



# Commissioned Corps BULLETIN

Division of Commissioned Personnel • Program Support Center, DHHS

Vol. XII, No. 12

December 1998

## Surgeon General's Column

*"Every child comes with the message that God is not yet discouraged of man."*

— Rabindranath Tagore

One month from now, many Americans will begin the age-old tradition of making New Year's resolutions. This annual ritual often consists of promises we make to ourselves to start the year off right with good behaviors that translate into healthy lives. We often enter these personal promises with the understanding that if we fail we have hurt only ourselves, and we take for granted that we will have another chance next year to get it right.

But for many children in this country and around the world, making healthy decisions depends on the adults who care for them. And if certain systems are not in place, children, unlike adults, do not have the luxury of waiting around until next year. That is why topping my list of evolving priorities is one that states that every child should have an opportunity for a healthy start in life.

The reasons behind a child not getting a healthy start are broad and deep. It may be because the child was born to parents who were not ready to be parents; it may be the result of not having received adequate prenatal care; or it may be the misfortune of having been born into an environment that is unsafe and that lacks nurturing. Whatever the case, the future will never be as bright as it could be for these children because of the hampered opportunities they have for good health early in life. We owe it to our children to provide them with opportunities for a healthy start.

### *Starting with Parents that are Ready to be Parents*

What steps can we take to ensure that babies are born to parents who are ready to be parents? One obvious place to begin is by lowering the number of unintended pregnancies in this country, particularly among teenagers. According to the Centers for Disease Control and Prevention (CDC), nearly 1 million teens between the ages of 15 and 19 become pregnant each year, and about 200,000 teens, 17 years of age and younger, have babies. Although we have seen a decline in the teen birth rate in recent years, it's still not enough. CDC reports indicate that the United States has the highest teen pregnancy rate among developed countries.

### *Starting with a Safe and Healthy Pregnancy*

Quality health care is essential for a safe and healthy pregnancy. But, access to quality prenatal care is not a given in many communities. Even in communities where access may not be a problem, we must educate parents about the benefits of early prenatal care and about not exposing fetuses to tobacco and alcohol during pregnancy, which may lead to low birth weight babies and to other health problems. In Washington, DC, for example, as many as 35 percent of pregnant women receive no prenatal care in the first trimester. That is a public health travesty, particularly in the Nation's capital.

HIV/AIDS is another obstacle to a healthy start. Children of HIV-infected mothers may miss their chance at a

healthy start by being exposed to the virus, either in utero, during birth, or through breast-feeding. Yet, we know enough about how the virus is transmitted that we can greatly reduce the risk of infection. Prenatal prevention programs that identify and treat pregnant women have resulted in dramatic success in reducing HIV transmission to babies.

### *Starting with a Safe and Nurturing Environment*

Finally, ensuring that every child has an opportunity for a healthy start means protecting that child from harmful environments. Children develop best when they are shielded from environmental and other toxins, like lead, drugs, alcohol, and tobacco, and from pests like cockroaches. Not only do children need to be guarded from negative elements, but they also require the positive reinforcement of loving, caring adults who will take the time to read and stimulate their senses. For instance, on the list of things that provide a healthy environment are getting immunizations on time and breast-feeding in the first year of life. Also, the "Back to Sleep" campaign has greatly reduced instances of sudden infant death syndrome, and we must ensure that more parents get the message. Make no mistake about it, the environment in which

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**Surgeon General's Column**

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a child starts contributes significantly to how well that child does later in life.

When we look at our Nation's infant mortality rate across the races, it is clear that we have work to do. For example, the risk of an African-American baby dying in the first year of life is twice as great today as it is for a white baby. We are committed to eliminating disparities in this and five other areas by 2010, which coincides with the Healthy People 2010 initiative. Those areas, which I'll discuss in more detail in the future, are diabetes, cancer, cardiovascular disease, HIV/AIDS, and immunizations.

So how do we ensure that children born in this country will have an opportunity for a healthy start? We begin by talking. Parents, community leaders, clergy, and others must be willing to talk to teens about sex and encourage them to postpone sexual activity for as long as possible. For those teens who are convinced they cannot delay sexual activity, we must encourage the use of effective birth control methods.

Next, we must work on changing our traditional views of the health care system to one that encompasses a "community health system." In that way, we apply a public health approach to solving our Nation's ailments—an approach that calls for serious commitment toward health promotion, disease prevention, early diagnosis, and access to care. Finally, we must work to create safe and healthy communities that are free from drugs, violence, and toxins. When we, as a Nation, make healthy children our resolution—not just at New Year but all year long—then children all over this country, in cities and suburbs, barrios and reservations, and everywhere in between, will have an opportunity to start healthy and to stay healthy.

Happy holidays.

ADM David Satcher  
Assistant Secretary for Health  
and Surgeon General



**Commissioned Officers' Effectiveness Report**

**COER Update**

Staff members of the Personnel Services Branch of the Division of Commissioned Personnel (DCP) have reviewed the 1998 Commissioned Officers' Effectiveness Report (COER) cycle and are pleased with the response to the individualized (bar coded) COER form that was used this year. DCP is especially pleased that the use of the new form, coupled with electronic scanning, sped up the process dramatically. By mid November, DCP received and scanned/data entered more than 5,600 1998 COERs. Data entry of forms received is 100 percent current, but there are still approximately 280 COERs missing.

**Photocopied COER Forms**

The most noticeable and confusing problem was when officers photocopied and used the *sample* form that was included in the instructions contained in Manual Circular No. 358 and did not change the Public Health Service (PHS) serial number in the upper right-hand corner. Therefore, DCP received a number of forms with PHS serial number 99998 (the *sample* number used in the instructions). This slowed down the scanning process considerably.

**Reviewing Official's Responsibility**

An issue of grave concern that is being raised by a number of Operating Divi-

sions and Programs is the responsibility of the Reviewing Official. The primary responsibility of the Reviewing Official is to review the Rating Officer's evaluation and complete Section IV, Item 2. The Reviewing Official is to choose one of the following four options:

- A.  I concur with this evaluation.
- B.  Although this evaluation is reasonable, this rater is a somewhat *more* demanding rater than most.
- C.  Although this evaluation is reasonable, this rater is a somewhat *less* demanding rater than most.
- D.  I disagree with this evaluation in the following ways: [if any reviewing official does not concur fully, it is his/her responsibility to provide the rated officer with a copy reflecting the non-concurring comments.]

**Whether the Reviewing Official agrees or not, he or she is in no way supposed to suggest or coerce a Rating Official into changing his or her evaluation.** A Reviewing Official always has the option of writing his or her comments on a separate sheet of paper that is attached to the COER. When this is done, it is the responsibility of the Reviewing Official to share these comments with the officer being rated.



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

**Staff Members' Primary Digital Numbers (PDNs)**

Listed in the September issue of the *Commissioned Corps Bulletin* (pages 2 through 5) was a brief description of the services each Division of Commissioned Personnel (DCP) branch provides along with information on how to directly access the PDNs of specific staff members who will be able to address your needs. The November *Commissioned Corps Bulletin* (pages 5 and 6) contained a DCP Services Directory. These lists as well as copies of recent *Commissioned Corps Bulletins* can be accessed at the DCP web site – <http://dcp.psc.dhhs.gov>

**Electronic Mail**

DCP staff members can also be contacted by electronic mail. E-mail addresses consist of the staff member's first initial and last name @psc.gov – *Example:* wsmith@psc.gov

**Customer Service Feedback**

DCP's goal is to improve the phone service that we provide to you, our customers. If you have a favorable or unfavorable comment about our phone system, we want to hear from you. Write to us at our e-mail address – [phoneguy@psc.gov](mailto:phoneguy@psc.gov)



## Call for Nominations for the Scientist Professional Advisory Committee (SciPAC) Scientists of the Year Awards

Nominations are being sought for the Scientist Professional Advisory Committee's (SciPAC) "Scientist Officer of the Year" awards to recognize scientist officers whose professional careers and work performance have resulted in significant contributions to the health of the Nation and to the mission of service of the Department's Operating Divisions and other major Programs.

The SciPAC will present two awards: one to recognize the achievement of a senior-level officer, and one to acknowledge the contributions of a junior-level officer. These awards will be presented at the annual meeting of the Commissioned Officers Association to be held June 6-9, 1999, in Alexandria, Virginia. Recipients of the awards will receive a "SciPAC Career Scientist of the Year" or "SciPAC Young Scientist of the Year" plaque, and a special letter of recognition from the SciPAC.

Nominees must be active-duty Public Health Service Commissioned Corps of-

ficers in the scientist category. For the "SciPAC Career Scientist of the Year" award, scientist officers with 7 or more years of active-duty time in the Corps are eligible. Active-duty scientist officers with less than 7 years of active-duty time are eligible for the "SciPAC Young Scientist of the Year" award. Junior Commissioned Officer Student Training and Extern Program officers are not eligible for either award.

Officers may self-nominate or nominate others. Nominations are due by *February 26, 1999*, to the SciPAC Awards Committee. If you are interested in receiving the nomination package, please contact CDR A. González Willis, SciPAC Awards Committee Chair, at 301-443-6897.

*Note:* Because there is no means by which the SciPAC is able to directly notify supervisors of the availability of these awards, scientist officers are encouraged to provide a copy of this announcement to their supervisors.



## Inactive Reserve Corps Phone Number and E-mail Changes

Please note that the Inactive Reserve Corps (IRC) Coordinator's direct telephone number has been changed to 301-594-3395. Information or questions should be sent to the IRC Coordinator at:

Division of Commissioned Personnel,  
HRS/PSG  
ATTN: IRC Coordinator, ODB  
5600 Fishers Lane, Room 4A-18  
Rockville, MD 20857-0001  
Phone: 301-594-3395  
Fax: 301-594-2711  
E-mail: cc\_ircstaff@psc.gov

## 1998 MOLC Awards Dinner and Bicentennial Ball—A Festive Success

More than 250 commissioned corps officers, guests, and Public Health Service (PHS) civilians attended the gala 1998 Minority Officers Liaison Council (MOLC) Awards Dinner and Bicentennial Ball on October 23, 1998. It was held at the Commissioned Officers Club, National Naval Medical Center, Bethesda, Maryland. The purpose of the evening was to honor the recipients of the prestigious awards from the four minority officer groups which comprise the MOLC.

The event was organized by the District of Columbia (DC) Branch of the Commissioned Officers Association (COA), which co-sponsored it with the officers of the MOLC. The groups in the MOLC are the following: American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC); Asian Pacific American Officers Committee (APAOC); Black Commissioned Officers Advisory Group (BCOG); and Hispanic Officers Advisory

Committee (HOAC). During the reception time, and after the awards, the guests viewed the various table-top displays illustrating the accomplishments of minority officers over the years.

The program opened with the entrance of the PHS Sword Honor Guard, followed by everyone enthusiastically singing the "PHS March." The rousing singing was led by the "Scientist Singers"; women scientists of diverse ethnic backgrounds.

ADM David Satcher, our Surgeon General, was the honored guest and dinner speaker. He made remarks summarizing the variety of his experiences in his new role. He was followed by the awards given by each of the minority groups:

1. The MOLC "Junior Officer of the Year Award" was presented to LCDR Valarie Wilson.
2. AI/ANCOAC presented two awards. The "National Leadership Award"

was given to CDR Robert Pittman. The "Annie Dodge Wauneka Award" was awarded to CAPT Verna Schad.

3. The APAOC presented the "RADM Samuel Lin Award" to CDR Denise Koo.
4. The BCOG presented two types of awards. The "Hildrus A. Poindexter Award" was given to CAPT Frank A. Hamilton. The new "Retired Officers Recognition Award" was presented to RADM Charles C. Johnson (Ret.) and also to CAPT Harold Eugene Hall (Ret.).
5. The HOAC awarded the "Carlos Finley Award" to two recipients, RADM Edward D. Martin (Ret.) and Mr. Chilo L. Madrid.





## Questions and Answers on Uniforms

A reminder of the proper wear of the Service Dress Blue, Service Dress Blue Sweater, and Summer Blue uniforms is included in this issue of the *Commissioned Corps Bulletin*. Below are drawings reproduced from Commissioned Corps Personnel Manual Pamphlet No. 61, "Information on Uniforms," along with the list of required basic uniform components, prescribable items, optional items, and occasions for wear.



Service Dress Blue Uniform

### SERVICE DRESS BLUE UNIFORM

#### REQUIRED BASIC UNIFORM COMPONENTS

- Coat, Blue Service Dress
- Shirt, White
- Trousers, Blue Dress (Men)
- Skirt, Blue (Women)
- Cap, Combination, White
- Shoes, Black Dress
- Socks, Black
- Hosiery (Women)
- Necktie, Black
- Belt, Black, w/Gold Clip (Men)
- Buckle, Gold (Men)
- Undergarments
- PHS Name Tag
- Ribbons

#### PRESCRIBABLE ITEMS

- Slacks, Blue Unbelted (Women)
- Shoes, Black Service (Women)
- Overcoat, Blue
- Raincoat, Blue
- Gloves, Black/White
- Handbag, Black (Women)
- Ear Flaps (w/outer garment only)

#### OPTIONAL ITEMS

- Jacket, Blue Windbreaker (in lieu of Blue Service Dress Coat)
- Cap, Garrison, Blue (only when wearing Blue Windbreaker Jacket)
- Beret (Women)
- Reefer
- Boots, Half- (Women w/slacks only)
- Overshoes
- Earrings, Gold Ball (Women)
- Cuff Links (Men)
- Vest, (Men w/shirt w/o Epaulets)
- Tie Clasp/Tack (Men)
- Sweater, Blue Cardigan (w/o coat and indoors only)
- Umbrella
- Scarf (w/outer garment only)

#### OCCASIONS FOR WEAR

Year-round at all official functions or situations where formal dress or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie.



Service Dress Blue Sweater Uniform

### SERVICE DRESS BLUE SWEATER UNIFORM

#### REQUIRED BASIC UNIFORM COMPONENTS

- Sweater, Army Black
- Shirt, White
- Trousers, Blue Dress (Men)
- Skirt, Blue Unbelted (Women)
- Cap, Combination, White

- Shoes, Black Dress
- Socks, Black (Men)
- Hosiery (Women)
- Necktie, Black
- Belt, Black, w/Gold Clip
- Buckle, Gold
- Undergarments
- PHS Name Tag

#### PRESCRIBABLE ITEMS

- Slacks, Blue Unbelted (Women)
- Shoes, Black Service (Women)
- Overcoat, Blue
- Raincoat, Blue
- Gloves, Black
- Handbag, Black (Women)
- Ear Flaps (w/outer garment only)

#### OPTIONAL ITEMS

- Jacket, Blue Windbreaker
- Cap, Garrison, Blue
- Beret (Women)
- Boots, Half (Women w/slack only)
- Overshoes
- Cuff Links (Men)
- Tie Clasp/Tack (Men)
- Earrings, Gold Ball (Women)
- Umbrella
- Scarf (w/outer garment only)

#### OCCASIONS FOR WEAR

Normal office work at duty station and in public places not requiring a more formal uniform.



Summer Blue Uniform

### SUMMER BLUE UNIFORM

#### REQUIRED BASIC UNIFORM COMPONENTS

- Shirt, White Summer
- Trousers, Blue Dress (Men)
- Skirt, Blue Belted (Women)
- Cap, Combination, White

(Continued on page 5)

## Questions and Answers on Uniforms

(Continued from page 4)

Shoes, Black Dress  
Socks, Black (Men)  
Hosiery (Women)  
Shoulder Boards (Hard)  
Belt, Black, w/Gold Clip  
Buckle, Gold  
Undergarments  
PHS Name Tag  
Ribbons

### PRESCRIBABLE ITEMS

Slacks, Blue Belted (Women)  
Shoes, Black Service (Women)  
Overcoat, Blue  
Raincoat, Blue  
Gloves, Black/White  
Handbag, Black (Women)

### OPTIONAL ITEMS

Jacket, Blue Windbreaker  
Sweater, Army Black  
Cap, Garrison, Blue  
Beret (Women)  
Overshoes  
Earrings, Gold Ball (Women)  
Umbrella  
Scarf (w/outergarment only)

### OCCASIONS FOR WEAR

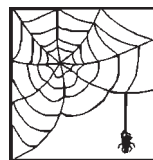
Normal office work at duty station and in public places not requiring a more formal uniform.

## ADM Satcher and Former Surgeons General Visit University

The following is an excerpt from a September 1998 letter sent to 'Friends and Colleagues' from the Dean of Johns Hopkins University's School of Hygiene and Public Health:

"In April, in an historic "first," seven former Surgeons General, the current occupant of that office, David Satcher, and the U.S. Attorney General, Janet Reno, came to the School to mark the 50<sup>th</sup> anniversary of the Universal Declaration of Human Rights and 200<sup>th</sup> anniversary of the founding of the Public Health Serv-

ice. I wish you all could have been with us (1,600 faculty, students, and alumni were!). It was one of the finest and most satisfying days I've spent since becoming dean, eight years ago. Moderated by Marvin Kalb, the Surgeons General exchanged experiences and extolled the many trials, particularly the political battles, that seem inherent in advancing public health, agreeing that their struggles have been very much worth the effort."



## Division of Commissioned Personnel's Official Web Site

The Division of Commissioned Personnel's official Internet web site (<http://dcp.psc.dhhs.gov>) 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](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.

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

## Reminder

### Assimilation Reminder

Applications for assimilation into the Regular Corps must be received in the Division of Commissioned Personnel (DCP) by the close of business on Friday, February 5, 1999, in order to be reviewed by the 1999 board. See page 2 of the October issue of the *Commissioned Corps Bulletin* for more information.

**Important:** Officers who applied for assimilation in the past but were "not recommended" are reminded that a new application is required in order to be reconsidered.

## Science Fair Judges Needed

The District of Columbia (DC) Branch of the Commissioned Officers Association (COA) needs commissioned corps officers from all categories to serve as judges and award presenters at approximately 15 regional high school science fairs to be held in March and April of 1999, in the DC area. This program involves judging and presenting awards to students for the best projects in medicine and health at each science fair.

COA's participation for the past 3 years has been very successful. The students were honored by the recognition, and the officer judges were rewarded by the refreshing and enthusiastic interaction with students and the experience of

judging such high quality and innovative projects. The presentation of the awards and the interaction with students and parents resulted in positive visibility for the COA and the Corps.

Thanks to all the officers who participated in science fair judging in the past. Your efforts were appreciated and we hope you will participate again this year.

If you are interested in participating this year as a judge or awards presenter in the DC area or are interested in starting this program in your region, please call CDR Rebecca Sheets or CDR Valerie Vashio at 301-827-3070.

### 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: 301-594-3396 or Fax: 301-594-2711.

*Category / OPDIV*

*Description of Position*

**NURSE**

COAST GUARD-  
New London, CT

Nurse Practitioner  
Contact: CDR Mike Gosman 202-267-6070  
Grades: O-3/O-4 VAATS ID: HBD-93-0088  
Provides primary care to US Coast Guard Academy (CG) students and active-duty and retired USCG members and their dependent beneficiaries. Previous experience in primary care required. Must be qualified for worldwide shipboard assignment.

**SANITARIAN**

INDIAN HEALTH SERVICE-  
Navajo Area, NM

Environmental Health Specialist  
Contact: Ms Annie Nex 520-871-1364  
Grades: O-2/O-3 VAATS ID: HGJ-93-0042  
Assists in the development, implementation, and supervision of a comprehensive environmental health services program in Navajo Area Indian Health Service units. Evaluates community water supplies, waste treatment, and waste disposal facilities. Provides environmental evaluations of food service facilities. Implements plague surveillance activities. Analyzes policies of life safety, infection control, and hygiene maintenance.

**PHARMACY**

HEALTH RESOURCES AND  
SERVICES ADMINISTRATION-  
El Centro, CA

Pharmacist  
Contact: CDR Gilbert Rose 202-353-9834  
Grade: O-5 VAATS ID: HBC-93-0122  
Provides standard services in an Immigration and Naturalization Service Processing Center. Fax curriculum vitae and cover letter to 202-514-0095.

**HEALTH SERVICES**

COAST GUARD-  
New London, CT

Physician Assistant  
Contact: CDR Mike Gosman 202-267-6070  
Grades: O-3/O-4 VAATS ID: HBD-93-0088  
Provides primary care to US Coast Guard Academy (CG) students and active-duty and retired USCG members and their dependent beneficiaries. Previous experience in primary care required. Must be qualified for worldwide shipboard assignment.

### Reminder



### Report of Commissioned Officer Annual Leave

On or about September 30, all officers should have received form PHS-3842, "Report of Commissioned Officer Annual Leave," from his/her leave maintenance clerk. This form shows the balance at the beginning of the leave year, the amount of annual leave used through September 30, and the amount of annual leave that will be forfeited if not used by December 31, 1998.

Officers are reminded that the maximum annual leave which may be carried forward from one leave year to the next is 60 days. The leave year is a calendar year, the period beginning January 1 and ending December 31.

**The 60-day limitation on the amount of unused annual leave that can be carried forward from one year to the next is imposed by statute. Therefore, no waiver is legally permissible. In other words, no one can grant an exception.**

Officers are encouraged to schedule their annual leave throughout the year so as to preclude any disappointments or misunderstandings resulting from the loss of accrued leave at the end of the year.



### JRCOSTEP And SRCOSTEP Deadlines

The application deadline for the 1999 Summer Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) is **December 31, 1998**.

The application deadline for the 1999-2000 Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) is also **December 31, 1998**.

For applications, please phone:  
JRCOSTEP: 1-800-279-1605  
SRCOSTEP: 301-594-2919

Applications can also be requested online at the Commissioned Corps of the Public Health Service web site:  
<http://www.dhhs.gov/phs/corps>

For further information, please phone or e-mail:

JRCOSTEP  
Phone: 301-594-3484  
E-Mail: [msavoy@psc.gov](mailto:msavoy@psc.gov)  
SRCOSTEP  
Phone: 301-594-3352  
E-Mail: [hdarracott@psc.gov](mailto:hdarracott@psc.gov)





### 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: 301-594-3396



### Reminder



### Commissioned Officers' Dental Clinic

Active-duty Public Health Service Commissioned Corps officers and National Oceanic and Atmospheric Administration commissioned officers in the Rockville, Maryland, area are reminded that the Commissioned Officers' Dental Clinic is located at 12300 Twinbrook Parkway, Suite 150, Rockville, Maryland. The clinic's phone number is 301-496-2484.



### Did You Know ?



Did you know that the oldest Public Health Service Commissioned Corps officer still on active-duty was born in 1919. CAPT Earl R. Fox is a medical officer assigned to the U.S. Coast Guard and is 79 years of age. He is 11 years older than the next oldest officers on active duty – three officers born in 1930, who are now 68 years of age. Next oldest are four officers who are 67 years of age.



### Retirements - November

Title/Name OPDIV/Program

#### MEDICAL

CAPTAIN  
 Mary E. Guinan CDC

#### DENTAL

CAPTAIN  
 John E. Kehoe HRSA

#### COMMANDER

Ernest S. Ferjentsik IHS

#### PHARMACY

CAPTAIN  
 James K. Hooper PSC  
 Theodore A. Westley PSC

#### COMMANDER

Barry R. Gordon OS

#### HEALTH SERVICES

CAPTAIN  
 James H. Brannon, Jr. OS  
 William E. Murray, Jr. CDC  
 John J. Whalen CDC  
 Grady E. Neely EPA

#### COMMANDER

Freddie D. Mitchell FDA  
 Neil J. Berg, Jr. EPA



### Please Check Your Payroll Address

The Public Health Service Commissioned Corps payroll system allows you to receive payroll-related documents at the address of your choice. This method protects your privacy and provides for prompt, reliable, and secure delivery of important and confidential payroll documents.

Form PHS-6155, "Statement of Earnings and Deductions," is mailed to each commissioned officer approximately 5 days before the first of the month. If you do not receive your pay slip, contact the Compensation Branch, Division of Commissioned Personnel, in writing (see address below).

*It is particularly important that your payroll address be correct since this will be the address to which your Form W-2 withholding statement for the year will be mailed.*

Please notify the Compensation Branch, in writing, of changes in your payroll address:

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



### Promotion Year 1999

#### IMPORTANT DATE TO REMEMBER

Documents for OPF Postmarked no later than:

*December 31, 1998*

#### IMPORTANT PHONE NUMBER

For verification of receipt of curriculum vitae, etc.—

Call *CorpsLine* at 301-443-6843.





## Recent Deaths

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

<i>Title/Name</i>	<i>Date</i>
<b>MEDICAL</b>	
<i>CAPTAIN</i>	
Katherine M. Herrold	07-15-98
Samuel C. Ingraham III	10-11-98
<b>NURSE</b>	
<i>CAPTAIN</i>	
Mildred Struve	10-25-98
<b>ENGINEER</b>	
<i>REAR ADMIRAL</i>	
Richard S. Green	10-19-98
<b>SCIENTIST</b>	
<i>CAPTAIN</i>	
Falconer Smith	10-15-98
<b>PHARMACY</b>	
<i>CAPTAIN</i>	
Cletis V. Bonnet	10-27-98
<b>VETERINARY</b>	
<i>CAPTAIN</i>	
Richard A. Tjalma	11-02-98
<b>HEALTH SERVICES</b>	
<i>CAPTAIN</i>	
Isom H. Herron III	10-03-98

## Forms Distribution Channels

Officers who are in need of a particular commissioned corps form or forms, should request such form or forms through their normal administrative channels. Contact the administrative officer for your duty station, or the regional or area office administrative officer, depending on where you are stationed. Please do not contact the Division of Commissioned Personnel (DCP) when you need forms. DCP does not stock forms for distribution.

Procedures for ordering PHS Commissioned Corps forms are as follows:

- (1) Administrative officers should prepare a memorandum that includes:
  - (a) the name, address, phone number, and signature of the administrative officer;
  - (b) the PHS form number, PHS form title, and the quantity requested (*order by each; not by package*); and
  - (c) the address to which the order should be sent.
- (2) Phone orders are not accepted. Administrative officers should mail or Fax their order to:

Forms Issuance Unit  
5600 Fishers Lane, Room 1A-69  
Rockville, MD 20857-0001  
Fax: 301-443-9349

## Professional Licensure

If policy requires that you maintain a current valid license as a Public Health Service (PHS) Commissioned Corps health-care provider, you are requested to do the following when your license renewal arrives:

1. Make a photocopy of your license renewal upon receipt from the issuing authority;
2. Record your PHS Commissioned Corps serial number in the lower right-hand corner of the photocopy; and
3. Mail the photocopy to:  
Division of Commissioned Personnel/HRS/PSC  
ATTN: Licensure Technician/ODB  
5600 Fishers Lane, Room 4A-18  
Rockville, MD 20857-0001
4. To verify receipt and data entry, call *CorpsLine* at 301-443-6843. (Please allow a minimum of 2 weeks for processing.)

For additional information, contact the Licensure Technician at 301-594-3451.



### 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

DATED MATERIAL

BULK RATE  
POSTAGE AND FEES PAID  
PSC  
PERMIT NO. G-280

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