



Commissioned Corps BULLETIN

Division of Commissioned Personnel • Program Support Center, DHHS

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Surgeon General's Column

"Over time, people will only implement what they understand and what they buy into."

— Stephen Graves

January 1999 is quite a momentous time in the history of the world. Because it marks the beginning of the countdown to the turn of a century, I am not sure just how to approach it. To see it as a beginning, of course, is appropriate since every January ushers in possibilities and hope for new starts and second chances. And yet, to view it as an ending is equally as fitting since 1999 is the year that shuts the door on a century, a millennium even. It is an exciting time.

As if that were not enough fanfare for one space of time, next month will mark the anniversary of my first year in the dual roles of Assistant Secretary for Health and Surgeon General. Many things have taken shape within the commissioned corps since this time last year, and we are well on our way to charting a course for continuous assurance and improvement of the Nation's health, including our plans for Healthy People 2010.

Looking back over these past 11 months as Assistant Secretary for Health and Surgeon General, among the greatest challenges I confronted within the Corps was that of selecting a Deputy Surgeon General to assist in leading the commissioned corps and the office of the Surgeon General. The search consisted of several very fine candidates, and I can confidently say that I was left with the tough choice of selecting someone to serve as the first among equals. That person is RADM Kenneth Moritsugu. Along with a wealth of knowledge and understanding,

he brings to the position nearly 30 years of active service as a medical officer in the commissioned corps. RADM Moritsugu has served in many diverse assignments from developing and implementing policy to establishing a readiness force within the commissioned corps as well as leading numerous departments. His broad experience has prepared him well for the position, and I am confident that he will not only provide the leadership and vision that are needed for the commissioned corps for the next century, but he will also be instrumental in breaking down barriers and building bridges by establishing close working relationships with professional organizations and the other Uniformed Services. He will assist me in overseeing the day-to-day operations of the Surgeon General's office. Most importantly, RADM Moritsugu will guide our efforts to strengthen the commissioned corps and he will champion the objective to provide a clearer understanding of the Corps' role.

This time of year affords us the benefit of looking backward and forward at the same time. There is no way to get around the fact that what happened last year will have a profound impact on what we do this year. I have met with and spoken to groups throughout the United States during the past year. Beyond that, I have taken time to listen to them. What has impressed me time and time again is the tremendous respect people have for the uniforms we wear. People may not be fully aware of the uniform's significance, nor are they always able to make the distinction between us and the armed services. Often, they are aware of only a small

portion of the enormous contributions we make toward ensuring the Nation's health; nevertheless, what is clear is that they trust us and hold in high regard the role we play in protecting the Nation.

I believe we must honor that trust with leadership, responsibility, and unity. It is rare today to find that kind of confidence expressed in any profession, and we would be wise to build on it. We have made a point last year of promoting the bicentennial of the Public Health Service (PHS). The task before us is to find ways to spread that message to an even larger audience to make them aware of our work. We must do an even better job in the months to come of educating people about the PHS and the vital role of the commissioned corps.

Only once every thousand years is humankind privileged enough to witness the turn of the millennium clock. It has been a tremendous past, and I am looking expectantly toward a bright future as we turn toward the dawn of a new age.

Happy New Year.

ADM David Satcher
Assistant Secretary for Health
and Surgeon General



IN THIS ISSUE . . .

Schedule of Retirement Seminars	2
Customer Guide to DCP	2
Commissioned Officer Compensation	5-8

Customer Guide to the Division of Commissioned Personnel

Customers of the Division of Commissioned Personnel (DCP) are afforded the following ways to either contact DCP staff members or to keep up-to-date on information that DCP provides:

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

By utilizing DCP's toll-free phone number you will be able to access specific staff members of DCP, any of the branches, or the Office of the Director. When you use the toll-free number, your call will be answered with a simple, easy-to-use voice mail system.

Staff Members' Primary Digital Numbers (PDNs)

Listed in the September 1998 issue of the *Commissioned Corps Bulletin* was a brief description of the services each 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. This information is also available to you on 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

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

CorpsLine - 301-443-6843

By utilizing *CorpsLine*, you will have access to information that is specific to you. Also, the Faxback segment of *CorpsLine* contains a catalog of available documents that can be faxed to you.

Web Sites

The DCP web site address is –

<<http://dcp.psc.dhhs.gov>>

This web site 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.

The Commissioned Corps Web Site address is –

<<http://www.dhhs.gov/phs/corps>>

This web site provides information about the Corps to anyone interested in its history, personnel system, appointment criteria, and employment opportunities for student and health professionals. Links to the professional category web sites are also contained here.

Listserv

To receive announcements from 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 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 subscribe to Listserv are encouraged to forward the announcements they receive to their colleagues.

Electronic Bulletin Board

Information regarding access and use is provided elsewhere in this *Commissioned Corps Bulletin*.

Inactive Reserve Corps

The Inactive Reserve Corps Coordinator can be reached at:

Phone: 301-594-3395

Fax: 301-594-2711

E-mail: cc_ircstaff@psc.gov

DCP Address

You can write to DCP at the following address:

Division of Commissioned
Personnel/HRS/PSC
ATTN: (insert appropriate Branch*)
5600 Fishers Lane, Room (insert appropriate Room Number*)
Rockville, MD 20857-0001

*DCP Branches and Room Numbers –
Compensation Branch, Room 4-50
Medical Affairs Branch, Room 4C-06
Office of the Director, Room 4A-15
Officer Development Branch, Room 4A-18
Personnel Services Branch, Room 4-36
Transactions and Applications Section, Room 4-20

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Schedule of 1999 Commissioned Corps Retirement Seminars

The Division of Commissioned Personnel (DCP) is currently planning three Commissioned Corps Retirement Seminars to be held in the greater Washington, D.C. area:

April 27-28, 1999, in Rockville Maryland;

June 10-11, 1999, in Alexandria, Virginia (in conjunction with the Commissioned Officers Association's annual meeting); and

September 28-29, 1999, in Rockville, Maryland.

Registration for the Alexandria, Virginia, seminar must be received by April

9, 1999. Registration for the other seminars must be received no later than 45 days prior to the first day of the seminar.

Please request that a blank retirement seminar registration form be faxed to you by using the Faxback feature of *CorpsLine*. You can reach *CorpsLine* at 301-443-6843. Listen to the menu and choose the second option, "To retrieve documents through Faxback," and request document number **6536**. After completing the form, follow the instructions on the form and submit it to the Retirement Seminar Coordinator in DCP. The DCP Retirement Seminar Coordinator

can be reached at 301-594-3472 if you have additional questions.

Important Note: Anyone who wishes information on how to arrange for a Commissioned Corps Retirement Seminar to be presented outside the Washington, D.C. area should contact the DCP Retirement Seminar Coordinator at 301-594-3472.

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Meet the New Chief Professional Officer



CAPT Cynthia L. Pond

CAPT Cynthia L. Pond was selected as the Chief Professional Officer for the veterinary category effective November 1, 1998. As Chief Veterinary Officer, CAPT Pond is responsible for providing leadership and coordination of Public Health Service (PHS) veterinary professional affairs for the Office of the Surgeon General and the Department. CAPT Pond will provide guidance and advice to the Surgeon General and the Veterinary Professional Advisory Commit-

tee (Vet PAC) on matters such as recruitment, retention, and career development of PHS veterinarians.

CAPT Pond received her doctor of veterinary medicine degree in 1978. She then entered a residency program in laboratory animal medicine and received a master of science degree in pathology in 1981. After spending 1 year at the University of Michigan as a lecturer in laboratory animal medicine, CAPT Pond began her commissioned corps career as a veterinary pathologist at the National Institutes of Health (NIH). In 1983, CAPT Pond became a Diplomate of the American College of Laboratory Animal Medicine.

From 1986 to 1988, CAPT Pond was in the PHS Inactive Reserve Corps, working in the private sector as a veterinary pathologist and laboratory animal veterinarian. She returned to active duty as a laboratory animal veterinarian at the National Institute of Mental Health. Since that time she has served as laboratory animal veterinarian at the Food and Drug Administration, as PHS Liaison at the Environmental Protection Agency (EPA), and as Director of the Laboratory Animal Sciences Program at the National Center for Research Resources, NIH.

In 1994, she joined the Division of Animal Welfare in the Office for Protection from Research Risks, NIH, as Senior Assurance Officer. In this capacity, CAPT Pond is responsible for negotiating, approving, and administering institutional Assurances of Compliance with the PHS Policy for the

Humane Care and Use of Laboratory Animals, at both domestic and foreign awardee institutions. These Assurances identify specific mechanisms for compliance with all PHS Policy provisions, and are necessary for eligibility to receive PHS support. Failure of an institution to comply with the PHS Policy can lead to withdrawal of approval of an Assurance, and suspension or termination of all PHS-supported research involving animals at that institution.

CAPT Pond's memberships in veterinary professional organizations include the American Association for Laboratory Animal Science, the American Veterinary Medical Association, and the American College of Laboratory Animal Medicine. CAPT Pond was a 5-year member of the Vet PAC and served as the Vet PAC Chairperson for 2 years. She has been a member of the Commissioned Corps Awards Board, the Commissioned Corps Uniform Board, and the Commissioned Officers' Effectiveness Report Work Group. She also served as Alternate Agency Representative from the EPA, and as an Associate Recruiter for the PHS.

CAPT Pond has been a regular corps officer since 1993, and has received numerous awards including the Surgeon General's Exemplary Service Medal, three PHS Commendation Medals, two Bronze Medals for Commendable Service from the EPA, a PHS Achievement Medal, a PHS Citation, and two PHS Unit Commendations.

Dental Category Mentoring Program

The Dental Professional Advisory Committee has established a category-specific mentoring program.

- Has your career been helped by advice from a more experienced officer?
- Have you ever been asked questions by younger officers that you were not quite sure how to answer?
- Are you in mid to late career with a variety of interesting career experiences?

Participate as a Mentor

As a Mentor you will have an opportunity to pass on those positive influences from seasoned officers that aided you in the past. You will have access to sources of information to answer those difficult questions that you may have been asked by those seeking your guidance.

- Are you relatively new to the commissioned corps and unsure of your career options?
- Do you have questions about other Operating Divisions (OPDIVs)?
- Could you benefit from the advice of one who may have faced the same types of issues or problems that you are now facing?

Sign up as a Protege

As a protege, you will have the opportunity to draw from the experience of an officer with a similar background from within your OPDIV. Mentor/Protege matches that investigate other career or personal issues will also be possible.

Whether newly commissioned or considering retirement, this mentoring program will give officers the opportunity to

grow personally and to help strengthen the commissioned corps in future years.

For further information, please contact:

CDR Lee Shackelford
Phone: 618-664-6384
E-mail: lshackelford@bop.gov

Reminder Correct Duty Station Addresses

Officers are advised to check with their administrative officers to be certain that their duty station addresses are correct. Administrative officers or Commissioned Corps Liaisons will handle requests to the Division of Commissioned Personnel for changes.

Commissioned Corps Pharmacists Rise to the Occasion



Attendees at a special awards ceremony in which the National Naval Medical Center pharmacy department presented PHS Commissioned Corps pharmacy officers with a Letter of Commendation for their contributions during "Operation Baltic Challenge."

This past summer was a busy one, especially for 39 Public Health Service (PHS) Commissioned Corps pharmacy officers, who volunteered their expertise and more than 400 hours of their time to assist one of our sister Services, the U.S. Navy, in a time of need.

From June 24 to August 15, 1998, the Navy's hospital ship, *USNS Comfort*, was deployed to support "Operation Baltic Challenge." To meet the goals and responsibilities of this deployment mission, the pharmacy department at the National Naval Medical Center (NNMC) in Bethesda, Maryland, deployed fourteen full-time staff members to serve as part of the *USNS Comfort's* crew. Concurrently, three additional Naval pharmacist officers were reassigned as part of routine summer transfers. Although temporary, the resulting loss of manpower could have crippled the NNMC pharmacy department's ability to maintain their high standards of pharmacy service. At the very least, there were expectations of large increases in waiting times resulting in many displeased patients.

The NNMC pharmacy provides full inpatient/outpatient services to thousands of active-duty personnel, their dependents, and retired military beneficiaries in the Washington Metropolitan Area. The pharmacy prepares more than 500 intravenous drugs, 2,200 unit dose medications, and 3,000 outpatient prescriptions each day. These efforts require a large number of highly-trained staff members to maintain efficient operations. The expected decrease in personnel threatened to severely strain the operation of the existing system.

The Navy's need was brought to the attention of RADM Fred G. Paavola, Chief

Pharmacy Officer, PHS Commissioned Corps, who, through a coordinated effort of several commissioned officers, authorized a "call for volunteers" to the many area PHS Commissioned Corps pharmacy officers. The response to this effort was almost overwhelming. PHS pharmacy officers who are members of the PHS-1 Disaster Medical Assistance Team, and other PHS pharmacy officers stationed in and around the Bethesda, Maryland/Washington, D.C. area responded to volunteer their professional services.

PHS Commissioned Corps officers CAPT Timothy Ames, CDR Kevin Dermanoski, CDR Robert Pittman, and CAPT James Stables spearheaded the administrative tasks necessary for organizing and scheduling the volunteer effort. Uniformed PHS pharmacy officers augmented the Navy's remaining staff and professional coverage was provided in divided shifts for the hours of 0800-2000, 7 days a week, for the entire 8-week period. PHS pharmacy officers provided predominately outpatient services to hundreds of active-duty personnel, their dependents, and retirees.

The efforts of these pharmacy officers were a resounding success. Instead of increases in waiting times and other potential problems expected during this period, the Navy's computerized information tracking program demonstrated a significant improvement in the average time required to process and deliver incoming prescriptions. Not only did patient waiting times decrease but opportunities to counsel patients on their medications increased. Several drug interventions were documented by PHS pharmacy officers, averting potentially dangerous drug-drug interactions and other dosing-related problems.

Naval officers LCDR S. Koerner and LTJG C. Cimon were instrumental in designing and delivering group orientation sessions for all PHS pharmacy officers on Navy pharmacy operations. These sessions provided the PHS officers with the working knowledge they needed to operate in unfamiliar surroundings. The Head of the pharmacy department at the NNMC, CDR Skip Hall, confirmed the enthusiasm of his staff in working alongside PHS officers. He noted, "the impact of these efforts was significant and greatly appreciated not only by patients but also the NNMC pharmacy staff."

As a direct result of the dedication and professionalism demonstrated by the PHS pharmacists for this coordinated group effort, each of the PHS participants was personally awarded a special "Letter of Commendation" by RADM B. Potter, Medical Corps, USN. This unique recognition was made at an NNMC award ceremony held on October 29, 1998. Naval and PHS personnel were on hand for the ceremony. RADM Paavola was also awarded a plaque recognizing his leadership in this endeavor.

This operation is a unique example of cooperation between Services as well as a commentary on the commitment of all PHS officers to "make a difference" in administering health care to those in need.

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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.

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.

If you have any questions, please contact Ms. Nancy Persun in the Personnel Services Branch of DCP at phone number 301-594-3466.

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Commissioned Officer Compensation

Payroll Changes for 1999

With the start of a new year, there are several changes to officers' pay and benefits. Effective January 1, there are new rates for Basic Pay in the amount of 3.6%. There is a pay table for 1999 published in this issue of the *Commissioned Corps Bulletin*. Please retain this pay table for your future reference, as the Compensation Branch of the Division of Commissioned Personnel will only have a very limited supply on hand.

Form W-2 Mailing

Officers should receive their Form W-2 by the end of January for use in filing the income tax return. If you do not receive a Form W-2 for 1998 or if there are errors, please contact the Compensation Branch in writing or by phone. The address and telephone number for the Compensation Branch are as follows:

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

Retired Cost of Living Adjustment

Effective December 1998, payable January 4, 1999, retirees will be receiving a 1.3% cost of living adjustment if their retired pay was computed using the active-duty rates that were in effect prior to January 1998. For those individuals whose retired pay was computed using the January 1998 active-duty pay rates, the percentage of increase will be 1%. Survivors who are receiving an annuity under the Survivor Benefit Plan (SBP) or the *indexed* Retired Servicemember's Family Protection Plan (RSFPP) will receive an increase of 1.3%.

Recent Pay Changes

Officers are reminded that other changes in pay that affect commissioned officers are published in the *Commissioned Corps Bulletin* throughout the year.

General Payroll Information

The compensation of commissioned officers consists of two elements – pay and allowances. The pay portion is taxable income while the allowances are usually non-taxable. This section describes the various pay elements and reflects the changes authorized by the Defense Authorization Act for 1999.

Basic Pay

Basic Pay is considered to be the officer's actual salary. It is subject to Federal income

tax, and in most cases, State income tax. The rate of Basic Pay received is based on the officer's temporary grade and the Base Pay Entry Date (BPED) printed on the officer's call to active duty personnel order. The BPED date is usually your call to active duty date; however, it may be adjusted for prior service in other Uniformed Services. The second date that is important to you is the Training and Experience Date (TED). This date appears on your call to active duty personnel orders and reflects your creditable training and experience related to your health specialty and determines your rank and eligibility for promotion. Your initial rate of Basic Pay is determined by your BPED and your rank. Subsequent increases in base pay result from length of service and promotion to the next higher rank.

Special Pay

There are a number of special pays that are applicable for several categories. Veterinary and optometry officers are eligible to receive \$100 per month special pay. Special pays for medical officers include Retention Special Pay (RSP), Variable Special Pay (VSP), Board Certified Pay (BCP), Incentive Special Pay (ISP), and Multiyear Retention Bonus (MRB). Dental officers are eligible for VSP, BCP, MRB, and Additional Special Pay (ASP) as well as an accession bonus. Engineering and scientist officers may be eligible to receive Engineering and Scientific Career Continuation Pay (ESCCP). Nurse Special Pay (NSP) includes a special pay for nurse anesthetists as well as an accession bonus. Non-physician Board Certified Pay (NBCP) may be authorized for officers who meet the eligibility requirements in the nurse, dietetics, pharmacy, therapy, and health services (includes optometry) categories.

Variable Special Pay (VSP) is a monthly pay based on the medical or dental officer's years of creditable service. The creditable service entry date (CSED) reflects the officer's years of active duty as a medical or dental officer in any of the Uniformed Services and the years the officer spent participating in a medical or dental internship or residency training while not on active duty in a Uniformed Service. VSP rates range from \$5,000 to \$12,000 annually for medical officers and \$3,000 to \$12,000 for dental officers. The rate is determined by the length of creditable service.

Board Certified Pay (BCP) is a monthly pay based on the medical or dental officer's CSED and board certification. BCP ranges from \$2,500 to \$6,000 annually for medical officers and from \$2,500 to \$6,000 annually for dental officers. Officers must provide

documentation in support of certification to receive this special pay.

Non-physician Board Certified Pay (NBCP)

NBCP has been implemented by the Public Health Service (PHS) Commissioned Corps in the same manner as it has been in the other Uniformed Services. The payment of NBCP is authorized for recognized specialties that are above the normal entry level, and to be eligible a recipient must:

- (1) be a health care provider in a specialty that is authorized to receive NBCP;
- (2) have a post-baccalaureate degree in his or her clinical specialty; (MPH or MHA degrees do not substitute for your clinical specialty);
- (3) be certified by a professional board in his or her clinical specialty; and
- (4) meet the applicable criteria recognized by specialty boards.

The rates of pay range from \$2,000 to \$5,000 per year based on years of creditable service. NBCP is a taxable monthly pay, as are the other special pays.

Specialties included are: dietetics, occupational therapy, optometry, pharmacy, physical therapy, podiatry, psychology, social work, nurse anesthetist, nurse practitioner, nurse midwife, audiology/speech pathology, and physician assistant.

If you meet the above criteria, please submit a copy of your advanced degree certificate along with documentation of your board certification to the Compensation Branch.

Retention Special Pay (RSP) is a payment of \$15,000 annually for medical officers who execute a contract to remain on active duty for a specified term, usually 1 or more years. The payment is made in a lump sum usually within 90 days of the effective date of the contract. If other bonus pay contracts are negotiated, they will have concurrent dating.

Incentive Special Pay (ISP) is a special bonus for certain medical officers that is paid annually based on medical specialty. The pay ranges from \$2,000 to \$36,000 per year for a 1-year contract. There is a provision to pay ISP for medical officers who execute an ISP contract to stay on active duty for a minimum of 1 year at an isolated hardship site or a hard-to-fill location. Officers serving at the eligible sites are notified of their eligibility when they are assigned. The amount for isolated hardship sites ranges from \$11,000 to \$19,000 annually based on the category of the site. The payment is made in an annual lump sum.

Commissioned Officer Compensation

(Continued from page 5)

Multiyear Retention Bonus (MRB) is payable to medical officers at the rate of \$2,000 to \$14,000 depending on the specialty training and the duration of the contract.

Eligibility requirements for ISP and MRB include that a medical officer:

- (1) Be entitled to receive RSP;
- (2) Be in pay grade O-6 (CAPT) or below;
- (3) Not be participating in Department of Health and Human Services (HHS)-supported long-term training as defined in INSTRUCTION 1, Subchapter CC25.2, "Extramural Training," of the Commissioned Corps Personnel Manual (CCPM);
- (4) Be eligible to remain on active duty for the duration of the contract;
- (5) Be board certified or fully trained in a recognized medical subspecialty;
- (6) Have a current license to practice medicine or osteopathy;
- (7) Not be serving obligated service as a result of training (applies to MRB only); and
- (8) Enter into a contract to remain on active duty for 2-4 years. (Note that MRB and RSP contracts must have concurrent dates.)

Additional Special Pay (ASP) is payable to dental officers who execute a contract to remain on active duty for at least 1 year. Amounts range from \$6,000 to \$15,000 per year payable in a lump sum annual payment.

Multiyear Retention Bonus (MRB) for dental officers was authorized for one dental specialty, Oral-Maxillofacial surgery. Other specialties may be added. If such is the case, dental officers will be notified and the change(s) will be published in the *Commissioned Corps Bulletin*.

Nurse Special Pay is a special pay for nurse anesthetists. At the discretion of the Operating Division/Program to which they are assigned, qualified nurse officers may sign contracts to remain on active duty for 1 or more years and may be paid an amount of \$6,000 or \$15,000 depending on their obligation to the Service.

Eligibility requirements include that a nurse officer must:

- (1) Be a certified registered nurse anesthetist;
- (2) Be on active duty under a call or order to duty for not less than 1 year;
- (3) Be practicing in anesthesia services at least 112 hours per year; and
- (4) Sign an agreement to remain on active duty for 1 year or more.

Any questions regarding the nurse special pay should be directed to your Operating Division/Program Commissioned Corps

Liaison or the Nurse Staffing Officer in the Division of Commissioned Personnel (DCP) at 301-594-3360.

Also authorized is an accession bonus for registered nurses and for dentists who accept a commission as officers. Officers must sign a contract within 60 days of their call to active duty, and agree to remain on active duty for a period of not less than 4 years. The amount of the accession bonus is \$5,000 for nurses and \$30,000 for dentists. To be eligible for the accession bonus, the officer must:

- (1) Be registered (licensed);
- (2) Meet the commissioning standards for their respective category;
- (3) Not have received financial assistance from HHS or a Uniformed Service;
- (4) Not be serving obligated service pursuant to participation in an HHS-supported scholarship or training program;
- (5) Be willing to accept a commission as an officer and remain on active duty for a period not less than 4 years; and
- (6) Not have been on extended active duty in any Uniformed Service during the previous 12 months for nurse officers and previous 24 months for dental officers.

Engineering and Scientific Career Continuation Pay (ESCCP) is a special pay for engineer or scientist officers who are assigned to positions designated as critical shortage positions. For engineers, the positions deemed as critical shortage positions are the locations designated as isolated hardship sites. Scientist officers occupying billets in which the civil service equivalent would be eligible for special pay are deemed critical shortage positions. Other eligibility criteria are:

- (1) Not be receiving any other accession or career continuation bonus or annual bonus authorized by 37 U.S.C. 302;
- (2) Not be serving obligated service pursuant to participation in an HHS-supported scholarship or training program;
- (3) Be below pay grade O-6;
- (4) Hold an earned degree in engineering or science from an accredited college or university;
- (5) Be a member of the engineer or scientist categories or meet the standards for appointment to the scientist category;
- (6) Have completed 3 but less than 11 years of active duty with a Uniformed Service of which at least 3 years is duty as an engineer or scientist officer, or served on active duty for 3 but less than 11 years after meeting requirements for eligibility;

- (7) Be serving in an engineering or scientific specialty that is specified as a critical shortage specialty;
- (8) Not have been called to active duty as an interservice transfer or served on active duty in another Uniformed Service within the last 12 months;
- (9) Not be participating in HHS-supported long-term training as defined in INSTRUCTION 1, Subchapter CC25.2, "Extramural Training," of the CCPM; and
- (10) Execute a written agreement to remain on active duty for at least 1 year in the critical shortage position.

Deductions from Pay include taxes, both State and Federal, and Social Security (FICA). Officers must submit Form W-4, "Employee's Withholding Allowance Certificate," to the Compensation Branch to determine the rate of withholding of Federal income tax. Officers claim withholding allowances based on their marital status, number of dependents, and other adjustments to income. Worksheets are provided with Form W-4. *Note: The withholding rate for annual bonus payments is 28%.*

State income taxes are withheld based on the officer's State of legal residence. Officers notify the Compensation Branch of their State of legal residence by completing form DD-2058, "State of Legal Residence Certificate," and if appropriate, State taxes are withheld. State tax laws vary so you should contact your State tax service for assistance.

Social Security (FICA) will continue to be deducted from each officer's pay at the rate of 7.65%, which is the same rate as in 1998. The maximum salary for which Social Security will be deducted has increased to \$72,600. The Social Security deduction comprises two parts, namely Old Age Survivors' and Disability Insurance (OASDI) and Hospital Insurance (HI). The rate of deduction for OASDI is 6.2% with a maximum deduction taken on the first \$72,600 of income. The HI portion is 1.45% and is deducted on the remaining taxable wage base. In other words, the social security deduction will be 7.65% on the first \$72,600 of wages and 1.45% thereafter. Officers earning more than \$72,600 will see a change in the net take-home pay when that amount has been reached.

Servicemember's Group Life Insurance (SGLI) fees will automatically be deducted to insure the officer for \$200,000 life insurance unless the officer prefers a lesser amount, a higher amount, or does not want to be insured. To decline the insurance, the officer must submit form SGLV-8286,

(Continued on page 7)

Commissioned Officer Compensation

(Continued from page 6)

“Servicemember’s Group Life Insurance Election and Certificate,” on or before his or her first day of active duty. For officers who do not decline, \$16 will be deducted from their first and subsequent pay checks.

Using form SGLV-8286, officers may (1) decline coverage, or (2) elect a reduced level of insurance in a multiple of \$10,000. The premium rates are \$0.80 per \$10,000 of coverage.

Allowances are generally non-taxable income and include Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA), Dislocation Allowance (DLA), and Move-In Housing Allowance (MIHA). Continental United States Cost of Living Allowance (CCOLA) is a taxable allowance.

Basic Allowance for Subsistence (BAS) is a monthly allowance payable to all officers unless meals are provided by the Service. Currently the amount payable is \$157.26 per month for all officers.

Basic Allowance for Housing (BAH)

The Basic Allowance for Quarters (BAQ) and the Variable Housing Allowance (VHA) have been eliminated as a result of the 1998 Defense Authorization Act. These allowances were replaced with the Basic Allowance for Housing (BAH). The BAH rates for officers are determined by the officer’s grade and dependency status. The rates vary by duty station location. However, there is no offset, thus eliminating the need to report current housing costs to the Compensation Branch for 1998 and future years.

BAH Rate Protection

Officers will be rate protected with the BAH. The 1999 rate will be either the published BAH rate or the rate of BAQ and VHA in effect on December 31, 1998, whichever is greater. Each year, when the BAH rates change, the new rate will be the greater of the new rate or the rate in effect the day previous to the new rates. There are three circumstances that could lead to a reduction in BAH, each of which involves a change in status:

- (1) Permanent change of station (PCS) will result in different rates of BAH based on your new duty station. There is no rate protection when changing duty stations.
- (2) If you are demoted, your BAH will revert to the current published rate appropriate to your new grade. Promotions

will not lower your housing allowance.

- (3) If there is a change in dependency status, your rate of BAH will be determined by your new dependency status and the current published rate of BAH for your grade and duty station.

Overseas Housing Allowance (OHA) - Officers stationed overseas, other than Alaska and Hawaii, who live on the local economy may be eligible to receive OHA. The amount an officer receives is the difference between the rent being paid and the BAQ, provided the rent does not exceed the established rent cap. If a member owns quarters, the rent will be determined by dividing the purchase price by 120 to determine the monthly rental rate.

Cost of Living Allowance (COLA) is authorized to officers assigned to overseas areas to enable the officer to maintain approximately the same standard of living as in the Continental United States (CONUS). The rate established is based on the officer’s grade, base pay entry date, and the actual number of dependents residing in his or her household.

Continental United States Cost of Living Allowance (CCOLA) is a taxable allowance paid to officers assigned to designated high cost areas within CONUS. This allowance was implemented on July 1, 1995, and the rates will vary depending upon the officer’s rank and dependency status.

Dislocation Allowance (DLA) - An officer is eligible to receive a DLA if he or she relocates his or her household as a result of a Permanent Change of Station (PCS). DLA is a non-taxable allowance that is meant to partially reimburse the officer for expenses incurred in closing out his or her household and establishing a new household. The amount is equivalent to 2.5 months’ BAQ. *Note:* The Compensation Branch does not process DLA. The procedure for requesting DLA is similar to requests for travel and travel reimbursement.

U.S. Savings Bonds - Many officers find that purchasing U.S. Savings Bonds from their salary is a convenient and reliable way to systematically save money. Form SBD-2090, “Authorization for Purchase and Request for Change, U.S. Series EE Savings Bonds,” allows an allotment to be withheld from an officer’s salary toward the purchase of savings bonds. The EE series bonds are purchased for half their face value and may not be cashed for 6 months from the date of issue. The minimum bond denomination is \$100.

Officer Responsibilities

Officers should notify the Compensation Branch immediately of changes in their payroll address. This is important for proper receipt of your monthly earnings statement. You must also notify the Compensation Branch of changes regarding your dependents.

Officers should pay particular attention when submitting various forms to the Compensation Branch. Remember that these forms affect your pay and the information should be clearly printed or typed.

Payday

Payday is usually the first day of the month. If the first day of the month is on a non-workday, officers may expect to receive their pay on the previous workday. The exception is the December payday which will be the last workday of the month. The Compensation Branch must be notified in writing of changes no later than the 10th of the month in order for the changes to be processed in the current month. Submission of changes as early in the month as possible will facilitate completion of processing in a timely manner.

Pay dates for 1999

Payroll Month	Active Duty	Retired/Survivors
January 1999	February 1	February 1
February 1999	March 1	March 1
March 1999	April 1	April 1
April 1999	April 30	May 3
May 1999	June 1	June 1
June 1999	July 1	July 1
July 1999	July 30	August 2
August 1999	September 1	September 1
September 1999	October 1	October 1
October 1999	November 1	November 1
November 1999	December 1	December 1*
December 1999	December 30	January 3, 2000

* Last pay day for 1999 tax year for retired officers and survivors.

Annual Earning Statements (Form W-2) - Annual earning statements are scheduled to be mailed to all officers at the end of January. Please be sure to notify the Compensation Branch, in writing, if you have changed your payroll address. The statements will be mailed to the same address as your monthly earnings statement, i.e., your payroll address.

(Continued on page 8)

Commissioned Officer Compensation

(Continued from page 7)

Earning Statements - Please read your pay slip! Each month, approximately 5 work-days before the end of the month, form PHS-6155, "Statement of Earnings and Deductions," is mailed to each officer. The statement provides a detailed breakdown of your earnings, both taxable and non-taxable, and deductions that include Federal Tax Withholding, State Tax Withholding (if appropriate), Social Security (FICA), and Servicemember's Group Life Insurance (SGLI). The net check is the amount of pay you receive in the form of funds transferred to your account at a financial institution. In addition, a year-to-date summary is provided. The Statement of Earnings and Deductions is sent to the payroll address which you provide to the Compensation Branch. This payroll address does not change unless you provide written notification of the change to the Compensation Branch. In many cases, this address is your personal address rather than a duty station address to assure your receipt of this important information.

You should pay particular attention to the MESSAGE area of your Statement of Earnings and Deductions. In addition to a general information message, the Compensation Branch prints specific messages to notify you of changes (corrections, adjustments,

etc.) in your pay, or to alert you to potential changes. At least once a year, there is a message regarding form PHS-1637-1, "PHS Commissioned Officer's Request for Dependency Determination." It is necessary for you to submit at least annually a form for dependency determination in order to receive BAH at the "with" dependent rate. Failure to submit form PHS-1637-1 will result in the Compensation Branch paying you at the "without" dependent rate. You will find that noting the MESSAGE on your pay slip may be as important as looking at the deposited amount!

Designation of Address -The PHS commissioned officer payroll system requires you to have your net salary credited directly to your account at a financial institution and to receive your Statement of Earnings and Deductions, bonds, and other personnel/payroll documents at a separate address of your choice. This method increases your privacy and provides for prompt, reliable, and secure delivery of important and confidential personnel/payroll documents.

To have your net salary credited to your account, complete a form SF-1199A, "Direct Deposit Sign-Up Form," and have it authorized by the financial institution holding the account to which you want your salary credited. You must then submit the form to the

Compensation Branch, along with the designation of an address for your other payroll documents. We recommend the address you designate be the same address you use to receive other types of mail. Our experience has shown that officers who use the duty organization address to receive the earning statements usually do not receive these documents as timely as those using a personal address.

The payroll address does not change when you transfer. You must notify the Compensation Branch, in writing, when you want your payroll address changed.

DO NOT FAX PAYROLL INFORMATION. The Compensation Branch cannot accept faxed information for updating pay records. Requests for changes to pay records, i.e., address changes, changes in marital status, and tax withholding must be in writing with an original signature in order for the Compensation Branch to process. Changes should be received by the 10th of the month in order to provide time for the changes to be processed for the current month. Although the fax method might appear to facilitate the transmission of information, the security and confidentiality of the information, as well as the quality, are not sufficient for payroll records.



DEPARTMENT OF HEALTH AND HUMAN SERVICES PAY AND ALLOWANCES OF PUBLIC HEALTH SERVICE COMMISSIONED CORPS OFFICERS EFFECTIVE JANUARY 1, 1999 (3.6%)															
MONTHLY RATES OF BASIC PAY CUMULATIVE YEARS OF SERVICE															
PAY GRADE	2 OR LESS	OVER 2	OVER 3	OVER 4	OVER 6	OVER 8	OVER 10	OVER 12	OVER 14	OVER 16	OVER 18	OVER 20	OVER 22	OVER 24	OVER 26
O-10	7,838.70	8,114.40	8,114.40	8,114.40	8,114.40	8,425.80	8,425.80	8,892.60	8,892.60	9,528.90	9,528.90	10,167.00	10,167.00	10,167.00	10,800.00
O-9	6,947.10	7,129.20	7,281.00	7,281.00	7,281.00	7,466.10	7,466.10	7,776.90	7,776.90	8,425.80	8,425.80	8,892.60	8,892.60	8,892.60	9,528.90
O-8	6,292.20	6,481.20	6,634.50	6,634.50	6,634.50	7,129.20	7,129.20	7,466.10	7,466.10	7,776.90	8,114.40	8,425.80	8,633.70	8,633.70	8,633.70
O-7	5,228.40	5,583.90	5,583.90	5,583.90	5,834.40	5,834.40	6,172.50	6,172.50	6,481.20	7,129.20	7,619.70	7,619.70	7,619.70	7,619.70	7,619.70
O-6	3,875.10	4,257.30	4,536.60	4,536.60	4,536.60	4,536.60	4,536.60	4,536.60	4,690.80	5,432.40	5,709.60	5,834.40	6,172.50	6,381.00	6,694.20
O-5	3,099.60	3,639.30	3,891.00	3,891.00	3,891.00	3,891.00	3,891.00	4,008.00	4,224.30	4,507.50	4,845.00	5,122.20	5,277.90	5,462.40	5,462.40
O-4	2,612.40	3,181.20	3,393.30	3,393.30	3,456.30	3,608.70	3,855.30	4,071.90	4,257.30	4,444.80	4,566.60	4,566.60	4,566.60	4,566.60	4,566.60
O-3	2,427.60	2,714.10	2,901.90	3,210.60	3,364.50	3,484.80	3,673.80	3,855.30	3,949.50	3,949.50	3,949.50	3,949.50	3,949.50	3,949.50	3,949.50
O-2	2,117.10	2,312.10	2,777.70	2,871.30	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40	2,930.40
O-1	1,838.10	1,913.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10	2,312.10
Above table does not apply to commissioned officers who have been credited with over 4 years of active service as an enlisted member (see table below).															
COMMISSIONED OFFICERS WHO HAVE BEEN CREDITED WITH OVER 4 YEARS ACTIVE SERVICE AS AN ENLISTED MEMBER															
	PAY GRADE	OVER 4	OVER 6	OVER 8	OVER 10	OVER 12	OVER 14	OVER 16	OVER 18	OVER 20	OVER 22	OVER 24	OVER 26		
	O-3E	3,210.60	3,364.50	3,484.80	3,673.80	3,855.30	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	
	O-2E	2,871.30	2,930.40	3,023.40	3,181.20	3,303.00	3,393.30	3,393.30	3,393.30	3,393.30	3,393.30	3,393.30	3,393.30	3,393.30	
	O-1E	2,312.10	2,469.90	2,560.80	2,653.80	2,745.90	2,871.30	2,871.30	2,871.30	2,871.30	2,871.30	2,871.30	2,871.30	2,871.30	
Basic Allowance for Subsistence is \$157.26 Basic Pay is limited to \$9,225.00 per month.															

Meet the Director of Health and Safety, U.S. Coast Guard



RADM Joyce M. Johnson

RADM Joyce M. Johnson was appointed as Director of Health and Safety and Chief Medical Officer of the U.S. Coast Guard on September 1, 1997. Concurrently, she was promoted to Rear Admiral, upper half (O-8). She serves as the primary medical consultant to both the Commandant of the Coast Guard and the Secretary of the Department of Transportation.

RADM Johnson has responsibilities for Coast Guard health, safety, and security. She oversees medical care at more than 150 sick bays and clinics, ashore and afloat, worldwide. She also emphasizes preventive medicine through environmental health and wellness programs. She has oversight of the Coast Guard food services activities at more than 380 galleys. The safety program includes aviation, shipboard, and shore safety including a human factors research program. The safety responsibilities include aviation safety at 30 air facilities with 160 fixed and rotary winged craft; afloat safety on 229 cutters and 1,680 small boats; and shore safety at 1,000 shore facilities. Anti-terrorism and force protection have recently been added to her responsibilities.

RADM Johnson's previous assignments include senior scientific and management positions with the Food and Drug Administration and the Substance Abuse and Mental Health Services Administration. She has held clinical positions at the National Institute of Mental Health (St. Elizabeths Hospital) and with the Department of Veterans Affairs. At the Centers for Disease Control and Prevention, she was an Epidemiologic Intelligence Service Officer and also a staff epidemiologist in the Center for Infectious Disease.

RADM Johnson has supported numerous Public Health Service (PHS) Commissioned Corps activities. She is currently PHS Chief Medical Officer and is editing a new edition

of *The Ship's Medicine Chest or Medical Aid at Sea*. She has been an active member on the Disaster Medical Assistance Team since 1985, having been deployed on several occasions. She has received the Medical Readiness Badge for her Commissioned Corps Readiness Force qualifications.

RADM Johnson was commissioned into the Corps in 1980 and began an internship at the PHS Hospital in Baltimore, Maryland. She is board certified in three medical specialties: Public Health and Preventive Medicine, Clinical Pharmacology, and Psychiatry. She is a Certified Addiction Specialist. Prior to her commissioning, she earned a masters degree in Hospital and Health Administration and worked several years in that field.

RADM Johnson has received 30 PHS awards and ribbons including two Outstanding Service Medals (one with valor). RADM Johnson has more than 60 publications and writes the monthly "Ask the Doctor" column for *The Retired Officer Magazine*. She has extensive international health experience, and has lectured in Europe, Asia, and Africa on a variety of medical and public health topics. She is on the U.S. Coast Guard Academy Board of Trustees and is an adjunct faculty member of the Uniformed Services University of the Health Sciences and Georgetown University Medical School. She is active in numerous professional organizations.



Request for Application – Commissioned Corps Readiness Force

The Office of Emergency Preparedness is now accepting requests for applications for the Commissioned Corps Readiness Force (CCRF). Every current CCRF member is also asked to submit a request for application in order to assure that information in the CCRF database is current.

Of particular importance in this new application process is the information pertaining to each officer's specialty, whether the officer is credentialed or not, and/or whether the officer is currently practicing in his or her specialty. A major objective is to maintain a database that is up-to-date, accurate, and can be relied upon to identify specific specialties as the needs arise.

Members will be further notified regarding CCRF requirements and other pertinent information through the CCRF web site <<http://oep.osophs.dhhs.gov/ccrf/>> and the *Commissioned Corps Bulletin*. It is anticipated that a CCRF newsletter will be developed to periodically disseminate important information.

Note: The information collected on the "Request for Application" will be used to con-

tact you in order to complete the full application. You may complete the full application on-line at

<<http://oep.osophs.dhhs.gov/ccrf/>>

or over the phone at 301-443-1167 ext. 957 or 1-800-USA-NDMS ext. 957. The applica-

tion request can be faxed to 301-443-4428 or mailed to:

Office of Emergency Preparedness
ATTN: Commissioned Corps Readiness Force
12300 Twinbrook Parkway, Suite 360
Rockville, MD 20857-0001



Commissioned Corps Readiness Force (CCRF) Request for Application

PHS Serial No. _____

Full Name _____

Duty Phone No. _____

Duty Fax No. _____

Pager No. _____

Home Phone No. _____

Work E-mail _____

Home E-mail _____

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.

<i>Category/OPDIV</i>	<i>Description of Position</i>
MEDICAL	
<i>COAST GUARD</i> — Rockville, MD	Physician Liaison Contact: CAPT David Heppel 301-443-2250 Grade: O-6 VAATS ID: HBD-93-0090 Serves as the liaison to the Traffic Injury Control Program on policy and program issues related to the Emergency Medical System (EMS). Serves as principal physician liaison officer to the Department of Defense on EMS issues.
NURSE	
<i>INDIAN HEALTH SERVICE</i> — Fairbanks, AK Galena, AK	Nurse Practitioner Contact: Mr. Charles Surface 907-451-6682 ext.3688 Grades: O-3/O-4 VAATS ID: HGC-93-0126 Provides instruction, medical supervision, and supportive services to Community Health Aides/Practitioners in village or sub-regional clinics.
<i>INDIAN HEALTH SERVICE</i> — Fairbanks, AK	Rural Health Services Director Contact: Mr. James Kohler 907-452-3142 Grades: O-5/O-6 VAATS ID: HGC-93-0127 Responsible for overall management and integration of various rural health programs. Provides program planning and service delivery, financial activities, and implementation of the Health Services Strategic Plan.
PHARMACY	
<i>BUREAU OF PRISONS</i> — Various Sites	Staff/Senior Pharmacist I Contact: CAPT John Babb 202-307-2867 ext. 128 Grade: O-4 VAATS ID: HBE-93-0304 Locations: Jesup, GA; Forrest City, AR, Terre Haute, IN; Carswell, TX; Tallahassee, FL; Sheridan, OR; Leavenworth, KS; Miami, FL; FT Devens, MA; and Atlanta, GA.
<i>BUREAU OF PRISONS</i> — Various Sites	Chief Pharmacist Contact: CAPT John Babb 202-307-2867 ext. 128 Grade: O-5 VAATS ID: HBE-93-0305 Locations include Ashland KY; Taladega, AL; and Forrest City, AR.
HEALTH SERVICES	
<i>NATIONAL INSTITUTES OF HEALTH</i> — Bethesda, MD	Director, National Center of Medical Rehabilitation Research Contact: Mr. Christopher Parker 301-496-3367 Grade: O-6 VAATS ID: HNT-93-0018 Ph.D. in biomedical or health sciences preferred. <input type="checkbox"/>

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	
<i>CAPTAIN</i>	
John F. Lee, Jr.	11-12-98
Robert R. Smith	11-15-98
DENTAL	
<i>CAPTAIN</i>	
Maurice S. Rodgers	11-19-98
Gerson Wasserman	11-08-98
NURSE	
<i>CAPTAIN</i>	
John P. Crowley	11-06-98
Mary Rose A. Kennedy	11-08-98
COMMANDER	
Mary Y. Salmon	10-17-98
ENGINEER	
<i>CAPTAIN</i>	
James G. Terrill, Jr.	12-01-98
PHARMACY	
<i>CAPTAIN</i>	
Gene G. Knapp	11-28-98
HEALTH SERVICES	
<i>CAPTAIN</i>	
Viola L. Cunningham	10-20-98
COMMANDER	
John F. Bopp	11-12-98

VA's Memorial Program Service

The Department of Veterans Affairs (VA) National Cemetery System has a toll-free number for veterans or their dependents to inquire about VA's headstone and grave marker program. The toll-free number is 1-800-697-6947. Phones are answered Monday through Friday, from 8 a.m. to 5 p.m., Eastern time.



Commissioned
Corps
PERSONNEL
MANUAL



ESTABLISHED BY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

Commissioned Corps Personnel Manual INSTRUCTIONS

The following INSTRUCTIONS have been distributed recently. If you wish to see an issuance, please contact your administrative office or access the Commissioned Corps Personnel Manual (CCPM) at the DCP web site

<<http://dcp.psc.dhhs.gov>>

T.S. 633 dated September 25, 1998 –

INSTRUCTION 4, Subchapter CC23.6, "Nonduty with Pay Status." This INSTRUCTION states the policies and procedures regarding the placing of a commissioned officer of the Public Health Service (PHS) into nonduty with pay status for limited periods of time. It also removes the following from the CCPM – INSTRUCTION 3, Subchapter CC10,

"Verification List," (now available on *CorpsLine* and the DCP web site) and INSTRUCTION 6, Subchapter CC11, "System for Distribution of Commissioned Corps Printed Materials," (will be retained for future reference).

T.S. 634 dated September 25, 1998 –

INSTRUCTION 3, Subchapter CC23.7, "Reduction in Strength Within the PHS Commissioned Corps Due to Program Reductions." This INSTRUCTION was rewritten to allow regular corps officers to have preference and priority over reserve corps officers when there is a major reduction in the PHS Commissioned Corps strength.

T.S. 635 dated September 25, 1998 –

INSTRUCTION 4, Subchapter CC23.7, "Involuntary Termination of Regular Corps Officers for Marginal or Substandard Performance." This IN-

STRUCTION states policies and procedures under which the commissions of officers on active duty in the regular corps of the PHS may be terminated without their consent because of marginal or substandard performance.

T.S. 636 dated November 10, 1998 –

INSTRUCTION 9, Subchapter CC22.2, "Multiyear Retention Bonus." This INSTRUCTION was revised to include new medical rates effective January 1, 1999.

T.S. 637 dated November 10, 1998 –

INSTRUCTION 10, Subchapter CC22.2, "Incentive Special Pay." This INSTRUCTION was revised to add Fiscal Year 1999 rates. □

Call for Nominations for the Physicians Professional Advisory Committee's 1999 Awards

The Physicians Professional Advisory Committee (P-PAC) is accepting nominations for three physician awards to be presented at the Commissioned Officers Association's annual meeting to be held June 6 through 9, 1999, in Alexandria, Virginia. The awards will honor physicians who are either civil service employees or commissioned officers.

The first award is the *Clinical Physician of the Year*. This award will recognize a clinical physician who consistently achieves high standards in the practice of medicine, finds innovative ways of delivering quality health care despite the constraints of budget and personnel, is consistently looked upon as a role model by his or her peers, and is a valuable resource person due to the extended length of his or her service.

The next award is the *Physician Researcher of the Year*. This award recognizes individual initiative, accomplishment, and accountability for actions that increase the overall effectiveness of Operating Divisions/Programs (OPDIVs) through research. This individual has established research programs or approaches that enhance health care delivery or has improved existing research programs. In addition, he or she has developed and implemented research programs that have raised the health and safety consciousness of the public or resulted in significant cost savings or cost avoidance.

The final award is the *Physician Executive of the Year*, which recognizes a physician executive who plays a key role in the

successful administration or management of an office or program activity in an OPDIV. This individual makes exceptional contributions to the accomplishments, goals, and objectives while serving as a manager, administrator, or supervisor. He or she exercises exceptional judgment in making managerial decisions and develops innovations that provide increased effectiveness in the management of programs. He or she makes choices that maximize the use of available resources and enhances the goodwill between the United States Government and the public.

All nominations received by **April 16, 1999**, will be considered. Submissions sent by fax or e-mail will not be accepted. Each nomination package should include a brief narrative (1 or 2 pages) explaining how the physician meets the award criteria, the nominee's title, OPDIV, address, fax number, and telephone number. The nominee's current curriculum vitae should also be included. A brief, one sentence statement as to the reason this nominee deserves this award should also be included in the nomination package. All nominations should be addressed to:

CAPT Timothy D. Mayhew
Chair, P-PAC Awards Committee
Dzilh Na O Dith Hle IHS Facility
6 Rd 7586
Bloomfield, NM 87413 □



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 □

Outside Professional Activity

Public Health Service (PHS) officers wishing to pursue outside professional activities must complete Department of Health and Human Services (HHS) form HHS-520, "Request for Approval of Outside Activity." Officers are held responsible for reviewing and complying with the reference listed on the form, i.e., HHS Standards of Conduct Regulations.

Listed below are excerpts from various sources that apply to outside professional activities and prohibit officers from accepting compensation from the Federal government for those activities. The prohibitions include billing the Beneficiary Medical Program Section of the Medical Affairs Branch, Division of Commissioned Personnel, for services rendered to PHS officers. Additionally, officers cannot bill Medicare or other Federal instrumentalities for services.

- *Standards of Conduct memorandum* dated July 13, 1998, page 6, Conditions for Outside Activities, paragraph d. "No Other Federal Employment. While active-duty PHS officers may receive permission to pursue outside professional activities, they may not be otherwise employed or compensated by the United States Government. Specifically, active-duty PHS officers, like members of the military services, are not entitled to receive any additional pay for performing services for another component of the Federal government. Moreover, the Comptroller General has determined that active-duty PHS officers who receive public funds for which they are not otherwise entitled acquire no right to those funds and are liable to make

restitution to the Federal government." (Note: This memorandum is sent annually from the Director of the Division of Commissioned Personnel (DCP) to active-duty commissioned officers of PHS.)

- *United States Code, Title 5, Section 5536, Government Organization and Employees.* "Extra pay for extra services prohibited. An employee or a member of a Uniformed Service whose pay or allowances is fixed by statute or regulation may not receive additional pay or allowances for the disbursement of public money or for any other service or duty, unless specifically authorized by law and the appropriation therefore specifically states that it is for the additional pay or allowance."
- *Commissioned Corps Personnel Manual Pamphlet No. 62, "Commissioned Officer's Handbook,"* dated Spring 1998, page 53, paragraph d. "No Other Federal Employment. An active-duty PHS officer may receive permission to pursue outside professional activities. An officer may not be otherwise employed or compensated by the U.S. Government."

When an officer signs block 14 on form HHS-520 it signifies that he or she has complied with block 13 which states: "This request is made with full knowledge of Department and Operating Division policy and procedures on outside activities . . ."

If an officer receives monies to which he or she is not entitled, the officer will be required to make full restitution to

the Federal government. Furthermore, the Standards of Conduct memorandum states that officers "will be disciplined by their Operating Division/Program, DCP, or the Surgeon General, as appropriate, in addition to any penalty prescribed by law."

Questions about outside activities should be directed to the Chief Legal Advisor, DCP, at 301-594-2730 or the Special Counsel for Ethics in the Department's Office of the General Counsel at 202-690-7258.

Retirements - December

Title/Name *OPDIV/Program*

MEDICAL

CAPTAIN

William J. Martone CDC

DENTAL

CAPTAIN

John E. Kehoe HRSA

Harold A. Black IHS

Allen R. Bond IHS

Christopher Delecki IHS

COMMANDER

Robert G. Doherty HRSA

John B. Veasley BOP

PHARMACY

CAPTAIN

Alfredo Matiella, Jr. HRSA

Tillman H. Hughes IHS



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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