

MANUAL: Personnel
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DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Public Health Service

Chapter CC23--Staffing
 Subchapter CC23.5--Utilization
 Personnel INSTRUCTION 7--Detail of PHS Commissioned Officers to
 Congressional Committees

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope	2
B.	Authority	2
C.	Definitions	2
D.	Details to Congressional Committees Under 42 U.S.C. 215	3
E.	Request or Proposal for a Detail	12
F.	Personnel Agreements	13
G.	Personnel Actions--Personnel Orders	16
H.	Approving Authorities	17
Exhibit I	Prototype Personnel Agreement: Reimbursable Detail to a Congressional Committee	19
Exhibit II	Prototype Personnel Agreement: Leave Without Pay(LWOP)Detail to a Congressional Committee	25
Exhibit III	Sample Memorandum: Information for Officers Who Go On LWOP Under 42 U.S.C. 215	31
Exhibit IV	Sample Memorandum: Claim for Reimbursement for Salaries and Expenses	32
Exhibit V	Sample Memorandum: Selective Service Obligations	33

Section A. Purpose and Scope

1. This INSTRUCTION states the requirements and procedures for the detail, including leave without pay (LWOP) detail, of officers of the PHS Commissioned Corps to committees of the U.S. Congress.
2. This INSTRUCTION does not apply to details to international organizations, Federal agencies, states, or nonprofit institutions (NPI). For information concerning details to states/NPIs (including international organizations), see Subchapter CC23.5, INSTRUCTION 5, of this Manual. Subchapter CC23.5, INSTRUCTION 8, of this Manual, contains information concerning details to Federal agencies.

Section B. Authority

1. The statutory authority for the detail of PHS commissioned officers to congressional committees is set forth in Section 214(c) and (d) of the PHS Act (42 U.S.C. 215(c) and (d)). Note that in this INSTRUCTION, U.S. Code citations will be used.
2. Regulations relating to LWOP details for officers are set forth in Subchapter CC49.1, INSTRUCTION 1, of this Manual.

Section C. Definitions

1. For purposes of this INSTRUCTION the following definitions apply:
 - a. Congressional Committee. A permanent (i.e., standing) or special committee or subcommittee of the U.S. House of Representatives or of the U.S. Senate. Conference and joint committees of both Houses are included in this definition.
 - b. Committee Supervisor. The designated congressional committee official who will be directly responsible for the day-to-day supervision of the officer while the officer is on detail to a congressional committee.
 - c. PHS Supervisor. The designated PHS official who will exercise general administrative supervision over the officer while the officer is on detail to a congressional committee.
 - d. Detail. Any special assignment in which a PHS commissioned officer is ordered to perform duties in or for a congressional committee and the officer's immediate supervisor is a committee official (even though the immediate supervisor is another PHS officer or employee on detail to a congressional committee).

- e. LWOP Detail. Detail in which a commissioned officer retains his/her commission and active duty status but is permitted to be absent without pay for the purpose of accepting employment with a congressional committee.
- f. Reimbursable Detail. Any detail arrangement whereby salary, allowances, travel and transportation expenses, or the costs of benefits are paid to officers on detail by PHS but such costs are reimbursed, in whole or in part, by the congressional committee to which the officer is detailed.
- g. Nonreimbursable Detail. Any detail of an officer to a congressional committee in which the officer's pay and allowances, travel and transportation expenses (except that the congressional committee may pay for travel directed by it), and the costs of benefits are paid from PHS appropriations, without reimbursement.
- h. Officer or Commissioned Officer. Officers appointed to the PHS Commissioned Corps pursuant to 42 U.S.C. 204.
- i. Public Health Service or Service. The PHS agencies, regional offices, and Office of the Assistant Secretary for Health (OASH).

Section D. Details to Congressional Committees
Under 42 U.S.C. 215

1. Who Can be Detailed. Under 42 U.S.C. 215(c), PHS officers can be detailed to congressional committees for special studies of scientific problems and for dissemination of information relating to public health if the Secretary determines that such studies or dissemination of information will aid the Department of Health and Human Services (DHHS) in the more effective discharge of its responsibilities in the field of health.

Within PHS, special studies of scientific problems and dissemination of information relating to public health are interpreted to include, but not limited to, such activity in the disciplines of medicine, dentistry, and other health professions, including, but not limited to, nursing, pharmacy, physical and occupational therapy, functional rehabilitation, sanitation, clinical social work, clinical psychology, sociology, sanitary engineering, veterinary medicine, dietetics, medical record library science, health education, pharmacology, biophysics, biochemistry, biological sciences, health and medical statistics, health and human resources analysis, and the administration of activities in these fields.

2. General. The following information applies to all details of PHS commissioned officers to congressional committees. Specific information relating to reimbursable (fully or partially) or nonreimbursable details is contained in Section D.3., below. Specific information pertaining to LWOP details is contained in Section D.4., below.
- a. Period of Detail. Details may be made for a period of two years or less. Upon mutual agreement of both parties and the officer, details may be extended for additional periods of not in excess of two years each (see Section E.2., below).
 - b. Personnel Agreements. Personnel agreements, as outlined in Section F., below, are required for all details. The agreement will specify the officer's entitlements as set forth below as well as the financial responsibilities of the parties involved.
 - c. Supervision. While on detail, the officer's immediate supervisor will be the committee supervisor. In addition, a PHS supervisor will be designated in each case. The PHS supervisor will exercise general administrative supervision over the officer in accordance with the provisions set forth in this INSTRUCTION.
 - d. Longevity Increases. The period of detail is creditable for purposes of basic pay based on years of service.
 - e. Travel and Transportation. Expenses for travel of the officer and transportation of dependents and shipment of household goods and personal effects to and from initial place of detail will be paid by PHS under provisions of the Joint Travel Regulations of the Uniformed Services (hereinafter JTR). Travel and transportation expenses incurred as a result of travel directed by the congressional committee will be paid by the congressional committee under its law, regulations, and procedures.
 - f. Insurance, Social Security and Retirement. An officer's coverage under Servicemen's Group Life Insurance (SGLI), Federal Employees Group Life Insurance (FEGLI), Social Security, and PHS Commissioned Corps retirement provisions continues while on detail, including LWOP detail. Further information concerning SGLI is contained in Subchapter CC29.4, INSTRUCTION 1, of this Manual, and additional information concerning FEGLI is set forth in Subchapter CC29.4, INSTRUCTION 2, of this Manual.
 - g. Post Exchange and Commissary Privileges, Medical Care, and Veterans Administration (VA) Benefits. An officer's entitlement to Post Exchange and Commissary privileges at facilities of the Armed Forces and medical

- care for himself/herself and dependents in accordance with 10 U.S.C. Chapter 55 and 42 U.S.C. 253 continues while on detail. Likewise, the period of detail is creditable service for determining eligibility for benefits administered by the VA.
- h. Survivor Benefits. In the event of the officer's death while on detail, PHS will pay the death gratuity, payment for unused PHS annual leave, burial expenses (including transportation of the officer's remains to place of interment), and costs for transportation of dependents and shipment of household goods and personal effects to a place selected by the officer's survivors. (See Subchapter CC29.5, INSTRUCTION 2, of this Manual.)
- i. Death of Dependent. In the event of the death of an officer's dependent while the officer is on detail, PHS will pay the cost of transporting the dependent's remains to the place of interment.
- j. Entitlements Upon Separation or Retirement.
- (1) In the event of the officer's separation from PHS, including retirement, while on detail, PHS will pay, if otherwise eligible, a lump-sum leave payment for any unused PHS annual leave to the officer's credit on the date of separation. Such payment will be based on the pay grade held by the officer on his/her date of separation. The lump-sum leave payment for PHS leave is not reimbursable. Any lump-sum leave payment for earned but unused congressional committee leave is a responsibility of the congressional committee.
 - (2) PHS will pay the cost of transporting the officer and his/her dependents and shipment of household goods and personal effects to the officer's home. PHS can require reimbursement from the congressional committee for transportation of the officer and his/her dependents, and shipment of household goods and personal effects.
- k. Selective Service Status. Under the Military Selective Service Act of 1967, as amended, active duty in the PHS Commissioned Corps is creditable toward a selective service obligation only if the officer is assigned to PHS, the Coast Guard, the Bureau of Prisons of the Department of Justice, the National Oceanic and Atmospheric Administration, or to assist Indian tribes, groups, bands, or communities pursuant to the Act of August 5, 1954 (68 Stat. 674), as amended (42 U.S.C. 2001 et seq.). The statutes and regulations pertaining to the selective service obligation of PHS commissioned officers on active duty or officers who have formerly served on active duty are prescribed in 50 U.S.C. App. 456(a)(2) and (b)(3), and 32 CFR Part 1622. Should the selective service program authorized under

current law be reinstated by Executive Order or regulation, this provision would apply to PHS commissioned officers on active duty or officers who have formerly served on active duty. Therefore, officers who have not met their selective service obligations and who are detailed to congressional committees must be counseled that the period of the detail will not be creditable toward fulfillment of their selective service obligations.

1. Tort Claims and Related Acts.

- (1) Federal Tort Claims Act, 28 U.S.C. 2671-2680; 1346(b). This Act creates Federal Government liability in tort for the negligence of its officers or employees acting in the performance of their duties. PHS commissioned officers detailed to congressional committees are covered under the Federal Tort Claims Act.
- (2) The Federal Government is exclusively liable in tort for the negligence of its PHS commissioned officers acting in the scope of their duties under two circumstances:
 - (a) Under the Federal Tort Claims Act, 28 U.S.C. 2679(b), while driving a motor vehicle on official duty assignment. This coverage applies as well while assigned or detailed to a congressional committee.
 - (b) Under the Emergency Health Personnel Act, 42 U.S.C. 233, while performing medical, surgical, dental, or related functions, including the conduct of clinical studies or investigations. This coverage applies as well while assigned to a congressional committee if performing those functions in furtherance of PHS objectives as specified in the billet description and the applicable detail or assignment agreement.
- (3) The Federal Government is not liable under the Federal Tort Claims Act, 28 U.S.C. 2680(h), for intentional torts such as libel and slander. PHS commissioned officers have qualified immunity against such suits for such matters arising from the performance of their duties. This applies equally to PHS commissioned officers detailed to congressional committees.
- (4) Before the protection of the foregoing statutes may be invoked, a determination must be made that the act or activity in question was within the scope of the officer's duties or employment.
- (5) Additional information regarding liability coverage is contained in Subchapter CC29.9, INSTRUCTION 6, of this Manual.

m. Standards of Conduct.

- (1) Regulations and policies of both DHHS and the congressional committee concerning standards of conduct shall apply to the officer while on detail except that:
 - (a) PHS will be responsible for any disciplinary or adverse actions that may be required.
 - (b) Requests for approval of outside employment (e.g., writing and editing) shall be submitted to the PHS supervisor, through the committee supervisor, for approval in accordance with DHHS regulations and policies (see 45 CFR 73.735 et seq.).
 - (c) Unless otherwise specified in the personnel agreement, DHHS laws, regulations, and policies will apply in instances where there is a conflict between DHHS and congressional committee laws, regulations, and policies.
- (2) The officer shall not engage in any political activities prohibited to Federal employees under 5 U.S.C. 7321 et seq. (the former Hatch Political Activity Act).
- (3) Federal laws relating to conflicts of interest (18 U.S.C. 203, 205, 207, 208, and 209) shall apply to the officer while on detail.

n. Performance Reports. Completed Form PHS-838, "Commissioned Officers' Efficiency and Progress Report" (COEPR), will be forwarded to the following address:

Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Attn: MDB ADMINISTRATIVE--CONFIDENTIAL
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

Subchapter CC25.1, INSTRUCTION 1, of this Manual, contains detailed instructions for completing and submitting Form PHS-838.

o. Soldiers' and Sailors' Civil Relief (SSCR) Act. While on detail, active duty PHS commissioned officers continue to be covered under the SSCR Act of 1940, as amended (50 U.S.C. App. 501 et seq.) and are entitled to all the rights, privileges, immunities, and benefits

provided thereunder. Specific information concerning the SSCR Act is contained in Subchapter CC29.9, INSTRUCTION 2, of this Manual.

3. Details, Excluding LWOP Details, to Congressional Committees. This subsection applies only to details made on a reimbursable (fully or partially) or nonreimbursable basis.
 - a. Compensation. Compensation, including allowances, will be paid by PHS in accordance with Title 37, United States Code. This includes base pay, quarters and subsistence allowances, special pay, family separation allowances, incentive pay for hazardous duty, education allowances for dependents of officers stationed in foreign countries, Continuation Pay (CP), Retention Special Pay, Variable Special Pay, Board Certified Pay, and Incentive Special Pay, as appropriate. Overseas station allowances (housing and cost of living allowances) are also payable by PHS, in appropriate cases, in accordance with Appendix A of the JTR.
 - b. Annual and Sick Leave.
 - (1) The officer is entitled to annual and sick leave in accordance with PHS law (42 U.S.C. 210-1), implementing regulations, and policies.
 - (2) Annual and sick leave will be approved by the committee supervisor. Leave records, Form PHS-1345, "Request and Authority for Leave of Absence," will be maintained by the PHS supervisor. The committee supervisor will promptly report to the PHS supervisor leave approved and used.
 - (3) The officer will be excused from duty on all Federal holidays without charge to annual leave unless the holiday falls within a period of approved annual leave, and may be excused from duty on a local holiday without charge to annual leave unless such holiday falls within a period of approved annual leave.
 - (4) "Station leave" (i.e., leave of less than a full workday) may be granted by the committee supervisor without charge to annual leave. Except in emergency circumstances, station leave should be requested and approved in advance. Approval may be given either orally or in writing.
 - (5) All sick leave of one day or more will be reported on Form PHS-1345 to the following address:

Chief
Medical Branch
Commissioned Personnel Operations Division

Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

In addition the officer will provide, to the above address, specific information concerning each incidence of serious illness, protracted sick leave, or hospitalization.

- c. Insurance, Social Security, and Retirement. The officer's share of costs for SGLI, FEGLI, and Social Security coverage will be withheld from his/her salary. If the detail is made on a reimbursable basis (fully or partially), the congressional committee can be required to pay the PHS share of costs for such coverage(s).
 - d. Survivor Benefits. PHS can require reimbursement from the congressional committee for the death gratuity, payment for unused PHS annual leave, burial expenses (including transportation of remains to place of interment), and costs of transportation of dependents and shipment of household goods and personal effects to a place selected by the officer's survivors.
 - e. Death of a Dependent. PHS can require reimbursement from the congressional committee for the cost of transporting the dependent's remains to place of interment.
 - f. Retirement or Separation. In the event of an officer's retirement or separation while on detail, PHS will pay lump-sum annual leave payment, cost of transporting the officer and his/her dependents, and shipment of household goods and personal effects to the officer's home. PHS can require reimbursement from the congressional committee for these costs.
 - g. COEPRs. COEPRs on the officer will be submitted annually to Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM), PHS, by the PHS supervisor (rating officer), in consultation with the committee supervisor, on Form PHS-838. The rating officer's supervisor will serve as the reviewing officer and forward Form PHS-838 to the address shown in Section D.2.n., above.
4. LWOP Details. This subsection applies to PHS commissioned officers while on detail to a congressional committee on an LWOP basis.
 - a. Compensation and Financial Arrangements. Compensation, including allowances, will be paid by the congressional committee in accordance with its laws, regulations, and procedures.

- b. CP and Special Pays. If an officer enters LWOP status before the period of an executed CP or special pay contract has expired, any payment already made covering the unexpired portion of the contract must be refunded to the Government. An officer who becomes ineligible after entering LWOP status may not execute another service contract upon return to pay status, unless reselected by the Assistant Secretary for Health (ASH).
- c. Hours of Duty, Workweek, and Holidays. The congressional committee will determine, in accordance with its regulations and policies, the officer's work schedule, including holidays.
- d. Travel and Transportation Expenses. PHS may require reimbursement from the congressional committee for the cost of travel and transportation.
- e. Annual and Sick Leave.
- (1) The officer will earn annual and sick leave in accordance with the laws and implementing regulations of the congressional committee to which detailed, but not to exceed the annual and sick leave entitlements for commissioned officers under Federal law (42 U.S.C. 210-1), implementing regulations, and policies.
 - (2) PHS leave does not accrue while the officer is on LWOP.
 - (3) Congressional committee leave earned while on LWOP but not used may be granted as terminal leave by the congressional committee, provided the period of terminal leave falls within the period of LWOP; or a payment for unused annual leave may be paid by the congressional committee. If the congressional committee does not have authority to make a payment for unused annual leave or approve terminal leave, any unused leave will be lost when the officer returns to duty with PHS.
 - (4) An officer's PHS leave balance will be frozen as of the date prior to entry into LWOP status. However, the requirement as to the amount of leave which can be carried over from one leave year to another still applies. The leave account will be reopened when the officer returns from LWOP. For example, if an officer enters LWOP status on June 1 with 65 days of unused annual leave, and remains on LWOP status through the end of the year, the officer's leave balance will be adjusted to 60 days on December 31. Thus, the officer will have 60 days' unused annual leave to his/her credit at the beginning of the calendar year.
 - (5) When an officer enters LWOP status, the leave maintenance clerk will verify the accuracy of the leave balance as of the date of entry on such status. The leave balance must be verified on Form

PHS-31, "Officer's Leave Record." A statement certifying that the leave record is true and correct to the best of the leave maintenance clerk's knowledge is required. This statement will be signed by the leave maintenance clerk and countersigned by the officer's leave granting authority. Form PHS-31 will then be forwarded to the Director, CPOD, at the following address:

Director
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

Form PHS-31 will be filed in the officer's official personnel folder. When the officer returns to pay status, the leave record will be forwarded to the officer's new duty station. Additional information concerning the maintenance of an officer's leave record while on LWOP detail is located in Subchapter CC29.1, INSTRUCTION 2, of this Manual.

- (6) The committee supervisor will forward, through the PHS supervisor, all sick leave reports of one day or more to the Chief, Medical Branch, at the address indicated in Section D.3.b.(5), above.

f. Insurance Coverage.

- (1) An officer continues to be entitled to SGLI while on LWOP. If an officer has FEGLI, coverage continues on the same basis as that of a civil service employee. (See Personnel Instruction 300-2, DHHS Personnel Manual.) PHS must continue to pay the Government's share of costs for the coverage and the officer must pay the employee's share.
- (2) The officer must send a memorandum with his/her payment identifying the check or money order (made payable to DHHS) as a payment to cover his/her share of costs for SGLI and/or FEGLI to the following address:

Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

Payments must be made in advance on a quarterly basis to cover the amount that normally would be deducted from pay. (See Exhibits III. and IV.)

- g. Retirement Coverage. An officer's coverage under PHS length of service and disability retirement provisions continues while on LWOP. The period of LWOP is creditable in determining eligibility for retirement and the amount of retired pay.
- h. Social Security Coverage. A period of LWOP is not creditable for Social Security purposes unless coverage is provided as a result of employment by the congressional committee. In the latter case, the congressional committee is responsible for withholding Social Security taxes from the officer's congressional committee salary and paying the employer's share of taxes.
- i. COEPRs. COEPRs on the officer will be submitted annually by the committee supervisor to the PHS supervisor on Form PHS-838. The PHS supervisor will serve as the reviewing officer and forward Form PHS-838 to the address shown in Section D.2.n., above.

Section E. Request or Proposal for a Detail

1. Submission of Request or Proposal. A request or proposal for the detail of PHS commissioned officers may be submitted by a congressional committee official in the form of a letter addressed to the head of the PHS component having program responsibility for the work area involved, or to ASH at the following address:

Assistant Secretary for Health
Public Health Service, DHHS
Room 716G, Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Washington, D.C. 20201

For details that involve the regional office, the letter should be sent through the regional health administrator (RHA). The following information should be included by the congressional committee in its request for the detail of PHS commissioned officers, or should be obtained from the congressional committee prior to the development of the personnel agreement:

- a. Purpose(s) of the detail;
- b. Reason(s) for requesting PHS assistance;
- c. Number and disciplines of officers requested;

- d. Grade level or experience and training of officers requested;
 - e. The position title(s) and brief description of the duties to be performed by the PHS officer detailed;
 - f. Proposed financial arrangements, i.e., fully reimbursable, partially reimbursable (specify costs to be reimbursed), nonreimbursable, or LWOP detail;
 - g. Name and position title of the committee supervisor;
 - h. Rate of compensation and allowances to be paid by the congressional committee, if any; and
 - i. Travel and transportation allowances, if any, payable by the congressional committee for travel of the PHS officer and transportation of the officer's dependents, household goods and personal effects to and from the place of detail.
2. Extension of Detail. For an extension to be considered, the following must be submitted to the Director, Commissioned Personnel Operations Division, Office of Personnel Management, Office of Management, PHS, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857:
 - a. A written justification for continuance from the congressional committee to which the officer is detailed;
 - b. A written concurrence from the officer; and
 - c. A Form PHS-1662, "Request for Personnel Action--Commissioned Officers," from the officer's sponsoring component.
 3. Routing of Request or Proposal for Detail or Extension. Within PHS, the request will be routed to the appropriate official authorized to enter into agreements with congressional committees for the detail of PHS commissioned officers. (See Section H., below)

Section F. Personnel Agreements

1. Purpose. Personnel agreements are required for all details, including LWOP details. These agreements provide a record of the obligations assumed by parties to the agreement and the officer's entitlements during the period of work with a congressional committee.
2. Prototype Personnel Agreements. There is no requirement that personnel agreements follow a specific format. However, Exhibits I. and II. of this

INSTRUCTION provide prototypes to be used as guides for developing agreements.

3. Development. A separate personnel agreement ordinarily will be developed for each officer who is to be detailed, and the officer's name will be stated in the agreement. However, when more than one officer is covered by a single personnel agreement, it is not necessary to name each officer.
4. Content. Although the specific content of each agreement will vary depending upon the particular situation, all agreements shall, at a minimum, include the following:
 - a. Identification of the parties entering into the agreement;
 - b. Type of and authority for the financial arrangements covered by the agreement, including information about any compensation;
 - c. Reason(s) why the congressional committee is requesting or proposing PHS assistance and why PHS considers it justified;
 - d. The period covered by the agreement;
 - e. Officer's name, position title, grade, organizational location and Social Security Number (This information is not required when one agreement covers the detail of more than one officer.);
 - f. Information about the work to be done in the congressional committee (show position title(s) when appropriate, and include a brief description(s) of the duties to be performed);
 - g. Name, position title, organizational location, and business address of the PHS supervisor;
 - h. Position title, organizational location, and business address of the committee supervisor;
 - i. Information about any compensation and financial arrangements, and travel and transportation provisions (see Sections D. and E., above);
 - j. Information about the benefits and entitlements covered in Sections D. and E., above, that are relevant to the particular detail;
 - k. A statement that the committee supervisor will forward, through the PHS supervisor, all sick leave reports of one day or more in accordance with Section D.3.b.(5), above.
 - l. A statement that the officer will promptly report any change in dependency status affecting the rate of quarters allowance to the

Compensation and Benefits Branch (CBB), CPOD, at the address indicated in Section D.4.f.(2), above;

- m. A statement about the extent to which the rules and policies governing the internal operation and management of the congressional committee, such as hours of duty, will apply to the officer;
 - n. The fact that Federal laws relating to conflicts of interest (18 U.S.C. 203, 205, 207, 208, and 209) shall apply to the officer;
 - o. A statement that the policies governing standards of conduct of both DHHS and the congressional committee shall apply to the officer and that when there is conflict between DHHS and congressional committee policies, DHHS policies will prevail except when specified in the personnel agreement;
 - p. A statement that requests for approval of outside employment (e.g., writing and editing) are to be submitted to the PHS supervisor, through the committee supervisor, for approval or disapproval in accordance with DHHS regulations, policies, and procedures (see 45 CFR 73.735 et seq.);
 - q. A statement that the officer shall not engage in any political activities prohibited to Federal officers and employees under 5 U.S.C. 7321 et seq. (the former Hatch Political Activity Act);
 - r. A statement that the length of the detail covered by the agreement may be shortened, extended, or otherwise modified upon the mutual agreement of both parties and the officer concerned; and
 - s. A statement that the agreement may be terminated by mutual consent of both parties, with reasonable notice to the officer concerned, or upon 60 days' notice in writing presented by one party to the other party concerning the former party's intention to terminate the agreement.
6. Distribution of Completed Personnel Agreements. Three original agreements will be prepared and signed by the appropriate officials.
- a. An original agreement will be furnished to each of the following:
 - (1) Director, CPOD (as an attachment to Form PHS-1662);
 - (2) Congressional committee to which the officer is on detail; and
 - (3) PHS component from which the officer is detailed.
 - b. A copy of an agreement may be furnished, as appropriate, to each of the following:

- (1) PHS supervisor;
 - (2) Committee supervisor;
 - (3) Officer concerned (when an agreement covers more than one officer, each officer should receive a copy); and
 - (4) PHS financial management office having component responsibility over the officer.
7. Reimbursement for Administrative Costs. Before taking a personnel action to effect the detail of an officer to a congressional committee, the Director, CPOD, will ensure that an agreement which meets the requirements of this INSTRUCTION has been properly negotiated and approved by the parties concerned. The sponsoring component may request reimbursement from the congressional committee for administrative costs incurred because of the detail. Administrative costs, if any, shall be specified in the exact amount in the agreement.

Section G. Personnel Actions--Personnel Orders

1. Use of Personnel Orders.

- a. Actions for Which Personnel Orders Are Required. Personnel orders are required for the following:
 - (1) Detail of an officer to a congressional committee on a permanent change of station or temporary duty basis;
 - (2) Extend a detail;
 - (3) Terminate a detail which was effected by a personnel order;
 - (4) Place an officer in LWOP status to accept a detail with a congressional committee; and
 - (5) Return an officer to PHS pay status from LWOP.
- b. Preparation of Personnel Orders.
 - (1) Personnel orders effectuating details will be prepared in the usual fashion. In addition, all LWOP details will be identified as such and the appropriate statutory authority will be cited (e.g., " [enter name of officer] detailed to [enter name of congressional committee] under authority of Section 214(c) and (d) of the PHS Act (42 U.S.C. 215(c) and (d)), and in accordance with personnel agreement dated [enter date].").

- (2) Any change in entitlement to compensation or allowances while on detail will be authorized in personnel orders in the normal manner.

2. Use of Form PHS-1662.

- a. Actions for Which Form PHS-1662 is Required. Form PHS-1662, "Request for Personnel Action," is required for any action which must be shown on personnel orders (see Section G.1., above).
- b. Preparation of Form PHS-1662. When requesting effectuation of details, Form PHS-1662 will be completed in the usual manner. In addition, all details will be identified as such and the appropriate statutory authority will be cited and entered into item 14 (e.g., "LWOP detail to [enter name of congressional committee] under authority of Section 214(c) and (d) of the PHS Act (42 U.S.C. 215(c) and (d)"). Additional information concerning the use and completion of Form PHS-1662 is contained in Subchapter CC23.6, INSTRUCTION 2, of this Manual. Exhibits IV. and V. of that INSTRUCTION contain examples of how Form PHS-1662 is to be completed for reimbursable, nonreimbursable, and LWOP details.
- c. Personnel Agreement as Attachment. A copy of the personnel agreement covering the detail will be attached to Form PHS-1662.

3. Notifying CBB, CPOD, of Changes in Compensation and Allowances. Officers must notify CBB, CPOD, at the address indicated in Section D.4.f.(2), above, of any change in status of dependents affecting the rate of pay and allowances or any other matters affecting their compensation.

Section H. Approving Authorities

1. Personnel Agreements. ASH is authorized to detail PHS commissioned officers to congressional committees.
2. Personnel Orders. Personnel orders effecting details will be approved by the Director, CPOD.
3. Responsibilities of ASH. ASH is responsible for:
- a. Determining whether the detail is one which can be justified in terms of PHS needs and interests;
- b. Determining, upon advice from the Director, CPOD, whether personnel are available for detail and, if a replacement would be required;

- c. Negotiating the terms of the agreement with the congressional committee; and
 - d. Obtaining any required approvals or concurrences within PHS prior to signing the agreement.
4. Responsibilities of Director, CPOD. The Director, CPOD, is responsible for:
- a. Advising ASH on the following:
 - (1) Availability of personnel, and
 - (2) Points to be covered in the agreement.
 - b. Ensuring that officers who are detailed are advised of their entitlements and responsibilities;
 - c. Ensuring that a personnel agreement has been negotiated, when required, before action is taken to effectuate a detail; and
 - d. Taking whatever personnel actions are required while the officer is on detail.

EXHIBIT I
PROTOTYPE PERSONNEL AGREEMENT: REIMBURSABLE
DETAIL TO A CONGRESSIONAL COMMITTEE

Pursuant to 42 U.S.C. 215 (c) and (d), the Public Health Service (PHS) and the [enter name of congressional committee] hereby enter into an agreement for the detail of [enter name, grade, title, and Social Security Number of the officer], to [enter address and name of congressional committee].

I. JUSTIFICATION FOR THE DETAIL.

- A. The reason(s) for the congressional committee's requesting this detail is (are) as follows:
- B. The reason(s) for PHS' approving this detail is (are) as follows:
- C. The specific objectives of this detail are as follows:

II. POSITION DATA AND SUPERVISION.

- A. The officer is to be assigned to the position of [enter position title] in the [enter appropriate congressional committee] at [enter mailing address of the officer at the congressional committee].
- B. The Federal official who will exercise administrative supervision over the officer while on detail is [enter name, position title, organization, and business address]. This official will be known as the PHS supervisor.
- C. The congressional committee official who will be responsible for the day-to-day supervision of the officer while on detail is [enter name, title of position, congressional committee, and business address]. This official will be known as the committee supervisor.
- D. The duties of the officer will be as follows: (give brief description of the duties).

III. REIMBURSABLE COSTS.

- A. The following expenses incident to the employment and travel of the officer will be paid by PHS directly to the officer, and the congressional committee agrees to reimburse PHS for the costs thereof in the manner prescribed in Section VIII:
 - 1. Pay and allowances, including base pay, quarters and subsistence allowances, special pay, continuation pay (or variable incentive pay), longevity increases and periodic pay increases in accordance with Title 37, United States Code.

EXHIBIT I (Continued)

2. Costs for travel of the officer and transportation of his/her immediate family and shipment of household goods and personal effects to and from the place of detail in accordance with the Joint Travel Regulations of the Uniformed Services. (Travel and transportation expenses incurred as a result of travel directed by the congressional committee will be paid by the congressional committee under its laws, regulations, and procedures.)
3. All costs involving annual leave earned but not used while on detail.
4. The Federal Government's share of costs for Servicemen's Group Life Insurance (SGLI), Federal Employees Group Life Insurance (FEGLI), if applicable, and Social Security coverage.

IV. CONTINGENCY EXPENSES.

- A. If any of the following events should occur while the officer is on detail, the expenses indicated will be defrayed by PHS [enter responsible PHS component].
 1. In the event of the death of the officer, expenses for:
 - a. Transportation of dependents and shipment of household goods and personal effects to a place selected by the officer's survivors.
 - b. Burial, including transportation of the officer's remains to place of interment.
 - c. Six months' pay death gratuity.
 - d. Lump-sum leave payment for earned but unused PHS annual leave not covered by Section III.A.3., above.
 2. In the event of the death of a dependent, transportation of the remains to the place of interment.
 3. In the event of separation or retirement, expenses for lump-sum payment for earned but unused PHS annual leave not covered by Section III.A.3., above.
 4. In the event of illness, any necessary transportation between hospitals.

EXHIBIT I (Continued)

V. RIGHTS AND BENEFITS.

- A. Hours of duty are to be determined by the congressional committee.
- B. The officer is entitled to annual and sick leave in accordance with Federal law (42 U.S.C. 210-1), regulations and policies. Sick leave is granted as needed. The officer has [enter number of days of annual leave] days of annual leave to his/her credit on [enter date]. The officer's leave accrues at the rate of two and one-half days per month and can be used at any time thereafter; except that any leave in excess of 60 days on December 31 of any year is lost.

Annual and sick leave will be approved by the committee supervisor. Leave records, Form PHS-1345, "Request and Authority for Leave of Absence," and Form PHS-31, "Officer's Leave Record," will be maintained by the PHS supervisor. The committee supervisor will promptly report leave approved and used, on Form PHS-1345, to the PHS supervisor. The officer will be excused from duty on all Federal holidays without charge to annual leave unless such holiday falls within a period of approved annual leave, and may be excused from duty on a congressional committee or local holiday without charge to leave, unless such holiday falls within a period of approved annual leave.

"Station leave" (i.e., leave of less than a full workday) may be granted without charge to annual leave by the committee supervisor either orally or in writing.

The PHS supervisor will forward all reports of sick leave (on Form PHS-1345) to the following address:

Chief
Medical Branch
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

In addition, the officer will promptly provide, to the above address, specific information concerning each incidence of serious illness, protracted sick leave, and any hospitalization.

EXHIBIT I (Continued)

- C. The officer's coverage under Social Security continues while on detail. The officer's share of costs for coverage will be withheld from his/her salary.
- D. The period of detail is creditable for purposes of basic pay based on years of service.
- E. The officer's entitlement to Post Exchange and Commissary privileges at facilities of the Armed Forces and medical care for himself/herself and dependents continues while on detail. Likewise, the period of detail is creditable service in determining eligibility for benefits administered by the Veterans Administration (VA).
- F. An officer's coverage under PHS retirement provisions continues while on detail.
- G. A determination about coverage under the Federal Tort Claims Act (28 U.S.C. 2671-2680; 1346(b)) and the Hold Harmless Section of the Emergency Health Personnel Act (42 U.S.C. 233(f)) will be made on a case-by-case basis as claims or suits arise.

VI. APPLICABILITY OF RULES, REGULATIONS AND POLICIES.

- A. The rules and policies governing the internal operation and management of the congressional committee to which detailed will apply to the officer.
- B. Federal laws relating to conflicts of interest (18 U.S.C. 203, 205, 207, 208, and 209) shall apply to the officer while on detail.
- C. The officer shall not engage in any political activities prohibited to Federal employees under 5 U.S.C. 7324 et seq. (the former Hatch Political Activity Act).
- D. The rules and policies of both the Department of Health and Human Services (DHHS) and of the congressional committee governing standards of conduct shall apply to the officer, except that:
 - 1. PHS will be responsible for any disciplinary or adverse action that may be appropriate.
 - 2. Requests for approval of outside employment (e.g., writing and editing) shall be submitted to the PHS supervisor, through the committee supervisor, for approval or disapproval in accordance with DHHS regulations and policies.

EXHIBIT I (Continued)

3. Unless otherwise specified in this personnel agreement, DHHS regulations and policies will apply in instances where there is a conflict between DHHS and congressional committee regulations and policies.
-
- E. A report on the efficiency and performance of the detailed officer will be submitted annually, or as requested by PHS, by the committee supervisor to the PHS supervisor on Form PHS-838, "Commissioned Officers' Efficiency and Progress Report" (COEPR).
 - F. The officer will promptly report any change in dependency status affecting his/her rate of pay and allowances to the following address:

Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

VII. PERIOD OF THE DETAIL.

- A. This detail is for a period of [enter length of detail], beginning [enter date] (the period may not exceed two years).
- B. The period of the detail may be extended for a specified period or the agreement otherwise modified upon the mutual agreement of both parties and the officer concerned.
- C. This agreement may be terminated by mutual consent of both parties, with reasonable notice to the officer concerned, or upon 60 days' notice in writing by either party of its intention to terminate the agreement.

VIII. METHOD OF REIMBURSEMENT.

- A. PHS will bill the [enter name of congressional committee] on a quarterly basis for expenses incurred in the preceding quarter for the items covered in this agreement. (See Exhibit IV for a sample of a memorandum to use for this purpose.)

EXHIBIT I continued

B. Bills will be submitted to [enter title of congressional committee official, name of congressional committee, and address].

IX. ESTIMATED ANNUAL COST.

Reimbursable Costs

Pay and allowances	\$ _____
Congressional committee's share of costs for SGLI, FEGLI, and Social Security	\$ _____
Travel and Transportation	\$ _____
TOTAL	\$ _____

APPROVED:

FOR THE CONGRESSIONAL COMMITTEE

FOR THE PUBLIC HEALTH SERVICE

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)

FOR THE PHS COMPONENT

(Signature)

(Title)

(Date)

EXHIBIT II
PROTOTYPE PERSONNEL AGREEMENT: LEAVE WITHOUT
PAY (LWOP) DETAIL TO A CONGRESSIONAL COMMITTEE

Pursuant to 42 U.S.C. 215(c) and (d), the [enter PHS component], Public Health Service (PHS) and the [enter congressional committee], hereby enter into an agreement for leave without pay (LWOP) for [enter name, grade, title, and Social Security Number of the officer], [enter PHS organizational and geographic location] and detail to the [enter name and address of congressional committee].

I. JUSTIFICATION FOR THE LWOP DETAIL.

- A. The reason(s) for the congressional committee's requesting this LWOP detail is (are) as follows:
- B. The reason(s) for PHS' approving this LWOP detail is (are) as follows:
- C. The specific objectives of this LWOP detail are as follows:

II. POSITION DATA AND SUPERVISION

- A. The officer is to be assigned to the position of [enter position title] in the [enter organizational work-unit] at [enter work location and mailing address of the officer at the congressional committee].
- B. The PHS official who will exercise administrative supervision over the officer while on LWOP detail is [enter name, title of position, organization, and business address]. This official will be known as the PHS supervisor.
- C. The congressional committee official who will be responsible for the day-to-day supervision of the officer while on LWOP detail is [enter name, title of position, congressional committee, and business address]. This official will be known as the committee supervisor.
- D. The duties of the officer will be as follows (give brief description of the duties):

III. EXPENSES PAYABLE BY THE CONGRESSIONAL COMMITTEE.

- A. Compensation, including allowances, will be paid by the congressional committee in accordance with its laws, regulations

EXHIBIT II (Continued)

and procedures in the annual amount of \$[enter amount], effective [enter date]. The congressional committee will be responsible for tax deductions on the salary it pays the officer. If there is a change in the rate of congressional committee compensation, the congressional committee will notify immediately the following office:

Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

- B. Overtime or other premium pay, if any, will be paid by the congressional committee under its laws, regulations, and policies and will be based on the congressional committee salary.
- C. Travel and transportation expenses incurred as a result of travel directed by the congressional committee will be paid by the congressional committee, in accordance with its law and implementing regulations and policies.
- D. A lump-sum leave payment will be made by the congressional committee for leave earned but not used while on LWOP. (Include only if congressional committee regulations and procedures permit such payment.)

IV. EXPENSES PAYABLE BY PHS.

- A. The following expenses incident to the officer's employment with the congressional committee will be paid by PHS directly to, or on behalf of, the officer.
 - 1. The expenses of travel of the officer and transportation of his/her dependents, household goods and personal effects to and from the place of detail will be paid by PHS in accordance with the provisions of the Joint Travel Regulations of the Uniformed Services.

EXHIBIT II (Continued)

2. PHS' share of costs for the officer's coverage under Servicemen's Group Life Insurance (SGLI) and/or Federal Employees Group Life Insurance (FEGLI) will be paid by PHS in accordance with applicable Federal statutes.
 3. In the event of separation from PHS or retirement while on LWOP, PHS will pay for travel, transportation of dependents and shipment of household goods and personal effects to the officer's home in accordance with the JTR.
- B. (And if appropriate: The congressional committee agrees to reimburse PHS for the costs of [enter costs to be reimbursed].) Note, any or all of these expenses may be identified for reimbursement by the congressional committee.

V. RIGHTS AND BENEFITS.

- A. The officer is entitled to annual and sick leave in accordance with congressional committee law, regulations and procedures, but not to exceed entitlement under Federal law (42 U.S.C. 210-1). Leave will accrue at the rate of [enter number of hours of annual leave] hours of annual leave per [enter time period] and [enter number of hours of sick leave] hours of sick leave per [enter time period].

The officer's PHS leave balance is frozen as of the date prior to entry into LWOP status. However, an officer who enters LWOP status with more than 60 days of annual leave to his/her credit will have his/her leave balance reduced to 60 days on December 31 if he/she continues to be in LWOP status on that date.

Upon the officer's return to duty with PHS, his/her PHS leave account will be reopened.

- B. The officer's share of costs for coverage under SGLI and/or FEGLI must be paid by him/her each quarter to the address indicated in Section III.A., above.
- C. The period of LWOP is creditable for meeting the length of service requirements for longevity increases in the Federal Government. These increases will be authorized when due even though the officer is on LWOP.

EXHIBIT II (Continued)

- D. The officer is not covered by Social Security as a result of Federal status while on LWOP. (Include statement concerning coverage, if any, as result of employment by the congressional committee.)
- E. The officer's entitlement to post exchange and commissary privileges at facilities of the Armed Forces and medical care for self and dependents continues while on LWOP. Likewise, an LWOP detail is creditable service in determining eligibility for benefits administered by the Veterans Administration (VA).
- F. An officer's coverage under PHS retirement provisions continues while on LWOP.
- G. If any of the following events should occur while the officer is on LWOP, the expenses indicated will be paid by [enter responsible PHS component]:
1. In the event of the death of the officer, expenses for:
 - a. Transportation of dependents and shipment of household goods and personal effects to a place selected by the officer's survivors.
 - b. Burial, including transportation of remains to place of interment.
 - c. Six months' pay death gratuity.
 - d. Lump-sum leave payment for PHS leave, not to exceed 60 days, to the officer's credit upon entry into the LWOP detail.
 2. In the event of the death of an officer's dependent, transportation of the dependent's remains to the place of interment.
 3. In the event of separation or retirement, expenses for lump-sum payment for earned but unused PHS annual leave.
 4. In the event of illness, any necessary transportation between hospitals.

EXHIBIT II CONTINUED

- H. A determination about coverage under the Federal Tort Claims Act (28 U.S.C. 2671-2680; 1346(b)) will be made on a case-by-case basis as claims or suits arise.

VI. APPLICABILITY OF RULES, REGULATIONS AND POLICIES.

- A. The rules and policies governing the internal operation and management of the congressional committee, such as hours of duty, will apply to the officer.
- B. Federal law relating to conflicts of interest (18 U.S.C. 203, 205, 207, 208, and 209) shall apply to the officer while on LWOP detail.
- C. The officer shall not engage in any political activities prohibited to Federal employees under 5 U.S.C. 7324 et seq. (the former Hatch Political Activity Act).
- D. The rules and policies of both the Department of Health and Human Services (DHHS) and of the congressional committee governing standards of conduct shall apply to the officer, except that:
 - 1. PHS will be responsible for any disciplinary or adverse action that may be appropriate.
 - 2. Requests for approval of outside employment (e.g., writing and editing) shall be submitted to the PHS supervisor, through the committee supervisor, for approval or disapproval in accordance with DHHS regulations and policies.
 - 3. Unless otherwise specified in this personnel agreement, Federal laws, regulations, and policies will apply in instances where there is a conflict between Federal and congressional committee laws, regulations, and policies.
- E. Reports on the efficiency and performance of the detailed officer will be submitted annually, or as requested by PHS, by the committee supervisor to the PHS supervisor on Form PHS-838, "Commissioned Officers' Efficiency and Progress Report" (COEPR).
- F. The officer will report promptly any change in dependency status affecting the rate of quarters allowance to the address indicated in Section III.A.3., above.

EXHIBIT II (Continued)

VII. PERIOD OF THE LWOP ASSIGNMENT.

- A. This LWOP detail is for a period of [enter duration of LWOP], beginning [enter date] (the period may not exceed two years).
- B. An LWOP detail may be extended or the agreement otherwise modified upon the mutual agreement of both parties and the officer concerned.
- C. This agreement may be terminated by mutual consent of both parties, with reasonable notice to the officer concerned, or upon 60 days' notice in writing presented by one party to the other party of its intention to terminate the agreement.

VIII. METHOD OF REIMBURSEMENT.

- A. PHS will bill the [enter name of congressional committee] on a quarterly basis for expenses incurred in the preceding quarter for the items covered in the preceding Section IV. (See Exhibit IV. for a sample of a memorandum to use for this purpose.)
- B. Bills will be submitted to [enter title of the congressional committee official, congressional committee, and address].

X. ESTIMATED ANNUAL COST.

Government's share of costs of	
Life Insurance coverage	\$ _____
Travel and Transportation	\$ _____
TOTAL	\$ _____

APPROVED:

FOR THE CONGRESSIONAL COMMITTEE

FOR THE PUBLIC HEALTH SERVICE

 (Signature)

 (Title)

 (Date)

 (Signature)

 (Title)

 (Date)

FOR THE PHS COMPONENT

 (Signature)

 (Title)

 (Date)

EXHIBIT III
SAMPLE MEMORANDUM: INFORMATION FOR OFFICERS WHO GO
ON LWOP UNDER 42 U.S.C. 215

TO: (Name of Officer)

FROM:

SUBJECT: Information About Your Responsibilities While on LWOP

During the period of your LWOP, you will receive your pay from the congressional committee by which you will be employed in accordance with its rules, regulations, and procedures. However, you are entitled to continue your Servicemen's Group Life Insurance (SGLI) and Federal Employees Group Life Insurance (FEGLI), provided you pay your share of the cost.

The quarterly rate of your insurance coverage is \$ [enter amount]. It is your responsibility to remember to make these payments each quarter. Your failure to do so will result in loss of coverage.

Checks or money orders should be made payable to the Department of Health and Human Services (DHHS) and sent to the following address:

Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

The first payment must be mailed in time to be received by [enter date] and subsequent payments must be mailed at quarterly intervals no later than the [enter date] of the first month following the end of each quarter. A memorandum identifying that the check or money order is your share of costs under SGLI or FEGLI, or both, while you are on LWOP detail must accompany your payment. Always include your Social Security Number.

Your Social Security coverage as a commissioned officer is discontinued while you are on LWOP. (Add sentence to this paragraph regarding Social Security coverage, if any, as result of employment by the congressional committee.)

Other matters of importance to you are covered in the personnel agreement negotiated between a congressional committee and PHS for your LWOP. A copy of the agreement will be (or has been) given to you. Please read it carefully.

EXHIBIT IV
 SAMPLE MEMORANDUM:
 CLAIM FOR REIMBURSEMENT FOR SALARIES AND EXPENSES
 PUBLIC HEALTH SERVICE
 (Operating Agency)

TO:

PAYEE'S NAME: (if different from above)

Under the terms of the agreement entered into on [enter date] between [enter congressional committee] and [enter PHS component] pursuant to the provisions of [enter appropriate section of the U.S. Code indicate this authority] the [enter PHS component] bills [enter congressional committee] for reimbursable expenses incurred during the period from [enter date] to [enter date] as a result of the reimbursable detail of [enter name(s) of officer(s)].

The reimbursable expenses are:

Pay and Allowances	\$ _____
Congressional Committee's Share of:	
Social Security	\$ _____
Servicemen's Group Life Insurance	\$ _____
Federal Employees Group Life Insurance	\$ _____
Travel and Transportation	\$ _____
Other	\$ _____
TOTAL	\$ _____

Reimbursement for the above expenses should be made in the form of a check payable to [enter name of component and add "for deposit to appropriation"]. The check should be sent to [name and address of appropriate official]. Show complete mailing address of the appropriate fiscal office.

Please include a copy of this document with the payment check.

For the PHS component

Signature_____
Title and PHS Organization_____
Date

EXHIBIT V
SAMPLE MEMORANDUM: SELECTIVE SERVICE OBLIGATIONS

TO: (Name of Officer)

FROM:

SUBJECT: Information About Your Selective Service Obligation

Under the Military Selective Service Act of 1967, as amended, active duty in the PHS Commissioned Corps is creditable toward a selective service obligation only if the officer is assigned to PHS, the Coast Guard, the Bureau of Prisons of the Department of Justice, the National Oceanic and Atmospheric Administration, or to assist Indian tribes, groups, bands, or communities pursuant to the Act of August 5, 1954 (68 Stat. 674), as amended (42 U.S.C. 2001 et seq.). The statutes and regulations pertaining to the selective service obligation of PHS commissioned officers on active duty or officers who have formerly served on active duty are prescribed in 50 U.S.C. App. 456(a)(2) and (b)(3), and 32 CFR Part 1622.

Therefore, if you have less than 24 months of active duty as a PHS commissioned officer in a PHS agency or on a detail to the Coast Guard, the Bureau of Prisons, the National Oceanic and Atmospheric Administration, or on an assignment to an Indian tribe, group, band, or community, you should understand that the period of this detail will not be counted towards fulfillment of your selective service obligations.

I hereby certify that I have been counseled on the above regarding my selective service obligations.

Signature of Officer

Date

After signing, forward this memorandum to the following address:

Director
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857