

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC25--Career Development
Subchapter CC25.3--Professional Board Examinations
Personnel INSTRUCTION 1--Specialty Board Examinations; Payment of
Travel Expenses and Fees

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope.....	1
B.	Legal Basis.....	1
C.	Eligibility Criteria.....	2
D.	Approval Requirements.....	3
E.	Payment of Fees and Expenses.....	3
F.	Reports of Specialty Board Examination Results....	4
Exhibit I	Form PHS-4907, Request and Authorization for Payment of Travel Expenses and Fees.....	5

Section A. Purpose and Scope

This Instruction states the conditions and the procedures under which payment may be made for expenses incident to certification of a commissioned officer by a recognized national specialty board, or a comparable professional organization. (For information on payment of State license fees, refer to Personnel INSTRUCTION 2, CC25.3)

Section B. Legal Basis

1. Section 218(a) of the Public Health Service Act (42 U.S.C. 218(a)) and Sections 21.201-204 of the PHS Regulations constitute the legal basis for

payment of examination fees as prescribed by this Instruction. Under these authorities, a commissioned officer who is assigned to a training program is entitled to reimbursement for "necessary expenses incident to such attendance."

2. Section 404, Title 37, U.S. Code, and Paragraph 3050 of the Joint Travel Regulations are the authorities for payment of travel expenses under the conditions stated in this Instruction. Under these authorities, a commissioned officer may be authorized payment of travel expenses when the examination is required as a matter of "public business" within the contemplation of the Joint Travel Regulations.

Section C. Eligibility Criteria

1. Specialty Board Examination Fees. Payment may be made for specialty board application and examination fees incurred by an officer in taking examinations given by recognized specialty boards to determine qualifications in the various specialized fields. Such payment, however, is authorized only to the extent that such examination is considered part of an officer's training under Section 218 of the PHS Act (i.e., an examination to test the results of the training). Where an officer has had at least one year of the specialty training under Section 218 of the PHS Act, a specialty board examination taken in connection with such training shall be considered to be the appropriate examination to test the results of such training.
2. Travel Expenses. Travel expenses for the purpose of taking examinations may be authorized when--
 - a. an officer is authorized payment of application and examination fees for specialty board certification as provided in paragraph 1, above; or
 - b. an officer has received no training or less than one year of training under Section 218 of the Public Health Service Act but specialty board certification is directly related and essential to the proper execution of the programs of the Department. An officer will not be entitled to reimbursement for application and examination fees under these circumstances.
3. Service Obligation. Payment of travel expenses and fees under the provisions of this Instruction will not obligate an officer for any specific period of active duty subsequent to the examination. Approval

or disapproval, however, will be based upon careful consideration of the staffing needs of the Service and the extent to which board certification of the officer will fulfill those needs. Recommending and approval officials will take into consideration the officer's plans for continued active service. Under no circumstances will either the specialty board examination fees or travel expenses be authorized or approved, if, at the time the examination is to be taken, it is known that the officer contemplates separation from active duty.

Section D. Approval Requirements

1. Specialty Board Examination Fees. Payment of specialty board examination fees must be approved by the operating agency head 1/ or his designee, on Form PHS-4907 (see Exhibit I) in accordance with procedures prescribed by the operating agency. While the payment of the examination fees should ordinarily be approved in advance, it is not required that such approval be received prior to taking the examination. The payment of the examination fees may be approved subsequent to the taking of the examination if the circumstances of a particular case warrant such action. On the other hand, if travel is involved, an officer must have advance approval in order to receive payment of travel costs (see paragraph 2, below).
2. Travel Expenses. Payment of travel costs must be authorized in advance. In this connection, paragraph 3000 of the Joint Travel Regulations provides, "No reimbursement for travel is authorized unless orders by competent authority have been issued therefor." In addition, this paragraph further provides that reimbursement for travel is not authorized when the travel is performed in anticipation of or prior to the receipt of orders. An officer, therefore, cannot be retroactively issued orders for travel that was performed before the issuance of competent orders.

Section E. Payment of Fees and Expenses

1. Issuance of Travel Orders. If travel expenses are involved, travel will be authorized in a Temporary Duty Travel Order. The Order shall include

1/ Director, Commissioned Personnel Operations Division, OPT, for officers detailed to the Office of the Secretary.

the following statement: "Travel (and payment of fees) has (have) been approved by (name and title of approving official) in accordance with Personnel Instruction 1, Sub-Chapter CC25.3, Commissioned Corps Personnel Manual."

2. Claiming Reimbursement. The officer will ordinarily pay the application and examination fees direct to the examining board from personal funds and obtain receipts necessary to substantiate his request for reimbursement. A claims voucher shall have attached to it the original receipt, cancelled personal check or facsimile thereof, and the original copy of Form PHS-4907 which authorizes the financial support.
 - a. When travel is involved, the amount of fees will be included on the SF-1012, Travel Voucher, along with claims for per diem and miscellaneous reimbursable expenses (Joint Travel Regulations, Chapter 4, Parts E, F, I or K) incurred in connection with travel.
 - b. When travel is not involved, claims for reimbursement will be submitted on SF-1034, Public Voucher for Purchases and Services Other Than Personal, after the examination has been taken.

Section F. Reports of Specialty Board
Examination Results

1. The officer will send a copy of the notification of results of the specialty examination or membership appointment to:
 - a. The approving official and/or other official as may be required by the operating agency.
 - b. Director, Commissioned Personnel Operations Division.

**SPECIALTY BOARD EXAMINATION
REQUEST AND AUTHORIZATION FOR PAYMENT OF TRAVEL EXPENSES AND FEES**

ITEM I: - To be completed by officer requesting examination.

NAME	POSITION	<input type="checkbox"/> REGULAR CORPS	
		<input type="checkbox"/> RESERVE	
GRADE AND CATEGORY	BUREAU, DIVISION, STATION	DATE ENTERED ON ACTIVE DUTY	
TYPE TRAINING RECEIVED WHILE ON ACTIVE DUTY	LOCATION	DATES	
TITLE OF EXAMINATION	LOCATION	DATES	FEEES
PART I			
PART II			
IF A RESERVE CORPS OFFICER, HAVE YOU APPLIED FOR ASSIMILATION INTO THE REGULAR CORPS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOUR ANSWER IS NO, HOW LONG DO YOU PLAN TO REMAIN ON ACTIVE DUTY IN THE PUBLIC HEALTH SERVICE? _____			

(Signature)

(Date)

ITEM II: - To be completed by Branch Chief, Officer-in-Charge of a PHS field station, or the Chief of any higher organizational unit.

STATE WHY BOARD CERTIFIED STATUS (WILL/WILL NOT) BE IMPORTANT TO THE SERVICE IN THE OFFICER'S PRESENT OR FUTURE ASSIGNMENTS

RECOMMEND: APPROVAL DISAPPROVAL

(Signature)

(Title)

(Date)

ITEM III: - Endorsement of Division or Institute Director

STATE WHY IT (IS/IS NOT) IMPORTANT TO THE SERVICE TO GIVE THE RECOMMENDED FINANCIAL SUPPORT.

RECOMMEND: APPROVAL DISAPPROVAL

(Signature)

(Title)

(Date)

ITEM IV: - Bureau Action

APPROVED: FEES TRAVEL EXPENSES DISAPPROVED

REMARKS

(Signature)

(Title)

(Date)

NOTE: For information and instructions, See Commissioned Corps Personnel Manual CC25.1, Personnel Instruction 1, "Specialty Board Examinations; Payment of Travel Expenses and Fees."