



# DENTAL CATEGORY

OF THE UNITED STATES PUBLIC HEALTH SERVICE

## USPHS Dental Category

# 2014 Dental Category Resource Manual

## Table of Contents

I. INTRODUCTION.....	3
II. History .....	4
A. Background and History of the Corps.....	4
B. Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs) of the Department of Health and Human Services (HHS) .....	5
C. Career Tracks.....	5
D. Organizational Structure of the Dental Category .....	7
III. General Information for All Commissioned Corps Dentists .....	8
A. Accessing the Commissioned Corps Management Information System (CCMIS).....	8
B. The Officer Image.....	11
C. Military Customs and Courtesies.....	11
D. Benefits Summary .....	11
E. Commissioned Officer Regulations .....	12
F. Uniforms of the Corps.....	14
G. Leave.....	16
H. USPHS Dental Mentoring Program: .....	16
I. Curriculum Vitae.....	16
J. Direct Access.....	17
K. Billets.....	17
L. Performance Evaluations: The Commissioned Officers' Effectiveness Report (COER).....	17
M. Non-competitive Promotion for Newly Commissioned Dental Officers .....	18
N. Assimilation to the Regular Corps .....	18
O. Awards .....	18
P. Career Development Support.....	19
Q. Job Search Tools.....	19
R. Official US Government Publications and Websites of Interest .....	20
S. Continuing Education Course Links.....	21
T. Other Uniformed Services Associations, Organizations, and Publications .....	21
IV. Mid-Career Guide.....	22
A. HHS Agencies With Specific Oral Health Activities .....	22
B. Dental Professional Associations .....	23
C. Other Dental Organizations and Programs.....	23

D.	HHS University .....	24
E.	Advanced Clinical Education Programs Sponsored by the U.S. Public Health Service .....	24
F.	Navy Post Graduate and Continuing Dental Education Opportunities.....	24
G.	Graduate Public Health Education Programs .....	24
H.	IHS Advanced GPR Dental programs .....	24
V.	Retirement.....	25
A.	Retirement and Financial Planning.....	25
B.	Official Retirement Regulations .....	25
VI.	Information for Civil Service Dentists.....	26
A.	Compensation, Leave, and Travel.....	26
B.	Financial Planning and Health Benefits .....	27
VII.	CONCLUSION .....	27
A.	Agency Chief Dental Officers and Dental Professional Advisory Committee Executive Member contact information:.....	27
B.	Special Acknowledgement .....	28

# I. INTRODUCTION

I want to thank the Dental Professional Advisory Committee (DePAC) for their hard work in producing this comprehensive resource manual. The collated material is organized by topic and easy to access. Pertinent Corps policies are explained and have corresponding hyperlinks to reference documents and web pages.

As we look to grow our category I believe this manual will be particularly beneficial for recruiting new officers. Please feel free to share this document with potential applicants considering a career in the Corps. More importantly, this resource manual will be useful for those of us who need a one stop document to help understand current policy changes and requirements.

Since this is a dynamic document, we are committed to updating this information as policy changes. If you discover a policy that has been overlooked or believe you have new information that should be included in this manual, please contact the Chair or Vice Chair of the DePAC for their consideration of your request.

I encourage all Officers and Civil Servants who supervise Corps Officers to review this document with their staff. Thank you for your service!

RADM Nicholas S. Makrides  
Chief Professional Officer

## **Mission of the Commissioned Corps of the U.S. Public Health Service**

“Protecting, promoting and advancing the health and safety of the Nation.”

As America’s uniformed service of public health professionals, the Corps achieves this mission through:

- Rapid and effective response to public health needs;
- Leadership and excellence in public health practices; and
- The advancement of public health science.

September 9, 2014

## II. History

### A. Background and History of the Corps

The Commissioned Corps of the U.S. Public Health Service (Corps) is an essential component of the largest public health program in the world, the Department of Health and Human Services (HHS). The Corps is one of the seven uniformed services of the United States, composed of approximately 6,500 Officers from 11 distinct professional categories in addition to 50,000 Civil Service employees. The Dental category is comprised of over 600 Corps and Civil Service Dentists who may be assigned to Federal, State or local agencies as well as international organizations. The origins of the Public Health Service can be traced to the passage of an act in 1798 that provided for the care and relief of sick and injured merchant seamen. The earliest marine hospitals were created to care for the seamen and were located along the East Coast. Boston was the site of the first such facility and later they were established along inland waterways, the Great Lakes, the Gulf of Mexico and the Pacific Coast.

Reorganization in 1870 converted the loose network of locally controlled hospitals into a centrally controlled Marine Hospital Service, with its headquarters in Washington, D.C. In 1871 John Maynard Woodworth was appointed as the first incumbent to the Supervising Surgeon position. This position was created to administer the Service and later became The Surgeon General of The United States. He moved quickly to reform the system and adopted a military model for his medical staff, instituting examinations for applicants and putting his physicians in uniforms. Woodworth created a cadre of mobile, career service physicians who could be assigned as needed to the various marine hospitals. The commissioned officer corps was established by legislation in 1889 and is now known as the Commissioned Corps of the U.S. Public Health Service. Initially this corps was comprised of physicians alone; however, over the course of the twentieth century the Corps expanded to include dentists, Physician Assistant's, sanitary engineers, pharmacists, nurses, sanitarians, scientists, and other health professionals.

As the composition of the Corps expanded the scope of activities of the Marine Hospital Service also expanded well beyond the care of merchant seamen in the closing decades of the nineteenth century. Taking on the responsibility of infectious disease management was one such notable change. Quarantine was originally a state function rather than Federal, but the National Quarantine Act of 1878 vested quarantine authority to the Marine Hospital Service and the failed National Board of Health. Over the following half century, the Marine Hospital Service increasingly took over quarantine functions from state authorities.

Immigration increased dramatically in the late nineteenth century and in 1891 the responsibility for the medical processing of immigrants shifted from the states' to Federal Government. The Marine Hospital Service was assigned this responsibility at sites such as Ellis Island in New York. Commissioned officers played a major role in fulfilling the Service's commitment to prevent disease from entering the country.

Because of the broadening responsibilities of the Service it's name was changed in 1902 to the Public Health and Marine Hospital Service and shortened in 1912 to the Public Health Service. The Service continued to expand its public health activities as the nation entered the twentieth

century, with the Corps leading the way. As the century progressed officers served their country by controlling the spread of contagious diseases such as smallpox and yellow fever, conducting important biomedical research, regulating the food and drug supply, providing health care to underserved groups, supplying medical assistance in the aftermath of disasters, and in numerous other ways.

Today the mission of the Corps is "Protecting, promoting, and advancing the health and safety of the Nation."

## **B. Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs) of the Department of Health and Human Services (HHS)**

The Corps offers robust careers to health professionals prepared to serve their country. Opportunities for leadership and excellence in clinical care, public health practices, and through the advancement of public health science.

Positions exist for Dental Officers within a multitude of HHS OPDIVs and STAFFDIVs. For a better understanding of HHS hierarchy the organization chart can be viewed at the following link:

<http://www.hhs.gov/about/orgchart.html>

Dental Officers may apply to positions throughout the HHS, and certain non-HHS organizations, that offer exciting professional opportunities for mobility, flexibility, and career advancement in diverse work settings. Opportunities exist in areas of disease control and prevention; biomedical research; regulation of food, drugs, and medical devices; mental health and drug abuse; health care delivery; and international health.

A list of such organizations can be viewed on the following page:

<http://www.phs-dental.org/depac/agencies.html>

Corps officers may apply to vacancies within the organizations of HHS. Applicants to the Corps are encouraged to subscribe to the **Commissioned Corps Listserv** located at [http://dcp.psc.gov/message\\_signup.aspx](http://dcp.psc.gov/message_signup.aspx). Commissioned Corps messages, including position vacancies, are regularly posted to this Listserv for all subscribers. It is recommended that officers contact the Corps liaison at the respective organization for additional information regarding job opportunities.

This career system is designed to provide officers with experiences allowing for professional growth while working in a variety of positions including those outside of their professional degrees. This allows the Corps to fully utilize the officers' multiple skills and training to accomplish missions for critical public health needs.

## **C. Career Tracks**

Dental officers can select from the following Career Tracks when choosing to further their career:

## 1. Clinical and Clinical Management

These officers provide dental services within the scope, quality, and quantity consistent with Corps polices. An Officer's billet level assignment pattern should demonstrate a continuum of increasing capability and responsibility corresponding to their years of training and experience (T&E) credit. This track culminates in Clinical Management, Consultant, or Training positions. Examples of OPDIVs/STAFFDIVs employing dentists in this career track include the Indian Health Service (IHS), the Federal Bureau of Prisons (BOP), the U.S. Coast Guard (USCG), the ICE Health Services Corps (IHSC), and Health Resources and Services Administration (HRSA).

## 2. Program Management

Dental officers (DOs) who work in this career track are responsible for managing large program areas such as policy development, planning, training, or legislation. These positions are usually located at national or regional headquarters such as HHS, BOP and the USCG or nationally recognized agencies such as the Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH), the Food and Drug Administration (FDA), HRSA, and IHS.

## 3. Epidemiology/Public Health

These DOs work in a variety of fields which can be generally categorized as Epidemiology/Public Health and covers the range from epidemiologic practice or research, health promotion, scientific information development, and study design or data collection. These officers usually work for OPDIVs/STAFFDIVs of the CDC, National Center for Health Statistics, NIH, and HRSA.

## 4. Research

These DOs work in fields from primary research (intramural research associate to senior investigator) to research support, training, or administration. The two agencies which primarily employ these dentists are the NIH and CDC.

## 5. Regulatory Affairs

The FDA hires dentists as regulatory affairs officers in its Center for Devices and Radiologic Health (CDRH) and its Center for Drug Evaluation and Research (CDER). These dentists review the medicines, devices, and radiographic equipment used in dentistry to assure that they are safe and effective.

Further information regarding opportunities to pursue a particular track in each agency may be available through agency liaisons. Contact information can be found at the following link:

[http://ccmis.usphs.gov/ccmis/PDF\\_docs/sqpac.pdf](http://ccmis.usphs.gov/ccmis/PDF_docs/sqpac.pdf)

This Document may also be found through the CCMIS site in the "contact us" section accessible by using the link at the bottom of the main page <http://dcp.psc.gov/ccmis/> Once redirected select "SG PAC and Commissioned Corps Agency Liaison Information"

on the left menu bar.

## **D. Organizational Structure of the Dental Category**

### **1. Chief Professional Officer**

The Chief Professional Officer (CPO) provides leadership and coordination on dental professional affairs and oral health programs and policies for the Office of the Surgeon General (OSG), the HHS and for dental officers and dentists in the Department. The CPO provides advice and guidance to the Surgeon General and the Dental Professional Advisory Committee (DePAC) on matters such as recruitment, retention, career development, and readiness of PHS dental officers. The CPO is also the chair of the PHS Oral Health Coordinating Committee (OHCC), a department wide committee that addresses programs of relevance to all agencies such as oral disease prevention, oral health promotion, and oral health care policy.

Information about the Dental Category CPO can be found at the following link:

<http://www.phs-dental.org/depac/chiefofficer.html>

### **2. Dental Professional Advisory Committee (DePAC)**

The Dental Professional Advisory Committee (DePAC) provides advice and consultation to the Surgeon General of the U.S. Public Health Service on issues related to oral health programs and professional practices of Corps dentists. The DePAC provides similar assistance to the CPO and, upon request, to Corps dental program directors. The DePAC is composed of various subcommittees which dental officers can participate to further the missions and goals of the category.

Officers are encourage to familiarize themselves with DePAC and consider participation throughout their careers. More information can be found at the following link:

<http://www.phs-dental.org/depac/depac.html>

# III. General Information for All Commissioned Corps Dentists

## A. Accessing the Commissioned Corps Management Information System (CCMIS)

### 1. Electronic Official Personnel Folder (eOPF)

Officers, especially newly commissioned dental officers, should access their electronic Official Personnel Folder (eOPF) for the first time on the CCMIS Web site <http://dcp.psc.gov> and select the menu item on the upper left for “**Secure Area**”. A drop down menu will appear and then select “**Information for New Users**”. Follow the instructions to establish **Username** and **Password**. Upon receiving the **Username** and **Password**, go back to the CCMIS and click on the link for **Secure Area** but this time when the drop down menu appears select “**Officer, Liaison, and Leave Maintenance Clerk Activities**”. **Username** and **Password** can be entered at this time and click the button for **Log In**.

The Secure Area activity menu will provide a list of activities for review such as Commissioned Officers’ Effectiveness Report (COER), leave report and the officer’s eOPF. Accessing the eOPF will provide instructions on viewing documents as well as the Promotion Information Report (PIR). The PIR is an internal document from the Office of Commissioned Corps Operations (OCCO) which reflects specific ‘real-time’ information. Information includes general dates, current billet title and equivalent grade, creditable service towards retirement, Corps/military awards authorized for wear on the uniform, COER rating for the last 5 years and Corps assignment history.

All officers should also take the opportunity to familiarize him or herself with the CCMIS Web site as it contains important information such as Corps departments and divisions, contacts, benefits as well as the Commissioned Corps Issuance System (CCIS) <http://dcp.psc.gov/eccis/>, a listing of policy development and postings which impact all of the Corps.

For additional information regarding the eOPF visit the FAQ page at:

[http://ccmis.usphs.gov/CCMIS/eopf\\_faq.aspx](http://ccmis.usphs.gov/CCMIS/eopf_faq.aspx)

### 2. Personal Information Management

Officers should review their eOPF to ensure that all information is correct. The PIR contains important information that can affect promotion, eligibility status, and pay. Officers should also review their Training and Education (T/E) dates upon commission to ensure that these credits are calculated accurately as documented in their file.

Details regarding resolution of errors can be found on the Commissioned Corps electronic file room page at: <https://dcp.psc.gov/eOPF2/HelpDesk.aspx>.

### 3. Permanent Change of Station

Officers will need to be credentialed at each Permanent Change of Station (PSC) clinical duty assignment. It is important that officers keep accurate documents of all continuing education (CE) courses throughout their career to simplify this process. Records of CE courses should be summarized and submitted annually for posting in the officer's eOPF. Documents for inclusion in the eOPF are to be faxed to the Division of Commissioned Corps Officer Support (DCCOS)/OCCO using fax numbers 301-480-1436 or 301-480-1407. Inquiries should be made by calling 240-453-6055 if no record of the document(s) has/have appeared in the eOPF after 2 weeks from the date faxed.

#### 4. Orientation

An officer should contact his/her immediate supervisor to receive an orientation program specific to the HHS OPDIV, STAFFDIV or non-HHS organization to which they are assigned.

#### 5. Officer Basic Course

The Officer Basic Course (OBC) is mandatory for all officers called to extended active duty after 30 September 2008. The following document specifies requirements for officer development training:

[http://dcp.psc.gov/eccis/documents/CCI3\\_2\\_5\\_05.pdf](http://dcp.psc.gov/eccis/documents/CCI3_2_5_05.pdf)

Each officer must contact the Corps Liaison from his/her agency or organization to register for the 2-week OBC. Completion of OBC must be within 90 days of reporting to the first duty station unless waived by the Surgeon General (SG) for a period not to exceed 180 days. The OBC course schedule can be found on the CCMIS site at the following address:

<http://ccmis.usphs.gov/CCMIS/COTA/obcdates.aspx>

A current list of the dental program Liaisons can be found at the following link:

<http://www.phs-dental.org/depac/recruitment.html>

During OBC, officers will receive an introduction to the Corps. Emphasis is placed on the Corps as a uniformed service. Military bearing and courtesy, deployments/OFRD readiness, career development, promotions, leave, compensation, awards, and resource utilization are some of the many topics introduced during this course. Officers successfully completing the OBC will satisfy the requirements of the force readiness standards, thus making them eligible to receive the Commissioned Corps Training Ribbon (CCTR). The criteria for the receipt of all awards is applicable for earning the CCTR and officers should ensure compliance. Examples of such items requiring attention are licensure credentials, BLS certification, and having a clean disciplinary status. If the officer has completed OBC but is not in compliance with all required criteria he/she will not be awarded the CCTR until the particular issue(s) has/have been resolved. Details of the award program are addressed in the following document:

[http://dcp.psc.gov/eccis/documents/CCPM27\\_1\\_1.pdf](http://dcp.psc.gov/eccis/documents/CCPM27_1_1.pdf)

#### 6. Officer Readiness

Officers are required to be deployment ready as a condition of being a Corps officer, unless waived medically. The requirements for deployment readiness are provided in the Basic Readiness Checklist:

[http://ccrf.hhs.gov/ccrf/Readiness/Basic\\_Readiness\\_Checklist.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Basic_Readiness_Checklist.pdf)

This document can be found on the Office of Force Readiness and Deployment (OFRD) Web site <http://ccrf.hhs.gov/ccrf/> under the “readiness guides” hyperlink listed under the “Hot Topics” menu on the main page. The second week of OBC is devoted to assisting the officer with fulfilling the requirements of OFRD.

OFRD requires that all officers enter their readiness information as soon as possible and update it regularly. Login Instruction can be found at the following OFRD site:

[http://ccrf.hhs.gov/ccrf/Important\\_Readiness\\_Update.htm](http://ccrf.hhs.gov/ccrf/Important_Readiness_Update.htm).

Access to this page can also be through the OFRD main page by choosing the “Login” item on the menu at the top of the page.

Officers must ensure they Login to the OFRD site as well as Direct Access to update all necessary readiness information. Vaccination records cannot be directly entered by the individual Officer. Records must be submitting to the MAB who will then enter the information into Direct Access by first. Records can be faxed to 301-427-3433 or 800-535-7691.

## 7. Corps LISTSERVs

The Corps maintains a self-subscribing Internet mailing list (LISTSERV) for distribution of important messages from the Office of the Surgeon General of the United States and the Directors of OCCO and the Office of Commissioned Corps Force Management (OCCFM). Officers are encouraged to subscribe to the LISTSERV in order to be notified of postings related to the activities of the Corps. Subscription to the LISTSERV can be completed by signing up for “email updates” via the link at the top of the CCMIS website or at the following link:

[http://dcp.psc.gov/message\\_signup.aspx](http://dcp.psc.gov/message_signup.aspx).

Each user can personalize the announcement types they receive as well as access a large number of other governmental LISTSERVs that may be of interest. Dental Officers are also encouraged to subscribe to Dental Category LISTSERVs which can be found at:

<http://www.phs-dental.org/depac/listserv.html>

Please note, strict email etiquette should be observed when reviewing these postings as they will be disseminated throughout the Corps at *all* levels. **Officers should not reply to these postings as these replies, personal or otherwise, will be disseminated to the entire LISTSERV membership.** A new email instance should be created with the intended recipients’ addresses rather than replying to the LISTSERV message unless one intends to email a response to the entire list.

## **B. The Officer Image**

There are good resources available online concerning personal presentation and conduct as an officer as well as etiquette matters.

Commissioned Officer Handbook:

[http://dcp.psc.gov/PDF\\_docs/CCPM\\_P62.pdf](http://dcp.psc.gov/PDF_docs/CCPM_P62.pdf)

Standards of Conduct :

[http://dcp.psc.gov/eccis/documents/CCPM26\\_1\\_1.pdf](http://dcp.psc.gov/eccis/documents/CCPM26_1_1.pdf)

[http://dcp.psc.gov/PDF\\_docs/Standards\\_May2004.pdf](http://dcp.psc.gov/PDF_docs/Standards_May2004.pdf)

## **C. Military Customs and Courtesies**

The sites below provide a good overview of military customs and courtesies, which will also be taught during OBC.

<http://www.uscg.mil/hq/cg3/cg3pcx/cginfo/uniforms/custom.asp>

<http://doni.daps.dla.mil/US%20Navy%20Regulations/Chapter%2012%20-%20Flags,%20Pennants,%20Honors,%20Ceremonies%20and%20Customs.pdf>

<http://mysite.verizon.net/vzeohzt4/Seaflags/customs/customs.html>

<http://usmilitary.about.com/od/theorderlyroom/l/blenlrnk.htm>

<http://www.unl.edu/armyrotc/HandbookChapters/Chapter5.pdf>

## **D. Benefits Summary**

The Corps provides a wide array of benefits to all officers. Below is a summary of current Dental Officer benefits:

<http://www.usphs.gov/profession/dentist/compensation.aspx>

Health insurance coverage information for officers including a provider locator can be found on the Tricare site:

<http://www.mytricare.com>

Servicemembers' Group Life Insurance (SGLI) is a low cost life insurance plan available to officers with riders available for families:

[http://dcp.psc.gov/PDF\\_docs%5CSGLIQA1Sep051.pdf](http://dcp.psc.gov/PDF_docs%5CSGLIQA1Sep051.pdf)

Disability plans, life insurance plans, auto and home insurance, etc can be obtained through non-governmental organizations that provide services to officers and their families:

<http://www.usaa.com>

<http://www.roa.org>

<http://www.coausphs.org/>

## **E. Commissioned Officer Regulations**

### **1. Travel and Moving Allowances**

Rules pertaining to PCS reimbursements can be accessed at the following link:

<http://ccmis.usphs.gov/CCMIS/Travel/relocate.aspx>

Further inquiries or questions can be addressed by sending an e-mail to [phstravel@hhs.gov](mailto:phstravel@hhs.gov) or by contacting one's immediate supervisor or Commissioned Corps Liaison.

Note: The Joint Federal Travel Regulations (JFTR) are subject to change and are updated regularly.

### **2. Pay and Allowances**

Information and Links to salary tables can be found on the Defense Finance and Accounting Service page at the following link:

<http://www.dfas.mil/militarymembers.html>

Special bonus and incentive pays are available to dental officers. Links to the policies governing these pays can be found in the following documents and are summarized in the table below:

[http://dcp.psc.gov/eccis/documents/CCPM22\\_2\\_2.pdf](http://dcp.psc.gov/eccis/documents/CCPM22_2_2.pdf)

[http://dcp.psc.gov/eccis/documents/PPM08\\_015.pdf](http://dcp.psc.gov/eccis/documents/PPM08_015.pdf)

[http://dcp.psc.gov/eccis/documents/PPM08\\_002.pdf](http://dcp.psc.gov/eccis/documents/PPM08_002.pdf)

**DENTAL OFFICER BONUSES AND SPECIAL PAY SUMMARY CHART**

Type	Amount	Call to Active Duty	Obligated from scholarship or training	In Training	Need Accredited qualified specialty training	Flag Officer	Monthly Pay	Contract Pay
Accession Bonus (AB)	\$75K/4yr	Yes	No	Yes	Yes	No	No	Yes
Additional Special Pay (ASP)	\$10K-\$15K/yr	Yes	Yes	Yes	No	Yes	No	Yes
Variable Special Pay (VSP)	\$3K-\$12K/yr	Yes	Yes	Yes	No	Yes	Yes	No
Multiyear Retention Bonus (MRB)	\$13K-\$50K/yr	Yes	No	No	Yes	No	No	Yes
Board Certified Pay (BCP)	\$2.5K-\$6K/yr	Yes	Yes	Yes	Yes	Yes	Yes	No
Incentive Special Pay (ISP) for Oral Surgeons	\$30K/yr	Yes	Yes	No	Yes	No	No	Yes

**Please note: Only newly commissioned officers are eligible for the Accession Bonus (AB). During the AB obligation period, an officer will not be permanently reassigned or transferred outside the Department of Health and Human Services (HHS) Operating Division (OPDIV)/Staff Division (STAFFDIV) or non-HHS organization which paid the AB, without approval of the Assistant Secretary for Health (ASH), in consultation with the Surgeon General (SG) and OPDIV/STAFFDIV/non-HHS organization Head. For example, if an officer is paid a Dental Officer Accession Bonus (DOAB) while assigned to the Food and Drug Administration (FDA), the officer will**

**not be transferred to the National Institutes of Health without approval of the ASH, in consultation with the SG and FDA Commissioner.**

Application forms for contract special bonus and incentive pays can be found at the following links:

Accession Bonus:

[http://dcp.psc.gov/PDF\\_docs/PHS\\_7033\\_206.pdf](http://dcp.psc.gov/PDF_docs/PHS_7033_206.pdf)

Dental Special Pay (ASP, MRB & ISP):

[http://dcp.psc.gov/PDF\\_docs/PHS-6289.PDF](http://dcp.psc.gov/PDF_docs/PHS-6289.PDF)

The fact sheet for completing dental special pay (DSP) contract:

[http://dcp.psc.gov/CCMIS/DSP\\_fact\\_sheet.aspx](http://dcp.psc.gov/CCMIS/DSP_fact_sheet.aspx)

Assignment Incentive Pay is no longer offered as a special pay to any Corps officers. Not all dental officers are eligible for all the Special Bonus and Incentive Pays. For those officers who are eligible to receive the MRB a Validation or Recertification form will be required annually. Please contact the respective Commissioned Corps Liaison for information pertaining to pay inquiries. **Officers are advised to monitor the CCMIS regularly for postings of any new policies affecting pays and pay rates.**

Some agencies offer loan repayment programs. Information can be found at the link below; however, Inquiries regarding opportunities can be submitted to each agency liaison as well.

<http://www.ihs.gov/careeropps/loanrepayment/>

<http://nhsc.hrsa.gov/loanrepayment/>

<http://www.ibrinfo.org/>

## **F. Uniforms of the Corps**

### **1. Regulations**

The following Instructions contain regulations governing officers' uniforms and appearance.

Personnel INSTRUCTION 1--General Information on Uniforms and Appearance:

[http://dcp.psc.gov/PDF\\_docs/PDF\\_docs\\_2631.pdf](http://dcp.psc.gov/PDF_docs/PDF_docs_2631.pdf)

Personnel INSTRUCTION 4--Uniforms for Male Officers

[http://dcp.psc.gov/PDF\\_docs/PDF\\_docs\\_2634.pdf](http://dcp.psc.gov/PDF_docs/PDF_docs_2634.pdf)

Personnel INSTRUCTION 5--Uniforms for Female Officers

[http://dcp.psc.gov/PDF\\_docs/PDF\\_docs\\_2635.pdf](http://dcp.psc.gov/PDF_docs/PDF_docs_2635.pdf)

Personnel INSTRUCTION 7 – Special Uniform Situations

[http://dcp.psc.gov/PDF\\_docs/PDF\\_docs\\_2637.pdf](http://dcp.psc.gov/PDF_docs/PDF_docs_2637.pdf)

Commissioned Corps Instructions on Uniforms and Appearance -  
[http://dcp.psc.gov/eccis/documents/CCPM26\\_3\\_1.pdf](http://dcp.psc.gov/eccis/documents/CCPM26_3_1.pdf)

It is important to monitor the CCMIS website <http://dcp.psc.gov> as there are periodic changes to uniform regulations. CCMIS has both current issues and archived issues of the Commissioned Corps E-Bulletin linked on the left navigation bar. Officers are encouraged to read the Q&A articles in the E-Bulletin regarding uniforms as they often address unique situations and frequently asked questions. A good example is the October 2008 article which lists all required uniforms:

[http://dcp.psc.gov/ccbulletin/articles/USPHS\\_Uniforms\\_10\\_2008.aspx](http://dcp.psc.gov/ccbulletin/articles/USPHS_Uniforms_10_2008.aspx)

A Personnel Operations Memorandum is routinely posted on the CMIS Website indicating the appropriate uniform wear for each season and officers are advised to regularly check the site to determine the approved uniforms.

*Please note:* Any and all uniform questions can be sent electronically to [phsccuniform@hhs.gov](mailto:phsccuniform@hhs.gov)

## 2. Uniform Purchase

Officers registered for OBC will receive information about uniform purchasing in the course information packet. Additional uniforms and supplies can be obtained through the following sources, or through nearby military base exchanges.

<https://www.navy-nex.com/>

<http://www.marlowwhite.com/>

<http://www.lighthouseuniform.com/>

<http://www.uscg.mil/UNIFORMS/>

<http://www.vanguardmil.com/>

<http://www.ultrathin.com/>

Instructions for ordering the ODU online can be located on the CCMIS website <http://dcp.psc.gov/ccmis/> in the drop down menu for “Services” or can be found at the following link:

[http://dcp.psc.gov/CCMIS/PDF\\_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online\\_31Aug12%20\(3\).pdf](http://dcp.psc.gov/CCMIS/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20(3).pdf)

Caution must be exercised when ordering online as uniform specifications may not be correct.

As noted above, uniform questions can be sent electronically to:  
[phsccuniform@hhs.gov](mailto:phsccuniform@hhs.gov)

### 3. Uniform Allowance

A one-time uniform allowance is permitted for all newly commissioned officers. A request for payment of uniform allowance may be submitted. A sample memo can be found at the following link:

[http://dcp.psc.gov/PDF\\_docs/uniform\\_allowance.pdf](http://dcp.psc.gov/PDF_docs/uniform_allowance.pdf)

## G. Leave

There are a number of regulations concerning leave which can be found on the eCCIS page at:

<http://dcp.psc.gov/eccis/CCISToc.aspx?ShowTOC=Y>

Choose Book 3 Chapter 6 – “Leaves and Absences”, or search “leave” in the eCCIS search function.

Official forms for leave documentation can also be accessed on the eCCIS at:

[http://dcp.psc.gov/ccmis/leave\\_forms.aspx](http://dcp.psc.gov/ccmis/leave_forms.aspx)

Leave can be tracked online using the COLTS system accessible from the eOPF main page. If you have not had a leave tracking officer assigned to you, please contact your Corps Liaison’s office for assistance.

## H. USPHS Dental Mentoring Program:

As a protégée you will have the opportunity to draw from the experience of an officer with a similar background from within your OPDIV/STAFFDIV/non-HHS organization. You can learn the essentials of uniform issues, military courtesy and personnel issues as a new officer. For officers having cleared probation and having learned the primary job, Mentor/ Protégée matches that investigate other OPDIVs/STAFFDIVs/non-HHS organizations for career opportunities will be possible. More information regarding this program can be found on the Dental Professional Advisory Committee’s (DePAC) webpage at:

<http://www.phs-dental.org/depac/mentoring.html>

## I. Curriculum Vitae

Each officer is responsible to keep a current and up to date Curriculum Vitae in his or her eOPF using the DePAC specific format found at:

<http://www.phs-dental.org/depac/cv.html>

## **J. Direct Access**

Direct Access (DA) is a collection tool for individual officer accomplishments, knowledge and capabilities. The purpose of putting data into direct access is to create a searchable database that can match an officer's attributes to Corps opportunities.

Officers can access log-in information, answers to FAQ's, user guides, tutorials and PPC Customer Care for technical and login assistance at the following link:

<http://www.uscg.mil/ppc/phs/>

Officers can also log-in to DA through the CCMIS Webpage:

[http://dcp.psc.gov/CCMIS/DA\\_resources.aspx](http://dcp.psc.gov/CCMIS/DA_resources.aspx)

For officers who have never logged into Direct Access: instructions, ID, and password information can be found in the Secure Area of the Commissioned Corps Management Information System (CCMIS) Web site. The Direct Access password must be changed, as well as a password reminder, once you have successfully entered Direct Access.

## **K. Billets**

The billet is the name of the assignment you hold at a particular duty station. It consists of a billet ID number (BDN), a billet title, and a billet grade rating (Lieutenant (O3), Lieutenant Commander (O4), Commander (O5), etc.)

Review the Assignment History on your Promotion Information Report (PIR) to confirm that it is correct and to plan for future assignments. Assignments should demonstrate a continuum of increasing capability and responsibility. Refer to the Dental Category's benchmarks for recommended number and types of assignments for each corresponding rank. Consider assignments appropriate to your career track.

Vacancy announcements can be viewed through Direct Access for professional interest and for potential assignments (see previous section for information on DA).

## **L. Performance Evaluations: The Commissioned Officers' Effectiveness Report (COER)**

Each year, a Personnel Operations Memorandum (POM) regarding the Annual COER is posted on the **CCIS** <http://dcp.psc.gov/eccis> and listed in the "issuance updates" area of the **CCMIS** <http://dcp.psc.gov/ccmis/> Officers should refer to this issuance in September each year to access the annual COER POM.

## **M. Non-competitive Promotion for Newly Commissioned Dental Officers**

New dental officers may be eligible for their first promotion without going through the competitive promotions process. Their new rank is determined by their Training and Experience Credit (T&E Credit) established during the accession process as described in the following documents on temporary and permanent grade promotions:

[http://dcp.psc.gov/eCCIS/documents/CCPM23\\_4\\_2.pdf](http://dcp.psc.gov/eCCIS/documents/CCPM23_4_2.pdf)

[http://dcp.psc.gov/eCCIS/documents/CCPM23\\_4\\_1.pdf](http://dcp.psc.gov/eCCIS/documents/CCPM23_4_1.pdf)

For those officers who are immediately eligible for non-competitive promotion upon commissioning in the Corps an exemption of 1-year is applied in order to reach compliance with the force readiness standards. Questions related to promotion should be forwarded to the Commissioned Corps Liaison. Officers should ensure that promotion benchmarks and all requirements are completed and submitted prior to the deadline date which is usually 31 December of the year prior to the promotion review.

## **N. Assimilation to the Regular Corps**

Please note as of 23 March 2010, passage of **Public Law 111-148** “Affordable Care Act” has eliminated the cap on Regular Corps officers thereby eliminating the Reserve Corps. Effective 23 March 2010, all Corps officers on active duty are designated as Regular Corps officers. As a result, new policies are being written to address and promulgate the provisions of PL 111-148 as it relates to appointing new candidates to the Corps.

## **O. Awards**

A description of awards available to officers, their requirements, and the precedence list for ribbon wear can be found here at the following sites:

[http://dcp.psc.gov/CCMIS/COAP\\_Criteria.aspx](http://dcp.psc.gov/CCMIS/COAP_Criteria.aspx)

[http://dcp.psc.gov/PDF\\_docs/CCPM\\_P67.pdf](http://dcp.psc.gov/PDF_docs/CCPM_P67.pdf)

[http://dcp.psc.gov/eccis/documents/POM08\\_003.pdf](http://dcp.psc.gov/eccis/documents/POM08_003.pdf)

Questions related to Corps awards should be addressed with the officer’s liaison or the DePAC Chair. Guidance for Commissioned Corps Awards as well as DePAC award Nominations can be reviewed at the links below:

<http://www.phs-dental.org/depac/awards.html>

<http://dcp.psc.gov/CCMIS/coap.aspx>

## **P. Career Development Support**

Additional information about career development as well as contact information for important offices and individuals can be found on the following pages.

Dental Category Webpage:

<http://www.phs-dental.org>

Office of Commissioned Corps Operations (OCCO):

<http://ccmis.usphs.gov/ccmis/OCCO.aspx>

Office of Commissioned Corps Support Services (OCCSS):

<http://ccmis.usphs.gov/ccmis/occss.aspx>

Division of Commissioned Corps Personnel and Readiness (DCCPR):

[http://ccmis.usphs.gov/ccmis/About\\_DCCPR.aspx](http://ccmis.usphs.gov/ccmis/About_DCCPR.aspx)

## **Q. Job Search Tools**

The VATS (the Commissioned Corps Jobs Vacancy Database) no longer displays job postings. Corps Officers can now use Direct Access to view new job postings placed.

Officers can view job postings in Direct Access through Self-Service by following the directions in the PHS Self-Service Procedure Guide at:

<http://www.uscg.mil/ppc/phs/>.

There will not be many job postings in Direct Access at this time because it is a new system. As Commissioned Corps Liaisons and OCCO staff members enter new job postings, the list will grow.

Officers can subscribe to the Commissioned Corps Job Vacancy Listserver located at:

[http://dcp.psc.gov/ccmis/message\\_signup.aspx](http://dcp.psc.gov/ccmis/message_signup.aspx)

Commissioned Corps dental positions may also be found through the following pages:

USA Jobs:

<http://www.usajobs.gov/>

Indian Health Service:

<http://www.dentist.ihs.gov/index.cfm?module=vacancies>

Federal Bureau of Prisons:

<http://www.bop.gov/jobs/positions/?p=Dentist>

US Coast Guard Dental:  
<http://www.uscg.mil/dentist/>

Division of Immigration Health:  
<http://www.ice.gov/about/offices/enforcement-removal-operations/lhs/>

Officers wishing to be considered for a detail to a non-HHS organization (e.g. a Department of Defense Service) should carefully review the information found at the links below:

<http://dcp.psc.gov/CCMIS/details.aspx>

[http://ccmis.usphs.gov/ccmis/PDF\\_Docs/Letter%20of%20Request\\_9July2009.pdf](http://ccmis.usphs.gov/ccmis/PDF_Docs/Letter%20of%20Request_9July2009.pdf)

The 'individual' and 'blanket' Memorandums of Agreement (MOAs) as well as the required 'Letter of Request' are critical components. Individual MOAs require that an HHS Operating Division/Staff Division hold a position for the officer to return to once the detail ends. Blanket MOAs require the detail of more than one officer and once the blanket detail ends, the Corps officer is responsible for finding his/her own position. A transfer from one 'detail' to another detail is not permitted.

## **R. Official US Government Publications and Websites of Interest**

Official Commissioned Corps Publications:  
<http://dcp.psc.gov/eccis/CCISToc.aspx?ShowTOC=Y>

E-Bulletin:  
[http://dcp.psc.gov/ccbulletin/ccbul\\_main.aspx](http://dcp.psc.gov/ccbulletin/ccbul_main.aspx)

The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General, 2014  
<http://www.surgeongeneral.gov/library/reports/50-years-of-progress/index.html>

The Surgeon General's Report on Oral Health:  
<http://www.surgeongeneral.gov/library/reports/oralhealth/>  
<http://nidcr.nih.gov/DataStatistics/SurgeonGeneral/Report/ExecutiveSummary.htm>

National Call to Action to Promote Oral Health:  
<http://www.nidcr.nih.gov/datastatistics/surgeongeneral/nationalcalltoaction/nationalcalltoaction.htm>

Other OSG Reports:  
<http://www.surgeongeneral.gov/library/reports/index.html>

## **S. Continuing Education Course Links**

Officers are encouraged to view other Department of Defense links as well as the American Dental Association site, the Academy of General Dentistry site, and those listed below for continuing dental education courses.

Indian Health Service:

<http://www.ihs.gov/MedicalPrograms/DentalCDE/>

National Postgraduate Dental School, Bethesda, MD:

<http://www.wrnmcc.capmed.mil/ResearchEducation/NPDS/SitePages/home.aspx>

US Army, Defense Medical Readiness Training Institute:

<http://www.cs.amedd.army.mil/dmrti.aspx>

Naval Medical Center San Diego, CA:

<http://www.med.navy.mil/sites/nmcscd/Staff/Pages/CDE.aspx>

<http://www.med.navy.mil/sites/nmcscd/Staff/Pages/GME-DentalContinuingEducation.aspx>

Air Force Dental Evaluation and Consultation Service:

<http://www.airforcemedicine.af.mil/decs/index.asp>

## **T. Other Uniformed Services Associations, Organizations, and Publications**

Officers are encouraged to review information about other uniformed services' associations as these associations are useful resources regarding insurance programs, benefits, and lifestyle which can be helpful. Links are provided below for some of these organizations:

Commissioned Officers Association:

<http://www.coausphs.org>

Reserve Officers Association:

<https://www.roa.org/>

Association of Military Surgeons of the United States:

<http://www.amsus.org/>

Military Coalition:

<http://www.themilitarycoalition.org/>

Military Officers Association of America:

<http://www.moaa.org/>

National Association of Uniformed Service (NAUS):

<http://www.naus.org>

<http://militaryhandbooks.com/> offers free downloadable information booklets, or paper copies for purchase, that have consolidated information on benefits such as pay, allowances, taxes, health care, retirement, travel, Space-A, etc. as it related to the services. Additional information on Space-A travel can also be found at:

<http://www.amc.af.mil/amctravel/index.asp>

Personnel Systems for Corps Dentists

The Corps System:

<http://www.usphs.gov/AboutUs/>

The Civil Service (CS) System:

<http://www.opm.gov/fedclass/gs0680.pdf>

The Tribal System:

<http://www.ihs.gov/dentistry/index.cfm?module=tribal>

## IV. Mid-Career Guide

Dental Officers in the 5<sup>th</sup>-15<sup>th</sup> year of their Corps career are usually defined as being in the middle of their careers and are encouraged to participate more fully in educational opportunities such as advanced training or degrees, the DePAC and other Corps committees, organized dentistry associations, and workgroups to assist the Corps in policy development and/or force management.

It is recommended that officers keep abreast of news through the DePAC and the Dental LISTSERV regarding the formation of Corps Workgroups. Selection for participation may be achieved by direct submission of interest or through nomination by the CPO.

The links below will provide information for different organizations to aid in career enhancement:

### A. HHS Agencies With Specific Oral Health Activities

**NIH: National Institute of Dental and Craniofacial Research**

<http://www.nidcr.nih.gov/>

**CDC: Division of Oral Health**

<http://www.cdc.gov/OralHealth/>

**HRSA: Oral Health** <http://www.hrsa.gov/publichealth/clinical/oralhealth/index.html>

IHS: Dental Portal  
<http://www.doh.ihs.gov/>

## **B. Dental Professional Associations**

American Dental Association  
<http://www.ada.org>

American Dental Education Association  
<http://www.adea.org/>

American Board of General Dentistry  
<http://www.abgd.org/>

American Association of Women Dentists  
<http://www.aawd.org/>

National Dental Association  
<http://www.ndaonline.org/>

American Public Health Association  
<http://www.apha.org/>

Hispanic Dental Association  
<http://www.hdassoc.org>

International Association for Dental  
Research  
<http://www.dentalresearch.org/>

Society of American Indian Dentistry  
<http://www.thesaidonline.org/>

Association of State and Territory Dental  
Directors  
<http://www.astdd.org/>

Academy of General Dentistry  
<http://www.agd.org>

American Dental Hygienists' Association  
<http://www.adha.org/>

American Association of Public Health  
Dentistry  
<http://www.aaphd.org>

## **C. Other Dental Organizations and Programs**

Oral Health America  
<http://www.oralhealthamerica.org>

National Health Law Program  
<http://www.healthlaw.org/>

National Conference of State Legislatures  
<http://www.ncsl.org>

Children's Dental Health Project  
<http://www.cdhp.org/>

National Maternal and Child Oral Health Resource Center  
<http://www.mchoralhealth.org/>

#### **D. HHS University**

<https://learning.hhs.gov/about.asp>

#### **E. Advanced Clinical Education Programs Sponsored by the U.S. Public Health Service**

<http://www.phs-dental.org/depac/advancedtraining.html>

#### **F. Navy Post Graduate and Continuing Dental Education Opportunities**

<http://www.wrnmcc.capmed.mil/ResearchEducation/NPDS/Shared%20Documents/Programs%20for%20Dental%20Officers%202013-2014.pdf>

<http://www.wrnmcc.capmed.mil/ResearchEducation/NPDS/SitePages/Home.aspx>

<http://www.med.navy.mil/sites/nmcscd/Staff/Pages/CDE.aspx>

#### **G. Graduate Public Health Education Programs**

Associations of Schools and Programs of Public Health  
<http://www.asph.org/>

American Association of Public Health Dentistry: Accredited Dental Public Health Residencies  
<http://www.aaphd.org/dph-residency-programs>

#### **H. IHS Advanced GPR Dental programs**

Currently IHS offers an Advanced General Practice Residency program in Anchorage, Alaska. The training is two years in length, and focuses on acquiring advanced dental clinical experiences in a hospital-based setting as well as providing clinical administration training.

To obtain further information on these programs contact IHS headquarters at 800-447-3368 or by email James Logan, DDS at [jlogan@SouthcentralFoundation.com](mailto:jlogan@SouthcentralFoundation.com)

# V. Retirement

Officers are encouraged to begin basic retirement planning at the beginning of their careers in order to optimize financial security in retirement. All Officers should plan to attend a retirement seminar by the middle of their career to ensure proper preparation and planning for retirement and continued employment. Retirement related information can be on the CCMIS site at:

<http://dcp.psc.gov/CCMIS/separations/separations.aspx>

Additional questions can be forwarded to the separations team at [phscseparations2@hhs.gov](mailto:phscseparations2@hhs.gov). Officers are also encouraged to explore the links provided below:

## A. Retirement and Financial Planning

**Commissioned Corps retirement information, including calculators**

<http://www.defenselink.mil/militarypay/retirement/index.html>

**Commissioned Corps survivor benefits**

<http://www.defenselink.mil/militarypay/survivor/index.html>

**Thrift Savings Plan – open to both Civil Service and Commissioned Corps**

<https://www.tsp.gov/index.shtml>

**US Treasury site with information about Savings Bonds, Treasury Bills, etc.**

<http://www.treasurydirect.gov/tdhome.htm>

**US Savings Bonds purchasing limits**

[http://www.savingsbonds.gov/news/pressroom/pressroom\\_reducedpurchaselimit.htm](http://www.savingsbonds.gov/news/pressroom/pressroom_reducedpurchaselimit.htm)

## B. Official Retirement Regulations

The following documents detail regulations concerning retirement, eligibility, benefits, and other similar topics.

[http://dcp.psc.gov/ccmis/PDF\\_docs/508-PHS%20Retiree%20Pay%20to%20Coast%20Guard%20Letter%20-%2009052013.pdf](http://dcp.psc.gov/ccmis/PDF_docs/508-PHS%20Retiree%20Pay%20to%20Coast%20Guard%20Letter%20-%2009052013.pdf)

[http://dcp.psc.gov/eccis/documents/CCI384\\_02.pdf](http://dcp.psc.gov/eccis/documents/CCI384_02.pdf)

[http://dcp.psc.gov/eccis/documents/CCPM23\\_8\\_1.pdf](http://dcp.psc.gov/eccis/documents/CCPM23_8_1.pdf)

## VI. Information for Civil Service Dentists

The compensation structure and benefit package are significantly different for Civil Service (CS) dentists than for Corps dental officers. The CS benefit package is outlined below along with links to information.

### A. Compensation, Leave, and Travel

Compensation can be negotiated prior to hiring with the human resources officials supervising the placement. Student loan repayment options are available from different HHS agencies, each carrying different service obligations and restrictions. The amount of annual leave and sick leave granted per year is based on the number of years in service. Additionally, CS dentists are covered by the Family Medical Leave Act which provides unpaid leave in cases of medical emergency. See the links below for more information about these topics.

CS retirement benefits

<http://www.opm.gov/retirement-services/fers-information/>

<http://www.benefits.gov/benefits/benefit-details/4593>

Information on CS pay and leave:

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

<http://www.opm.gov/faqs/topic/payleave/index.aspx>

Relocation bonus for CS

<http://www.opm.gov/3rs/fact/RELBNFS.asp>

Travel and Per Diem

<https://www.defensetravel.dod.mil/site/perdiem.cfm>

Student loan repayment programs

<https://www.ihs.gov/loanrepayment/>

<http://nhsc.hrsa.gov/loanrepayment/>

<http://www.ibrinfo.org/>

## **B. Financial Planning and Health Benefits**

There are a number of health and dental insurance options available for selection by newly hired CS dentists and by those wishing to make changes during the annual enrollment period. Health Savings Accounts and Flexible Spending Accounts are available on an elective basis. Life and long-term care insurance options are also available.

Retirement benefits are comprised of three separate components – Social Security, Thrift Savings Plan, and Pension. Early retirement planning is crucial to financial security in retirement and newly hired CS dentists are encouraged to begin planning as soon as possible.

Flexible spending accounts

<http://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Health savings accounts (HSA's)

<http://www.opm.gov/insure/health/hsa/>

Health benefits for Civil Service Dentist

<http://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance

<http://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term care insurance

<http://www.opm.gov/insure/ltc/>

<http://www.opm.gov/retire/pubs/bals/2001/01-903.pdf>

Thrift Savings Plan

<http://www.tsp.gov/index.shtml>

## **VII. CONCLUSION**

This manual will be periodically updated as policies change for the Corps and the Civil Service. For further information regarding your career development Officers are encouraged to contact their supervisor and/or mentor. If a mentor has not been assigned email one of the Mentoring Program Co-Chairs CAPT Robert Lloyd at [Robert.lloyd@fdihb.org](mailto:Robert.lloyd@fdihb.org) or CAPT Michael Overbeck at [Michael.overbeck@uscg.mil](mailto:Michael.overbeck@uscg.mil)

### **A. Agency Chief Dental Officers and Dental Professional Advisory Committee Executive Member contact information:**

Bureau of Prisons  
RADM Nick Makrides  
[nmakrides@bop.gov](mailto:nmakrides@bop.gov)

Indian Health Service  
Dr. Timothy Lozon (CAPT- Ret)  
[timothy.lozon@ihs.gov](mailto:timothy.lozon@ihs.gov)

National Institute of Dental and  
Craniofacial Research  
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United States Coast Guard  
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CAPT Michael Johnson (Chair)  
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CAPT Charles G. Houck  
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CDR M. Kevin Lee  
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CDR Charles Houck  
LCDR William Lopez  
LCDR Gloria King  
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2010 Career Development Subcommittee Members

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CDR Paul Wong  
CDR Demetrio Domingo  
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