco use is the largest, preventable cause of disease and premature death in the United States. I am confident that all PHS officers share in my desire to see a smoke-free environment and will do their part to reach this objective.

ADM David Satcher
Assistant Secretary for Health
and Surgeon General

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PHS Celebrates Bicentennial in Philadelphia

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

On July 16, 1798, two hundred years ago, President John Adams signed a law in Philadelphia, then the Nation's capital, that ultimately led to the formation of the U.S. Public Health Service (PHS). The 1798 act for the relief of sick and disabled seamen established a system of hospitals for merchant seamen that formally became the Marine Hospital Service in 1870. Expansion of the duties of the Service in the late 19th century to include such public health activities as quarantine and medical inspection of immigrants led to a change of name in 1902 to the Public Health and Marine Hospital Service, and again in 1912 to the Public Health Service.



Philadelphia Mayor Edward G. Rendell presents a proclamation to Assistant Secretary for Health and Surgeon General David Satcher.

On July 3, 1998, a special Bicentennial program was held in Independence National Historical Park in Philadelphia to mark the 200th anniversary of the 1798 act. Congress Hall, the building where Congress met and passed the act for the relief of seamen in 1798, along with Independence Hall, served as a backdrop for the outdoor ceremony. The featured speaker was Assistant Secretary for Health and Surgeon General David Satcher, who discussed the historic contributions of the PHS as well as his principles for guiding its future. The Honorable Edward G. Rendell, Mayor of the City of Philadelphia, read a proclamation declaring July 3, 1998, to be Public Health Service Day in Philadelphia. The program also featured

an historical skit on the passage of the 1798 act performed by students from the Philadelphia Public High School for the Creative and Performing Arts, and music by the Colonial Fife and Drum Company.



ADM David Satcher chats with Martha B. Aikens, Superintendent of Independence National Historical Park (Photographs courtesy of the Department of Health and Human Services, Public Health Service, Region III Office.)

After the program, ADM Satcher participated in a walking tour led by National Park Service staff of sites related to the 1793 yellow fever epidemic in Philadelphia. This terrible epidemic, just 5 years before the passage of the act for the relief of seamen, killed about 10 percent of Philadelphia's 50,000 citizens. Many citizens fled the city, leaving the job of caring for the sick and burying the dead to volunteers. Philadelphia's African American community played a particularly important role in providing these services.

Related events on July 3 included an exhibit of emergency response operations and equipment by the PHS Disaster Medical Assistance Team and Office of Emergency Preparedness, tours of the U. S. Coast Guard Cutter *Red Wood*, and a search and rescue demonstration on the Delaware River by the U.S. Coast Guard. The PHS Bicentennial Ceremony was incorporated as one of the events of the city's Sunoco Welcome America program. The Bicentennial event was coordinated by the Region III Office of PHS with assistance from various institutions and organizations.

An exhibit on the history of PHS, prepared by the Office of the PHS Historian and the Media Arts Branch of the Program Support Center, was also on display at Independence Square as part of the Bicentennial event. The exhibit had earlier been on display at Amtrak's 30th Street Station in Philadelphia from June 18 to June 28.

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Standards of Conduct for Active-Duty Officers

Each year Public Health Service (PHS) Commissioned Corps officers on active duty are reminded by memorandum from the Director, Division of Commissioned Personnel (DCP) of their responsibility as Federal employees and health professionals for high standards of integrity, honesty, and impartiality.

All PHS Corps officers—whether retired, inactive, or on active duty—are covered by specific standards of conduct. These standards and their impact on officers are described in a variety of statutory and regulatory forms.

The memorandum that was sent to you recently discusses many of the major areas covered by the standards of conduct and provides you with general instructions and guidance.

Be sure to read this memorandum carefully. However, if you need further clarification, first contact officials in the Operating Division or major program to which you are assigned. DCP will work with you and them to resolve any uncertainties.

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UPDATE: PHS Commissioned Corps 1998 Orientation Courses

Public Health Service (PHS) Commissioned Corps Orientation Courses scheduled for 1998 were announced in the February and April issues of the *Commissioned Corps Bulletin*. An updated list of orientation courses remaining in calendar year 1998 are listed below.

In the "Active-Duty Orientation Course," officers receive information about the mission, traditions, and functions of the Corps and even have guided practice with their salute. Topics such as career development, health care, standards of conduct expected of officers, and benefits available to officers as members of a Uniformed Service are also addressed. Also, while attending an orientation in the Parklawn Building in Rockville, Maryland, new officers may make appointments with Division of Commissioned Personnel staff members who can respond to their individual needs.

Every officer is encouraged to attend an orientation, particularly if he or she has less than 2 years of active-duty service. Information gained in the orientation course is essential for a thorough understanding of the commissioned corps, thereby providing the opportunity and mechanism for officers to plan for successful careers in the Corps.

Most of the modules are available on PowerPoint for use in Rockville and for easy and inexpensive transporting to other locations. However, ideally, the networking and meeting of officers face to face adds an invaluable benefit to the course.

A 1-day "Supervisory and Administrative Personnel Course" is also available. This course offers many of the same modules as offered in the active-duty orientation course, but they are focused toward the supervisory and administrative audience. Additionally, there are modules on personnel actions.

The orientation courses are offered by the Training and Career Development Division of the Program Support Center. If you wish to register for a course and need further information, contact the site coordinator listed below. There is no charge for the orientation course, however, travel and per diem expenses are the responsibility of the attendee or the Operating Division/Program.

Registration forms are available from *CorpsLine's* Faxback at 301-443-6843. You can request a blank registration form for the course you are interested in by indicating the appropriate Faxback document number.

All courses are currently scheduled for Rockville, Maryland. Courses can be arranged at other requested locations.

Active-Duty Orientation Courses:

<i>Dates</i>	<i>Faxback Document Number</i>
October 27-28	6544
December 1-2*	6541

Supervisory and Administrative Personnel Orientation Courses:

October 29	6544
December 3*	6540

* = Addition to the schedule

Site Coordinator:

Ms. Sheila Wolf
Training and Career Development
Division
Program Support Center
5600 Fishers Lane, Room 16A-55
Rockville, MD 20857-0001
Phone: 301-443-6790
Fax: 301-443-4264

Specialties Added for Non-physician Board Certified Pay

Additional specialties have been added for Non-physician Board Certified Pay (NBCP). They are for dietitians— Fellow of the American Dietetic Association, and for pharmacists—Oncology Pharmacy and Psychiatric Pharmacy specialties.

The eligibility requirements and recognized specialties are described below. If you wish to apply for NBCP, please notify the Compensation Branch in writing. Since officers were not previously required to file advanced degree diplomas or evidence of board certification, you must now include a copy of your board certification (as specified above) and a copy of your advanced degree along with your written request to apply. If your major is not included on the post-baccalaureate degree certificate, include a transcript that indicates your degree major.

The address for the Compensation Branch is:

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

Official personnel orders authorizing NBCP must be issued before any payments are made.

Non-physician Board Certified Pay

The eligibility requirements specify that the recipient:

- (1) be a health care provider in a specialty that is authorized to receive NBCP;
- (2) have a post-baccalaureate degree in his/her clinical specialty;
- (3) be certified by a professional board in his/her clinical specialty; and
- (4) meet the applicable criteria recognized by specialty boards.

Note: The post-baccalaureate degree must be in the officer's clinical specialty; no substitution of equivalency permitted.

(Continued on page 4)

Specialties Added for Non-physician Board Certified Pay

(Continued from page 3)

Specialty Boards:

Dietitians (Board Certified)

Sponsor: American Dietetic Association

Responsibility: Commission on Dietetic Registration

Boards:

- (1) Pediatric Nutrition
- (2) Renal Nutrition
- (3) Metabolic Nutrition
- (4) Fellow of the American Dietetic Association (October 1, 1997)

Occupational Therapy (Board Certified)

Sponsor: American Occupational Therapy Association (AOTA)

Responsibility: American Occupational Therapy Certification Board

Boards:

- (1) Pediatrics
- (2) Hand Therapy (Recognized by AOTA, but part of the American Society of Hand Therapy)

Optometry (Fellow)

Sponsor: American Academy of Optometry

Responsibility: American Academy of Optometry

Board: Fellow in American Academy of Optometry

Pharmacy (Board Certified)

Sponsor: American Pharmaceutical Association

Responsibility: American Board of Pharmaceutical Specialties

Boards:

- (1) Nuclear Pharmacy
- (2) Pharmacotherapy
- (3) Nutrition Support Pharmacy Practice
- (4) Oncology Pharmacy (October 1, 1997)
- (5) Psychiatric Pharmacy (October 1, 1997)

Physical Therapy (Board Certified)

Sponsor: American Physical Therapy Association

Responsibility: American Board of Physical Therapy Specialists

Boards:

- (1) Cardiopulmonary
- (2) Clinical Electrophysiology
- (3) Geriatrics
- (4) Neurology
- (5) Orthopedics
- (6) Pediatrics
- (7) Sports

Podiatry (Board Certified)

Sponsor: American Podiatric Medical Association

Responsibility: The Council on Podiatric Medical Education

Boards:

- (1) American Board of Podiatric Orthopedics and Primary Podiatric Medicine
- (2) American Board of Podiatric Public Health
- (3) American Board of Podiatric Surgery

Psychology (Diplomate)

Sponsor: American Psychological Association

Responsibility: American Board of Professional Psychology

Board: Diplomate

Social Work (Diplomate)

Sponsor: American Board of Examiners in Clinical Social Work

Responsibility: American Board of Examiners in Clinical Social Work

Board: Diplomate in Clinical Social Work

-or-

Sponsor: National Association of Social Workers

Responsibility: Competence Certification Commission

Board: Diplomate in Clinical Social Work

Nurse

Nurse Anesthetist

Sponsor: American Association of Nurse Anesthetists

Responsibility: Council on Certification of Nurse Anesthetists

Board: Nurse Anesthetist

Nurse Practitioner

Sponsor: National Certification Board of Pediatric Nurse Practitioners and Nurses

Responsibility: National Certification Board of Pediatric Nurse Practitioners and Nurses

Board: Pediatric Nurse Practitioner

Sponsor: American Nurses Association

Responsibility: American Nurses Credentialing Center

Boards:

- (1) Adult Nurse Practitioner
- (2) Family Nurse Practitioner
- (3) Pediatric Nurse Practitioner

Sponsor: National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties

Responsibility: National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties

Board: Women's Health Care Nurse Practitioner (for OB/GYN and GYN Nurse Practitioners)

Nurse Midwife

Sponsor: American College of Nurse Midwives

Responsibility: American College of Nurse Midwives

Board: Nurse Midwife

Physician Assistant (Board Certified)

Sponsor: National Commission of Certification of Physician Assistants

Responsibility: National Commission of Certification of Physician Assistants

Audiology/Speech Pathology (Board Certified)

Sponsor: American Speech-Language Hearing Association

Responsibility: Clinical Certification Board

Boards: Clinical Certification in

- (1) Audiology
- (2) Hearing
- (3) Speech-Language

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Reminder

Absentee Ballot Requests

Standard Form 76, "Federal Post Card Registration and Absentee Ballot Request," is available through your ID card issuing office. If you are unable to obtain the request form, you should contact the Personnel Services Branch, Division of Commissioned Personnel, at 301-594-3384.

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Public Health Service Sword Honor Guard



Public Health Service Commissioned Corps Sword Honor Guard

For those attending ceremonial functions in the Washington, D.C. area, the presence of the Sword Honor Guard (SHG) is not an uncommon sight. The SHG members, equipped with the U.S. Public Health Service (PHS) Sword and wearing the Full Dress Uniform, serve in rendering honor to senior-level personnel and events in a most unique manner.

Throughout the history of the Uniformed Services, special units have been utilized to enhance the public recognition of senior-level individuals, groups, and activities. While the majority of special units are normally composed of enlisted personnel, the SHG is unique among the Uniformed Services in that it is composed entirely of officers who carry only a sword. Currently, there is no other such unit in the Uniformed Services as the SHG.

The SHG was formed as a direct result of former Surgeon General C. Everett Koop's initiative to revitalize the PHS Commissioned Corps. The first official function in which the SHG participated was the Surgeon General's Reception held at the Mayflower Hotel in Washington, D.C. in January 1990. The event served to recognize Surgeons General C. Everett Koop and Antonia C. Novello.

Based on the response to the SHG, a permanent unit was established. Members were recruited and trained in military drill and ceremonies, which included sword movements and marching. In 1993, the new unit began performing and concluded the year with attendance at six senior-level events. In recognition of the effort expended by the SHG in developing their skills and knowledge

that served to support the Office of the Surgeon General, former Surgeon General Antonia C. Novello awarded the SHG members with the Surgeon General's Exemplary Service Medal.

Also in 1993, the District of Columbia Metropolitan Branch (DCMB) of the Commissioned Officers Association of the PHS (COA) elected to serve as the SHG sponsor. While under the sponsorship of the DCMB, the SHG continued to refine its organization and infrastructure.

In 1996, the SHG completed a 2-year effort to develop its own operations manual. The manual is based on research of other types of units in the Uniformed Services, and serves to train officers to be SHG members and exemplary role models for the commissioned corps. The program provides a formal process, in accordance with a set of strict standards, to evaluate prospective SHG members' proficiency. The manual also serves as the basis for the development and implementation of other sword honor guard units nationwide.

The SHG performances represent a multitude of formal and ceremonial events that include commemorative ceremonies, flag officer meetings, flag raisings, senior-level retirements, interments, and other special functions in support of the Department of Health and Human Services, the Department's Operating Divisions, the Office of the Surgeon General, and the COA. The demand for the SHG's participation has continued to increase. Since its inception, the unit has performed in more than 46 events; 22 events in the last 2 years. In addition, this year the SHG is involved in supporting PHS Bicentennial activities.

Since 1990, the SHG has matured and become an established PHS tradition based on highly respected Uniformed Services' customs and courtesies. The SHG promotes the wearing of the uniform with pride and distinction and fosters esprit de corps within the commissioned corps. In addition, the SHG has facilitated public awareness of the PHS Commissioned Corps through its participation in numerous events, which have been attended by government officials, thousands of other government employees, and members of the private sector.

Involvement in the SHG requires a financial and personal commitment.

Financially, members are required to purchase the PHS Sword, sword belt, sword knot, sword case, extra uniforms, ceremonial components, and pay for expenses associated with events such as meals and travel. Personally, in addition to the skills and knowledge proficiency requirements, members must be self-motivated and prepared to participate in scheduled events.

The current SHG is composed of the following nine active members who have an average of 5 years service with the unit:

CAPT Robert Burns, Health Resources and Services Administration (HRSA)

CAPT Robert Carson, Office of Public Health and Science

CAPT Suzanne Caviness, Indian Health Service

CAPT Peter Hartsock, National Institutes of Health (NIH)

CAPT Thomas Perez, Food and Drug Administration (FDA)

CAPT Richard Vause, Bureau of Prisons

CDR Douglas Powell, NIH

CDR Evelyn Rodriguez, HRSA

LCDR Sarath Seneviratne, FDA

The SHG members have found participation in the SHG to be professionally rewarding and personally enjoyable. This dedicated group of officers takes tremendous pride in supporting this unique tradition by serving as model officers and representatives of the PHS Commissioned Corps.

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Recent Deaths

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

<i>Title / Name</i>	<i>Date</i>
MEDICAL	
CAPT Donald J. Birmingham	06-15-98
CAPT John T. Schwartz	06-23-98
ENGINEER	
CAPT Gerald W. Ferguson	06-05-98
HEALTH SERVICES	
CDR Henry J. Greenville	01-22-98

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HOAC Presents the Juan Carlos Finlay Award



(Left to right) CDR José F. Cuzme, HOAC Chair, Dr. Carlos Caban, HOAC award recipient, and Surgeon General David Satcher.

The Hispanic Officers Advisory Committee (HOAC) presented the 1997 Juan Carlos Finlay Award to Carlos Caban, Ph.D., M.P.H., on March 27, 1998. The award was presented at a special Minority Officers Liaison Council ceremony held in the Parklawn Building in Rockville, Maryland.

This award was established by HOAC to honor individuals and organizations who have shown leadership in the development of health related programs, methods, or services that benefit the health of Hispanics and other minorities. Dr. Caban was selected for his significant achievements and tireless work in community intervention research and inclusion of minorities and women in clinical research.

Dr. Caban is currently the Director of the Division of Research Programs, Training, and Review Policy, Office of Extramural Research, Office of the Director, National Institutes of Health, and the President of the Department of Health and Human Services' Hispanic Employee Organization. He is originally from San Juan, Puerto Rico, and has been in civil service since 1975. Over the years, Dr. Caban has worked with members of the Department to address program and policy issues affecting Hispanic health throughout the country and is a role model for Hispanic Latinos.

Retirements - July

Title / Name	OPDIV/Program
MEDICAL	
<i>CAPTAIN</i>	
Mark W. Oberle	CDC
Carmelina C. De La Paz	IHS
Robert E. Goldstein	NIH
Harry R. Keiser	NIH
Carl R. Merril	NIH
Brian R. Murphy	NIH
John S. Andrews, Jr.	ATSDR
John D. Van Der Decker	PSC
<i>LIEUTENANT COMMANDER</i>	
Paul J. Healey, Sr.	HRSA
DENTAL	
<i>CAPTAIN</i>	
Anthony R. Cavalli	HRSA
James A. Ude	CG
J. David Erickson	CDC
Wallace G. Smith III	IHS
<i>COMMANDER</i>	
Harvey S. Wilson	CG
NURSE	
<i>CAPTAIN</i>	
Arlene B. Barth	BOP
Martha L. Haynes	HRSA
Rose M. Truax	HRSA
Vivien M. Demarest	HRSA
ENGINEER	
<i>CAPTAIN</i>	
John M. Yacher	CDC
Delwyn C. Corbitt	IHS
Michael E. Peterson	IHS
Gordon H. Wilcox	IHS
Michael K. Yavarow	IHS
J. Douglas Ashbrook	NIH
Robert W. Harding	EPA
<i>COMMANDER</i>	
Valerie J. Haney	EPA
SANITARIAN	
<i>CAPTAIN</i>	
Ervin L. Moore	IHS
Gregory J. Glahn	EPA
PHARMACY	
<i>CAPTAIN</i>	
Alan M. Yamashita	HRSA
Donald C. Thelen	IHS
Jonathan D. Adams	NIH
Christopher P. Konrad	PSC
<i>COMMANDER</i>	
James L. Zimmerly	CG
DIETETICS	
<i>CAPTAIN</i>	
John E. Finn	HCFA
HEALTH SERVICES	
<i>CAPTAIN</i>	
Michael I. Liebman	HRSA
Philip W. McClain	CDC
George H. Walter	CDC

PHS Bicentennial Calendar

July 16, 1998, marked the 200th anniversary of the U.S. Public Health Service (PHS). As part of the efforts to celebrate this important landmark in our Nation's history, the Scientist Professional Advisory Committee received permission from the Office of the Surgeon General to develop a Bicentennial Calendar. The intent was to produce a calendar that celebrated the Bicentennial and chronicled some of the history and contributions of the Corps and the PHS. In addition, the calendar will be distributed in order to make the public more aware of the proud tradition of and important role played by the PHS Commissioned Corps in the health of the Nation.

CAPT Derek Dunn, Chief Scientist Officer, coordinated the creation of the calendar with substantive input and cooperation from the PHS Historian's office and representatives from each of the PHS Commissioned Corps categories. The Historian's Office and the category

representatives assisted by providing photographs which captured notable historical events or characteristics of the PHS along with brief notations on key historical dates for inclusion in the calendar.

Commissioned officers will be one of the groups receiving a copy of the Bicentennial Calendar. Displaying the calendar will not only be a reminder of the proud heritage of the PHS, but will also recognize the more than 6,000 commissioned officers and 50,000 civil servants of the PHS who each day work to assure the continued health and safety of the United States. The Bicentennial Calendar begins in July of 1998 (the Bicentennial month) and concludes in December 1999.

Send requests for distribution of Bicentennial Calendars to individuals or groups to CAPT Derek E. Dunn at e-mail: DED2@CDC.GOV



Division of Commissioned Personnel's Official Web Site

The Division of Commissioned Personnel's official Internet web site is located at: <http://dcp.psc.dhhs.gov> and contains the Commissioned Corps Personnel Manual (CCPM), most CCPM Pamphlets, a number of Public Health Service forms, the *Commissioned Corps Bulletin*, and other information officers might find useful.

If you wish to receive announcements from DCP including updates to this web site, please sign up for our mail list by sending an e-mail message to 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.

As a reminder, the PHS Commissioned Corps web site – <http://www.dhhs.gov/phs/corps> – remains active for sharing 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.



DCP Personnel Orders to Take on a New Appearance

Personnel orders prepared by the Division of Commissioned Personnel (DCP) will soon take on a new appearance because they will be printed on different equipment. The personnel order format will not change and the Director or Acting Director, DCP, will continue to sign all orders.

You may contact Mr. Rob Twitty in the Transactions and Applications Section of the Personnel Services Branch of DCP at 301-594-3479 if you have questions regarding this matter.



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

*DISTRICT OF COLUMBIA—
Washington, DC*

Chief Public Health Officer
Contact: Mr. Haskel Levi 312-322-0088
Grade: O-6 VAATS ID: *-93-0001
The Chief Public Health Officer (CPHO) of the District of Columbia (D.C.) manages the D.C. Department of Health and is responsible for the development of a comprehensive high-quality health services program responsive to the needs of all citizens of D.C. The CPHO reports to the Chief Management Officer of the District Financial Control Board.

*CENTERS FOR DISEASE
CONTROL AND PREVENTION—
Atlanta, GA*

Director, Office of Genetics and Disease Prevention
Contact: Ms. Nancy Peterson 770-488-1785
Grade: O-6 VAATS ID: HCM-93-0051
Serves as Director for the Office of Genetics and Disease Prevention, National Center for Environmental Health, CDC. Provides technical, scientific, and policy leadership for translating the advances in human genetics into public health actions, and promotes national and State policy and program prevention strategies.

*COAST GUARD—
Washington, DC*

Chief, Health Systems Management Division
Contact: CDR Paul Higgins 202-267-2073
Grade: O-6 VAATS ID: HBD-93-0079
Includes oversight of the Coast Guard health system and interaction with the Department of Defense and civilian managed care organizations. Supervisory position.

*HEALTH RESOURCES AND
SERVICES ADMINISTRATION—
New York, NY
El Centro, CA
Manhattan, NY*

Clinical Director
Contact: LTJG Ileana Barreto-Pettit
305-552-1845 x172
Grades: O-4/O-5/O-6 VAATS ID: HBC-93-0105
Officer will provide direct clinical services to Immigration and Naturalization Service (INS) detainees at an INS Processing Center. Physician with experience in a primary care setting is required. Foreign language proficiency is desirable, but not required. Fax curriculum vitae to 305-530-6135.

Vacancy Announcements

(Continued from page 7)

Category/OPDIV

Description of Position

DENTAL

INDIAN HEALTH SERVICE—
Various Sites

Basic, Advanced, Chief Basic, Deputy
Contact: CAPT Scott Bingham 505-248-4180
Grades: O-3/O-4/O-5 VAATS ID: HGD-93-0042
See billet descriptions for each respective position title.

NURSE

**HEALTH RESOURCES AND
SERVICES ADMINISTRATION—**
Various Sites

Staff/Clinical Nurse
Contact: LTJG Ileana Barreto-Pettit
305-552-1845 ext. 172
Grades: O-2/O-3/O-4 VAATS ID: HBC-93-0069
Officer will provide direct patient care in a medical facility (some with an infirmary) at an Immigration and Naturalization Service (INS) Processing Center. Medical care will be provided to illegal aliens detained by INS. Locations include: Queens, NY, Manhattan, NY; Elizabeth, NJ; Port Isabel, TX; Florence, AZ; and Miami, FL. Fax curriculum vitae to 305-530-6135.

**HEALTH RESOURCES AND
SERVICES ADMINISTRATION—**
Florence, AZ

Registered Nurse
Contact: LTJG Ileana Barreto-Pettit
305-552-1845 ext. 172
Grades: O-3/O-4 VAATS ID: HBC-93-0108
Previous experience in a primary care setting helpful, but not required. Foreign language proficiency is desirable. Provides ambulatory care to Immigration and Naturalization Service (INS) detainees at an INS Processing Center.

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

Clinical Nurse
Contact: Ms. Maureen Estrin 1-800-732-5985
Grades: O-2/O-3/O-4 VAATS ID: HNJ-93-0107
Provides nursing care to patients in a 325-bed hospital solely dedicated to biomedical research. Specialty areas include geriatrics, pediatrics, ambulatory care, intensive, chronic, and acute care.

PHARMACY

**HEALTH RESOURCES AND
SERVICES ADMINISTRATION—**
Various Sites

Chief Pharmacist
Contact: LTJG Ileana Barreto-Pettit
305-552-1845, ext. 172
Grades: O-3/O-4/O-5 VAATS ID: HBC-93-0076
Performs duties of the Chief Pharmacist in an Immigration and Naturalization Service (INS) Processing Center. Medical care is provided to illegal aliens detained by INS. Foreign language proficiency is desirable, but not required. Locations include: Elizabeth, NJ; El Centro, CA. Fax curriculum vitae to 305-530-6135.



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



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.



(Continued on page 9)

Vacancy Announcements

(Continued from page 8)

Category/OPDIV

Description of Position

HEALTH SERVICES

COAST GUARD—
Washington, DC

Staff Officer, Health Systems
Contact: CDR Paul Higgins 202-267-2073
Grade: O-5 VAATS ID: HBD-93-0080
Interacts with Department of Defense and civilian managed care organizations.

COAST GUARD—
Washington, D.C.

Epidemiologist
Contact: CDR Paul Higgins 202-267-2073
Grade: O-5 VAATS ID: HBD-93-0078
Responsibilities include various epidemiology topics including prevention of infectious disease, surveillance, HIV prevention training, and oversight of a publications branch.

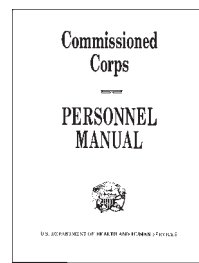
FOOD AND DRUG ADMINISTRATION—
Rockville, MD

Computer Specialist
Contact: Ms. Doris A. Smith 301-594-3308
Grades: O-4/O-5 VAATS ID: HFW-93-0098
Serves as a Project Officer and/or Project Leader for the design, development, and maintenance of information management systems for the Mammography Program Reporting and Information System (MPRIS). Performs a variety of systems analysis tasks and provides maintenance of existing databases and development of new databases. Analyzes software and hardware to automate information systems.

MULTIDISCIPLINARY

HEALTH RESOURCES AND SERVICES ADMINISTRATION—

Nurse Practitioner / Physician Assistant
Contact: LTJG Ileana Barreto-Pettit 305-552-1845 ext. 172
Grades: O-3/O-4/O-5 VAATS ID: HBC-93-0107/HBC-93-0067
Provides ambulatory primary care to illegal aliens in a medical facility at an Immigration and Naturalization Service Processing Center. Previous experience in primary care helpful, not required. Foreign language proficiency is desirable, but not required. Locations include: El Centro, CA; Miami, FL; Queens, NY; Buffalo, NY; Manhattan, NY; and El Paso, TX.



Commissioned Corps Personnel Manual INSTRUCTIONS

The following INSTRUCTIONS have been distributed recently. If you wish to see an issuance, please contact your administrative office.

T.S. 628 dated May 15, 1998 — INSTRUCTION 6, Subchapter CC22.1, "Reimbursement of Adoption Expenses." This INSTRUCTION prescribes the procedures for reimbursing qualifying adoption expenses to active-duty reserve and regular commissioned corps officers of the Public Health Service.

T.S. 629 dated May 15, 1998 — INSTRUCTION 1, Subchapter CC23.6, "Research Officer Group (ROG)." The INSTRUCTION was revised to specify that (1) ROG officers may only be placed on a program-limited tour of duty upon call to active duty. Active-duty officers who are not currently in ROG will not be placed into a program-limited tour of duty if transferred into ROG; (2) only newly appointed officers can be placed on limited tours of duty; (3) ROG officers may be assimilated into the regular corps while on a limited tour of duty; and (4) all individuals must submit documentation of a current unrestricted licensure or approved waiver consistent with the established licensure policy.

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*!

Detail to the Central Intelligence Agency

The Central Intelligence Agency (CIA) is looking for a well-qualified U.S. Public Health Service commissioned officer to serve as an Industrial Hygienist (IH) in their Environmental Safety Group under a detail agreement. The IH's primary responsibilities require the incumbent to: conduct environmental safety and health (ES&H) inspections to ensure compliance with applicable standards and prevailing professional practices; provide ES&H training for Agency employees; investigate ES&H incidents to ensure that action is taken to correct deficiencies or violations of standards; investigate employee complaints and suggestions regarding hazardous conditions; maintain ES&H records; and interface with appropriate Federal, State, and local regulatory officials. The IH is also responsible for completing baseline and update assessments of workplace exposures to solid, liquid, and gaseous contaminants and other hazards. These assessments typically involve characterizing the workplace and determining homogeneous workplace exposures; assessing the relative risks of exposure from review of the literature and work operations; defining, developing, and conducting exposure monitoring; and analyzing and preparing reports and presentations on monitoring data.

The IH is responsible for supporting the ES&H program at Agency work sites worldwide, and serves as a technical expert and as required, a program manager. The IH typically plans and coordinates his/her activities in support of field safety and environmental personnel. The IH may serve on various technical teams to provide expertise in analyzing, preventing, or controlling employee exposures to safety and health hazards. The incumbent reports directly to the Agency's Chief of Occupational Safety and Health.

This position offers the successful candidate the opportunity to travel extensively worldwide in support of the Agency mission. The position is demanding and requires a high level of interaction with Intelligence Community managers. The successful candidate should be a "self-starter" and should be able to demonstrate a high level of technical and project management competency.

Desired technical qualifications include: (1) possess at least a bachelors degree in either Environmental Science, Environmental Engineering, Public Health,

Occupational Safety and Health, or a related field, and; (2) be currently certified in the comprehensive practice of industrial hygiene or be designated as an Industrial Hygienist in Training by the American Board of Industrial Hygiene, and preferably; (3) possess extensive training and experience in occupational safety and health (especially industrial hygiene) and environmental compliance. Experience in health physics would be a definite plus. Candidates who have deficiencies in any one of the above areas are not necessarily precluded from being viable candidates. Also, competitive candidates must possess excellent verbal, quantitative, and written communication skills.

The duty location will be in the Northern Virginia area. The selected officer will need to relocate at government expense to the Washington, DC metropolitan area for the duration of the assignment. Travel to other domestic and overseas locations is required within the Environmental Safety Group, and typically averages about 8 to 10 weeks per calendar year. Most out-of-town travel is planned well in advance and generally is from overnight to up to 2 weeks in duration, depending on the work and location to be visited. Some travel has been required on short or no notice but is rare. Due to the nature of the Agency mission, most work and travel is classified.

The selected applicant must favorably complete an Agency-administered polygraph examination, a thorough medical and psychological evaluation, and an extensive investigation of their background, prior to being finally approved for reassignment/detail to the CIA. Processing time normally ranges from 6 to 9 months.

In general, this assignment provides a unique opportunity for career-broadening exposure in the field, and a wide variety of interesting work. After your review of the above information, if you are both interested and believe you are highly qualified for this potential assignment, please forward your resume/curriculum vitae (CV) and other relevant information addressing your qualifications for the assignment (in Microsoft Word or text format only) to CIA by electronic mail to the following address: **lucas@ucia.gov**

CIA will contact candidates who are determined to be highly qualified within 45 days of receipt of resume/CV and cover letter.

Employment and Income Verification

Those officers, active duty or retired, who need employment and income verification for loans, etc., should have the lending institution mail a written request directly to the Compensation Branch, Division of Commissioned Personnel (DCP), at the following address:

Division of Commissioned
Personnel/HRS/PSC
ATTN: Employment Verification/CB
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001
Phone: 301-594-2963

Active-duty officers who need verification of their service time to establish eligibility or qualify for a Department of Veterans Affairs' mortgage loan, may request, in writing, a *Statement of Service* from the Transactions and Applications Section, Personnel Services Branch (PSB), DCP, at the following address:

Division of Commissioned
Personnel/HRS/PSC
ATTN: Statement of Service/TAS/PSB
5600 Fishers Lane, Room 4-20
Rockville, MD 20857-0001
Phone: 301-594-3130

Inactive, retired, and terminated officers who need a *Statement of Service* must send a written request with an original signature (faxes are not accepted) to the Privacy Act Coordinator, DCP, at the following address:

Division of Commissioned
Personnel/HRS/PSC
ATTN: Privacy Act Coordinator/PSB
5600 Fishers Lane, Room 4-36
Rockville, MD 20857-0001
Phone: 301-594-3064

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Maintenance of Leave Records

An officer's leave records are an important component of his/her service record. In preparing for retirement, many officers are surprised to learn that they are expected to have their leave records for the entire period of their active-duty career. If portions of the record are missing, attempts must be made to reconstruct the documents.

Under 37 U.S.C 501(f), there is a lifetime limit of 60 days of unused annual leave for which lump sum leave payment may be made. Accordingly, the leave record is important because many officers attempt to accumulate the maximum amount of leave and accept the lump sum pay as additional remuneration at retirement.

In order to be paid, however, the officer's leave record must be certified as accurate by both his/her leave maintenance clerk and his/her supervisor. If the record

is incomplete, such certification cannot be made and payment of the lump sum is delayed.

In most Public Health Service (PHS) assignments, leave records are maintained by a leave maintenance clerk or timekeeper. Form PHS-31, "Officer's Leave Record," is utilized to record both leave earned and leave taken. As each form is filled, a new one is attached and the record continues. The actual approved leave requests (form PHS-1345, "Request and Authority for Leave of Absence") and form PHS-31 cards are maintained in a leave folder. The officer should take steps to assure that the leave maintenance clerk forwards the leave folder to the new assignment where it will be used by the new leave maintenance clerk. This procedure maintains the integrity of the

record and will avoid problems when the officer is ready to retire.

Remember that sick leave approved on form PHS-1345 is not recorded on form PHS-31. The original of form PHS-1345 approving sick leave is sent to the Medical Affairs Branch, Division of Commissioned Personnel, Room 4C-14, 5600 Fishers Lane, Rockville, MD 20857-0001, where the originals are kept as part of the officer's medical record. A copy should be given to the leave maintenance clerk for the leave folder.



- Q.** Are commissioned officers authorized to wear political badges, buttons, and stickers on the PHS uniform?
- A.** No. PHS officers are not authorized to wear political badges, buttons, and stickers on the PHS uniform. Generally, you are not prohibited from wearing political badges, buttons, and stickers when attired in civilian clothing. However, Operating Divisions/Programs may impose specific regulations for those who meet with members of the public.

- Q.** Are short sleeve shirts authorized for wear by male and female officers with the Service Dress Blue (SDB) uniform?
- A.** Yes. The short sleeve shirt is an authorized option for wear by male and female officers with the SDB uniform.
- Q.** Are PHS officers authorized to wear the Blue Windbreaker Jacket (BWJ) in lieu of the Service Dress Blue (SDB) coat with the SDB trousers/skirt, white shirt, and tie?
- A.** Yes. The modified version of the SDB uniform is authorized for wear by PHS officers. The modified version of the SDB uniform consists of SDB trousers/skirt, white shirt, tie, and the BWJ. The BWJ may be the standard or the

relaxed version. The Blue Garrison Cap is authorized for wear with the modified version of the SDB uniform.

- Q.** What uniforms are authorized for wear with the Blue Garrison Cap (BGC)?
- A.** The uniforms authorized for wear with the BGC include: Service Dress Blue Sweater, Summer Blue (Salt and Pepper), Winter Blue, Winter Working Blue, Indoor Duty White, and the modified version of the Service Dress Blue uniforms.

Regional Health Administrator Vacancies

The Department of Health and Human Services, Office of Intergovernmental Affairs is recruiting a Regional Health Administrator (RHA) for each of two Regional Offices, Region I (Boston) and Region VI (Dallas). Region I includes the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Region VI includes the States of Arkansas, Louisiana, Oklahoma, Texas, and New Mexico.

The incumbents will report to the respective Regional Directors and represent the Secretary with guidance from the Assistant Secretary for Health and Surgeon General on matters of Public Health and Science. In addition, the incumbents participate in public health policy development and implementation, manage regionally based programs of the Office of Public Health and Science, and foster relationships with State, tribal, and local public health entities.

The nature of responsibilities vested in these positions and the qualifications required are such that they may be performed with equal effectiveness by indi-

viduals in a number of U.S. Public Health Service (PHS) Commissioned Corps categories. PHS commissioned officers must possess: (1) experience demonstrating leadership abilities in the development, implementation, and evaluation of health policies, programs, and strategies; (2) knowledge of methods, processes, and techniques used to develop and coordinate public health programs with States, tribes, and local governments; (3) ability to represent organizations and deal effectively with key individuals in Federal and State governments, the academic community, professional and scientific organizations, consumer groups, and industry regarding health services and public health; (4) knowledge and ability to apply management practices and principles related to program planning, organizing, project management, staffing, directing, coordinating, and allocating resources; and (5) leadership and managerial abilities in selecting, developing, and utilizing subordinate staff, including demonstrated positive efforts in the implementation of an equal opportunity program. Recognition within the public health community and

professional achievements in public health are very desirable.

Director grade (O-6) PHS officers with a strong public health background are welcome to apply. Since the RHA positions are potential flag billets, officers should review the flag officer criteria found in INSTRUCTION 7, "Flag Officer Selection and Assignment," Subchapter CC23.4 of the Commissioned Corps Personnel Manual.

Further information concerning these RHA positions can be obtained from Dr. Agnes Donahue, DDS, MSD, MPH, Office of Intergovernmental Affairs in the Office of the Secretary. Dr. Donahue can be reached at 202-205-1830. Interested officers should forward their resumes or curricula vitae to Dr. Donahue at the Office of Intergovernmental Affairs, OS, DHHS, Room 600-E, Hubert H. Humphrey Building, 200 Independence Avenue, SW, Washington, DC 20201 or by fax at 202-205-2107. Both positions are advertised in the Vacancy Announcement and Tracking System with a closing date for these positions of **September 14, 1998.**



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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