

MANUAL: Personnel
 Chapter Series CC--Commissioned Corps Personnel Manual
 Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Public Health Service

Chapter CC23--Staffing
 Subchapter CC23.1--Recruitment
 Personnel INSTRUCTION 5--Commissioned Corps Personnel Manual
 Informational Materials

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Section A. Purpose and Scope

1. This INSTRUCTION contains a current list of the contents of applicant packets (Exhibit I), and a current list of Commissioned Corps Personnel Manual (CCPM) information pamphlets (Exhibit II) available to all PHS agencies, their component programs, and PHS Regional Offices. This INSTRUCTION also sets forth the correct method for requesting these materials. It should be noted that recruitment materials are available through the recruitment program (see B.1., below).
2. The list of CCPM information pamphlets (See Exhibit II) includes titles, publication numbers, and the latest revision dates. When new pamphlets are added or old ones revised, addressees on the management and administrative audience mail key will be notified (See INSTRUCTION 6, Subchapter CC11, "System for Distribution of Commissioned Corps Printed Materials," of this Manual). Individual officers receive CCPM Pamphlet No. 62, "Commissioned Officer's Handbook," CCPM Pamphlet No. 61, "Information on Uniforms," and

CCPM Pamphlet No. 11, "Information on Shipment of Household Goods," upon call to active duty. Other materials/pamphlets are furnished to officers as needed. All materials are available for review in administrative offices. PHS agencies, their component programs, and PHS Regional Offices holding older editions should submit requests for current materials. Older editions should be destroyed.

Section B. Requesting Materials

1. Individual requests for recruitment materials, general duty or Commissioned Officer Student Training and Extern Program (COSTEP) applicant packets shall be addressed to PHS Recruitment, 8201 Greensboro Drive, Suite 600, McLean, VA 22102.
2. Requests for supplies of applicant packets, any information pamphlet(s) or recruitment materials, by administrative officers, personnel officers, and similar officials must be submitted for approval on form PHS-6268, "Printed Matter Order Form," in triplicate (See Exhibit III) to the Distribution Control Officer, Division of Commissioned Personnel (DCP), Office of the Surgeon General, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Upon approval by the Distribution Control Officer, DCP will forward the request to the Publications Distribution Center for shipment directly to the requester.
3. If the request for supplies of general duty or COSTEP applicant packets or any pamphlet(s) requires delivery of materials to multiple addressees, the completed form PHS-6268 must be received in DCP 30 to 60 days in advance of the date needed. The address portion of form PHS-6268 must be complete to ensure timely and accurate delivery.

EXHIBIT I

CONTENTS OF GENERAL DUTY APPLICANT PACKET

- 1 copy Letter (containing instructions for submitting application materials) addressed: "To Applicants for Appointment in the Commissioned Corps of the Public Health Service" signed by the Director, Division of Commissioned Personnel, Office of the Surgeon General
- 2 copies Form PHS-50 (Rev. 6/91), "Application for Appointment as a Commissioned Officer in the U.S. Public Health Service"
- 4 copies Form PHS-1813 (Rev. 6/91), "Reference Request for Applicants to the U.S. Public Health Service"
- 1 copy SF-85 (Rev. 12/90), "Questionnaire for Non-Sensitive Positions"
- 1 copy SF-86A (Rev. 12/90), "Continuation Sheet for Questionnaires SF-86, SF-85P, SF-85"
- 1 copy SF-87 (Rev. 4/84), "U.S. Office of Personnel Management Fingerprint Chart"
- 4 copies Letter-size return envelopes pre-addressed to Chief, Transactions and Applications Branch, DCP/OSG

CONTENTS OF COSTEP APPLICANT PACKET

- 1 copy Letter (containing instructions for submitting application materials) addressed: "To Applicants for Appointment in the Commissioned Officer Student Training and Extern Program (COSTEP) of the Public Health Service" signed by the Director, Division of Commissioned Personnel, Office of the Surgeon General
- 2 copies Form PHS-50 (Rev. 6/91), "Application for Appointment as a Commissioned Officer in the U.S. Public Health Service"
- 4 copies Form PHS-1813 (Rev. 6/91), "Reference Request for Applicants to the U.S. Public Health Service"
- 1 copy SF-92 (Rev. 10/74), "Report of Medical History"
- 1 copy Instructions for completion of SF-93, "Report of Medical History"
- 1 copy Form PHS-5144 (Rev. 10/91), "COSTEP Control Record"
- 1 copy Form PHS-5141 (Rev. 12/78), "PHS Commissioned Corps Appointment Affidavit"
- 1 copy SF-87 (Rev. 4/84), "U.S. Office of Personnel Management Fingerprint Chart"
- 4 copies Letter-size return envelopes pre-addressed to Chief, Transactions and Applications Branch, DCP/OSG

EXHIBIT II

LIST OF INFORMATION PAMPHLETS

<u>Pamphlet Number</u>	<u>Title</u>	<u>Latest Revision Date</u>
<u>1/</u> CCPM 1	Commissioned Officer Roster and Promotion Seniority	January 1991
CCPM 11	Information on Shipment of Household Goods	April 1991
<u>2/</u> CCPM 24	Information on Commissioned Officers' Retirement	July 1991
CCPM 32	Information on Separation	November 1990
CCPM 51	Information on Temporary Duty Travel	July 1991
<u>3/</u> CCPM 56	Overseas Duty Guide	September 1990
<u>4/</u> CCPM 58	A Supervisor's Guide to the Commissioned Corps Personnel System	May 1990
<u>5/</u> CCPM 61	Information on Uniforms	December 1990
<u>6/</u> CCPM 62	Commissioned Officer's Handbook	May 1990
CCPM 63	Information on Commissioned Officer Survivors Benefits	September 1990

- 1/ CCPM 1 is mailed annually by DCP to individual officers.
- 2/ CCPM 24 is maintained by the DCP Retirement Specialist and is intended only for officers nearing retirement.
- 3/ CCPM 56 is sent to officers along with their personnel orders to serve overseas.
- 4/ CCPM 58 may be obtained from Agency Liaison officials.
- 5/ CCON 61 is included in each officer's call to duty packet.
- 6/ CCPM 62 is included in each officer's call to duty packet and additional copies may be obtained from Agency Liaison Officials.

EXHIBIT III

FORM PHS-6268, "PRINTED MATTER ORDER FORM"

FORMS AND PUBLICATIONS DISTRIBUTION CENTER PRINTED MATTER ORDER FORM		SHIP TO: (GIVE COMPLETE ADDRESS PLEASE)	
DATE OF ORDER:	CUSTOMER NO.:		
<small>MARK BOX BELOW FOR KIND OF MATERIAL REQUESTED (ONE KIND ONLY PER ORDER):</small> <input type="checkbox"/> FORMS <input type="checkbox"/> EMERGENCY REQUIREMENTS <input type="checkbox"/> SEMI-ANNUAL REPLENISHMENT <input type="checkbox"/> JAN./JULY CYCLE <input type="checkbox"/> APR./OCT. CYCLE <input type="checkbox"/> PUBLICATIONS <input type="checkbox"/> MANUAL ISSUANCES <input type="checkbox"/> COMMISSIONED CORPS MATERIALS	REQUESTED BY:	TELEPHONE NO.	
	APPROVED BY:	DATE	
	APPROVED BY:	DATE	
	APPROVED BY:	DATE	
		(TO BE COMPLETED BY DISTRIBUTION CENTER PERSONNEL)	
		COMPUTER ENTRY DATE	ORDER NO.
		ENTERED BY	
ITEM NUMBER	DESCRIPTION OR TITLE	QUANTITY	UNIT OF ISSUE *

PHS-6268 (Rev. 10/84) SS: 17g
 * See Forms Catalog for unit of issue when ordering forms. Carton is not a unit of issue for any printed materials because carton quantities vary. Page _____ of _____

