



Commissioned Corps BULLETIN

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May 2000

The State of the Commissioned Corps

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Personnel

It is appropriate for the members and the leaders of the Public Health Service (PHS) Commissioned Corps to examine the makeup of the Corps in terms of total numbers as well as distribution across Agencies/Operating Divisions (OPDIVs)/ Programs, professional categories, and other characteristics. This information helps individual officers to gain a better understanding of how they fit into the overall structure of the Corps. It also helps managers to see where changes have occurred, or may be needed. The graphs and charts presented here were developed by the Division of Commissioned Personnel, based on information from the commissioned corps data base. Current data represent the officers on extended active duty (excluding Commissioned Officer Student Training and Extern Program participants and officers on short tours) as of March 31, 2000.

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FIGURE 1
PHS ACTIVE DUTY STRENGTH, 1986—2000

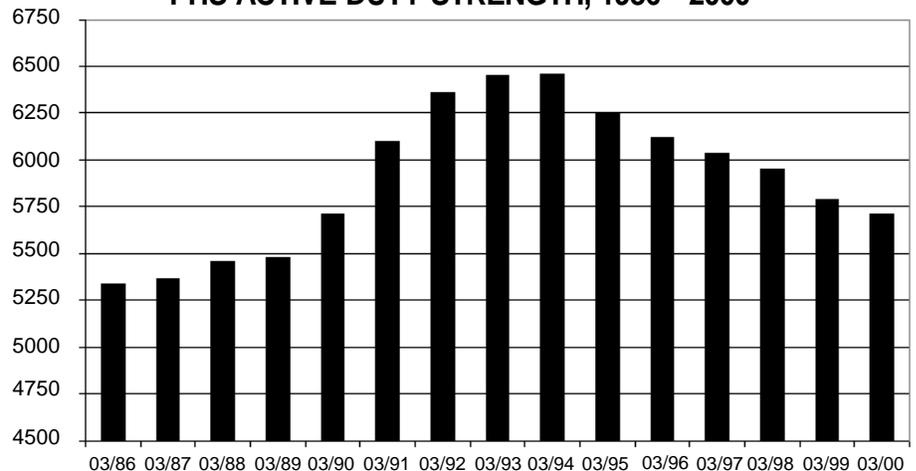


Figure 1 shows the steady growth in the strength of the Corps from March 1986 (5,334 officers) through March 1994 (6,453 officers). It also shows the steady decline from March 1994 to March 2000 (5,712 officers).

FIGURE 2
PHS ACTIVE DUTY STRENGTH BY CATEGORY, 1991 vs. 2000

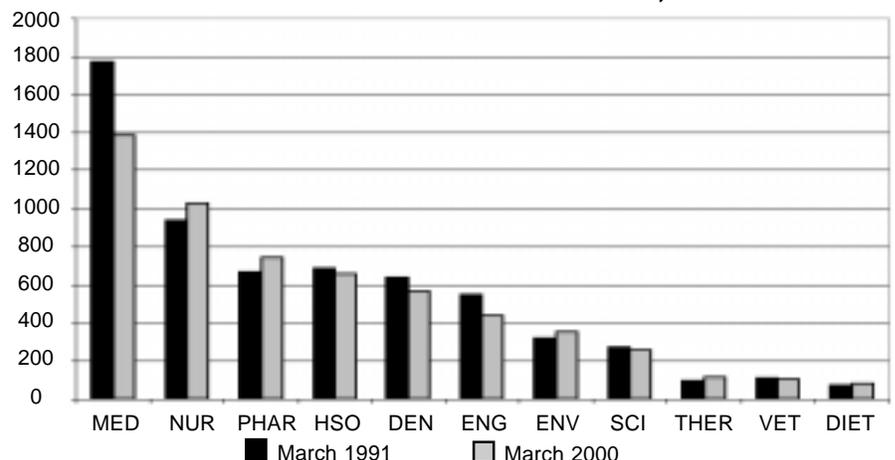


Figure 2 illustrates the professional categorical distribution of active-duty officers in March 1991 as compared to March 2000. In both years, the Medical category was the largest with the Nurse category second largest. Increases have occurred in the

Nurse, Pharmacy, Environmental Health, Therapy, and Dietetics categories. Decreases have occurred in the Medical, Health Services, Dental, Engineering, Scientist, and Veterinary categories.

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2000 Annual COERs

The 2000 Annual Commissioned Officers' Effectiveness Report (COER) will be distributed in late May and is due from the officer to his or her immediate Supervisor/Rating Official no later than June 2, 2000.

Active-duty officers are advised to follow the instructions and deadlines announced in Manual Circular No. 363, dated May 12, 2000, to which the form PHS-838, "COER," is attached. Several key identifying pieces of information will be pre-filled on the form PHS-838 that you receive. (See the article on page 5 in this issue of the *Commissioned Corps Bulletin* for detailed information about the 2000 Annual COER.)

The following summary of the established deadlines is provided as a convenient reminder.

COERs are due:

- to the officer's Supervisor/Rating Official by June 2, 2000;
- to the Reviewing Official by June 16, 2000;
- to the Agency/Operating Division/Program Commissioned Corps Liaison by July 14, 2000; and
- to the Division of Commissioned Personnel by July 28, 2000.



Alternative Workplace Agreements—Deadline Extended to July 1, 2000

INSTRUCTION 10, Subchapter CC23.5, "Use of Alternative Workplaces," of the Commissioned Corps Personnel Manual is dated February 17, 2000. This INSTRUCTION requires that all existing alternate workplace agreements be terminated and replaced with new agreements that comply with the INSTRUCTION within 60 days of the issuance of the INSTRUCTION. Sixty days from the date of the INSTRUCTION was April 17, 2000.

There has been a significant delay in the mailing/distribution of the INSTRUCTION. As a result, the new deadline for replacing existing agreements is July 1, 2000.



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FIGURE 3
PHS ACTIVE DUTY STRENGTH BY RANK, 1991 vs. 2000

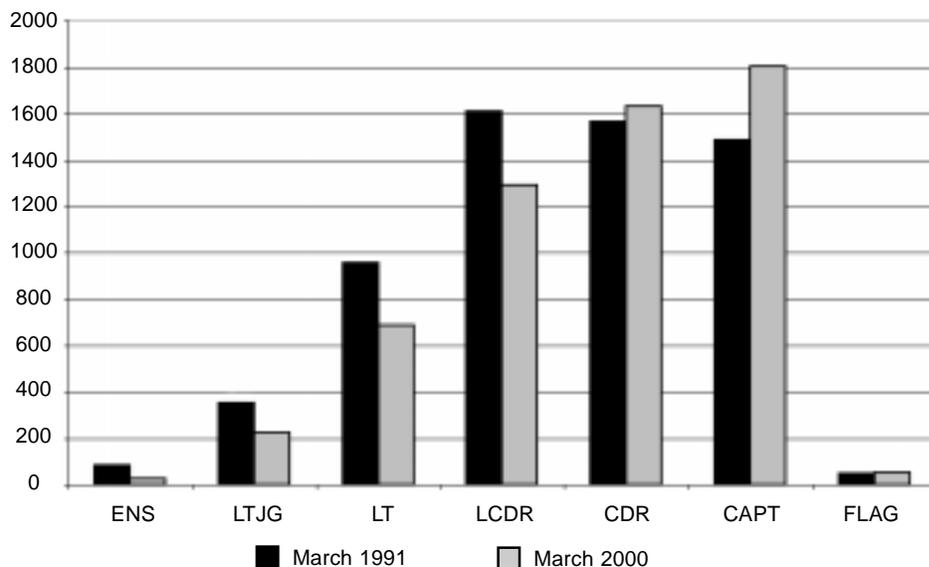
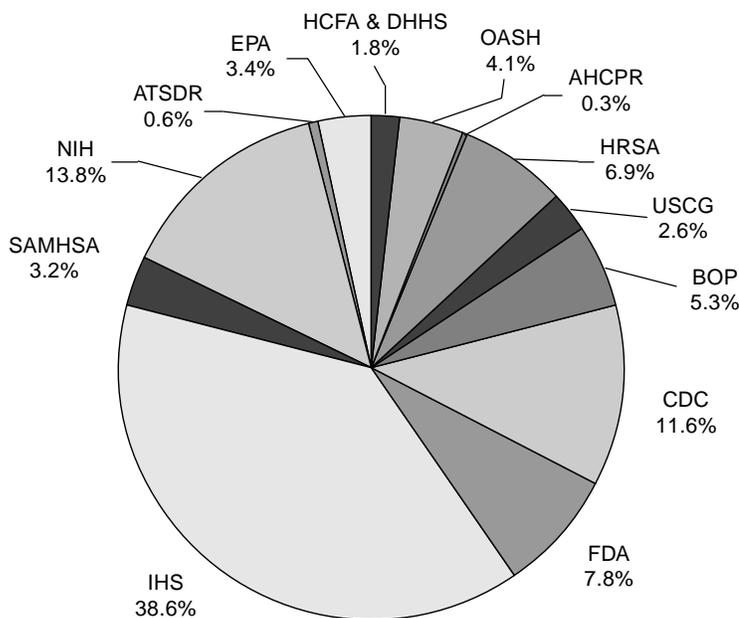


Figure 3 illustrates the temporary grade profile of the Corps in March 1991 and March 2000. Shift in grades seems to indicate a high retention rate of mid-career and

late-career officers, a high rate of utilization by OPDIVs of officers in higher-graded billets, and decreased recruitment and retention in the lower grades.

FIGURE 4A
PHS ACTIVE DUTY STRENGTH BY AGENCY/OPERATING DIVISION/PROGRAM, MARCH 1991



The chart in Figure 4A (dated March 1991) illustrates the Agency/OPDIV/

Program distribution of the Corps' strength of 6,098.

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**FIGURE 4B
PHS ACTIVE DUTY STRENGTH BY AGENCY/OPERATING
DIVISION/PROGRAM, MARCH 2000**

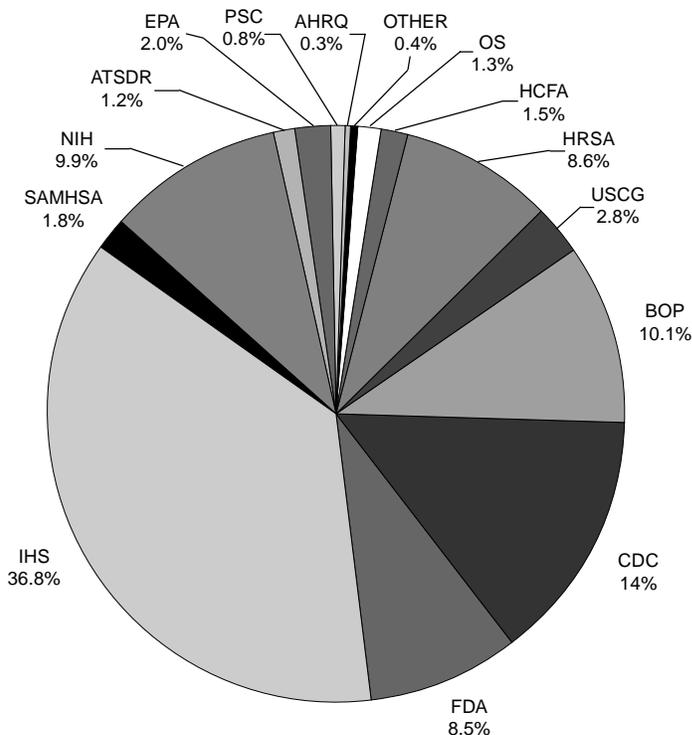
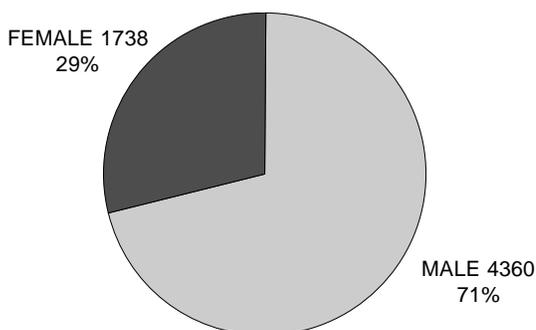


Figure 4B (dated March 2000) shows the current strength of 5,712 officers. Presently, more than one-third of all PHS officers are assigned to the Indian Health Service, followed by the Centers for Disease Control and Prevention with 14 percent. Assignments outside the Department of Health and Hu-

man Services, to the Federal Bureau of Prisons, the U.S. Coast Guard, and the Environmental Protection Agency are shown separately on the chart. The National Institutes of Health and the Federal Bureau of Prisons each have approximately 10 percent of the current Corps' strength assigned to them.

**FIGURE 5A
PHS ACTIVE DUTY STRENGTH MALE VS. FEMALE, MARCH 1991**



In March 1991, (Figure 5A) out of a total of 6,098 officers, there were 1,738 females (approximately 29 percent) in the

Corps and 4,360 males (approximately 71 percent).

(Continued on page 4)



“Basic Officer Training Course” to be Held at COA Annual Meeting

REMINDER – The Division of Commissioned Personnel (DCP) is offering a “Basic Officer Training Course (BOTC)” to be held in conjunction with the 2000 Public Health Professional Conference sponsored by the Commissioned Officers Association (COA). The BOTC is a 2-day course and is scheduled for Monday and Tuesday, June 5 and 6, at the Doubletree Paradise Valley Resort in Scottsdale, Arizona.

This BOTC includes information on the following subjects: awards, career development, Commissioned Officers’ Effectiveness Report, courtesies, customs, grooming, inactivation, leave, personnel actions, malpractice, health care, outside work activity, pay and allowances, promotion process, retirement, standards of conduct, termination, temporary duty travel, saluting, Public Health Service (PHS) uniforms, and Uniformed Services benefits.

There is no charge for the course and all officers are invited, but newly commissioned officers are strongly encouraged to attend. Officers do not have to be attending the conference to attend the BOTC. Registration prior to May 20 is helpful to DCP, but it is not required – your attendance is the important element. To register for the June 5 and 6 BOTC, please e-mail your request along with your name, grade, PHS serial number, and Operating Division to CAPT Frank J. Behan at fbehan@psc.gov CAPT Behan can also be reached at 301-594-3397 (or toll-free 1-877-INFO DCP, listen to the prompts, select option #1, dial 43397) or fax number 1-888-219-7751.

Confirmation will be returned with an attached draft agenda. Officers must be in uniform and most officers will be in Service Dress Blue, Summer White, or Summer Blue. If you are attending the conference, please note that COA has specified the uniforms to be worn at the conference. Registration for the conference is accomplished through COA.

As they are scheduled, additional BOTCs and Supervisors/Administrators Training Courses will be announced under “Training Opportunities” on DCP’s web site – <http://dcp.psc.gov>



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FIGURE 5B
PHS ACTIVE DUTY STRENGTH MALE VS. FEMALE, MARCH 2000

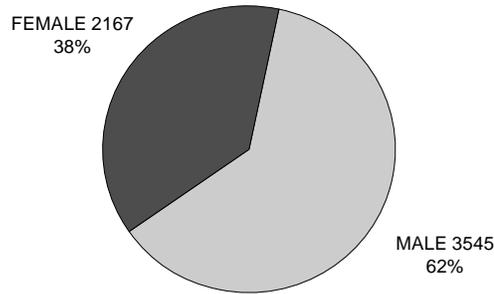


Figure 5B shows that, in March 2000, out of a total of 5,712 officers, there were 2,167 females (approximately 38 percent) and 3,545 males (approximately 62 percent) in the Corps.

FIGURE 6A
PHS ACTIVE DUTY STRENGTH BY ETHNICITY, MARCH 1991

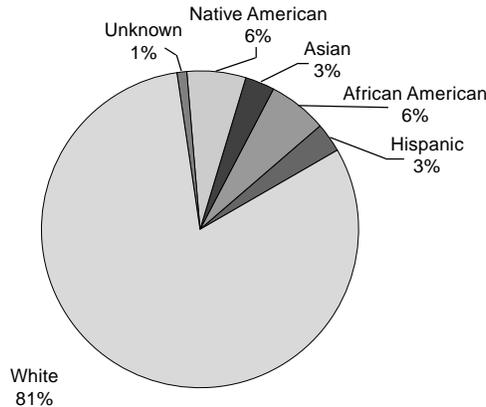


FIGURE 6B
PHS ACTIVE DUTY STRENGTH BY ETHNICITY, MARCH 2000

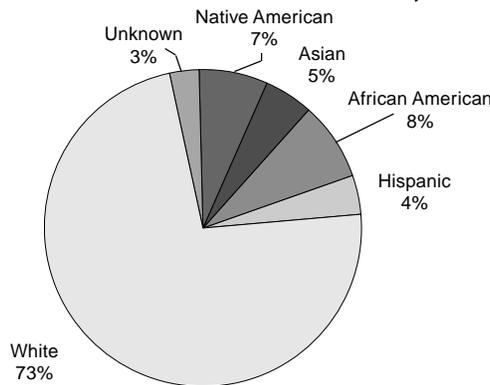


Figure 6A, dated March 1991, and Figure 6B, dated March 2000, depict the distribution of officers across five racial/ethnic groups. The total known nonwhite officers was 19 percent in March 1991. In March 2000, the total known nonwhite

officers was 27 percent. The unknown factor, accounting for approximately 1 percent of the total in March 1991 and 3 percent of the total in 2000, represents officers who had not submitted their racial/ethnic designations.

FIGURE 7A
PHS ACTIVE DUTY STRENGTH BY CORPS, MARCH 1991

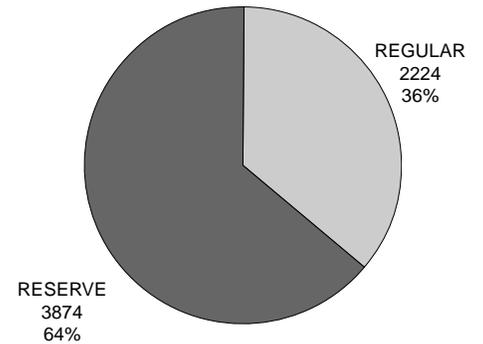
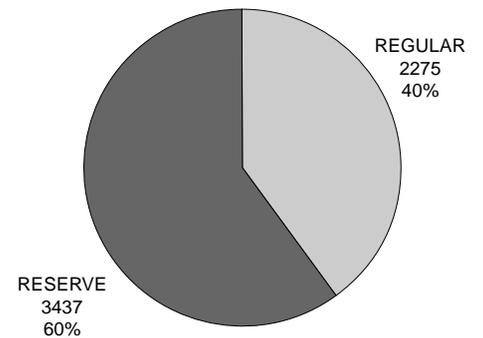


Figure 7A illustrates the Regular Corps/Reserve Corps distribution of officers in March 1991. Out of 6,098 officers, approximately 36 percent were Regular Corps and approximately 64 percent were Reserve Corps.

FIGURE 7B
PHS ACTIVE DUTY STRENGTH BY CORPS, MARCH 2000



In Figure 7B dated March 2000, out of 5,712 officers, approximately 40 percent were Regular Corps and approximately 60 percent were Reserve Corps.

Announcement

The U.S. Immigration and Naturalization Services' medical authority, the DIVISION OF IMMIGRATION HEALTH SERVICES, Health Resources and Services Administration, announces the creation of their new web site!

WWW.INSHEALTH.ORG

2000 Annual Commissioned Officers' Effectiveness Report - Reminder of Changes

Form PHS-838

The 2000 Annual Commissioned Officers' Effectiveness Reports (COERs) will be distributed in late May. Included in the mailing is the 2000 Annual COER Manual Circular No. 363 (on yellow paper), and form PHS-838, "COER." **Please note: Because the COER form is pre-filled and bar coded it can only be used by the officer whose name appears on the form. Therefore, it may be practical to make a photocopy before completing the form.**

The key points to note are as follows:

1. The COER form being provided is for your 2000 Annual COER only. Several key identifying pieces of information will be pre-filled on the form at the time of printing. If you change duty stations during the month of May, the Division of Commissioned Personnel (DCP) database should be current, but the preprinted information will not be correct. Please make note of such a change directly on the COER form.
2. A separate sheet is provided (as Attachment 1 to Section I of the COER form) for the officer to outline his/her duties, accomplishments, and goals. The reverse of the separate sheet is provided (as Attachment 2 to Section III) for comments from the officer's supervisor (rater).
3. Dates of signature of the COER through each of the rating and review processes must be provided. Spaces are included on the form for this purpose in Sections II and IV.
4. This form is designed for optical scanning of the data you, your rater, and your reviewer provide. Samples of the proper way to write-in this information are provided below and in the cover memorandum to Manual Circular 363. Pay attention to the samples to expedite DCP's processing of data entry. *Note:* DCP will be implementing greater use of optical scanning and preprinting of materials. Your assistance in taking the time to understand these forms and the proper way to provide information will be of benefit to all in providing and receiving better customer service.

For optimum accuracy, please print letters in capital letters and avoid contact with the edge of the box. The following will serve as examples:

J O H N Q . C I T Z E N , I I I

0 1 2 3 4 5 6 7 8 9 Shade circles like this: ●

Not like this: ☑ ☒

5. If an additional copy of the COER form is needed because the pre-filled and bar coded form included with the mailing has been misplaced or destroyed, an electronically produced COER form is available on DCP's web site—<http://dcp.psc.gov> (click on 'Forms' and form PHS-838 is under the category 'Performance'). When using the form obtained from the web site, officers *must* insert their Public Health Service serial number in the spaces provided in the upper right-hand corner of every sheet. If you do not have Internet access and need a new form, contact your Agency/Operating Division (OPDIV)/Program's Commissioned Corps Liaison who will provide you with a blank form PHS-838, "COER," 2/96 version.

Delinquent COERS

On September 5, 1997, the Secretary signed a memorandum concerning commissioned corps personnel practices, recognizing that managers must understand and fulfill their obligations concerning commissioned corps performance management. A well-documented COER must be completed for each commissioned officer.

The Secretary has determined that the Surgeon General as well as each OPDIV Head will be provided a list of delinquent (120 days after the date due in DCP) COERs for their respective OPDIVs. DCP will provide a list of delinquent COERs to the Surgeon General's Policy Advisory Council Representatives and the Agency/OPDIV/Program Commissioned Corps Liaisons 90 days after the date the COERs are due in DCP. These lists will include the names of the officers and their organizational component. The Secretary is holding each OPDIV Head responsible for full compliance.

Frequently Asked Questions

- Q. May a lower-ranking officer rate a higher-ranking officer?
- A. Yes; this supervisory chain occurs occasionally.
- Q. Will DCP accept a late annual COER?
- A. Yes. DCP will accept the annual COER at *any time*. However, a late COER may be detrimental to the rated officer. Every effort should be made by the rated officer, the rating official, and the reviewing official to complete the COER in a timely manner.
- Q. If I transferred in February or March and had a transfer COER, am I required to do an annual COER?
- A. Yes. Your current supervisor may use the transfer COER as guidance, or the current supervisor may call the previous supervisor for guidance. *Every officer is required to have an annual COER.*

UPDATE: Additional Exemptions—

Mandatory Use of Government Charge Card for Temporary Duty Travel Expenses Incurred After February 29, 2000

Although an article regarding this subject appeared in the March issue of the *Commissioned Corps Bulletin*, additional exemptions have been added. Therefore, please be advised of the following:

Public Law 105-264 mandates that all Federal employees, including Public Health Service (PHS) Commissioned Corps officers, who perform official government travel must use a government contractor-issued travel charge card to pay for official travel expenses incurred after February 29, 2000.

Consistent with proposed Departmental Travel Regulations, the only officers who will be exempt from mandatory credit card use when performing temporary duty travel are the following: infrequent travelers (i.e., those traveling less than twice a year); officers performing short tours of duty; those officers who lose their credit cards and must travel before a new card has been issued; officers being called to active duty; officers assigned under a Memorandum of Agreement (MOA) to tribal entities; officers on Outside the Continental United States (OCONUS) travel with security implications which may endanger the life or physical safety of themselves or others; and officers detailed/assigned to organizational components not subject to U.S. Government mandatory credit card use (e.g., World Health Organization, State and local governments, nonprofit institutions).

All PHS Commissioned Corps officers who are *not* exempt should consult their Administrative Officers to obtain a government charge card. Employees are advised that the government charge card shall only be used to pay for official travel expenses incurred in connection with the performance of official duties. Personal use of the government charge card is strictly prohibited and any unauthorized use may result in the cancellation of the card and/or appropriate disciplinary action.

All questions concerning mandatory use of the government charge card should be directed to your local administrative office.

□

Commissioned Corps Engineers Recognized by NSPE as Top 10 Federal Engineers



(Pictured left to right) CAPT Rao Surampalli, CDR Leroy Mickelsen, Chief Engineer Officer, RADM Robert C. Williams, CDR Maurice West, and CAPT Kevin Chadwick.

Every year the National Society of Professional Engineers (NSPE) recognizes outstanding engineers employed in the Federal government. NSPE identifies the *Top 10 Federal Engineers* of those nominated and selects one engineer as the *Federal Engineer of the Year*. The award recipients are recognized during Engineers' Week, which is the last week in February.

The top 10 finalists for this year were chosen out of 37 nominees from 15 Federal agencies, and four commissioned corps officers were included as the *Top 10 Federal Engineers*. They were:

CAPT Kevin Chadwick from the Indian Health Service; CDR Leroy

Mickelsen from the Centers for Disease Control and Prevention; CAPT Rao Surampalli from the Environmental Protection Agency; and CDR Maurice West, from the Agency for Toxic Substances and Disease Registry.

In addition to the four Corps engineers listed above, three civilian engineers from the Department of Health and Human Services were also included in the Top 10. This is the first time that so many Public Health Service engineers have been selected to be in the Top 10 in one year. This year's *Federal Engineer of the Year* came from the Department of Agriculture.

□

Recent Deaths

The deaths of the following retired officers were reported to the Division of Commissioned Personnel:

Title/Name	Date	Title/Name	Date
MEDICAL		VETERINARY	
RADM Albert L. Chapman	03/11/00	CAPT Raymond J. Helvig	03/14/00
NURSE		HEALTH SERVICES	
CAPT Elizabeth A. Mullen	03/21/00	CDR Sherman H. Wooding	03/21/00
ENGINEER			
CAPT Daniel J. Weiner	03/18/00		

□

Hispanic Officers Advisory Committee's Call for Nominations for the Juan Carlos Finlay Award

The Juan Carlos Finlay Award was established by the Hispanic Officers Advisory Committee (HOAC) to honor individuals, organizations, and groups who through work performance and other activities have demonstrated leadership in the development of programs, methods, or initiatives that improve health services for Hispanics. This award was named after Juan Carlos Finlay (1833-1915), a Cuban physician and epidemiologist who discovered that the mosquito was the vector of "fiebre amarilla" or yellow fever.

Nominations for the Juan Carlos Finlay Award should describe the specific accomplishments of the candidate (individual or organization) in one or more of the following areas:

- (1) leadership in their area of expertise as it pertains to Hispanic health care issues;
- (2) accomplishments in Hispanic health care development, management, and/or improvement; and/or
- (3) organization and/or implementation of activities/programs that significantly improve Hispanic access to health care and health care services.

Nominations may be submitted by the Department's Operating Divisions (OPDIVs) and regional offices, private nonprofit groups, and others with special knowledge of Hispanic health issues and programs. Each nomination must be signed by the individual making the nomination, and in the case of an OPDIV

or organization, the head of the OPDIV or organization should sign, and only one nominee should be submitted by each. Endorsements are encouraged since they provide verification and support. Nominations are due by **August 15, 2000**.

To request a nomination packet or if you need additional information, please contact:

CAPT Jose F. Cuzme
Phone: 301-443-1851

(or)

Ms. Lisa Flach
HOAC Awards Committee
5600 Fishers Lane, Room 9A-27
Rockville, MD 20857
Phone: 301-443-8646
E-mail: lflach@hrsa.gov



Vacancy Announcements

The following vacancies are provided as representative of opportunities currently available to Public Health Service Commissioned Corps officers. If you have questions pertaining to the announcements listed below, please call the contact listed.

Any Operating Division/Program wishing to list a vacancy in this column should send a written request to: Division of Commissioned Personnel, ATTN: Vacancy Announcements Project Officer/ODB, Room 4A-18, 5600 Fishers Lane, Rockville, MD 20857-0001—or phone: 301-594-3458 or 301-594-3360 (toll-free at 1-877-INFO-DCP, listen to the prompts, select option #1, dial 43360) or Fax: 301-443-7069.

Category/OPDIV

Description of Position

NURSE

INDIAN HEALTH SERVICE
Whiteriver, AZ

Nurse Educator
Contact: Ms. Donna M. Huber 520-338-4911
Grades: O-4/O-5

Manages the Nursing Education Program for a multi-level nursing staff including professional and nonprofessional staff. Responsible for management of the nursing education budget, development of competency programs, educational plans, and orientation programs for the Nursing Department. Will manage the Basic Life Support (BLS) program for the hospital and will coordinate certification (i.e., Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), etc.) classes.

INDIAN HEALTH SERVICE
Whiteriver, AZ

Supervisory Clinical Nurse (Assistant Nurse Executive)
Contact: Ms. Donna M. Huber 520-338-4911
Grades: O-5/O-6

Responsibilities include participation in the overall management of the Nursing Department. Included are development and implementation of policy and procedure, special projects, and other nursing administration activities.

Public Health Service Commissioned Corps Promotion Ceremony

Public Health Service (PHS) Commissioned Corps promotions will be released in June 2000. Many officers will be promoted effective July 1, 2000. Is your Operating Division or site having a promotion ceremony for your officers? If not, why not consider having a ceremony?

Most of the Uniformed Services have promotion ceremonies, at least at the local level, to recognize their officers. Since many PHS Commissioned Corps officers have never participated in a promotion ceremony, the Office of the Surgeon General directed the development of a sample ceremony that could be used at any organizational level.

To obtain a copy of the sample promotion ceremony, go to the Division of Commissioned Personnel's (DCP) web site — <http://dcp.psc.gov> and click on the 'Events and Activities' section. You can also request that a copy be faxed to you by using the Faxback feature of *CorpsLine*. You can reach *CorpsLine* at 301-443-6843. Listen to the menu and choose the second option, "To retrieve documents through Faxback," and request document number **6517**.



Commissioned Corps Readiness Force

Field Medical Readiness Badge Ceremony

More than 60 officers were awarded the Field Medical Readiness Badge in a ceremony held on March 14. Deputy Surgeon General Kenneth Moritsugu delivered the keynote address and presided over the ceremony. RADM Robert Knouss, Director of the Office of Emergency Preparedness, received the Health Resources and Services Administration Director's Award for outstanding contributions to the mission of the Commissioned Corps Readiness Force (CCRF) during 1999. Additionally, a number of Certificates of Appreciation and special recognition awards were presented during the ceremony. For a complete list of awardees and photos from the ceremony, visit the CCRF web site 'Events' section - <http://oep.osophs.dhhs.gov/crf>

CCRF Staff Completes Instructor Training

The CCRF Staff completed Basic Life Support (BLS) Instructor training. This will give the CCRF staff the ability to conduct cardiopulmonary resuscitation (CPR) training for officers throughout the year. Visit the CCRF web site 'Events' section for information on upcoming training opportunities.

As a reminder, CCRF will be offering two CPR courses at the upcoming Commissioned Officers Association conference in Arizona. Both initial CPR training and CPR training updates will be offered. Both courses will be offered on Wednesday, June 7, at the conference hotel. All officers interested in the training update will need to have a *current* CPR card in their possession.

If you are interested in participating in one of these courses, please complete the online form available in the 'Events' section of the CCRF web site. The registration form should be completed as soon as possible but no later than **May 12, 2000**.

CCRF Web Site

Please remember that CCRF members are responsible for keeping their data current. This is particularly important for CPR training. Each CCRF member must make certain that the database accurately reflects a current status for CPR training. Currency in CPR is a mandatory requirement for assignment to a ready roster and active status in CCRF.

All CCRF members should remember to visit the CCRF web site frequently to check for news and to update any changes to personal information - <http://oep.osophs.dhhs.gov/crf> It is particularly important to update any changes in address or phone number, passport information, and CPR certification.

Any commissioned officer interested in applying for membership in CCRF may apply online at the CCRF web site. Simply click on 'Apply' and follow the online instructions.

All members should also subscribe to the CCRF Listserv in order to receive the most up-to-date CCRF news messages via e-mail. To do so, click on 'Listserv' from the CCRF Home Page. The CCRF Command Staff may be reached by e-mail at - ccrf@osophs.dhhs.gov

Retirements - April

<i>Title / Name</i>	<i>OPDIV / Program</i>
MEDICAL	
CAPTAIN	
David J. Schraer	IHS
DENTAL	
COMMANDER	
Barry S. Vanorman	CG
NURSE	
CAPTAIN	
Pamela R. Gallagher-Navarro	BOP
Jean M. Riley	CDC
COMMANDER	
Nanette S. McAtee	FDA
James E. Clevenger	IHS
Ella B. Cunningham	IHS
John E. Robinson	IHS
ENGINEER	
CAPTAIN	
Robert J. Mazzaferro	FDA
Thomas G. Gallegos	IHS
Ted W. Fowler	EPA
SANTARIAN	
CAPTAIN	
Theodore A. Pettit	CDC
PHARMACY	
CAPTAIN	
James R. McKnight	IHS
HEALTH SERVICES	
CAPTAIN	
David R. Weir	HRSA
Edward B. Radden	FDA
Darryl E. Bertolucci	NIH

DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
 Human Resources Service
 Division of Commissioned Personnel, Room 4A-15
 Rockville MD 20857-0001

Official Business
 Penalty for Private Use \$300

BULK RATE
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 PSC
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DATED MATERIAL