

INFORMATION ON TEMPORARY DUTY TRAVEL

**A Guide for Commissioned Officers
of the Public Health Service**

**UNIFORMED SERVICES PERSONNEL
TRAVEL AND TRANSPORTATION**

- PART ONE General Information for All Temporary Duty Travelers
- PART TWO Additional Information for Overseas Travel
- PART THREE A Glossary of Common Travel Terms

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Division of Commissioned Personnel
Human Resources Service
Program Support Center
Department of Health and Human Services

FORWARD

As a Public Health Service (PHS) Commissioned Corps officer who performs temporary duty travel (TDY) on official Government travel orders, you should use this pamphlet for information and guidance in the following circumstances:

- Ⓒ Official assignments for a temporary period away from your permanent duty station (PDS) in connection with Government business;
- Ⓒ Attendance at approved short-term training courses, meetings, and conferences away from your PDS;
- Ⓒ Duty as a witness in connection with your official Government position or to participate in security hearings; or
- Ⓒ Other officially approved situations as authorized by the regulations of the Operating Division or major program to which you are assigned.

If the information in this pamphlet is in conflict with the Commissioned Corps Personnel Manual (CCPM), the Joint Federal Travel Regulations (JFTR), or any other Federal law or regulation, the latter shall be the controlling authorities.

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) promulgates the regulations contained in the JFTR. This committee is chartered under the Department of Defense (DOD) and is made up of membership at the Under Secretary or Assistant Secretary level in the Department of Defense. The Committee also includes the Surgeon General of PHS, the Commandant of the Coast Guard, and the Director of the National Oceanic and Atmospheric Administration Corps. The committee members are served by a Military Advisory Panel which is composed of a representative from each of the Services. A member of the Division of Commissioned Personnel (DCP), Human Resources Service, Program Support Center staff serves on that panel.

When you perform official travel for the United States Government, you are reimbursed for allowable travel expenses under governing laws and regulations. Some expenses are reimbursed on an actual cost basis; other expenses are reimbursed on a flat rate basis in lieu of actual expense. This pamphlet explains how you are reimbursed for different kinds of expenses.

You are expected to exercise the same care in incurring expenses as a prudent person does when traveling on personal business. When you return to your permanent duty station, prepare and submit your travel voucher(s) as quickly as possible. This will provide for prompt settlement of your claim.

Part One of this pamphlet is entitled "General Information for All Temporary Duty Travelers." "Additional Information for Overseas Travelers" follows in Part Two, and Part Three is entitled "A Glossary of Common Travel Terms."

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NOTE

Interpretations of the Joint Federal Travel Regulation (JFTR) entitlements are available through: PHS Representative, The Per Diem, Travel and Transportation Committee (PDTATAC), 5600 Fishers Lane, Room 4A-18, Rockville, MD 20857-0001. Phone: 301-594-3059 (or toll-free at 1-877-463-6327, listen to the prompts, dial 1, pause, dial 43059).

PART ONE

GENERAL INFORMATION FOR ALL TEMPORARY DUTY TRAVELERS

TRAVEL ORDERS

Your travel order is the key to an authorized temporary duty assignment. Normally a travel order is issued in writing prior to travel; however, verbal orders that are later confirmed in writing may sometimes be used. Follow your orders carefully, and make sure that you understand all instructions. You should complete your travel plans promptly and arrange for your departure as required by your orders.

GETTING READY TO GO

Duty time is authorized to make arrangements for your trip, such as picking up your orders, requesting and obtaining an advance travel payment, and making arrangements for transportation. Taking time off to do so, however, must be authorized in advance by your leave-granting authority.

ADVANCE OF FUNDS

An advance of travel funds may be obtained when necessary. Frequent travelers should obtain a Government credit card. This card may be used to obtain a travel advance. However, although advance payment of travel allowances is permitted, it is not required by the law and the JFTR. If you do not have a Government credit card and need a travel advance, the advance that you receive will be an amount approximately 75 percent to 80 percent of the estimated expenses you will incur on your trip. Advances should not be requested for trips of short duration unless a substantial outlay of personal funds would otherwise be required. After completion of the travel, you should submit your claim as soon as possible. If your advance exceeds the accrued allowances, you are required to refund the excess amount. If the accrued allowances exceed the advance, the difference will be paid to you.

PROMOTIONAL ITEMS RECEIVED

An officer may keep items of nominal intrinsic value (e.g., pens, pencils, or calendars). A member who participates in a promotional program which will accrue personal benefits such as free seat upgrades, membership in clubs, and check cashing privileges, does not have to turn in such benefits since they have no value to the Government (Comp. Gen. B-199656, 15 July 1981; 63 Comp. Gen. 229 (1984)). However, personal benefits must be utilized in conjunction with future Government travel when the benefits resulted from Government-funded travel.

ROUTING AND COST OF TRANSPORTATION

Transportation officers who issue transportation requests for your use on common carriers or arrange travel by Government facilities, determine the route to be used. In the event you desire more expensive accommodations or an indirect route for personal reasons (such as taking leave in conjunction with TDY), then you must pay the additional cost to the carrier at the time you exchange your transportation request for a ticket(s). Such additional costs will not be refunded to you upon completion of travel.

COMMERCIAL TRANSPORTATION

Government policy requires the use of the least costly service that will permit satisfactory accomplishment of the mission. When a transportation request (T/R) is not available at the time and place required, you may elect to receive reimbursement for the actual cost of transportation for the mode of transportation authorized and actually used. If a T/R is available and the cost of transportation is less than \$100.00 you may elect not to use a T/R and request reimbursement for the cost of your ticket. When the cost of transportation is \$75.00 or more, claim for transportation will be denied in its entirety if the voucher is not supported by copies of tickets, a receipt, or a statement as to why a receipt was not furnished. If the cost of your ticket exceeds \$100.00 and you choose not to use a T/R, then your reimbursement may not exceed what the Government would have paid for the ticket. All receipts for rental vehicles must be submitted, irrespective of the amount.

BAGGAGE

The amount of baggage you can take with you depends on the mode of transportation you use. Ticket agents or travel representatives can advise you how much free baggage is authorized. Any baggage weight that exceeds that carried free on a ticket is classed as excess. You pay the cost for any excess baggage except when it is authorized on a travel order or when written explanation attached to your travel claim is approved. Receipts must be obtained when there is cost for excess baggage that is not authorized on your travel order.

PRIVATELY-OWNED CONVEYANCES

If it is determined that the use of a privately-owned conveyance is more advantageous to the Government and you travel by that means, you will receive a monetary allowance in lieu of transportation for the official distance plus a per diem for the necessary travel time en route. If the privately-owned conveyance is not more advantageous to the Government (and you use it for your own personal convenience) you will still be entitled to mileage for the official distance not to exceed the cost of travel if performed on a contract carrier. However, your per diem for the travel time may not exceed the time it would have taken an air or surface common carrier (whichever more nearly meets the requirements of the orders and is more economical to the Government) to complete the journey. You are encouraged not to use a privately-owned conveyance if the travel orders specifically direct you to use another mode of transportation and that mode is available. If a privately-owned conveyance is used, reimbursement will not exceed

the cost of travel if performed on a contract carrier. For necessary travel in and around the temporary duty station (local travel) you are entitled to reimbursement for mileage.

TAXIS AND AIRPORT LIMOUSINES

Taxis can be used between places of residence, lodging, or place of duty at the permanent or temporary duty station, and stations, or local terminals of the mode of transportation used; between carrier terminals when necessitated by a change in the mode of transportation; or from carrier terminals to lodging and return when required by transportation delays en route which are beyond the control of the officer. Officers in a temporary duty status may be reimbursed for the usual airport limousine service fares between an airport and the airport limousine terminal. Reimbursement of 15 cents for tips is authorized when the fare is less than \$1.00 or 15 percent of the fare for greater amounts.

SPECIAL CONVEYANCES

The use of a special conveyance such as rented or hired automobiles and boats, may be authorized or approved by the official directing the travel. An aircraft is also considered a special conveyance and its use may be authorized or approved for single flights between two or more points if arrangements for hiring the aircraft are made by an authorized transportation officer. The expenses for the use of a special conveyance so authorized or approved are reimbursable if your claim is supported by a receipt showing the cost of the special conveyance, the service rendered, the rate of compensation by the day, hour, or other unit.

SHIPMENTS RELATED TO TEMPORARY DUTY

If you receive personnel orders for temporary duty, you may ship your temporary change of station weight allowance of household goods between the duty stations, if shipment is authorized on the personnel orders. If it is not authorized, and you believe it would be advantageous to the Government as well as yourself to make a shipment, contact DCP through your administrative office and request authorization. No storage is authorized incident to temporary duty. The shipment should be arranged by a shipping officer. See CCPM Pamphlet No. 11, "Information on Shipment of Household Goods," for complete details.

PER DIEM WITHIN CONTINENTAL UNITED STATES (CONUS)

A per diem for food and incidentals plus the average cost of lodging, not to exceed the sum authorized at the time of travel, is prescribed for periods of travel and temporary duty within CONUS. Per diem is a daily allowance designed to offset the cost of lodging, meals and incidental expenses related thereto, such as tips to bellhops, maids, porters, and baggage persons at hotels; pressing, dry cleaning, and articles for personal comfort and appearance. Other official expenses are reimbursable and are described later in this pamphlet under "What Can Be Claimed on a Travel Voucher." You will be required to state on your travel voucher the total actual cost

paid for lodging during a temporary duty period. The paying official is responsible for determining the average amount paid for lodging.

Receipts for lodging must be submitted with your voucher. Deductions will be made from the total per diem allowance for meals available in a Government mess at a TDY station, for meal times at the permanent duty station prior to departure and after return to the permanent duty station (meal times are 0700, 1200 and 1800), and for non-Government meals furnished at no cost to the traveler. Meals taken aboard air carriers are not deducted. Per diem is not authorized for TDY at your permanent duty station, at your home, or for time spent on leave during your TDY assignment. Neither is per diem authorized when your travel is interrupted for your own convenience nor when you travel by an indirect route. However, you may be paid per diem not to exceed that which would have been paid for uninterrupted travel by the usually traveled route. For rates, consult the JFTR in effect at the time of your TDY assignment.

ACTUAL EXPENSE

Officers may request that actual expenses be reimbursed when temporary duty is performed in a high cost area. These requests are approved on an individual basis by your Operating Division (OPDIV)/Program Commissioned Corps Liaison, when the unusual nature of the conditions that will be encountered on the assignment are such that actual and necessary meal and lodging costs will exceed the applicable per diem allowance by \$5.00 or more or when the traveler has no alternative but to incur lodging costs which absorb all or nearly all of the maximum per diem allowance. If the request is approved, you may be reimbursed for actual daily expenses not to exceed the maximum amounts as set forth in the JFTR.

All requests for actual expenses allowance (AEA) must include the following information:

- a. Specific reason for travel;
- b. Whether meetings with technical, professional, or scientific organizations are involved;
- c. Whether international conferences or meetings are involved;
- d. Identity of the senior member of the party, whether civilian or military, including grade, full name, Social Security Number, and branch of the Service;
- e. Names and titles of foreign governmental contracts, if any;
- f. Roster of other members of the Services who will also be performing the travel or Temporary Duty or Temporary Additional Duty involved, including grade, full name, Social Security Number, and branch of Service;

- g. Proposed itinerary showing complete identification of places in or outside the Continental United States to be visited, the length of duty at each place, and the inclusive dates of travel;
- h. Information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
- i. Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice;
- j. Reasons normal accommodations within prescribed per diem allowances will not suffice (list the names and telephone numbers of two or three other lodging facilities where inquiries were made regarding cost within the vicinity of the hotel for which an AEA is being requested); and
- k. Name, phone number, and address of individual who may be contacted concerning this request.

Requests should have the concurrence of an official with fund allocating authority at the OPDIV or major program level and be forwarded to the OPDIV/Program Commissioned Corps Liaison or approving official.

USE OF GOVERNMENT QUARTERS AND OTHER FACILITIES

Generally, when Government quarters and/or mess are available, their use is required. Exceptions to this requirement are (1) when the order issuing authority, either prior to or subsequent to the travel involved, issues a statement to the effect that utilization of such facilities would adversely affect the performance of the assigned mission, or (2) when the commander (or his/her designated representative) who is responsible for existing Government facilities at the temporary duty or delay point furnishes a statement to the effect that utilization of existing Government facilities is impracticable.

DISCOUNT ON ROOMS AND/OR MEALS

Many hotels, motels, and/or restaurants allow discounts for Uniformed Services travelers for room or meals, or both. You should inquire when registering and/or when checking out or paying your bill to take maximum advantage of these discounts.

IMPORTANT TDY REMINDERS

Inform friends and relatives where and how to reach you in case of an emergency. Arrange for someone to take care of your personal affairs during an extended period of absence. Have your mail forwarded to you at your temporary duty address for an extended TDY period.

UNEXPECTED DELAY, ILLNESS, OR INJURY

If you are delayed, become sick, or suffer an injury while on TDY, notify the proper office at your temporary duty station or your official duty station, as appropriate. If illness or injury occurs when you are near or on a U.S. Government installation, report to the local military dispensary or hospital.

TEMPORARY DUTY RECORDS

Keep a detailed daily travel record while on TDY. It should include:

- a. Place of departure, date, and local time (2400 clock);
- b. Place of arrival, date, and local time (2400 clock) and reason for stop;
- c. Mode of travel used (air, auto, rail, ship, or bus);
- d. Transportation used (transportation request, Government transportation, common carrier at own expense, privately-owned conveyance, special conveyance);
- e. Daily mileage when driving own vehicle;
- f. A record of the dates that Government quarters or commercial quarters were used and the amount paid for those quarters each day;
- g. Meals available at Government facilities;
- h. Non-Government meals furnished at no cost; and
- i. Cost of taxis, tips, checking and transfer of baggage, ferry fares, road, bridge, and tunnel tolls, official telephone and telegraph calls, cost of travelers checks, etc.

WHAT CAN BE CLAIMED ON A TRAVEL VOUCHER

As soon as possible after you return to your permanent duty station, complete your travel voucher. Get assistance from your administrative personnel in the event you need help in completing your voucher. Enter any travel advances on the voucher, attach receipts when required, your hard copy of the T/R, and any unused tickets or transportation requests and submit your claim for settlement. Penalty checks from airlines for failure to provide confirmed reserved space should be attached to your voucher and submitted with your claim. Normal items that can be claimed on a travel voucher include:

- a. Lodging;

- b. Meals and incidental expenses;
- c. Tips to baggage handlers at transportation terminals;
- d. Official telephone tolls and telegrams if certified as necessary in the interest of the Government by the order issuing official;
- e. Local, transportation, including usual tips, between places of lodging, duty, and place meals are taken;
- f. In addition to the expenses in items a. through f., any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists, or masseurs) which are enumerated in the account;
- g. Monetary allowance in lieu of transportation;
- h. Taxi fares including 15 percent tip;
- i. Cost of checking and transfer of baggage;
- j. Cost of transportation to or from carrier terminals;
- k. Cost of shipment of excess baggage when authorized or approved;
- l. Cost of special conveyances when authorized or approved;
- m. Ferry fares, road, bridge, and tunnel tolls;
- n. The cost of travelers checks or similar instruments purchased by you for normal expenses incurred incident to temporary duty provided the total value of such instruments is not more than the per diem travel expenses administratively estimated for the ordered travel;
- o. Expenses of operating a Government conveyance (oil, gasoline, and parking fees);
- p. Registration fees;
- q. Communication services; and
- r. Entry fees, boarding taxes, and similar fees.

Receipts should be obtained for all reimbursable items or expenses totaling \$75.00 or more. Failure to produce a receipt for items totaling \$75.00 or more may result in denial of claim, unless

a full explanation is attached to your voucher explaining why a receipt was not obtained and accepted by your OPDIV officials.

INACTIVE RESERVE OFFICERS

TRAVEL ONLY WHEN ON ORDERS AND AS SPECIFIED IN YOUR ORDERS.

The personnel order which calls you to a short tour of active duty will include travel and per diem information in the “Remarks” section. Note the following:

- a. Directed air travel;
- b. Number of days between call to duty and reporting date;
- c. Amount of per diem allotted; and
- d. Car rental authorization.

If these items are incorrect, please contact your OPDIV/Program Commissioned Corps Liaison. A listing of Commissioned Corps Liaisons may be found on page 14.

The personnel order number is the travel authorization number for inactive reserve officers. Please work with the program where duty is being performed to insure correct submission of correct vouchers.

PART TWO

ADDITIONAL INFORMATION FOR OVERSEAS TRAVELERS

If you are to travel to, from, or between overseas areas, this Part is of special interest to you. It applies to temporary duty performed outside the Continental United States. The general information in Part One applies to all travelers and should be referred to in addition to this Part.

TRAVEL ORDERS

Your travel order contains information concerning your temporary duty in overseas areas. It may include the following items in addition to those in Part one:

- a. Immunization requirements;
- b. Point of embarkation and time of departure; and
- c. Mode of travel.

GETTING READY TO GO

Check with the order issuing authority whether a passport and/or a visa are required for travel to a foreign country. Duty time is authorized to make application for a passport or a visa and to make arrangements for transportation overseas. Taking time off to do so, however, must be authorized in advance by your leave-granting authority.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

You may be required to take a special physical examination prior to entry into a foreign country. Coordination with the order issuing authority will determine what immunizations are required prior to entry into the overseas area.

PASSPORTS AND VISAS

Your administrative/personnel or travel office will assist you in making necessary arrangements. Passports and immunizations records should be kept with you while traveling outside the United States.

TRANSPORTATION

Air transportation is the primary mode of travel used for traveling on TDY to, from, and between overseas areas since it results in the lowest overall cost.

USE OF FOREIGN CARRIERS

When Government transportation is not utilized on temporary duty and commercial airline travel is authorized, you are required to use a certified air carrier (U.S. carriers holding certificates under Section 401 of the Federal Aviation Act of 1958, 49 U.S. Code 1371 (1970)) for all transportation in foreign areas. When a certificated air carrier is not available, a transportation or other appropriate officer may authorize or approve the use of a foreign air carrier. You may use a vessel of foreign registry when the order issuing authority determines that use of vessels of United States registry would interfere with or prevent the performance of official business or when a transportation officer determines that vessels of United States registry were not available.

PER DIEM ALLOWANCE OUTSIDE CONUS

Per diem allowances for overseas temporary duty in Alaska, Hawaii, Puerto Rico, and the Territories and possessions of the United States, are based on rates established by PDTATAC. FOR PHS MEMBERS IN ALASKA ONLY--when barter goods are used in return for lodgings you may be reimbursed the cost of barter plus the allowance for meals and incidentals not to exceed 66 percent of the locality rate. The Department of State establishes the locality per diem rates for foreign areas including the Trust Territory of the Pacific.

WHAT CAN BE CLAIMED ON A TRAVEL CLAIM VOUCHER

In addition to the items listed in Part One of this pamphlet, you can claim the cost of:

- a. Fees in connection with the issuance of your passport and any required visas;
- b. Photographs for your passport and required visas;
- c. Obtaining a certificate of birth, health, or identity; and
- d. Airport taxes, landing fees, or service charges not included in the cost of tickets for passage.

PART THREE

A GLOSSARY OF COMMON TRAVEL TERMS

- BAGGAGE -** Government property and/or personal property carried during a period of official travel.
- COMMON (COMMERCIAL) CARRIER -** Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, bus, airplane, or ship.
- CONTINENTAL UNITED STATES (CONUS) -** The 48 contiguous States and the District of Columbia.
- GOVERNMENT CONVEYANCE -** Any means of transportation facility owned, operated, leased, or chartered by the Government for transportation purposes on land, water, or in the air. This includes bulk space procured by contract or charter for exclusive use of the Government.
- MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION -** A mileage allowance payable, as authorized in the JFTR, for operating a privately-owned conveyance.
- OVERSEAS (OUTSIDE CONUS) -** Outside the 48 contiguous States and the District of Columbia.
- PER DIEM ALLOWANCE -** The per diem allowance is a daily payment for lodging, meals, and related incidental expenses. The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses and covers charges, including taxes and service charges where applicable, for the following types of expenses:

1. Lodging. The term “lodging” includes expenses for overnight sleeping facilities and personal use of the room during daytime. The term “lodging” does not include accommodations on airplanes, trains, buses, or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.
2. Meals. Includes the cost of breakfast, lunch, and dinner and all taxes and tips (specifically excluded are alcoholic beverages and entertainment expenses, and any expense incurred for other persons).
3. Incidental Expenses. Such expenses include fees and tips to baggage carriers other than at transportation terminals. (See JFTR par. U3610-C for reimbursement of fees and tips incurred at transportation terminals), bellhops, hotel maids, hotel servants in foreign countries, laundry cleaning, and pressing of clothing.

PERMANENT DUTY STATION -

The post of duty or official station, including a ship, to which a member is assigned or attached for duty other than temporary duty.

PRIVATELY OWNED CONVEYANCE -

Any mode of transportation owned or leased by the officer which is actually used for the movement of persons from one place to another.

REIMBURSEMENT -

The amount found to be due you based upon your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order.

SPECIAL CONVEYANCE -

A method of transportation other than common carrier, Government conveyance, or privately-owned conveyance, available on a commercial rental basis, including a taxi if so rented, a rental boat, or aircraft given special official authorization or approval for use.

TEMPORARY DUTY -

Duty at one or more locations, other than the permanent duty station, at which a member performs duty under orders which provide for further assignment, or pending further

assignment, to a new permanent station or for return to the old permanent station upon completion of duty.

**TRANSPORTATION
REQUEST (T/R) -**

Standard Form 1169 issued by a Transportation Officer, or his/her agent, upon presentation of travel orders. It is used to obtain transportation, accommodations, or other services from a common carrier that are chargeable to the Government.

TRAVEL VOUCHER -

Standard Form 1012, prescribed for completion by you to claim amounts due you after completing authorized travel.

TRAVEL ORDERS -

Written authorization directing officer to perform travel away from his/her permanent station.

TRAVEL STATUS -

The period that an officer is necessarily away from his/her permanent duty station, on public business pursuant to competent travel orders, including necessary delays en route incident to mode of travel and periods of necessary temporary duty.

**USUAL MODE OF
TRANSPORTATION -**

A method of transportation authorized, required, or furnished by the Government. It is the most practical way travel can be performed. It includes the use of transportation facilities that are available for travel by the most direct, usually traveled route between points of official travel.

COMMISSIONED CORPS LIAISONS - August 1999

Agency for Health Care Policy and Research (ACHPR)

Commissioned Corps Liaison
Human Resources Management Staff/ACHPR
EOC, Suite 601
2101 East Jefferson Street
Rockville, MD 20852
Phone: 301-594-7176
Fax: 301-443-8602

Bureau of Prisons (BOP)

Commissioned Corps Liaison
Health Services Division/BOP
320 First Street, NW, Room 1031
Washington, DC 20534
Phone: 202-307-2867 ext. 127
Fax: 202-616-2097

Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR)

Commissioned Corps Liaison
Commissioned Corps Section/CDC/ATSDR
4770 Buford Highway, Mail Stop K-15
Atlanta, GA 30341-3724
Phone: 770-488-1898
Fax: 770-488-1943

Environmental Protection Agency (EPA)

Commissioned Corps Liaison
USEPA Mail Code 3641, Room 3711 Mall
401 M Street, SW
Washington, DC 20460
Phone: 202-260-3340
Fax: 202-260-0523

Food and Drug Administration (FDA)

Commissioned Corps Liaison
OHRMS/DRS - FDA (HFA-407)
5600 Fishers Lane, Room 7B-44
Rockville, MD 20857-0001
Phone: 301-443-4070
Fax: 301-594-0694

Health Care Financing Administration (HCFA)

Commissioned Corps Liaison
Personnel Management Specialist/HCFA
Mail Stop C2/09/27
7500 Security Boulevard
Baltimore, MD 21244-1850
Phone: 410-786-5554
Fax: 410-786-9580

Health Resources and Services Administration (HRSA)

Commissioned Corps Liaison
HRSA/Commissioned Corps
5600 Fishers Lane, Room 14-29
Rockville, MD 20857-0001
Phone: 301-443-2741
Fax: 301-594-6599

Indian Health Service (IHS)

Commissioned Corps Liaison
Commissioned Personnel Mgmt. Branch/IHS
5600 Fishers Lane, Room 4B-44
Rockville, MD 20857-0001
Phone: 301-443-3464
Fax: 301-443-5304

National Institutes of Health (NIH)

Commissioned Corps Liaison
NIH, Suite 100
6120 Executive Boulevard
Bethesda, MD 20852
Phone: 301-496-1443
Fax: 301-402-0345

National Oceanic and Atmospheric Administration (NOAA)

Commissioned Corps Liaison
NOAA, NCx1, Room 12858
1315 East West Highway
Silver Spring, MD 20910
Phone: 301-713-3440 ext. 186
Fax: 301-713-2887

Program Support Center (PSC)

Commissioned Corps Liaison
PSC/HRS/Personnel Operations
5600 Fishers Lane, Room 17-38
Rockville, MD 20857-0001
Phone: 301-594-3541
Fax: 301-443-2641

**Substance Abuse and Mental Health Services
Administration (SAMHSA)**

Commissioned Corps Liaison
Division of Personnel Management/SAMHSA
5600 Fishers Lane, Room 14C-14
Rockville, MD 20857-0001
Phone: 301-443-9803
Fax: 301-443-5866

U.S. Coast Guard

Commissioned Corps Liaison
U.S. Coast Guard Headquarters
G-WKH-2, Room 5314
2100 Second Street, SW
Washington, DC 20593
Phone: 202-267-0805
Fax: 202-267-4685

St. Elizabeths/DCMHC

Commissioned Corps Liaison
St. Elizabeths/DC Mental Health Commission
Pharmacy-R-Building
2700 Martin Luther King Jr. Avenue, SE
Washington, DC 20032
Phone: 202-373-7208
Fax: 202-373-6349

U.S. Marshals Service

Commissioned Corps Liaison
U.S. Marshals Service
Crystal Square 3, Room 200
600 Army Navy Drive
Arlington, VA 22202
Phone: 703-416-8926
Fax: 703-603-9516