



JOAG PDT CYBER-GRAM

USPHS

# Welcome to the Policy Development and Training (PDT) Cyber-gram!

The purpose of this cyber-gram is to help identify new directives, instructions, personnel policy memorandums, and personnel operations memorandums on the CCMIS website that are particularly relevant to junior officers.

## How to use this Cyber-gram

Click on the underlined subheadings (hyperlinks), which will take you to the policy reference for more detailed information.

## UNIFORM OF THE DAY - SPRING AND SUMMER 2016



The season to wear summer whites is upon us. The issuance can be found at: [http://dcp.psc.gov/ccmis/ccis/documents/POM16\\_003.pdf](http://dcp.psc.gov/ccmis/ccis/documents/POM16_003.pdf).

Effective 0001 Hours, 4 April 2016, the prescribed spring and summer uniform of the day is the Summer White (SW). Alternate uniforms are the Service Khaki (SK), Service Dress White (SDW), Operational Dress Uniform (ODU), or the Service Dress Blue (SDB).

The SDW or the SDB shall be worn for all official functions, high-level meetings, and ceremonies (e.g., awards and promotions) where the civilian equivalent is a coat and tie. The SDW is the prescribed uniform for joint services functions (e.g., commissioning ceremonies, graduations, etc.).

## JOAG ONLINE STORE



The JOAG Outreach Committee has launched a JOAG Online Store to sell *esprit de corps* items, including coins, clothing, and magnets. Proceeds go to the C. Everett Koop Living Legacy Fund, which funds scholarships for junior Commissioned Corps officers to attend the USPHS Scientific and Training Symposium. Shipping for online orders is a flat rate of \$7.95 per order via USPS Priority Mail, and orders are generally filled within one week.

For payment methods other than credit card or for expedited shipping, please email [pns.joag@gmail.com](mailto:pns.joag@gmail.com) or contact the JOAG Financial Liaison before placing an order.

Officers in the DC area: free pick up is available. Please email [pns.joag@gmail.com](mailto:pns.joag@gmail.com) or contact the JOAG Financial Liaison before placing an order.

Note: Merchandise will also be on sale at the USPHS Scientific and Training Symposium and all OBC Open Houses.

# U.S. PUBLIC HEALTH SERVICE COMMISSIONED OFFICERS' AWARDS PROGRAM

Pamphlet 67-January 2016, can be found at:  
<http://dcp.psc.gov/ccmis/ccis/documents/PAM67.pdf>.

## FACTORS FOR SELECTING APPROPRIATE AWARD LEVEL

- *Scope of Impact*
- *Magnitude of Achievement*
- *Leadership*
- *Valor*

## ORDER OF PRECEDENCE

- *Refer to policy CCI512.01. Wear of awards and badges.*

## NOMINATION PROCEDURES

- *Use form PHS-6342-1 for unit or PHS-6342-2 for individual awards.*
- *Formally initiate within 13 months of specific period of service to be recognized.*
- *Service awards require statement from supervisor of completion of required criteria & supporting documentation (POM08.003)*

## APPROVAL LEVELS

- *OPDIVs approve the OSM, CM, AM, Citation & UC.*
- *SG approves DSM, MSM, OUC, & all awards with "valor."*
- *Director, DCCPR approves Service Awards.*

## AWARDS ISSUED BY OTHER SERVICES

- *Send request and copy of award documents (i.e., DD-214, DD-215, certificate) to OPDIV Awards Coordinator.*



## DIRECT ACCESS LEAVE REQUESTS



As of 5 January 2016, all leave requests listed below must be entered in DA. All officers must use their Employee Identification (EMPLID) number to access Direct Access. If you forget or need to locate your EMPLID, you can login to the "Officer Secure Area" of CCMIS. Once in the "Officer Secure Area" at the very top of the page, your name will appear followed by your SERNO and EMPLID.

The following types of absences must be submitted via DA: Leave Inside Continental U.S., Leave Outside Continental U.S., Sick Leave, Adoption Leave, Paternity Leave, Maternity Leave, Post Deployment Mobilization Respite Absence (PDMRA)  
**Note:** PDMRA is the same as PHS Post-Deployment Respite Absence (PDRA).

### Resources:

- Video Tutorials and User Guides: <http://www.uscg.mil/ppc/phs/>
- Absence Request Self Service Users Guide: <http://www.uscg.mil/ppc/phs/PHSAbsenceRequestProceduralGuide.pdf>
- Absence Request Approving Official Users Guide: <http://www.uscg.mil/ppc/phs/PHSAbsenceRequestApprovingOfficialGuide.pdf>
- Officer Leave and Absence Request FAQs: [http://ccmis.usphs.gov/ccmis/DCCPR\\_officer\\_leave\\_FAQ\\_m.aspx](http://ccmis.usphs.gov/ccmis/DCCPR_officer_leave_FAQ_m.aspx)
- Leave of Absence; General (Old CCPM: CC29.1.1): <http://dcp.psc.gov/eccis/documents/CC361.01.pdf>

**\*\*\*Our leave year switched over this year, so plan accordingly in order to not lose your leave on 1 OCT 2016.\*\*\***

**\*\*\*Officers cannot carry over 60 days to the next period.\*\*\***

# UNIFORM CHANGES

The Commissioned Corps Instructions (CCI) 421.01 for males and 421.02 for females (more commonly known as the uniform policy) are foundational resource for officers. This instruction is updated periodically and should be monitored to ensure your uniform is correct and current. A new uniform instruction was signed 15 DEC 2015 and posted to the Commissioned Corps Information System (CCMIS) 2 FEB 2016.

The new Issuances can be found at: [http://dcp.psc.gov/ccmis/ccis/documents/cc421\\_01.pdf](http://dcp.psc.gov/ccmis/ccis/documents/cc421_01.pdf) (Males) and [http://dcp.psc.gov/ccmis/ccis/documents/cc421\\_02.pdf](http://dcp.psc.gov/ccmis/ccis/documents/cc421_02.pdf) (Females).

There are many new and noteworthy changes so be sure to read the Issuance and keep your uniform squared away. Phase out dates (if applicable) are provided below. All changes without a phase out date are effective immediately, meaning there are items you can add or must remove from your uniform items now.



## Summary of changes:

### Males:

- 5-1. Removes Khaki Windbreaker Jacket as authorized item.
- 5-2. Removes overshoes as an authorized item.
- 5-3. Removes moisture wicking t-shirt as an authorized item with ODUs.
- 5-4. Authorizes the wear of the ODU parka with Service Dress and Service Uniforms during foul or inclement weather.
- 5-5. Authorizes new flame resistant coveralls.

### Females:

- 5-1. Removes Khaki Windbreaker Jacket as authorized item.
- 5-2. Removes overshoes as an authorized item.
- 5-3. Removes moisture wicking t-shirt as an authorized item with ODUs.
- 5-4. Establishes phase-out of the female beret. (this item will no longer be authorized for wear on 1 JAN 2020)
- 5-5. Establishes phase-out of the current female combination cover. (this item will no longer be authorized for wear on 1 JAN 2020)
- 5-6. Authorizes the wear of the ODU parka with Service Dress and Service Uniforms during foul or inclement weather.
- 5-7. Authorizes new flame resistant coveralls.
- 5-8. Authorizes new Alternate Combination Cover.

# PRESIDENTIAL UNIT CITATION

On 24 September 2015, President Obama recognized the Commissioned Corps and awarded the Presidential Unit Citation (PUC) to all Corps officers who were serving anytime during the Ebola crisis in West Africa. The PUC award is the highest unit award issued to a uniformed service. This award shall be worn above all other unit awards, but below individual awards. It is authorized for any officer who was on active duty between 9 September 2014 and 1 May 2015. The award cannot be worn until it is posted to the officer's eOPF. No estimated date has been released for this to occur.

The ribbon is available on the Navy-NEX website and also on Ultrathin.com in the form of a thin ribbon.

More information can be found at: [PUC FAQ's](#) and [Commissioned Officers' Awards Program](#)





## READINESS

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Beginning 1 January 2016, New Physical Fitness Standards will go into effect. All officers completing the current APFT needed to enter information into Direct Access by 17 December 2015. Direct Access was shut down on December 18, 2015; only the Revised APFT has been available for entry since Direct Access came back online on 5 January 2016. The issuance can be found at: [http://ccmis.usphs.gov/CCMIS/ccis/documents/pom15\\_004.pdf](http://ccmis.usphs.gov/CCMIS/ccis/documents/pom15_004.pdf). The Readiness, Down-To-Basics document can be found at: [http://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic\\_Readiness\\_Checklist.pdf](http://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf).

## RETIREMENT

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CCID 124.01 was issued on 24 February 2016 to align the definition of "active service" for the purpose of determining retirement eligibility with how the Secretary exercises the authority in statute at 42 U.S.C. §203. This directive replaces Commissioned Corps Directive CC43.8.1, "Retirement," dated 4 September 2008.

The Retirement Issuance can be found at: [http://dcp.psc.gov/ccmis/ccis/documents/ccd124\\_01.pdf](http://dcp.psc.gov/ccmis/ccis/documents/ccd124_01.pdf).

## DEVELOPED BY THE POLICY DEVELOPMENT AND TRAINING (PDT) SUBCOMMITTEE

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### **Co-Leads:**

LCDR Andrea Smith

LT Bryan Shelby

### **Contributing Officers:**

LCDR Linda Park

LCDR Jessica Otto

LT Rana Carroll

LT Hannah Kramer

LT Stephanie Lanham

LT Dakota McMurray

The PDT Subcommittee is under the direction of JOAG's Policy and Procedures Committee Chair, LCDR Samantha Spindel



If you would like to send us any policy-related announcements that apply to all Corps Officers, send an e-mail with the specific policy reference to either

LCDR Andrea Smith at: [andrea.smith@cms.hhs.gov](mailto:andrea.smith@cms.hhs.gov) or LT Bryan Shelby at: [gvr1@cdc.gov](mailto:gvr1@cdc.gov)