

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 CC26--Conditions of Service
Subchapter CC26.1--Officer Responsibilities and Conduct
Personnel INSTRUCTION 3--Officers' Responsibilities for Submission of
Personnel and Pay and Allowances Information

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Section A. Purpose and Scope

The purpose of this INSTRUCTION is to:

1. Summarize requirements for Public Health Service (PHS) commissioned officers to meet information needs in compliance with directives received from the Division of Commissioned Personnel (DCCPR), Office of the Surgeon General (OSG);
2. Inform commissioned officers of what courses of action to take in order to comply with directives; and
3. Identify what adverse effects may result from noncompliance with

directives.

Section B. Authorities

The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216. This authority has been delegated to the Surgeon General as part of the general authority to administer the PHS Commissioned Corps and is published at 53 Federal Register 5046-5047, February 19, 1988. Pursuant to this authority, the Surgeon General has delegated the authority for daily administration of the Commissioned Corps to the Director, DCCPR, OSG. The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the ASH and the ASH has re-delegated this authority to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).

Section C. Policy

PHS commissioned officers are required to comply with directives received from DCCPR, as prescribed herein. These directives fall within two main categories:

1. Pay and Allowances. Elements of pay and allowances are set forth by statute and regulations thereby necessitating compliance with matters dealing with pay and allowances.
2. Personnel System. The PHS Commissioned Corps personnel system is managed centrally. Officers' official personnel records reside in DCCPR. Decisions affecting assignments, promotions, benefits, separation, retirement, etc., are based on these official personnel records and unless these records are current, complete, and accurate, career decisions and benefits may be adversely affected.

Further, under the provisions of 42 U.S.C. 217, the President may declare the PHS Commissioned Corps to be a military service in time of war or emergency involving the national defense. In such an event, current, accurate, and complete records are vital.

In addition to the requirements prescribed herein, PHS commissioned officers are subject to any supplementary requirements issued by the component to which the individual officer is assigned.

Section D. General

1. Upon call to active duty, DCCPR furnishes all officers with packets which include, among other things, a "Commissioned Officer's Handbook," and specific payroll information. In addition, newly commissioned officers participate in orientation programs which provide information about the traditions, procedures, and benefits of the corps, an understanding of the type of responsibilities and standards of conduct that are expected. All officers already on active duty were furnished with the "Commissioned Officer's Handbook" at the time of its latest revision, and as future revisions occur, DCCPR shall furnish all officers with updated copies.

2. The officer's supervisor and administrative officer are the principal sources of information concerning the commissioned corps personnel system.

An officer's supervisor or administrative officer shall always be consulted for information and assistance on any personnel problem.
3. The second level of support to the supervisor and the administrative officer is the area and/or headquarters personnel office.
4. Each Agency has a Commissioned Corps Liaison Officer who interacts directly with DCCPR. The Liaison Officers have procedures within their respective Agencies for disseminating information and for receiving comments on various issues and problems under consideration.

Section E. Responsibilities

1. DCCPR shall:
 - a. Inform officers of their responsibilities to the PHS Commissioned Corps;
 - b. Provide advice and guidance concerning compliance with directives; and
 - c. Advise officers of adverse effects which may result from their non-compliance.
2. Commissioned officers shall:
 - a. Be familiar with directives issued by DCCPR and their individual programs;
 - b. Exercise informed judgment regarding directives;
 - c. Obtain necessary forms from normal supply channels;
 - d. Consult supervisors, Agency/Program liaisons, and/or DCCPR when in doubt about any provisions of directives;
 - e. Ensure that their whereabouts are known to their programs at all times (i.e., on duty status, in travel status, or on approved leave);
 - f. Ensure that their correct duty station address is reported to DCCPR; and
 - g. Comply with directives and deadlines announced.

Section F. Potential Adverse Effects

Exhibit I (Requirement and Adverse Effects Chart - Personnel Actions) and Exhibit II (Requirement and Adverse Effects Chart - Pay and Allowance Actions) contain examples of major reporting requirements for which officers are responsible, and

possible adverse effects which may result from noncompliance with those

requirements. Officers may also be required to submit additional information that is not listed in the charts in order for DCCPR to carry out its responsibilities. Officers are advised that if they do not provide the requested specific personnel information in a timely manner, there is potential impact upon their opportunities for promotion, reassignment, training, assimilation, benefits, and benefits for their dependents. Disciplinary action may also be taken against the officer. In addition, requests for information dealing with pay and allowances must be correct and timely; otherwise, officers may not

receive correct pay and allowances, and noncompliance may result in the officer's being underpaid or overpaid and declared indebted.

Section G. Privacy Act Provisions

Personnel records are subject to the provisions of the Privacy Act of 1974. The applicable system of records is: 09-37-0002, "PHS Commissioned Corps General Personnel Records," HHS/OASH/OSG.

Section H. Acronyms Used in Exhibits

The following acronyms have been used in Exhibits I and II:

<u>ACRONYM</u>	<u>TERM</u>
APPLES	Assignment Preference, Proficiency in Language, Education, and Skills
AWOL	Absent without authorized leave
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
COER	Commissioned Officers' Effectiveness Report
DCCPR	Division of Commissioned Personnel
DEERS	Defense Enrollment/Eligibility Reporting System
DoD	Department of Defense
ID	Identification card
SGLI	Servicemen's Group Life Insurance
TDY	Temporary Duty
VEAP	Veterans Educational Assistance Program
VHA	Variable Housing Allowance

Exhibit I - Requirement and Adverse Effects Chart
Personnel Actions

<u>Subject*</u>	<u>Form No.</u>	<u>Requirement</u>	<u>Potential Adverse Effect On</u>
APPLES	Printout and questionnaire	Provide information on assignment preference, foreign language and education skills	Recommendation for promotion, reassignment, training
COER CC25.1- I1	PHS-838	Submit timely to supervisor; review with supervisor; check when forwarded; keep copy	Recommendation for promotion, reassignment, special pay
Dental Insurance Plan	DD-2494	Submit form timely with correct information	Eligibility of dependents for dental care
Dependents' ID Cards and DEERS CC29.2-I2	DD1172 DD1173	Submit DD1172 to request DD1173 (ID Card) and enrollment in DEERS	Receipt of benefits under DOD DEERS which includes health care, CHAMPUS, use of commissaries, PXs
Fitness for Duty	SF 88 SF 93	Compliance with instructions from Medical Branch, DCCPR; periodic medical review	Retention on active duty; character of separation or retirement
Licensure CC26.1- I4	Copy of actual license, certification or registration	Submit proof of licensure, registration, or certification	Receipt of special pay awards, consideration for reassignment, future in corps
Mailing Address (Duty Station)		If correction needed, immediate notification to Agency Liaison	Receipt of current and correct information; declaration of AWOL status, retention in inactive reserve
Oath of Office	PHS-5141	Submit form prior to issuance of assimilation orders	Effectuation of assimilation
Outside Work Request	HHS-520	Submit form timely with correct information and approvals	Receipt of approval for outside work
Personnel Orders		Verify duty station address, billet title, reporting date, if TDY authorized, first day on	Receipt of benefits and entitlements; receipt of pay; receipt of communications;

		travel status on transfer	AWOL declaration
Separation of Commissioned Officer CC23.6-I3	PHS-1373	Submit form at least 30 days prior to last day physically at duty station with correct in- formation and forwarding address	Receipt of benefits upon separation; re- ceipt of final pay, annual leave, and W-2
SGLI CC29.4-I1	SGLV-8286	Designate reduction of amount of insurance or refusal of insurance	Receipt of correct amount of life in- surance
Terminal Leave CC29.1-I2	PHS-1345	Confirm that terminal leave has been approved prior to physically leaving duty station	Receipt of benefits upon separation
VEAP	PHS 6273	Initiate contract for educational benefits	Receipt of educational benefits from VA

*The acronyms are defined in Section G of this INSTRUCTION.

Exhibit II - Requirement and Adverse Effects Chart
Pay and Allowances Actions

<u>Subject*</u>	<u>Form No.</u>	<u>Requirement</u>	<u>Potential Adverse Effect On</u>
Additional Special Pay CC22.2-I2	PHS-6289	Know eligibility date; contact DCCPR 3-4 weeks before eligibility due if officer is not notified by DCCPR; timely notarization; retain copy	Effective date of contract
Board Certification CC22.2-I2		Submit documentation immediately upon receipt of certification or recertification	Timeliness of receipt of Board Certified Pay
Check to Bank	SF1199A	Submit form to authorize sending check to bank	Receipt of salary check
Dependency Determination	PHS-1637-1	Submit form annually when requested; also report changes as they occur	Validation of dependent(s)' status and benefits
Payroll Address	Written memo or PHS-6363	Provide initial mailing address in writing and immediate notification in writing upon change	Receipt of salary check, statements of earnings; receipt of current and correct information
Medical Special Pays CC22.2-I3, 9, 10	PHS-6300-1	Know eligibility date; contact DCCPR 3-4 weeks before eligibility due if officer is not notified by DCCPR; timely notarization; retain copy	Effective date of contract
Notice of Arrival	PHS-2874	Submit form within five days of reporting for duty whether call to active duty or transfer	Receipt of correct pay; validation of compliance with call to duty orders; receipt of correct VHA payment
Quarters Allowance Certificate (Without Dependents) CC22.4-I1	PHS-2977	Certify whether Government quarters were/are occupied	Receipt of quarters allowance
Quarters Assignment & Acceptance Agreement	PHS-6070A	Certify whether Government quarters are occupied	Receipt of quarters allowance

Quarters Termination Record	PHS-6070B	Certify that Government quarters were vacated	Receipt of overpayment causing indebtedness
Request for Overseas Station Allowances (Including dependents residing in household) CC22.4-I2	PHS-6059	Submit form upon arrival and within 10 days of any change	Receipt of correct amount of allowances
Tax Withholding Federal	IRS W-4	If not claiming exemption from withholding in following year, submit new W-4 by 12/31 of current year; if claiming exemption for following year, submit W-4 by 2/15 of that year	Withholding of correct amount of taxes
State of Legal Residence Certificate	DD2058	Submit to document legal residence	Withholding of taxes for the correct State
	PHS-6353 or State form	Submit to document amount of State tax to be withheld	Withholding of correct amount of taxes
Variable Housing VHA Allowance	PHS-6290	Furnish documentation of housing costs within five days of change	Receipt of

*The acronyms are defined in Section G of this INSTRUCTION.

