

**CCPM PAMPHLET NO. 32
March 2002**

INFORMATION ON SEPARATION

**A Guide for Commissioned Officers
of the
U.S. Public Health Service**



CCPM Pamphlet No. 32

March 2002

**Department of Health and Human Services
Program Support Center
Division of Commissioned Personnel
5600 Fishers Lane, Room 4-04
Rockville, MD 20857-0001**

PREFACE

This pamphlet is published as part of the Commissioned Corps Personnel Manual (CCPM) for Public Health Service (PHS) Commissioned Corps officers. It is provided for informational purposes only; it is not an official policy document. Therefore, if there is any conflict between information provided herein and the United States Code, Joint Federal Travel Regulations, or the CCPM, the latter documents will be the controlling authorities.

DIVISION OF COMMISSIONED PERSONNEL'S WEB SITE

The Division of Commissioned Personnel's (DCP) Web site— <http://dcp.psc.gov> —contains the CCPM, most CCPM pamphlets (including this pamphlet), a number of PHS forms, the *Commissioned Corps Bulletin*, and other information.

PHS COMMISSIONED CORPS WEB SITE

The PHS Commissioned Corps Web site— <http://www.usphs.gov> —provides information about the corps to anyone interested in its history, personnel system, appointment criteria, and employment opportunities for students and health professionals. Links to the professional category Web sites are also contained there.

DIVISION OF COMMISSIONED PERSONNEL'S 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 the entire staff of DCP. When you use the toll-free number, your call will be answered with a simple, easy-to-use voice mail system that will effectively route your call.

SUBSCRIBE TO THE DIVISION OF COMMISSIONED PERSONNEL'S LISTSERV TO RECEIVE OFFICIAL E-MAIL MESSAGES FROM DCP

To subscribe to DCP's listserv, send an e-mail message to—listserv@list.psc.dhhs.gov—with no subject and a message in the following format:

SUBSCRIBE DCP "your full name"

Where "your full name" is, replace with your complete first and last name without the quotation marks.

WHO SHOULD USE THIS GUIDE

This pamphlet should be read before completing form PHS-1373, "Separation of Commissioned Officer." It should be used by all officers who are leaving active duty from the Public Health Service (PHS) Commissioned Corps—whether the separation is voluntary or involuntary—**except officers who are entering retired status and officers who are transferring to another uniformed service** (Army, Navy, Air Force, Marine Corps, Coast Guard, or the Commissioned Corps of the National Oceanic and Atmospheric Administration).

EXCEPTIONS

Officers Entering Retired Status Should Not Use this Guide

Officers entering retired status should contact the Division of Commissioned Personnel's (DCP) Retirement Coordinator at phone number 301-594-3472 (or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 43472).

Officers Transferring to Another Uniformed Service (Inter-service Transfer) Should Not Use this Guide

The policies and procedures related to an inter-service transfer are very different from those to be used by an officer who resigns his/her commission as a PHS Commissioned Corps officer to accept a new appointment with another uniformed service. Therefore, you must understand the distinction between these two separate actions in order to ensure that you follow the correct procedure.

If you are **resigning** your commission as a PHS commissioned officer to accept a new appointment in one of the other uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, or the Commissioned Corps of the National Oceanic and Atmospheric Administration), you should follow the procedures outlined in this pamphlet.

If you are **transferring** as a PHS commissioned officer to a position as a commissioned officer with one of the other uniformed services, do not use this pamphlet. Officers accepting **inter-service transfers** should read and follow the instructions set forth in INSTRUCTION 5, Subchapter CC23.3, "Inter-Service Transfer of Commissioned Officers," of the Commissioned Corps Personnel Manual (CCPM). You may obtain a copy of this INSTRUCTION from the nearest administrative office that maintains a CCPM, by contacting your Commissioned Corps Liaison, or from the DCP Web site at— <http://dcp.psc.gov> —click on 'Publications.'

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RESIGNATIONS AND INACTIVATIONS

TIMETABLE FOR SEPARATION ACTIONS

IMPORTANT: Please read 'WHO SHOULD USE THIS GUIDE' on page ii.

This pamphlet explains most of the things you need to consider and plan for once you decide to separate from active duty in the Public Health Service (PHS) Commissioned Corps. It tells you what forms to submit and where to seek additional guidance.

NOTE: Most forms referenced in this pamphlet are available from the Division of Commissioned Personnel's (DCP) Web site— <http://dcp.psc.gov> —click on 'Services' and then click on 'Government, Agency, and DCP Official Forms.' The Commissioned Corps Personnel Manual (CCPM) is referenced throughout this pamphlet and it is also available from the DCP Web site— <http://dcp.psc.gov> —click on 'Publications.'

The following timetable is a skeleton version of actions **YOU** must take in connection with your separation from active duty. You should refer to the major sections of this pamphlet for complete information and instructions concerning each noted item.

TIME PRIOR TO SEPARATION

ACTION TO BE TAKEN

1 year	Make sure all Service obligations (e.g., medical, dental, or nurse officer special pay contracts, active-duty obligations incurred pursuant to training, National Health Service Corps scholarship obligations) will be completed by your targeted date of separation.
180 days	Schedule your separation physical examination at the nearest uniformed services or contract medical facility. Make sure DD Form 2808, "Report of Medical Examination," and DD Form 2807-1, "Report of Medical History," are sent immediately following the examination to: DCP, ATTN: Medical Affairs Branch, Room 4C-06, 5600 Fishers Lane, Rockville, MD 20857-0001. Phone 301-594-6330 or toll-free at 1-800-368-2777. (See page 5, item 9. "Separation Physical Examination.")
100 days	If you have been on active duty for 1 year and if you are not breaking an active-duty obligation, decide whether you will request terminal leave. Terminal leave is any annual leave taken after you submit your separation request— form PHS-1373, "Separation of Commissioned Officer." (This form is available on the DCP Web site— http://dcp.psc.gov —click on 'Services.') To determine your annual leave balance, access the Commissioned Officers Leave Tracking System (COLTS) (DCP Web site— http://dcp.psc.gov —click on 'Secure Area') or check with your Leave Maintenance Clerk. If you do decide to request terminal leave, submit a request for all the terminal leave you plan to take. Terminal leave must be approved before you submit form PHS-1373. (See page 5, item 8, "Terminal Leave Requested.") For further information on terminal leave, please read the section in this pamphlet titled "Terminal Leave." Once terminal leave is approved, complete Part A of form PHS-1373 and submit the form (with your original signature) to DCP, ATTN: Officer Support Branch, Room 4-20, 5600 Fishers Lane, Rockville, MD 20857-0001. A photocopy must be given to your supervisor for processing. Your form PHS-1373 must be received in DCP at least 30 days before the last day that you will be physically present at your duty

station. In order to facilitate DCP receiving your form PHS-1373, you may fax your form to the Officer Support Branch, DCP, at fax number 301-443-5366, but your form PHS-1373 (with your original signature) must still be mailed to the address above.

90 days (NOTE: Once your form PHS-1373 is submitted to your supervisor, it cannot be revoked without written approval of your supervisor and your Commissioned Corps Liaison.) Complete Part A of form PHS-1373 and forward the form (with your original signature) to DCP if you have not already done so. Give a photocopy to your supervisor for processing. **Please note that a request for separation will be honored. Requests for inactivation will be treated as a request for separation unless inactivation is approved by the Director, DCP. A denied request for inactivation will be processed as a termination. You will be notified of the decision by the personnel order that is issued. (See INSTRUCTION 1, Subchapter 43.7, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved," of the CCPM.)**

60 days Check to see that your form PHS-1373 and form PHS-31, "PHS Commissioned Corps Officer's Leave Record," have been processed by your supervisor or administrative office and have been forwarded to DCP.

30 days (NOTE: 30 days is the deadline for submission of form PHS-1373 to avoid divestment.) If you have received your separation personnel order and it authorizes shipment of household goods, begin to make arrangements for shipment of your household goods by submitting form PHS-4013-1, "Application for Shipment of Household Goods – Commissioned Officers," (available on the DCP Web site— <http://dcp.psc.gov> —click on 'Services') with a copy of your personnel order, to the nearest shipping officer. Shipping officers are available in several PHS activities to help coordinate your move with a shipping carrier. Shipping officers are listed in CCPM Pamphlet No. 11, "Information on Shipment of Household Goods" (available on the DCP Web site— <http://dcp.psc.gov> —click on 'Publications'). Any expense incurred by you prior to issuance of the separation personnel order will **NOT** be paid by the Government.

Please note that the 'Commissioned Corps Travel and Transportation Information Center' provides answers to many travel and transportation questions. It is located on the DCP Web site— <http://dcp.psc.gov> —click on 'Services.'

Your final payroll and lump sum leave payment must be directly deposited to a financial institution. If you wish to make a change to the financial institution for receipt of your final payroll and lump sum leave payment, complete form SF-1199A, "Direct Deposit Sign-Up Form," (available from DCP's Compensation Branch, phone 301-594-2963 or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 42963) and forward it to: DCP, ATTN: Compensation Branch, Room 4-50, 5600 Fishers Lane, Rockville, MD 20857-0001.

20 days Examine temporary health insurance options to protect you and your dependents until you can obtain permanent health insurance. Information about the benefits provided under the Continued Health Care Benefit Program (CHCBP) can be found: (1) in the summary sheet and application form included in the folder that contains this pamphlet; (2) under the section titled "Healthcare Coverage, Dental Coverage, and Uniformed Services Voluntary Insurance Plan" of this pamphlet; and (3) on the Humana Military Healthcare Services, Inc. Web site— www.humanamilitary.com —click on 'Continued Health Care Benefit Program.'

15 days Obtain copies of all necessary travel vouchers for yourself and your dependents. You should have received your separation order by this time. If not, contact your supervisor or administrative office.

Submit your application and check for CHCBP.

If you requested and are approved for an appointment to the Inactive Reserve Corps by the Director, DCP, the Inactive Reserve Coordinator will send you a packet of information and request a response from you. You will need to provide the following: (1) a completed form PHS-6127, "U.S. PHS Commissioned Corps Questionnaire"; (2) a completed 'Inactive Reserve Corps Questionnaire'; (3) a current curriculum vitae; and (4) a photocopy of your current unrestricted professional license/registration/certification. After reviewing the Inactive Reserve Corps information, if you elect to terminate your commission, complete and return form PHS-6125, "Resignation – PHS Commissioned Officers Inactive Reserve." The Inactive Reserve Coordinator, Office of the Surgeon General, can be reached at 301-443-4000.

7 days Make certain that your timekeeper and leave-granting authority have certified your form PHS-31, "Public Health Service Commissioned Corps Officer's Leave Record," and forwarded it for processing to DCP, ATTN: Officer Support Branch, Room 4-20, 5600 Fishers Lane, Rockville, MD 20857-0001. Be sure your timekeeper keeps a copy of your form PHS-31.

7 to 1 day(s) **Return all Government property, including PHS identification cards for yourself and your dependents. Obtain station clearance.**

TIME AFTER SEPARATION

ACTION TO BE TAKEN

7 days after Complete and return all travel vouchers to your administrative or regional office if you performed travel pursuant to separation.

30 days after You should have received your PHS Commissioned Corps "Statement of Service" from DCP. If not, call the Officer Support Branch, DCP, at 301-594-3108 (or toll-free 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43108).

45 days after You should have received Department of Veterans Affairs (VA) form SGLV-8714, "Application for Veterans' Group Life Insurance." If not, contact your local VA office listed in your telephone directory and provide them with a **photocopy** of your PHS Commissioned Corps "Statement of Service." They will issue to you VA form SGLV-8714. You have a **total** of 1 year and 120 days from the date of separation in which you may submit form SGLV-8714, the first monthly premium, a copy of your PHS "Statement of Service," and evidence of your insurability, to apply for Veterans' Group Life Insurance (VGLI).

90 days after If you were entitled to a lump sum leave payment for unused annual leave and your final form PHS-31, "Public Health Service Commissioned Corps Officer's Leave Record," has been submitted, you should have received your payment by this time. If not, call the Officer Support Branch, DCP, at 301-594-3108 (or toll-free at 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43108).

90 days after Your form SGLV-8714, "Application for Veterans' Group Life Insurance," should be completed and sent to the VA by this time.

By February of the calendar year following the year in which you separated from active duty with PHS, you should receive a Form W-2, "Wage and Tax Statement." If you do not receive it by this time, contact the Compensation Branch, DCP, about the status of your Form W-2 (phone 301-594-2963 or toll-free at 1-877-INFO-DCP, listen to the prompts, select option #1, dial 42963). If your address changed since the time you separated, you must provide *written* notice to:

Division of Commissioned Personnel
ATTN: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

THE SEPARATION PROCESS

1. Read this entire pamphlet (CCPM Pamphlet No. 32, "Information on Separation") before taking any other action.
2. Discuss with your supervisor and/or program management the date you will be separating from active duty.
3. Make sure you take all the following actions early enough so that form PHS-1373 with Part A completed (with your original signature) is received in DCP **at least 30 days** prior to the last day you will be physically present at your duty station. You must submit form PHS-1373 in a timely fashion even if your separation is involuntary, you are contesting it, and the outcome of your contest is not yet known. In such cases, you are permitted to add the following statement on the form: "This form is valid only if my efforts to reverse an involuntary separation are not successful."
4. If eligible, decide whether or not you will request terminal leave. Terminal leave is any annual leave that is approved before and taken after you submit your form PHS-1373 requesting separation.
5. If you wish to take terminal leave, submit form PHS-1345, "Request and Authority for Leave of Absence," to your leave-granting authority for approval. To determine your annual leave balance, access the Commissioned Officers Leave Tracking System (COLTS) (DCP Web site— <http://dcp.psc.gov> —click on 'Secure Area') or check with your Leave Maintenance Clerk.
6. Schedule your separation physical.
7. Complete Part A of form PHS-1373. Instructions for completing form PHS-1373 are as follows:

Part A. This part is to be completed by you.

Item 1. Name. Enter your name (last, first, middle initial) as it appears on official PHS records.

- Item 2. Social Security Number (SSN) and PHS Number. Enter your SSN and PHS serial number. Your PHS serial number is not on your PHS identification card. It is a five-digit number shown in the upper right corner of every official personnel order you receive.
- Item 3. Grade, Category, and Corps. Enter your temporary grade and permanent grade. Enter your professional category. This will always be one of the 11 commissioned corps categories: Medical, Dental, Nurse, Engineer, Scientist, Environmental Health, Veterinary, Pharmacy, Dietetics, Therapy, or Health Services. Indicate whether you are in the regular or reserve corps.
- Item 4. Present Station. Enter the complete organizational breakdown to which you are currently assigned. Start at the highest organizational level, normally the Agency/Operating Division (OPDIV)/Program level, and extend down through the appropriate bureau, division, branch, field activity, etc. Indicate your complete address (street address, city, State, and zip code), e-mail address, and telephone number. Indicate a room number and building for all assignments.
- Item 5. Type of Separation. Indicate what type of separation is requested, e.g., (1) termination indicates that you wish to sever all ties to PHS; (2) inactivation indicates that you wish to separate from active duty, but are requesting to retain your commission in the PHS Commissioned Corps through an appointment in the Inactive Reserve Corps (see the section titled "Inactive Reserve Corps Program" of this pamphlet); or (3) if you are transferring to another uniformed service, consult INSTRUCTION 5, Subchapter CC23.3, "Inter-Service Transfer of Commissioned Officers," of the CCPM. **NOTE:** Requests for inactivation must be approved by the Director, DCP. A denied request for inactivation will be treated as a termination. Termination orders can only be rescinded by request of an Agency Head or designee and approval of the Director, DCP.
- Item 6. Reason for Separating. Complete as appropriate.
- Item 7. Last Day at Duty Station. The requested last day at the duty station is the last day you will be physically present at your duty station. Any approved terminal leave begins the following day and travel time begins after your approved terminal leave, if any. Therefore, your last day on active duty is the date constructed by adding any approved terminal leave and authorized travel time to the last day you are physically present at your duty station. **EXCEPTION:** If you are serving a limited tour of active duty with a "not to exceed" date on your call to active duty personnel order, as in the case of many officers assigned to the National Health Service Corps, National Institutes of Health, Centers for Disease Control and Prevention, and Food and Drug Administration, enter the date shown on that call to active duty order. Your approved terminal leave and authorized travel time will precede that date. If you are being divested of annual leave, your last day of active duty will be the last day that you are physically at your duty station. **NOTE:** If you are separating before completing an active-duty obligation, your last day on active duty will be your last day physically at your duty station. You will be divested of all annual leave as of the date of your form PHS-1373, the date your form PHS-1373 is received in DCP, or your last day at your duty station, whichever comes first.
- Item 8. Terminal Leave Requested. Indicate whether terminal leave is requested. Also, indicate whether terminal leave is approved. If approved, actual dates of terminal leave must be furnished. If terminal leave is to be taken in parts, all dates must be furnished. (See the section titled "Terminal Leave" of this pamphlet for additional information.)

- Item 9. Separation Physical Examination. You must elect to take a separation physical examination or waive such examination. It is to your advantage to have an examination upon separation (unless a physical examination was performed within 6 months of your requested separation date) since the examination serves to protect any future entitlements for benefits provided by VA. These benefits include disability compensation and healthcare for service-connected diseases or injuries. It is important, therefore, that your health status at the time of separation from active duty be documented in your official health file maintained in DCP. List the name of the facility where you are scheduled to take your examination and the date of the examination. See the section titled "Taking a Separation Physical Examination" of this pamphlet for additional information.
- Item 10. Travel and Transportation Requested. Indicate any travel and transportation requested in addition to that for yourself. See the section titled "Travel and Transportation" of this pamphlet for more information, and the DCP Web site— <http://dcp.psc.gov> —click on 'Services' and then click on 'Commissioned Corps Travel and Transportation Information Center.'
- Item 11. Mode of Travel (Officer Only). This item must be completed even if you do not plan to travel. However, you must actually perform travel to be reimbursed. You will continue to be on active duty and remain in pay status for the time you are authorized to travel to the place from which you were called to active duty or your home of record.
- Item 12. Election of Travel. You should specify the name of the city and State to which you request travel and also whether it is your home of record or the place from which you were called to active duty or a location of lesser distance.
- Item 13. Permanent Mailing Address After Separation. You must furnish an accurate mailing address and e-mail address where you may be contacted after separation. Your Form W-2, "Wage and Tax Statement"; VA forms; and PHS "Statement of Service" will be sent to your mailing address. (**NOTE:** Your final payroll and lump sum leave payment must be directly deposited to a financial institution.) If your mailing address changes within a year of your separation, you must provide **written** notification to: DCP, ATTN: Compensation Branch, Room 4-50, 5600 Fishers Lane, Rockville, MD 20857-0001. If you are appointed to the Inactive Reserve Corps, you must keep the Inactive Reserve Coordinator informed of your current address. (See the section titled "Inactive Reserve Corps Program" of this pamphlet.)
- Item 14. Certify, by your signature, that you have read this pamphlet, understand your rights and responsibilities with regard to separation from active duty, and that the information you provided on form PHS-1373 is correct and accurate.

Signature. You must sign and date the form.

8. **Mail the completed Part A of form PHS-1373 (with your original signature) directly to DCP, leaving Parts B, and C blank, so that the form will be received no later than 30 days prior to the last day you will be physically present at your duty station. NOTE: In order to facilitate DCP receiving your form PHS-1373, you may fax your form to the Officer Support Branch, DCP, at fax number 301-443-5366, but your form PHS-1373 (with your original signature) must still be mailed to the address in item 9 below.**

Example: You request separation from active duty effective June 30. You plan to take 30 days of terminal leave (annual leave approved before but taken after you submit your form PHS-1373). The last day you will be physically present at your duty station will be May 31. Therefore, your form PHS-1373 must be received in DCP no later than May 1.

If your form PHS-1373 is not received in DCP by this deadline, you will be divested of your unused annual leave pursuant to INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM.

9. **Send form PHS-1373 (Part A completed with an original signature) to the following address:**

Division of Commissioned Personnel

ATTN: Officer Support Branch

5600 Fishers Lane, Room 4-20

Rockville, MD 20857-0001

Phone: 301-594-3108 (or toll-free at 1-877-INFO DCP,
listen to the prompts, select option #1, dial 43108)

Do not under any circumstances forward form PHS-1373 (with Part A completed and with your original signature) through your Agency/OPDIV/Program. Send it directly to DCP (see address above). Send a photocopy of the form through your Agency/OPDIV/Program channels.

10. Provide a photocopy of your form PHS-1373 to your immediate supervisor.
11. Your supervisor or other Agency/OPDIV/Program officials will complete Parts B and C of your form PHS-1373, certify your leave record (form PHS-31), and complete other administrative actions connected with your separation. The completed copies of form PHS-1373 and form PHS-31 should then be sent to the Officer Support Branch, DCP, at the address shown in item 9, above.
12. If your Agency/OPDIV/Program delays forwarding the copies of your form PHS-1373 to DCP, your separation will not be delayed. DCP will act upon the form PHS-1373 (Part A completed along with your original signature) submitted directly by you. However, your claim for lump sum payment for unused annual leave cannot be processed until your Agency/OPDIV/Program forwards your separation documents to DCP.
13. When DCP has completed the processing of your separation request, a personnel order authorizing your separation will be issued to you. When you receive your separation personnel order, you may begin making arrangements for travel and transportation of your household goods as authorized on the personnel order and in accordance with the Joint Federal Travel Regulations (JFTR).

You and your dependents cannot travel at Government expense nor can you ship, store, or release your household goods to a mover until your official separation personnel order authorizing shipment of household goods is issued. Any travel or shipment performed prior to receipt of your personnel order will be at your own expense.

WORDS OF CAUTION

NOTE: Once you submit your request for separation, the request cannot be revoked without written approval of your supervisor and your Commissioned Corps Liaison.

1. You will be divested of payment for, and denied use of, your accumulated unused annual leave if your form PHS-1373 is not received in DCP **at least 30 days** prior to the last day that you are physically present at your duty station.*
2. You will be divested of payment for, and denied use of, your accumulated unused annual leave if you voluntarily separate from active duty before completion of **12 months** of active duty.*
3. You will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods if you separate from active duty before completion of **24 months** of active duty.**
4. You will be divested of payment for, and denied use of, your accumulated unused annual leave as of the last day you were physically at your duty station*, and you will be divested of all travel entitlements for you and your dependents and of payment for shipment of household goods, if:
 - a. You separate from active duty before completing any active-duty obligation; or
 - b. You do not complete the agreed to period of service under a special pay contract.
5. You will be denied appointment in the Inactive Reserve Corps if any of the conditions in items 1 through 4 exists.
6. Your last month's payroll and lump sum leave payment must be directly deposited to a financial institution. If you will be designating a different financial institution than the one the Compensation Branch, DCP, currently has on file for you, form SF-1199A, "Direct Deposit Sign-Up Form," must be completed and sent to: DCP, ATTN: Compensation Branch, Room 4-50, 5600 Fishers Lane, Rockville, MD 20857-0001. If you do not designate a different financial institution, your final payroll and lump sum leave payment will be directly deposited to the financial institution the Compensation Branch, DCP, currently has on file for you.

* If you are divested of unused annual leave, you may not take or be granted terminal leave. If your leave-granting authority approves terminal leave without knowing that you are to be divested, and you have departed your last duty station on terminal leave, you will either be ordered to return to your duty station for the balance of your time or you will be terminated as of the last day that you were physically at your duty station. If you are ordered to return to your duty station and fail to report back to duty, you will be placed in Absence Without Leave (AWOL) status. While in AWOL status, you forfeit all pay and allowances, you are not eligible for PHS-sponsored healthcare or disability benefits, and you will not be reimbursed for any travel and shipping expenses. In addition, the time in AWOL does not count toward completion of an active-duty obligation. Therefore, it is your responsibility to know the reasons for which you may be divested of your entitlements and whether one of these reasons applies in your case.

** Chapter 7, Part S, Paragraph U7654, Joint Federal Travel Regulations.

TERMINAL LEAVE

Terminal leave is any annual leave approved before but taken after submission of form PHS-1373. Under PHS policy (INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM), you may be approved for an amount of terminal leave which does not exceed the number of days of accumulated unused annual leave that would otherwise be credited to you upon the date of your separation from active duty.

All terminal leave must be requested and approved before you submit form PHS-1373. You may request terminal leave on form PHS-1345, "Request and Authority for Leave of Absence," for any period of time between the date you submit form PHS-1373 and the date you are to be separated from active duty.

Since terminal leave is not an entitlement, your leave-granting authority may approve or deny your request based on your Agency/OPDIV/Program's staffing needs. If your request for terminal leave is approved, submit the completed and approved form PHS-1345 to your leave maintenance clerk. The leave maintenance clerk will balance your leave record through your separation date, certify the leave record, make a copy of it, and send it forward for processing of your lump sum leave payment for any accumulated unused annual leave.

Terminal leave includes each day, other than authorized travel time, after the last day that you are physically present at your duty station. For example, if your last day at your duty station is a Friday, and you are approved for terminal leave, that leave will commence on Saturday even though Saturday may normally be a non work day.

Once you submit your form PHS-1373, you cannot request annual leave except for emergency purposes, e.g., a death in the family. If leave is approved for emergency purposes, the Officer Support Branch, DCP, must be notified immediately by fax at 301-443-5366 so that appropriate adjustments may be made to your annual leave record and lump sum payment.

If you decide not to take approved terminal leave, you will still be charged for the leave unless: (1) the approved leave was revoked by the leave-granting authority because of program staffing needs; or (2) you become ill while on terminal leave. In either case, your leave-granting authority must notify the Officer Support Branch, DCP, immediately by fax at 301-443-5366 so that appropriate adjustments may be made to your annual leave record. If you become ill, you must submit certification from a physician to your leave-granting authority and request that your terminal leave be changed to sick leave.

You are on active duty while on terminal leave and thus maintain the responsibilities, duties, obligations, privileges, and benefits applicable to active-duty PHS commissioned officers. Terminal leave is creditable towards completion of a Service obligation and a special pay contract. If your terminal leave will extend through the date of separation, you may accept a Federal civil service appointment or other civilian employment in the private sector, provided that you do not violate the conflict of interest statutes and regulations. You must complete form HHS-520, "Request for Approval for Outside Activity," and get approval before beginning other employment. However, you may not be given a concurrent appointment as a member of another uniformed service. (Form HHS-520 is available from the DCP Web site— <http://dcp.psc.gov>—click on 'Services.')

If you will be divested of unused annual leave for serving less than 1 year on active duty, failing to complete a service obligation, breaking a special pay contract, or for any other reason, you may not take or be approved for terminal leave. You will be notified by the personnel order that is issued.

If the divestment action occurs after your leave-granting authority has erroneously approved terminal leave, and you have departed your last duty station on terminal leave, you will either be ordered to return to your duty station for the balance of the time, or you will be terminated as of the last day that you were physically at your duty station. If you are ordered to return to your duty station and you fail to return back to duty, you will be placed in Absence Without Leave (AWOL) status. While in AWOL status, you forfeit all pay and allowances, you are not eligible for PHS-sponsored healthcare or disability benefits, and you will not be reimbursed for travel and shipping expenses. In addition, the time in AWOL does not count toward completion of an active-duty obligation.

NOTE: There is a lifetime limit of 60 days on the amount of unused annual leave for which you may be paid after February 9, 1976. This limit applies to lump sum leave payments from all uniformed services. Thus, if you

receive payment for 60 days of unused annual leave from the PHS Commissioned Corps at separation, you are ineligible for any future lump sum leave payment from any uniformed service.

Consult INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM, for more specific information about terminal leave.

TERMINAL SICK (MATERNITY) LEAVE

An officer who gives birth while on active duty is granted 42 days of sick (maternity) leave after hospital discharge for usual delivery, and 56 days after Caesarean delivery. However, an officer who is planning to separate from active duty in the postpartum period should be aware that maternity leave (and active-duty status) will not be extended beyond the separation date specified by the officer on form PHS-1373, unless there are both unusual extenuating circumstances and Agency/OPDIV/Program approval.

TAKING A SEPARATION PHYSICAL EXAMINATION

The purpose of the separation physical examination is to document any conditions which were incurred or aggravated while on active duty, so as to support a claim you may wish to file with the VA for possible service-connected benefits. If you are seriously considering making such a claim, in addition to the separation examination, copies of records of evaluation and treatment of these conditions while on active duty should be sent to: DCP, ATTN: Medical Evaluations Staff, Medical Affairs Branch, Room 4C-06, 5600 Fishers Lane, Rockville, MD 20857-0001.

Usually, a physical examination done within 6 months before separation will satisfy the purposes of the separation examination. However, if your physical status changes significantly between the separation examination and the date of separation, you or your representative should notify the Medical Affairs Branch (MAB), DCP, immediately by fax at 1-800-535-7691 or 301-594-3299, or phone 1-800-368-2777 ext. 3 or 301-594-3297. Medical reports regarding the change should also be sent to the Medical Evaluations Staff, MAB, DCP (address above). These actions should also be taken even if you have waived your separation examination. This is important, since sufficient medical evidence can overcome the presumption of fitness-for-duty created by your initiating separation procedures, and since you must remain on active duty in order to be processed for PHS disability benefits. Although the change in physical status may not qualify you for PHS disability benefits, it is also important to provide the additional documentation to support any claim you may file with VA.

Since the separation examination serves to protect your interests, you are afforded the right to waive it. Please state on form PHS-1373, item 9, either the date and facility you have taken or will take the separation examination, or your declaration of waiver.

You are responsible for scheduling your separation examination at the nearest uniformed services or contract medical facility. If such a facility is an unreasonable distance from your residence or duty station, you may contact the Beneficiary Medical Programs Section, MAB, DCP, at 1-800-368-2777 or 301-594-6330 for advice.

Ideally, you should schedule the separation examination to be done at least 180 days prior to your separation. Failure to obtain the examination prior to your separation will not delay your separation beyond the date you have specified on form PHS-1373 against your will, nor will it be considered adequate reason to honor a request from you to delay your separation. Certainly, arranging for and taking the examination should not be delayed until you submit your form PHS-1373.

Your separation examination should be reported on DD Form 2808, "Report of Medical Examination," and DD Form 2807-1, "Report of Medical History," with appropriate attachments if there are specific service-connected conditions to be documented. INSTRUCTION 5, Exhibit IV, Subchapter CC29.3, "Medical Examination Requirements," of the CCPM, gives guidelines for thorough screening by means of this examination. These forms and attachments should be sent directly to:

Division of Commissioned Personnel
ATTN: Medical Evaluations Staff, MAB
5600 Fishers Lane, Room 4C-06
Rockville, MD 20857-0001

TRAVEL AND TRANSPORTATION

If you are separating from extended active duty (2 or more years of active duty) and have completed all active-duty obligations, travel for you, your dependents, and transportation of your household effects, will be authorized on your separation personnel order.

All travel on common carriers must be in coach class on a Government contract carrier. Dislocation allowance is not payable upon separation.

Your travel: If authorized, you will receive a transportation allowance as prescribed by the Joint Federal Travel Regulations (JFTR) for travel you actually perform incident to your separation from PHS. You must designate either your home of record or the place from which you were called to active duty in item 12 of form PHS-1373. The designation of one of these points or a location of a lesser distance than the home of record or place from which you were called to active duty, does not prohibit your travel to another place, but you must pay any excess costs incurred by travel to a different place. The designated location will be shown on your personnel order as "authorized travel to. . ." You must also designate your mode of travel (e.g., private conveyance or commercial common carrier) in item 11 of form PHS-1373.

You have a number of options from which to select in accomplishing your travel:

1. You may receive a monetary allowance (known as MALT) paid on a per-mile basis, plus a per diem allowance.
2. You may use commercial transportation and claim reimbursement for the cost of tickets (limited to cost of travel performed on a contract carrier).
3. Transoceanic travel must be by common air carrier; overland travel may be made by choosing among the above options.
4. A Personally Procured Transportation (PPT) move (also known as a Do-It-Yourself (DITY) move) is available and reimbursable for up to 95 percent of the cost the Government would have incurred. Call your shipping officer for complete details.

The distance for which a Monetary Allowance in Lieu of Transportation (MALT) will be paid is the official distance between the points of travel (not to exceed the distance between the points authorized on your personnel order), not the mileage readings based on your vehicle odometer.

Per diem is payable for the number of days actually used for the travel, not to exceed the authorized travel time as described in the following paragraph. The rates of per diem and MALT are subject to change. Check with your administrative or finance office for the current rate.

The amount of travel time you are authorized will be based on the distance from your current duty station and the place from which you were called to active duty or your home of record. Travel time will be computed by DCP to begin the day following any approved terminal leave or the last day you are physically present at your duty station if no terminal leave has been approved *except* that officers serving tours of active duty with “not to exceed” dates will have their travel time added prior to the date of separation as explained under item 7 in the section titled “The Separation Process” of this pamphlet. Your pay continues during authorized travel time.

Your Dependents' Travel: Your eligible dependents will be entitled to transportation allowances to the place specified in your separation personnel order, or a place of lesser distance, only if they actually perform the travel to that location to establish a residence. If your dependents travel by commercial carrier, reimbursement will be limited to the cost of travel if performed on a contract carrier.

Payment of Travel: You will not be paid for travel until you submit your travel voucher(s) to the finance office serving your last duty station. Vouchers are required for your travel and the travel of your dependents. For your travel, use form SF-1012, “Travel Voucher,” and list your dependents' travel expenses on the same form. You must also complete form PHS-2988, “Voucher for Reimbursement for Travel - Dependents of PHS Commissioned Officers,” for your dependents' travel. These forms are available from DCP's Web site— <http://dcp.psc.gov> —click on ‘Services’, or you can obtain these forms from your administrative office before you leave your duty station. When you submit your travel voucher(s) for payment, you must include a copy of your separation personnel order.

Shipment of Household Goods: Unless stated otherwise, the authority to travel as set forth on your separation personnel order includes authorization to ship your household goods. Specific information about shipment of household goods is outlined in CCPM Pamphlet No. 11, “Information on Shipment of Household Goods.” This pamphlet and form PHS-4013-1, “Application for Shipment of Household Goods – Commissioned Officers,” are available on DCP's Web site— <http://dcp.psc.gov> —(click on ‘Publications’ for the pamphlet and ‘Services’ for the form) or from your administrative office or your Commissioned Corps Liaison.

Submit form PHS-4013-1 with a copy of your separation personnel order to your shipping officer. For officers stationed in the Washington, D.C., metropolitan area regardless of the Agency/OPDIV/Program to which they are assigned, the following shipping officer may be used:

National Institutes of Health
ATTN: Shipping Officer
Building 13, Room 13013
9000 Rockville Pike
Bethesda, MD 20892
Phone: 301-496-1595

Deadlines: Authorized travel and transportation must be completed within 180 days following your date of separation from active duty. Shipment of your household goods must have begun within this 180 day limitation. You may not, however, ship, store, or release household goods to a mover until you have received your official separation personnel order. Travel performed or shipment made before the issuance of your official personnel order will be at your own expense.

Mode of Travel and Destination: You may elect to travel in a privately owned vehicle (unless it is prohibited on your separation personnel order), or by common contract carrier, such as plane, train, or bus. The mode of

transportation you select may determine the method of reimbursement. Dependents are not required to travel by the same mode as the member.

As mentioned previously, you may elect to ship your household goods to a place that is a greater distance than your home of record or the place from which you were called to active duty. However, you must pay for the additional cost in advance. The shipping officer can estimate the cost of the additional distance so that you may pay for the extra shipping charges in advance. If the actual cost is less than estimated, you will be reimbursed for the extra payment. If the estimate was low, you must pay the balance. Station clearance can be withheld until this payment is made.

You will be divested of your travel and transportation entitlements if you:

1. Separate from active duty before completion of an active-duty obligation;
2. Separate from active duty before completion of a special pay contract obligation;
3. Separate from active duty before completion of 24 months of active duty in the PHS Commissioned Corps (except Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) participants and officers called to short tours of active duty);
4. Depart from your duty station prior to receipt of your separation personnel order; or
5. Fail to comply with PHS policies concerning separation from active duty.

NOTE: DCP's Web site— <http://dcp.psc.gov> —contains the 'Commissioned Corps Travel and Transportation Center' – click on 'Services.'

INACTIVE RESERVE CORPS PROGRAM

In addition to the active duty regular corps and reserve corps, the PHS Commissioned Corps maintains an inactive reserve component pursuant to Title 42 U.S.C. 204. The purpose of the Inactive Reserve Corps is to maintain a pool of highly-trained health professionals for recall during national emergencies and for ongoing Agency/OPDIV/Program support. Officers volunteer for the Inactive Reserve Corps, and recalls to active duty are with the consent of the officer unless the President, by Executive Order, declares the PHS Commissioned Corps to be a military service pursuant to Title 42 U.S.C. 217. For the duration of such an Executive Order, all PHS Commissioned Corps officers would be subject to the Uniform Code of Military Justice and could be ordered to active duty at the discretion of the Department of Health and Human Services (HHS). The PHS Commissioned Corps was last militarized from 1945 to 1952.

If you requested and are approved for appointment in the Inactive Reserve Corps by the Director, DCP, you will receive your separation personnel order, and the Inactive Reserve Coordinator, Office of the Surgeon General, will send you a packet of information. You must complete form PHS-6127, "U.S. Public Health Service Commissioned Corps Questionnaire," and the 'Inactive Reserve Corps Questionnaire' and return them along with a current curriculum vitae and a photocopy of your current unrestricted professional license/ registration/ certification.

It is very important that the PHS Commissioned Corps be able to contact inactive reserve officers at all times. You must therefore provide the Inactive Reserve Coordinator with your current mailing address and notification should that address change. Form PHS-6126, "Change of Address Card for PHS Commissioned Officers in the Inactive Reserve," will be included in your inactive reserve information packet for this purpose, but any notice in writing is acceptable. **NOTE:** If the Inactive Reserve Coordinator is unable to locate you, or you fail to

respond to correspondence as requested within the allotted time, your commission as an inactive reserve officer can be terminated automatically.

Benefits for inactive reserve officers include:

1. Continued affiliation with the PHS Commissioned Corps;
2. Consideration for return to active duty upon written request without making further application and going through the full commissioning process;
3. Accrual of longevity credit for pay upon return to active duty in any of the uniformed services (e.g., officers with 2 years of active duty and 8 years of inactive reserve time are eligible for basic pay at the over-10-year level); and
4. Recall to active duty for short tours, training tours, and intermittent tours of active duty as available. Officers indicating availability for short tours will be notified of tours and dates with as much advance notice as possible.

Inactive reserve officers are **not** eligible for commissary or PX privileges, Space-A flights, or uniformed services healthcare except during periods of active duty for which a personnel order is issued. Currently, inactive reserve officers do not accrue retirement points.

Once in the Inactive Reserve Corps, you may request voluntary termination by submitting a written request or by completing form PHS-6125, "Resignation--PHS Commissioned Officers Inactive Reserve," and sending it to the address below. (Note: Form PHS-6125 is included in the Inactive Reserve Corps information packet.) Please allow 30 days for processing your request for voluntary termination.

You may be involuntarily separated from the Inactive Reserve Corps for: (1) misconduct that occurred prior to separation, but information about the misconduct came to DCP's attention after inactivation; and (2) any conduct while in the Inactive Reserve Corps that would render you unfit for recall to active duty. See INSTRUCTION 1, Subchapter CC26.1, "Standards of Conduct," of the CCPM for more information.

If you have additional questions about the Inactive Reserve Corps, phone 301-443-4000, or write:

Office of the Surgeon General
ATTN: Inactive Reserve Coordinator
5600 Fishers Lane, Room 18-67
Rockville, MD 20857-0001

Because officers in the Inactive Reserve Corps retain a commission, officers must seek approval for employment with foreign governments and certain international organizations. For more information, please see INSTRUCTION 1, Subchapter 26.9, "Civil Employment by a Foreign Government of Retired Regular and Reserve Corps Officers and Inactive Reserve Corps Officers," of the CCPM.

IDENTIFICATION CARDS

At the time you are separated from active duty, you must surrender all uniformed services identification (ID) cards issued to you and your dependents. The cards should be surrendered to the ID card issuing official, or the administrative officer for the activity to which you are assigned.

If you leave your duty station prior to your actual release from active duty, i.e., going on terminal leave, and will not be near your administrative office on the date of actual separation, you must mail all uniformed services ID cards to the appropriate office. The ID cards must be sent by **certified mail, return receipt requested**, as close to the date of separation as possible.

Pursuant to Title 18, U.S.C. 499, possession and/or use of an unauthorized uniformed services ID card is a **criminal offense**. Any person illegally possessing or using such a card may be fined or imprisoned, or both. Failure to surrender or return your uniformed services ID card(s) may also result in a delay in your receiving your last month's payroll and/or lump sum leave payment(s).

HEALTHCARE COVERAGE, DENTAL COVERAGE, AND UNIFORMED SERVICES VOLUNTARY INSURANCE PLAN

You, and your dependents, lose all eligibility for healthcare under the Uniformed Services Health Benefits Program (USHBP) as of midnight on the date you are separated from active duty. This includes loss of entitlement to benefits under TRICARE. You will have no healthcare coverage after separation - either for yourself or your family - until you take out a health insurance policy on your own as an individual, or until you are enrolled in a group health insurance program offered by your future employer.

Generally, several weeks may elapse between the time you are separated and the time you obtain civilian healthcare coverage on your own initiative or through an employer-sponsored health insurance program. Beneficiaries have 60 days from the qualifying event, i.e., date of separation, date of 23rd birthday, date of divorce, etc., in which to enroll in the Continued Health Care Benefit Program (CHCBP). However, the period of coverage begins on the day after the qualifying event.

CHCBP is a premium-based program that offers temporary **continued** health coverage for **all** persons who lose their eligibility for healthcare under USHBP. This includes former spouses of active and retired members. CHCBP also provides health coverage for unmarried dependent children who would not otherwise be eligible for benefits under TRICARE. This includes legal wards of active-duty members, preadoptive children, and dependent grandchildren.

Health benefits under CHCBP are very similar to those offered under TRICARE-Standard. Although CHCBP is **not** part of the TRICARE program, it functions under most of the rules and procedures of TRICARE.

If you sponsored the TRICARE Active-Duty Family Member Dental Plan for your dependents, they lose all coverage at midnight on the last day of the month for which a premium has been paid. For example, if a premium is paid in February, benefits end at midnight on March 31. You will have no dental care coverage after separation either for yourself or your family until you enroll in a private dental plan.

Information about the benefits provided under the CHCBP can be found in the "CHCBP Summary" and DD Form 2837, "CHCBP Application" included in the folder that contains this pamphlet as well as on the Humana Military Healthcare Services, Inc. Web site— www.humana-military.com —click on 'Continued Health Care Benefit Program.' Write or call: Humana Military Healthcare Services, Inc., Attn: CHCBP, P.O. Box 740072, Louisville, KY 40201, Phone: 1-800-444-5445

STATEMENT OF SERVICE

After separation from active duty, DCP will issue you a PHS "Statement of Service." This form is accepted by the Department of Veterans Affairs (VA) as proof of active-duty service in the PHS Commissioned Corps and

is the key document you must provide to establish entitlement to most VA benefits. It is the PHS equivalent of form DD Form 214, "Certificate of Release or Discharge from Active Duty." **Do not release the original of the PHS "Statement of Service"; retain it for your personal records.** Always furnish a photocopy when a copy of the document is required.

If you do not receive your PHS Statement of Service within 30 days of separation, please contact the Officer Support Branch, DCP, at 301-594-3108 (or toll-free at 1-877-INFO DCP, listen to the prompts, select option #1, dial 43108).

PAY AND ALLOWANCES AT SEPARATION

Upon leaving active service, you will receive all pay and allowances due you. When authorized, your lump sum payment will be based on the amount of unused annual leave to your credit at the time of separation, **not to exceed 60 days**. It will be computed at the rate of your active-duty pay on the day of separation and will include only your basic pay, subsistence, and a reduced housing allowance. Payment will not include special pay. If you have a negative annual leave balance at the time of separation, you will be required to repay one day of your pay and allowances for each day of excess leave used. Payment of unused annual leave will not be made until the month following the month you are released from active duty (including travel time).

There is a lifetime limit of 60 days on the amount of unused annual leave for which you may be paid after February 9, 1976. This limit applies to lump sum leave payments from all uniformed services. Example: If you have received lump sum leave payment for 45 days from another uniformed service prior to appointment with the PHS Commissioned Corps, your PHS lump sum leave payment will be reduced by that amount—therefore, the maximum for which you can be paid will be 15 days of accrued leave.

This lifetime limit also applies to annual leave accrued and carried over pursuant to Manual Circular 368. Therefore, if you carried over 90 days on January 2002, earned an additional 15 day and separate in June 2002, using no leave in the interim, you will only be paid for 60 days and you will forfeit 45 days.

A lump sum leave payment must be made if you are released from active duty and appointed to a Federal civilian position—your leave cannot be transferred to your credit in the new position.

You must designate a financial organization to receive your final payroll and lump sum leave payment. If you do not provide a change to your financial organization, your final payroll and lump sum leave payment will be deposited to the financial institution on file in the Compensation Branch, DCP. If you wish to make a change to your direct deposit for receipt of your final payroll and lump sum leave payment, this can be accomplished by completing form SF-1199A, "Direct Deposit Sign-Up Form," (available from DCP's Compensation Branch) and forwarding it to the Compensation Branch, DCP. Please indicate the effective date when the change should occur, i.e., if the separation month is July 2002, the effective date of the change would be the "July pay cycle."

The address for the Compensation Branch is:

Division of Commissioned Personnel
ATTN: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001
Phone: 301-594-2963 (or toll-free at 1-877-INFO DCP,
listen to the prompts, select option #1, dial 42963)

If your separation personnel order is issued before the payroll cut-off for the month in which you separate, your last form PHS-6155, "Statement of Earnings and Deductions," will be sent to the forwarding address designated by you in item 13 on form PHS-1373, "Separation of Commissioned Officer." If not, your form PHS-6155, "Statement of Earnings and Deductions," will be sent to the address you used while still on active duty.

In almost all cases, the lump sum leave payment is made within 90 days following separation. You may be divested of unused annual leave if you are separating from active duty under certain conditions. Refer to the section titled "Words of Caution" of this pamphlet.

CONFLICT OF INTEREST AFTER SEPARATION

There are certain restrictions that will apply to your activities after you leave active duty. These restrictions are intended to prevent you from becoming involved in situations that could compromise the integrity of Federal Government activities because of your former or continuing relationship with the Government.

The first group of restrictions are imposed by the Ethics in Government Act (18 U.S.C. 207), the Departmental Standards of Conduct (45 CFR Part 73), and Government-wide regulations covering post-employment conflict of interest (5 CFR Part 737). These restrictions are aimed at preventing the unfair use of inside knowledge or influence that results from Federal service. They do not require you to decline employment with any organization, regardless of your dealings with that organization while you were employed by the Government. They apply solely to activities, not the mere existence of an employment arrangement.

There are two general provisions of the Ethics in Government Act that apply to every former Federal employee.

1. You are **barred for life** from acting as agent or attorney, or representing any other person, in any formal or informal appearance, or with the intent to influence, making any oral or written communication, to or before any government entity in connection with any particular matter involving specific parties **if you participated in that matter personally and substantially** while a Federal employee.
2. You are **barred for 2 years** from acting as agent or attorney, or representing any other person, in any formal or informal appearance, with the intent to influence, by oral or written communication, any government entity in connection with any particular matter involving specific parties which was **pending under your official responsibility** in your last year of Government employment.

If you have reason to believe you may become involved in a situation prohibited as described above after leaving the Government, contact the Ethics Officer for your Agency/OPDIV/Program or the Office of Government Ethics, HHS, and ask for an opinion about whether that activity could be viewed as a conflict of interest. Violation of the Ethics in Government Act, is a criminal offense punishable by both fine and imprisonment. Therefore, it is to your benefit to ask for an opinion if you have the slightest doubt about a future activity.

The prohibitions described above do not apply to making communications solely for the purpose of furnishing scientific or technological information. Nor do they apply if the Agency Head, in consultation with the Office of Government Ethics, certifies that the former employee has outstanding qualifications in a scientific, technological, or other technical discipline such that the national interest would be served by that individual's participation in the matter.

The second major restriction on your post-employment activities involves foreign employment. Article I, Section 9, Clause 8 of the Constitution of the United States, places a restriction on Federal employees and officers with respect to their employment by foreign governments. The provision reads as follows:

“No title of nobility shall be granted by the United States; and no person holding any office of profit or trust under them, shall, without the consent of the Congress, accept any present, emolument, office, or title, or any kind whatever, from any king, prince, or foreign state.”

If you become a member of the Inactive Reserve Corps, you are considered as holding an office within the meaning of this constitutional provision. You may not, therefore, accept employment from a foreign country, regardless of the title, position, or duties to be performed, without obtaining the approval of the Secretary, HHS, and the Secretary of State. For information on how to apply for the necessary approval, see INSTRUCTION 1, CC26.9, “Civil Employment by a Foreign Government of Retired Regular and Reserve Corps Officers and Inactive Reserve Corps Officers.”

VETERANS BENEFITS

Your active service in the PHS Commissioned Corps is considered service in the Armed Forces for most benefits administered by the Department of Veterans Affairs (VA). These benefits include educational assistance, home loan guarantees, disability compensation, healthcare, and survivor benefits. For more specific information on these benefits and what you need to do to establish your eligibility, you should contact your local VA office listed in your telephone directory or call the VA's toll-free number 1-800-827-1000. You may also want to visit the VA's Web site at— <http://www.va.gov>.

Servicemembers' Group Life Insurance (SGLI)

If you are insured under the SGLI program, your group life insurance will ordinarily continue for 120 days after separation from active duty without further payment of premiums. If you are totally disabled, your coverage under the group policy will continue for a maximum of 1 year, as long as you continue to be totally disabled.

Veterans' Group Life Insurance (VGLI)

Following your separation from active duty, you may convert your SGLI policy to VGLI. VGLI is a 5-year renewable term policy, issued in multiples of \$10,000 up to \$250,000. If you convert to VGLI, you cannot exceed the amount of SGLI coverage you held at the time of separation.

A copy of the PHS “Statement of Service” will automatically be sent by DCP to the VA Data Processing Center in Austin, Texas, when you separate. The processing center will send you a packet which will contain a computer-printed VA form SGLV-8714, “Application for Veterans' Group Life Insurance.” Complete instructions on how to apply for the insurance are printed on the form, and a VGLI premium rate schedule will be provided.

VGLI Application: Your SGLI coverage can be converted to VGLI coverage within 120 days of separation by submitting the VA form SGLV-8714 along with the appropriate premium. After the first 120 days, you have 1 year in which you may apply for VGLI coverage by submitting the application form, the appropriate premium, and **evidence of insurability**.

Service members with full-time SGLI coverage who are totally disabled at the time of separation, and whose service make them eligible for VGLI, may purchase the insurance while remaining totally disabled up to 1 year following separation.

If you have not received form SGLV-8714 within 45 days after separation, you should obtain a copy of form SGLV-8714 from your regional VA office, or by writing to the address below. You must then submit form SGLV-8714, the first monthly premium, and a copy of your PHS "Statement of Service." After the first 120 days following separation, you must also include **evidence of insurability**. You have a **total of 1 year and 120 days to apply for VGLI coverage**.

Make your check or money order payable to "OSGLI" and mail it to:

Office of Servicemembers' Group Life Insurance
213 Washington Street
Newark, NJ 07102-2999
Phone: 1-800-419-1473

Upon approval of the application, a certificate will be issued. Approximately 90 days before the end of the 5-year period, you will be advised of your right to renew the policy for an additional 5 years.

Service-Disabled Veterans Insurance (SDVI)

Veterans who are granted a service-connected disability but are otherwise in good health may apply for Service-Disabled Veterans Insurance from VA for up to \$10,000 life insurance coverage at standard insurance rates within 2 years from the date VA notifies the veteran that the disability has been rated as service-connected. You must contact VA to establish your eligibility for this insurance.

Additional information on these insurance programs should be obtained directly from VA or the Office of Servicemembers' Group Life Insurance.

VETERANS EDUCATIONAL BENEFIT PROGRAMS

NOTE: Any uniformed services member eligible for education benefits under one of the Department of Veterans Affairs (VA) education programs has until 10 years from the date of separation in which to use those benefits.

Old GI Bill (Chapter 34 of Title 38)

If you originally entered on extended active duty after January 31, 1955, but before January 1, 1977, you were eligible for educational benefits under the Old GI Bill. If you did not use your educational entitlement under the Old GI Bill, or if you only used a portion of those benefits before the program expired on December 31, 1989, you may be eligible to have the unused portion of your educational entitlement converted under provisions of the Montgomery GI Bill.

To be eligible for conversion, you must have:

1. Entered on active duty between January 31, 1955 and January 1, 1977;
2. Been on active duty on October 19, 1984, and served without a break in service through June 30, 1985; and
3. Served 3 years of continuous active duty since June 30, 1985.

If you satisfy these criteria, you will have your remaining benefits converted into eligibility under the Montgomery GI Bill without having to make contributions. Under the conversion, you will be entitled to one half of what you

would have received under the Old GI Bill plus the full maximum monthly benefit allowable under the Montgomery GI Bill.

Veterans Educational Assistance Program (VEAP) (Chapter 32 of Title 38)

If you originally entered on extended active duty from January 1, 1977 through June 30, 1985, you were eligible for participation in the Voluntary Educational Assistance Program (VEAP). VEAP is a contributory program under which the Government contributes two dollars toward educational benefits for every dollar contributed to the program by the Service member.

If you contributed the maximum to the program, at the maximum rate per month, you are entitled to a maximum monthly benefit for full-time student status. If you decide that you are not going to use these educational benefits and want a refund of the monies that you contributed, you may apply directly to VA for a refund of your contributions. You may obtain a refund application by contacting the regional VA office or DCP at:

Division of Commissioned Personnel
ATTN: VEAP/Officer Support Branch
5600 Fishers Lane, Room 4-20
Rockville, MD 20857-0001
Phone: 301-594-3108 (or toll-free at 1-877-INFO DCP,
listen to the prompts, select option #1, dial 43108).

Montgomery GI Bill (Chapter 30 of Title 38)

If you entered on active duty after June 30, 1985, you were eligible to participate in the Montgomery GI Bill. If you elected to participate, your base pay was reduced by \$100 per month for the first 12 months. **This is non refundable.** In addition, you had to sign a contract agreeing to stay on active duty for 24 to 36 months.

If you signed a 36-month contract, you are entitled to the maximum monthly benefit for full-time student status. If you signed-up for a 24-month contract, but remained on active duty for more than 36 months continuously, you are entitled to the maximum monthly benefit for full-time student status. If you signed a 24-month contract, and separated prior to completing 36 months of continuous active duty, you are entitled to a reduced maximum monthly benefit for full-time student status.

NOTE: Certain officers who participated in the VEAP program and had money in their VEAP accounts on October 9, 1996, were able to convert any unused educational benefits to the Montgomery GI Bill and may also be eligible for the maximum benefits under this program.

Applying for Your Educational Benefits

To apply for educational benefits, regardless of the program that you participated in, you must complete VA Form 22-1990, "Application for Educational Benefits," which is available from the VA Web site—<http://www.vba.va.gov/pub/forms>. The completed application form must be submitted, along with a photocopy of your PHS "Statement of Service" to your school or training institution. The school or training institution will verify your enrollment status and will forward your application and their verification to the nearest VA regional office. The PHS "Statement of Service" is comparable to DD Form 214 which is issued by the Armed Forces and is frequently requested by the VA.

After you have submitted the application form, VA has sole responsibility for processing, approving, and paying the claim. If you have any questions after submitting your application form, you should contact the nearest VA regional office.

INDEBTEDNESS TO THE GOVERNMENT

Failure to Complete Special Pay Contract: If you are an officer who fails to complete the active-duty obligation incurred pursuant to a special pay contract, you will be liable to the Federal Government for repayment of an amount representing the unserved portion of the period for which payment has been received, in accordance with HHS regulations. The amount of the indebtedness will be specified on your separation personnel order. You will also be terminated and denied use of, and payment for, unused annual leave and will be divested of all travel and transportation entitlements, and your last paycheck will be withheld and applied to the amount of the debt.

Failure to Complete Service Obligation for Training Outside HHS: If you fail to complete an active-duty obligation incurred pursuant to participation in HHS-sponsored training at non-HHS facilities, you will be indebted to the Federal Government for twice the amount of tuition, fees, and other training expenses; plus twice the amount of any compensation (to include, but not limited to, pay, allowances, special pays, travel, transportation, and shipment of household goods) received by you in connection with the HHS-sponsored training. The amount of the debt will be specified on the personnel order separating you from active duty. In addition, you will be terminated and denied use of, and payment for, unused annual leave and will be divested of travel and transportation entitlements upon separation, and your final paycheck will be withheld and applied to your debt.

Failure to Fulfill an HHS or National Health Service Corps (NHSC) Scholarship Obligation: If you fail to fulfill an active-duty obligation incurred by acceptance of an HHS or NHSC scholarship, you will be required to repay an amount computed in accordance with applicable laws and regulations. In addition, you will be terminated and denied use of, and payment for, unused annual leave and will be divested of travel and transportation benefits upon separation, and subject to having your final paycheck withheld to satisfy your debt.

Debt Collection: The HHS participates in computer-matching programs designed to identify individuals who are in arrears to the Government in settling a debt. If you do not make a good faith effort to repay monies you owe to the Government, information about you may be disclosed to a consumer reporting agency for collection of the debt. This disclosure is consistent with routine uses explained under Privacy Act Systems Notice 09-40-0010, "Pay, Leave and Attendance Records," HHS/PSC/HRS. Information about an individual will be disclosed only to the extent necessary to take action on the debt.

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