



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

AUG 19 2004

Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

TO: Surgeon General
Acting Director
Office of Commissioned Corps Support Services (OCCSS)

FROM: Acting Assistant Secretary for Health

SUBJECT: **Commissioned Corps Personnel Policy Memorandum (PPM) 04-005**
Implementation of Optometrist Retention Special Pay (ORSP)

This PPM implements Section E.3 of Subchapter CC42.2, INSTRUCTION 11, "Optometrist Retention Special Pay," (ORSP) by prescribing the policies and procedures governing the payment of ORSP to active-duty officers in the Commissioned Corps of the U.S Public Health Service (Corps or Service).

1. Authorities

- a. Statutory. 37 U.S.C. 302a, "Special Pay: Optometrist"; 37 U.S.C. 303a, "Special pay: health professionals; general provisions"; and 42 U.S.C. 216(a).
- b. Subchapter CC42.2, INSTRUCTION 11, "Health Services Category Special Pays," of the Commissioned Corps Personnel Manual (CCPM).
- c. The Secretary of Health and Human Services (HHS or Department) through a delegation of authority dated 23 July 2003, delegated the authorities necessary to administer the Corps to the Assistant Secretary for Health (ASH). (See also Statements of Organizations, Functions, Delegations of Authority dated 18 December 2003, 68 FR 70507.)

2. Eligibility for ORSP

An officer must:

- a. Be qualified as an optometrist in the Health Services category pursuant to Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards."
- b. Be serving on active duty as a result of a call or order to active duty for a period of at least one (1) year.
- c. Be in a pay grade O-6 or below.
- d. Not be undergoing an internship or initial residency in optometry.

- e. Have completed any initial active-duty service obligation or commitment incurred for education and training including loan repayment for an officer's qualifying degree.
- f. Not be serving obligated active-duty service pursuant to participation in a scholarship or education and training program sponsored by an agency of the Federal government. This includes active-duty obligations incurred for scholarship, training, contractual bonus payment and/or long-term training as defined in Subchapter CC25.2, INSTRUCTION 1, "Extramural Training," unless allowed under Section 4, below. (See also Section 1 of Exhibit I).
- g. Have sufficient retainability to complete his/her active-duty obligation under an ORSP agreement, but in no instance less than one (1) year of retainability from the effective date of the agreement.

Note. ORSP agreements will not be processed for officers who have or will attain 30 years of active-duty service prior to the expiration date of the ORSP agreement. Officers approved for an extension of service beyond 30 years are ineligible to receive ORSP.

- h. Be entitled to optometry special pay pursuant to 37 U.S.C. 302a(a).
- i. Submit documentation of a current unrestricted license or approved waiver consistent with the licensure policy (See Subchapter CC26.1, INSTRUCTION 4, "Professional License/Certification/Registration Requirements for Commissioned Officers in the Public Health Service").
- j. Be capable of undertaking the clinical practice of optometry by meeting the criteria set forth in Sections 2.j.(1) or 2.j.(2), below.
 - (1) Be assigned to a clinical optometry billet. At the time of annual recertification, an officer must submit documentation to the Program Support Center (PSC)/Office of Commissioned Corps Support Services (OCCSS)/Compensation Branch that he/she maintains current clinical privileges; or
 - (2) For an officer assigned to a non-clinical optometry billet, the officer must be credentialed to practice optometry at a Federal health care facility, or a health care facility approved by the Surgeon General. The officer must also submit documentation to the PSC/OCCSS/Compensation Branch of current or planned involvement in clinical optometry practice for the equivalent of 14 days (112 hours) per year. This practice activity must be reflected in the officer's billet if it is completed at a Federal facility.

If the practice activity is not completed at a Federal facility, information supporting the optometry practice must be provided to PSC/OCCSS/Compensation Branch.

Note: The address for PSC/OCCSS/Compensation Branch is:

PSC/OCCSS/Compensation Branch
Attn: Chief, Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

- k. Execute and submit a notarized ORSP agreement for payment through appropriate agency certifying officials agreeing to remain on active-duty for a period of one (1), two (2), or three (3) years from the effective date of the agreement.
- l. Not have failed to be recommended for permanent or temporary promotion within the 12-month period preceding the effective date of the ORSP agreement.
- m. Not have been disciplined under applicable Corps regulations or policies, have been convicted of a felony, or otherwise brought discredit upon the Corps within the 12-month period preceding the effective date of the ORSP agreement.
- n. Not be serving on a limited tour of duty pursuant to Subchapters CC23.3, INSTRUCTION 6 and 8, "Exception to Medical Requirements for Limited Tours of Active Duty in the Reserve Corps," and "Limited Tours of Active Duty," respectively.
- o. Not be serving on a leave without pay detail pursuant to 42 U.S.C. 215(b)(c)(d).

3. Active Duty Obligation for ORSP

- a. An ORSP active-duty obligation may not be served concurrent to an existing obligation. An active-duty obligation for Graduate Professional Education (GPE) as defined in Section 1.b. of Exhibit I, below, and/or scholarship as defined in Section 1.c. of Exhibit I, below, will be served before the officer is eligible to enter into an ORSP agreement.
- b. An ORSP active-duty obligation may not be fulfilled while in Department of Health and Human Services (HHS), Department of Defense (DoD), or other Federal agency sponsored long-term training that results in GPE active-duty obligation. ORSP agreements entered into prior to entry into GPE will be terminated and the officer will be required to repay a pro rata portion based on the unserved agreement period as defined in Section 8, below.

- c. An ORSP active-duty obligation may not be fulfilled while an officer holds a temporary grade (TG) of O-7 or higher. An ORSP agreement that is entered into prior to promotion to TG O-7 or higher will be terminated. Upon termination, the officer will be required to repay a pro rata portion based on the unserved agreement period and the obligated period will be adjusted accordingly.
- d. A request for voluntary retirement will not be approved prior to the completion of an officer's obligated active-duty service under an ORSP agreement.
- e. An ORSP active-duty obligation may not be fulfilled during any period that an officer is determined to be in an absence without leave (AWOL) status and will serve to extend the period of an officer's ORSP active-duty obligation required by the agreement.

4. Exception to Eligibility Requirements and Active-Duty Obligations

- a. Notwithstanding Sections 2.f. and 3 above, an officer who participates in long-term training (full or part-time) pursuant to Subchapter CC25.2, INSTRUCTION 1, and pays the total costs associated with his/her own training and education while continuing to work normal duty hours as determined by his/her supervisor:
 - (1) Is eligible to enter an ORSP agreement.
 - (2) Will not have his/her ORSP agreement terminated prior to entry into the education and training program.
 - (3) May continue to receive ORSP while enrolled in the education and training program.
- b. Notwithstanding Sections 2.f. and 3 above, an officer who participates in a Federally-sponsored education and training program on a half-time basis or less pursuant to Subchapter CC25.2, INSTRUCTION 1:
 - (1) Is eligible to enter an ORSP agreement.
 - (2) Will not have his/her ORSP agreement terminated prior to entry into the education and training program.
 - (3) May continue to receive ORSP while enrolled in the education and training program.

In addition, the active-duty obligation incurred as a result of receiving ORSP under this subsection will be concurrent with the officer's active-duty obligation incurred as a result of participation in long-term training on a half-time basis or less.

Note. Section 4 does not apply to officers who are undergoing an internship or initial residency in optometry, or who have not completed their initial active-duty service obligation or commitment incurred for education and training including loan repayment for their qualifying degree. (See 9.b. below.)

5. Payment and Rates of ORSP

- a. All eligible optometrists may elect to enter into an ORSP agreement for any 12-month period. Upon acceptance, the 12-month agreement is payable in the amount of \$6,000.
- b. Officers who have completed more than 36 months of active-duty in the Corps may elect to enter into a multiyear ORSP agreement for either a 24- or 36-month period. Upon acceptance, a multiyear ORSP agreement is payable as follows:
 - (1) \$7,000 per year for a 24-month ORSP agreement.
 - (2) \$8,000 per year for a 36-month ORSP agreement.
- c. ORSP will be paid as a lump sum in a regularly scheduled salary payment within 90 days of the receipt of the notarized and approved ORSP agreement by the Chief, OCCSS/Compensation Branch. ORSP will be authorized by personnel order signed by the ASH.
- d. Documentation of a current valid license must be on file with the Office of the Surgeon General (OSG), Office of Commissioned Corps Operations (OCCO), for payments to be processed.
- e. The terms and obligations of the ORSP agreement are binding upon the receipt of payment.

6. ORSP Agreement

- a. Completion of OSRP Agreement by Officer. The officer will complete an ORSP agreement located at the Commissioned Corps Management Information System Web site (<http://dcp.psc.gov>) and have it notarized. The original ORSP agreement must be submitted through administrative channels to the HHS (or non-HHS, if applicable) component official responsible for completing the certification statement set forth in each agreement. The officer should retain a copy of the agreement to verify, if necessary, that an agreement was completed and notarized on a certain date.
- b. Submission of ORSP Agreements. The officer's HHS Operating Division (OPDIV) (or non-HHS Agency, if applicable) will forward all original ORSP agreements with documentation to the PSC/OCCSS/Compensation Branch, at the following address:

PSC/OCCSS/Compensation Branch
Attn: Chief, Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

- c. Delay of Approval. An officer's request for an ORSP agreement may be delayed pending resolution of an adverse action that may result in termination of the commission of the officer concerned.
- d. Invalidation of Agreements. Once executed, an officer's ORSP agreement shall remain in effect unless voluntarily or involuntarily terminated under either Section 9 or 10, below.
- e. Voluntary Retirement. While serving the active-duty obligation for ORSP, officers are not eligible for voluntary retirement.
- f. Effective Date of ORSP Agreements. Subject to Section 6.g. below, the effective date of an ORSP agreement will be determined as follows:
 - (1) Initial Agreement. An initial agreement entered into incident to entry on active duty, after entry on active duty, or after initial offering will be effective on one of the following dates:
 - (a) The date the officer attains eligibility for ORSP, provided the completed agreement is received by OCCSS/Compensation Branch within 60 days after the officer is initially eligible, and the agreement is signed and notarized within 30 days after the officer is initially eligible for ORSP.
 - (b) Date the completed agreement is notarized if received by OCCSS/Compensation Branch within 60 days of the officer's date of eligibility, but has not been notarized within 30 days of date of initial eligibility.
 - (c) Date the completed, notarized agreement is received by OCCSS/Compensation Branch, if not received by OCCSS/Compensation Branch within 60 days of date of the officer's eligibility.
 - (d) Later date specified by the officer in his/her ORSP agreement.
 - (2) Subsequent Agreement. The effective date of an officer's second or subsequent ORSP agreement will be one of the following dates:

- (a) The date following the date the preceding ORSP agreement expires, provided the completed agreement is received by OCCSS/Compensation Branch within 60 days after the date of expiration of the previous agreement, and the agreement is signed and notarized on or before the date following the date the preceding agreement expired.
 - (b) The date the completed ORSP agreement is notarized if the agreement is received by OCCSS/Compensation Branch within 60 days after the date of expiration of the agreement, but has not been notarized on or before the date the previous agreement expired.
 - (c) The date the completed, notarized ORSP agreement is received by OCCSS/Compensation Branch if not received by OCCSS/Compensation Branch within 60 days of the date following the date the preceding agreement expired.
 - (d) Later date specified by the officer in his/her ORSP agreement.
- (3) An officer returning from a LWOP detail. The date of an ORSP agreement executed by an officer returning to Uniformed Service pay status from a LWOP detail will be established in the same manner as in Section 6.f., above. The earliest possible effective date of an ORSP agreement for an officer in this situation will be the date of return to pay status.
- g. Earliest Effective Date of ORSP Agreement. Notwithstanding any other provisions in this PPM, the earliest effective date of an ORSP agreement will be the effective date of this PPM or an officer's call to active duty, whichever is later. All subsequent agreements will be dated according to Section 6.f., above.

7. Renegotiating ORSP Agreements

Subject to acceptance by the Chief, OCCSS/Compensation Branch, an officer with an existing ORSP agreement may terminate the agreement at the time of his/her annual re-certification to enter into a new ORSP agreement with an equal or longer obligation at the ORSP annual rate in effect at the time of execution of the new ORSP agreement. As renegotiation is allowed only at the time of recertification, there will be no recoupment of any unearned portion of the terminated agreement and no penalties will be assessed.

8. Computation of Repayment for Failure to Complete ORSP Agreement

Other than renegotiated ORSP agreements, an agreement terminated prior to the expiration of the active-duty obligation is subject to recoupment of unearned ORSP by the government as follows:

- a. As set forth in Sections 9 and 10 below, an officer who terminates service on active duty before the end of the period for which ORSP payment was made, will be required to refund a pro rata portion of the payment received which represents the unserved portion of that payment.
- b. In determining the amount to be refunded by the officer, the earned portion of the ORSP agreement will be determined on the basis of 1/360th of the annual lump-sum payment received for each day of the annual payment period during which the officer terminated. For this purpose, the 31st day of any month will be disregarded, and the month of February will be treated as a 30-day month.
- c. If failure to complete the period of active-duty obligation specified in the agreement is due to any of the conditions as set forth in Sections 10.d, 10.e, and 10.f (if applicable), below, repayment of ORSP will be waived.

9. Voluntary Termination of ORSP Agreements

If an ORSP agreement is terminated prior to the expiration date, the following conditions will apply:

- a. If termination of the ORSP agreement is a result of separation from active duty, the officer will be required to repay a pro rata portion based on the unserved agreement period, as set forth in Section 8.b, above. In addition, the officer will be divested of travel and transportation, shipment of household goods, and transfer of, use of, or payment for unused annual leave. An officer separating prior to the end of his/her active-duty obligation period will have his/her commission terminated, will be denied appointment to the Inactive Reserve Corps, and will be denied voluntary retirement.
- b. If termination of the ORSP agreement is a result of an officer's participation in a loan repayment program that requires a period of obligated service, the officer will be required to repay a pro rata portion based on the unserved agreement period as set forth in Section 8.b. No additional penalties will be assessed.
- c. ORSP for an officer promoted to pay grade O-7 or above, will be recouped at a pro rata amount based upon the effective date of promotion, as specified in Section 8.b., above. No additional penalties will be assessed.

10. Involuntary Termination of ORSP Agreements

- a. **Misconduct.** An officer disciplined under PHS Commissioned Corps regulations and punished by a reduction in grade, or more severe administrative action, or an officer who is separated from active-duty for substandard performance or misconduct under the probationary authority prescribed in Subchapter CC23.7, INSTRUCTION 1, “Involuntary Separation During the Probationary Period Served by Officers on Active Duty in the Reserve Corps,” will have his/her ORSP agreement terminated as of the date of the disciplinary or separation action. The officer will be required to repay a pro rata portion of the payment, as set forth in Section 8.b., above.
- b. **Involuntary Retirement.** An officer who is involuntarily retired under the provisions contained in Subchapter CC23.8, INSTRUCTION 3, “Retirement of an Officer With 30 Years of Active Service,” will have his/her ORSP agreement terminated on the effective date of the officer's retirement. An officer whose agreement is terminated under this provision will be required to repay a pro rata portion of the payment, as set forth in Section 8.b., above.
- c. **LWOP Status.** An officer who enters LWOP status will have his/her ORSP agreement terminated as of the effective date of the LWOP. An officer whose agreement is terminated under this provision will be required to repay a pro rata portion of the payment, as set forth in Section 8.b., above.
- d. **Disability Retirement.** An officer who is retired (temporarily or permanently) for disability while serving under an ORSP agreement will have his/her agreement automatically terminated as of the date the officer is placed in retired status. An officer whose ORSP agreement is terminated under this provision will not be required to repay a pro rata portion of the payment, provided that the disability is not the result of misconduct or willful neglect and not incurred during a period of unauthorized absence. An officer eligible for an ORSP agreement, who is considering applying for a disability retirement, may sign an ORSP agreement since there is no assurance that the disability retirement will be approved.
- e. **Death.** In the event an officer dies while serving under an ORSP agreement, the agreement is automatically terminated as of the date of the officer's death. No repayment of the ORSP is required for amounts previously received by the officer, so long as the death is not the result of misconduct or willful neglect, and is not incurred during a period of unauthorized absence.

- f. Involuntary Separation/Retirement for Convenience of the Government. An officer who is released from active-duty or retired because of a reduction-in-strength, number's limitation, or other reasons for the convenience of the government, while serving under an ORSP agreement, will have his/her agreement automatically terminated as of the date of the officer's separation or retirement. There will be no repayments of any payments already received under the ORSP agreement. This section does not apply to those officers who are involuntarily separated due to unacceptable performance or as a result of misconduct.
- g. Failure of Annual Recertification. An officer serving under a multiyear ORSP agreement who is not recertified for the second or subsequent years(s), will have the agreement terminated as of the last day of the period for which the last payment was received. There are to be no repayments for any amounts already received. Such officer will not be eligible to enter into an ORSP agreement for at least one (1) year after the date the agreement is terminated.
- h. Entry into Training. If an officer serving under an ORSP agreement enters into an optometry internship or initial residency training in optometry, the agreement will be terminated as of the effective date of assignment to training. The officer will be required to repay a pro rata portion of the payment, as set forth in Section 8.b., above.
- i. Absence Without Leave (AWOL). Under 37 U.S.C. 503(b), any period during which an officer is determined to be in an AWOL status will not be credited toward fulfillment of an active-duty obligation incurred under an ORSP agreement, and will serve to extend the period of active-duty required by the agreement.
- j. In addition to the reasons stated in this section, the Assistant Secretary for Health (ASH) may terminate at any time the eligibility of an officer to receive ORSP pursuant to E.3.b. of Subchapter CC42.2, INSTRUCTION 11.

11. Oversight, Administrative Provisions, and Responsibilities

- a. Pursuant to regulation Subchapter CC42.2, INSTRUCTION 11, the ASH, through the Director, Office of Commissioned Corps Force Management (OCCFM), oversees the administration of the special pays program for the Health Services category.

- b. The Chief, OCCSS/Compensation Branch in consultation with the OSG/OCCO will determine an officer's eligibility for ORSP and active-duty obligation, and if eligible, accept the officer's ORSP agreement. If approved for ORSP, OSG/OCCO will notify the officer through personnel order signed by the ASH of his/her approval for ORSP and corresponding active-duty obligation.
- c. If an officer's ORSP agreement is terminated, OSG/OCCO will notify the officer and appropriate HHS collection official concerning an officer's indebtedness resulting from voluntary or involuntary termination of a special pay agreement.
- d. If an officer's ORSP agreement is terminated, the officer may appeal the decision to the SG. If the SG affirms the decision, the officer may appeal the decision to the ASH. The decision of the ASH is final.
- e. If an officer is denied ORSP by the Chief, OCCSS/Compensation Branch, the officer may appeal the decision to the SG, or in his/her absence, Deputy SG. If the SG affirms the decision by the Chief, OCCSS/Compensation Branch, the officer may appeal the decision to the ASH. The decision of the ASH is final.
- f. The Agency/OPDIV/Program to which the officer is assigned is responsible for:
 - (1) Designating the individual responsible for receiving ORSP agreements.
 - (2) Certifying that the officer is eligible for an ORSP agreement by providing an endorsement to the Chief, OCCSS/Compensation Branch, on the ORSP agreement form.
 - (3) Forwarding all original ORSP agreements with documentation to the Chief, OCCSS/Compensation Branch.
 - (4) Maintaining a copy of the OSRP agreements submitted by officers assigned to the Agency/OPDIV/Program.
- g. On a quarterly basis, OCCSS will submit a report through the Office of the Executive Secretariat, Office of Public Health and Science, to OCCFM setting forth the following information: (1) the name and rank of each officer who applied for ORSP during the preceding month and whether or not the officer was approved for ORSP; (2) the active-duty obligation of each officer approved for ORSP; and (3) the reason(s) for not approving any officer who requested ORSP, if applicable.

12. Cross References

- a. Subchapter CC22.9, INSTRUCTION 1, "Collection of Commissioned Officer Indebtedness Upon Separation," of the CCPM.
- b. Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," of the CCPM.
- c. Subchapter CC23.3, INSTRUCTION 8, "Limited Tours of Active Duty," of the CCPM.
- d. Subchapter CC23.4, INSTRUCTION 5, "Failure of Permanent Promotion," of the CCPM.
- e. Subchapter CC23.6, INSTRUCTION 3, "Separation of Commissioned Officer," of the CCPM.
- f. Subchapter CC23.7, INSTRUCTION 1, "Involuntary Separation During the Probationary Period Served by Officers on Active Duty in the Reserve Corps," of the CCPM.
- g. Subchapter CC23.7, INSTRUCTION 4, "Involuntary Termination of Regular Corps Officers for Marginal and Substandard Performance," of the CCPM.
- h. Subchapter CC23.7, INSTRUCTION 6, "Involuntary Termination of Reserve Corps Officers for Marginal and Substandard Performance," of the CCPM.
- i. Subchapter CC23.8, INSTRUCTION 3, "Retirement of an Officer With 30 Years of Active Service," of the CCPM.
- j. Subchapter CC23.8, INSTRUCTION 4, "Involuntary Retirement after 20 Years of Service," of the CCPM.
- k. Subchapter CC23.8, INSTRUCTION 5, "Voluntary Retirement after 20 Years of Service," of the CCPM.
- l. Subchapter CC23.8, INSTRUCTION 6, "Disability Retirement," of the CCPM.
- m. Subchapter CC25.1, INSTRUCTION 1, "Commissioned Officers' Effectiveness Report," of the CCPM.
- n. Subchapter CC25.2, INSTRUCTION 1, "Extramural Training," of the CCPM.

- o. Subchapter CC25.2, INSTRUCTION 2, "Active Duty Obligation (ADO) Subsequent to Extramural Training," of the CCPM.
- p. Subchapter CC25.2, INSTRUCTION 3, "Intramural Residency Training Programs," of the CCPM
- q. Subchapter CC26.1, INSTRUCTION 3, "Officers' Responsibilities for Submission of Personnel and Pay and Allowances Information," of the CCPM.
- r. Subchapter CC26.1. INSTRUCTION 4, "Professional License/ Certification/ Registration Requirements for Health Care Providers in the Public Health Service," of the CCPM.
- s. Subchapter CC29.1, INSTRUCTION 5, "Absence Without Authorized Leave," of the CCPM

13. Privacy Act Provisions

Personnel records are subject to the provisions of the Privacy Act of 1974. The applicable systems of records are: 09-40-0001, "PHS Commissioned Corps General Personnel Records," HHS/PSC/HRS, and 09-40-0006, "PHS Commissioned Corps Payroll Records," HHS/PSC/HRS.

14. Effectiveness of PPM

This PPM, including the attached Exhibit I, will be effective for 36 months from the effective date of this PPM unless rescinded or incorporated into an INSTRUCTION located at Part 2 of the CCPM.

Cristina V. Beato M.D.

Cristina V. Beato, M.D.

EXHIBIT I

For purposes of PPM 04-005, the following definitions apply:

1. Active Duty Obligation (ADO). An obligation to serve on active-duty through a specified date, which is in exchange for any benefit to the member such as special pays, scholarship, government-sponsored training or government-sponsored education, and loan repayment. Types of ADOs include, but are not limited to:
 - a. Special Pay ADO. ADOs obtained pursuant to acceptance of health professions special pays which require a contractual agreement.
 - b. Graduate Professional Education (GPE) ADOs. ADOs incurred as a result of attending Department of Defense (DOD) or HHS-sponsored GPE for health care specialties (includes residencies and fellowships in their respective fields). (See Subchapter CC25.2, INSTRUCTION 2, "Active-Duty Obligation (ADO) Subsequent to Extramural Training.")
 - c. Scholarship ADO. Officer's tour of duty is to fulfill an active-duty obligation incurred pursuant to participation in a scholarship, or in exchange for an agreement to accept an appointment as an officer, and the person accepts financial assistance from DOD or HHS to pursue a course of study.
2. Order or Call to Active-duty (CAD) for Not Less Than One (1) Year. An order to active-duty by personnel order which specifies either:
 - a. No terminal date for CAD; or
 - b. A terminal date for the tour of active-duty that is at least one (1) year after the effective date of CAD.
3. Internship. A formal program of postgraduate training in optometry.
4. Optometry Retention Special Pay (ORSP). A lump-sum special pay payable on an annual basis to optometrists in the Health Services category who agree to serve on active-duty in the Corps for 1, 2, or 3 years.
5. Personnel Order. An official Corps personnel document issued by the ASH:
 - a. Appointing, or officially announcing the appointment of a commissioned officer.
 - b. Ordering an officer to active duty.
 - c. Officially effectuating, documenting, and announcing Corps personnel actions.
 - d. Authorizing travel and transportation.
 - e. Authorizing pays and allowances.
6. Residency. A formal program of postgraduate training in optometry that is accredited by the Council on Optometric Education (COE) of the American Optometric Association (AOA) or other nationally recognized accrediting body.