



COMDTINST 6010.5B
05 AUG 2019

COMMANDANT INSTRUCTION 6010.5B

Subj: ADMINISTRATION OF UNITED STATES PUBLIC HEALTH SERVICE (USPHS)
OFFICERS DETAILED TO THE COAST GUARD

- Ref:
- (a) Memorandum of Agreement Between USPHS and Coast Guard
 - (b) Electronic Commissioned Corps Issuance System
 - (c) U.S. Department of Health and Human Services Officers' Responsibilities and Conduct, CC26.1
 - (d) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
 - (e) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - (f) Uniform Regulations, COMDTINST M1020.6 (series)
 - (g) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
 - (h) Leave Process for PHS Officers in Clinical Settings, HSWLSCINST 12630.1 (series)
 - (i) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 - (j) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (k) Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series)
 - (l) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
 - (m) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (n) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (o) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)
 - (p) Outside Employment Approval Process for Uniformed Personnel, HSWLSCINST 5370.1 (series)

1. PURPOSE. This Instruction establishes Coast Guard policy and procedures concerning the oversight, management, and integration of United States Public Health Service (USPHS) officers detailed to the Coast Guard.
2. ACTION. All USPHS officers detailed to the Coast Guard, employees of the Coast Guard, Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will comply with the provisions of this Instruction. Internet release is authorized.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

3. DIRECTIVES AFFECTED. Administration of United States Public Health Service (USPHS) Officers Detailed to the Coast Guard, COMDTINST 6010.5A, is cancelled.
4. BACKGROUND. References to commands and Headquarters offices have been updated to reflect the current Coast Guard organizational structure. Changes to policy in previously issued ALCOAST messages have been incorporated as well as legislatively mandated changes.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Updated version of COMDTINST 6010.5 (series), Administration of United States Public Health Service (USPHS) Officers Detailed to the Coast Guard includes procedures for accepting Department of Defense Medical Examination Review Board (DODMERB) forms for determining if USPHS officers being Called to Active Duty and being detailed to the Coast Guard meet Coast Guard medical accession standards.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-61) web sites: Internet: <http://www.dcms.uscg.mil/directives/> and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. § 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information

and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. STATUS OF USPHS OFFICERS DETAILED TO THE COAST GUARD.

- a. COAST GUARD HEALTH CARE. Coast Guard health care is managed by the Director of Health, Safety, and Work-Life, Commandant (CG-11). As part of that responsibility, a significant amount of direct care and management is provided by USPHS officers serving in the Coast Guard. Their status and administration are outlined in this Instruction and in References (a) and (b).
- b. USPHS OFFICERS DETAILED TO THE COAST GUARD. USPHS officers detailed to the Coast Guard will be managed as Coast Guard commissioned officers except where specific written instructions provide for different administrative procedures. USPHS commissioned officers are responsible for adhering to the standards of conduct per Reference (c). The contents of Reference (d) applies to USPHS commissioned officers detailed to active duty with the Coast Guard in the same way that it applies to active duty members of the Coast Guard. USPHS officers may have collateral duties specific to the USPHS (eg, Professional Advisory Committees, boards, etc) as part of their professional development expectations which will not exceed a reasonable amount of time from their primary assigned duties and tasks.
- c. LEGAL AUTHORITIES. The following table includes a non-exhaustive list of legal authorities that apply to all USPHS officers serving in the Coast Guard. USPHS officers must familiarize themselves with these legal and ethical obligations, as well as the references listed in this instruction, and must proactively seek guidance from their servicing legal office, as needed.

Legal Authorities Applicable to USPHS Officers	
1.	42 U.S.C. § 215 (a) states, in part, “Officers detailed for duty with... the Coast Guard must be subject to the laws for the government of the Service to which detailed.”
2.	10 U.S.C. § 802 (8) (Article 2, Uniform Code of Military Justice (UCMJ)) states that the UCMJ applies to USPHS officers when assigned to the armed forces. Pursuant to 14 U.S.C. § 1, the Coast Guard is a military service and branch of the armed forces at all times.
3.	5 C.F.R. Part 2635 (Standards of Conduct for Employees of the Executive Branch). These federal regulations apply to all executive branch employees, including military members. The Coast Guard and DHHS promulgated policies expanding and interpreting these regulations in references (c) and (d). The conduct of USPHS officers serving in the Coast Guard is governed by all three of these authorities. Many of these rules are enforceable under the UCMJ and/or with federal civil and criminal sanctions.

4.	Officers must also be familiar with Article 2.A of reference (n), which establishes policy regarding interpersonal relationships within the Coast Guard. Some of those rules are enforceable as punitive general regulations under Article 92, UCMJ. Policies governing members' political activities and use of military titles in commercial activities are found in sections 1.C and 1.D of reference (o), respectively.
5.	Officers must be familiar with the Coast Guard's statutory duties and authorities, found in Chapter 15 of reference (m).
6.	USPHS commissioned officers detailed to active duty with the Coast Guard are subject to military law and have military status equivalent to commissioned officers of the Coast Guard. As such, USPHS officers may be asked to serve as panel members (jurors) in courts-martial proceedings. <i>See U. S. v. Braud</i> , 11 USCMA 192 (1960).

- d. INDOCTRINATION TRAINING. In addition to completing the required USPHS Officer Basic Course (OBC), all newly-detailed USPHS officers will receive specific Coast Guard Health Safety, and Work-Life indoctrination training executed by the Health, Safety and Work-Life Service Center (HSWL SC) upon arrival to their first Coast Guard duty station.
 - e. UNIFORMS. USPHS officers (except Commissioned Officer Student Training and Extern Program (COSTEP) officers) will wear the uniform of the day for Coast Guard officers as prescribed in Coast Guard regulations at the unit to which they are assigned. USPHS devices will be worn as appropriate, in place of the Coast Guard devices on the cap, sleeves, and shoulder boards. USPHS officers transferring to the Coast Guard from other government agencies are entitled to a uniform issue, under Reference (e) and (f). The Coast Guard is required to furnish a basic uniform complement to USPHS officers (with the exception of USPHS COSTEP officers) to have while detailed to the Coast Guard per Reference (f). The USPHS Liaison is responsible for obtaining the uniform issue from the Coast Guard Uniform Distribution Center via funding from Commandant (CG-11). USPHS officers will wear authorized ribbons, medals, and badges on their Coast Guard uniforms. USPHS officers are authorized to wear devices and insignia from other services (e.g., the Field Medical Readiness Badge).
 - f. OFFICIAL CORRESPONDENCE. All official correspondence, including that directly between the officer and the Division of Commissioned Corps Personnel and Readiness (DCCPR), will comply with Coast Guard policy on correspondence as stipulated in Reference (g).
11. GRADES OF USPHS OFFICERS. USPHS officers detailed to the Coast Guard will use the corresponding Coast Guard grade, for purposes of identification, address, and official correspondence, as follows:

Grades of USPHS Officers		
Public Health Service Grade	Coast Guard Grade	Pay Grade
Assistant Secretary for Health	Admiral	O-10
Surgeon General	Vice Admiral	O-9
Deputy Assistant Surgeon General	Rear Admiral	O-8
Assistant Surgeon General	Rear Admiral (lower half)	O-7
Director Grade	Captain	O-6
Senior Grade	Commander	O-5
Full Grade	Lieutenant Commander	O-4
Senior Assistant Grade	Lieutenant	O-3
Assistant Grade	Lieutenant Junior Grade	O-2
Junior Assistant Grade	Ensign	O-1

12. USPHS OFFICER LEAVE AND LEAVE RECORDS.

- a. AUTHORITY TO GRANT LEAVE. Reference (h) describes the leave process for USPHS officers in clinical settings. HSWL Instructions may be found here: <https://cgportal2.uscg.mil/units/hswlsc/Shared%20Documents/Forms/AllItems.aspx>. Leave will not be granted in excess of that to which an officer is entitled. In no case will leave be granted which would result in more than a 30 day negative leave balance at the beginning of the calendar year in which the officer will be separated.
- b. REQUESTING LEAVE. Annual leave must be requested and approved via the current PHS leave tracking system.
- c. ACCRUAL OF LEAVE. USPHS officers accrue 2.5 days of annual leave per month. Leave accrual and carryover quantities will comply with USPHS standards at a minimum but may be exceeded in accordance with Coast Guard leave policies while USPHS officers are assigned to the Coast Guard.
- d. RECORDING LEAVE.
 - (1) The official leave record is the responsibility of the officer and their supervisor. The current leave tracking system automatically credits USPHS officers with 0.5 day of leave every 6 calendar days.
 - (2) USPHS officers assigned to advanced education billets will have their leave assigned by the USPHS Liaison and should contact the USPHS Liaison for leave guidance.
- e. TRANSFER TO ANOTHER COAST GUARD UNIT. IAW Reference (h), all new USPHS officers, whether called to active duty or transferring from another government agency, are required to have their supervisor assigned as their leave approving authority. Only one leave approving authority at a time can be assigned to a USPHS officer.

- f. TRANSFER TO AN ACTIVITY OUTSIDE OF THE COAST GUARD. Upon transfer to an activity or agency outside of the Coast Guard, the gaining agency USPHS Liaison will contact the current and losing agency USPHS Liaison to coordinate a transfer of responsibility.

13. PERFORMANCE EVALUATIONS OF USPHS COMMISSIONED OFFICERS.

- a. PREPARATIONS AND SUBMISSION. The Commissioned Officers' Effectiveness Report (COER) will be used in reporting on all USPHS officers. COERs may be submitted electronically using the Commissioned Officers' Effectiveness Report, PHS Form 838 or with e-COER (released annually by USPHS after 30 September), accompanying USPHS Manual Circular instructions, and the USPHS Officer Supervisor's Guide. A link to this guide is found here: <https://www.dcms.uscg.mil/Portals/10/CG-1/cg112/docs/pdf/PHSOfferSupervisorsGuide.pdf>. Exceptions to those instructions are contained in this section or with the annual mailing by DCCPR or Commandant (CG-112).
- b. IMPORTANCE. USPHS COERs are equally important as Officer Evaluation Reports (OER) used for Coast Guard officers with respect to personnel actions such as promotion and retention. In addition, COERS are used as guides to assignments and as a basis for recommendations for paying or withholding contractual special pays. Complete, fully documented reports are critical for managing an officer's career. Although similar in structure and importance, the USPHS COER system is a separate, distinct evaluation system that should not be directly compared to the Coast Guard OER.

(1) Submission and Times. COERs will be used under the following circumstances:

- (a) Annual: rating period 1 October through 30 September for every USPHS officer independent of the time the officer has been on board. While the DCCPR does not require full accounting for all time periods during a rating period, USPHS officers assigned to the Coast Guard are required to complete COERs for all time periods during the assignment. The officer, the officer's Rater (supervisor), and Reviewing Official will follow instructions given by DCCPR to complete the officer's web-based electronic COER. Any completed paper COERs will be forward electronically via e-mail by the USPHS Liaison. The reviewing official will forward the e-COER to DCCPR for inclusion in the officer's Official Personnel Folder (OPF) maintained by the USPHS. Refer to the Commissioned Officers' Effectiveness Report, CCI 25.1.1, for policy and retention guidance: https://dep.psc.gov/ccmis/ccis/documents/CCPM25_1_1.pdf. USPHS COERs are not subject to records management requirements promulgated in Reference (i). A COER for the rated officer will be completed upon any permanent change of station. When the rated officer's supervisor changes, a COER should only be initiated if the supervisor's transfer occurs after July 1st. Supervisors will be requested to provide feedback regarding the rated officer's performance to their relief in order to facilitate the generation of an annual COER that will cover the entire rated period.
- (b) An Interim COER may be initiated at any time by the officer's supervisor (Rater) to document exceptional performance, performance problems, or deficiencies. Blank forms for these unscheduled reports are available from the USPHS Liaison.

- (c) A Narrative COER is a type of Transfer COER that can be used when the Rater has supervised the officer for less than 6 months (e.g., new Coast Guard accessions, transfers, etc.).

(2) Rater and Reviewing Official.

- (a) The COER should be completed as per the below table. This also includes detached duty personnel.

Assignment	Rater	Reviewing Official
Clinic	Cognizant SME/SDE/RPE	Unit Commanding Officer (CO) / Commander
SME/SDE/RPE	Cognizant HSWL SC Senior Medical, Dental and Pharmacy Professional Staff	Unit CO/Commander
HSWL SC	HSWL SC Deputy	Commanding Officer of HSWL SC
PSC/CGRC	PSC/CGRC Division Chief	Commander of PSC
COMDT (CG-11) staff	COMDT (CG-111) COMDT (CG-112) COMDT (CG-113) COMDT (CG-11d)	COMDT (CG-11)
Training	Force Manager	COMDT (CG-11)

- (b) The annual COER is the most substantial source of information concerning each officer's Service performance and work record. It provides a continuing, documented record of an officer's assignments, duties, and proficiencies, while providing an instrument to evaluate officership and leadership.

(3) Adverse reports.

- (a) Any report or formal communication, which contains adverse marks or comments, will be given to the officer reported on for that officer's comment. Additionally, such reports may receive an overall performance rating of "marginal" or "unsatisfactory." Note: such ratings may jeopardize an officer's special pay (if entitled) and career progression or retention in the Coast Guard.

- (b) Types of adverse reports:

- 1) Letters of Reproval: maintained in Coast Guard records but not provided to USPHS. Used for counseling of officers on unsatisfactory performance of duties. If conditions prompting a Letter of Reproval are not resolved in specified time period, additional actions may follow. Prior to using a Letter of Reproval, supervisors will

use Administrative Remarks, Form CG-3307, Enclosure (1) (if warranted), for counseling purposes and as a first intervention which is to remain locally to document performance.

- 2) Letters of Reprimand: reported to USPHS and becomes a component of the Electronic Official Personnel Folder (eOPF), results in withholding of applicable Special Pays, and results in an overall performance rating of “marginal” or “unsatisfactory”.
 - 3) Interim COER: generated at supervisor’s (or higher within the chain of command) discretion for significant shortcomings in performance documented in the form of a Letter of Reprimand (following failed remediation), a Letter of Reprimand, or a professional adverse action reported by the Special Professional Review Committee (SPRC).
- (c) No material relating to the COER will be placed in an officer's record without that officer's knowledge. The officer receiving an adverse report must note acceptance or rejection and append comments in a separate document, or state in writing the desire not to comment. The USPHS Liaison will assist with formatting. The original rebuttal signed and dated by the officer reported on, will be given to DCCPR with copies to the Rater and the Reviewing Officer.
- (d) If the officer reported on has detached from the Coast Guard and been reassigned to another Agency, the adverse report will be forwarded electronically via e-mail directly to that officer and not via the new Rater. The adverse report must remain in the member’s electronic Officer Personnel Folder at DCCPR.
- (4) Officer Return to USPHS – formal guidance contained in Reference (b).
- (a) Officers with unsatisfactory or marginal performance, inability to adapt to military culture, failure to meet professional standards of care and performance, conviction of a criminal offense by civil authority or UCMJ proceeding, or who no longer meet a programmatic need may be returned to USPHS for reassignment outside of the Coast Guard IAW Reference (b).
 - (b) Requirements for a Return action are:
 - 1) Recommendation from HSWL SC command for USPHS Officers attached to HSWL SC, or
 - 2) Recommendation from local CO/Commander, PSC, CGRC, or Commandant (CG-11) for USPHS Officers attached to local commands, PSC, CGRC or Commandant (CG-11), or;
 - 3) SPRC recommendation following a Focused Review or Document Review, or;

- 4) Substantial COER marks indicating deficiency in performance for a singularly significant failure or multiple minor to moderate deficiencies, and without improvement within a reasonable time period (specified by the Rater).
- (c) Requests for an Officer Return to USPHS (meeting the above requirements) must be routed electronically via e-mail for concurrence through the officer's rating chain for final approval by Commandant (CG-11).

14. OTHER REPORTS AND ENDORSEMENTS.

- a. ENDORSEMENTS ON ORDERS. Unless otherwise directed, endorsements on orders are needed only for PCS arrivals and departures. Information required on this endorsement includes dates and time of departure or arrival, date assigned to or released from Government quarters, and any leave en route taken.
- b. OTHER GUIDANCE. Guidance on other specific reports such as flight hours, training requests, outside employment requests, etc., are contained in relevant sections of this Instruction.

15. ACCESSION INTO THE COAST GUARD.

- a. SCREENING. All applicants will be screened by the USPHS Liaison to ensure they meet USPHS Commissioning criteria. Screening involves a review of USPHS commissioning standards and Coast Guard accession standards (to include height and weight standards), an evaluation of the applicant's Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps, Form PHS-50, with any "yes" response to Questions 11, 14-24, 27B-C, 29A-R, or 34 requiring review by Commandant (CG-1121), Commandant (CG-113), or Commandant (CG-111) (as applicable), and verbal validation of necessary credentials for the requested position. Acceptable candidates will be provided standardized information about service as a USPHS professional and commissioned officer detailed to the Coast Guard and asked to provide a Curriculum Vitae (CV), which will then be forwarded (via email) to the appropriate Force Manager.
- b. INFORMAL INTERVIEWS. All screened candidates will be afforded the opportunity to speak with the appropriate Force Manager to answer any specific questions about service in the Coast Guard and further explore geographic assignment possibilities, discuss USPHS and Coast Guard procedures, inquire about current or future vacancies and the assignment process, etc. Interviews must provide an unbiased appraisal of the applicant's potential for working in the Coast Guard.
- c. INTERVIEW PANEL. Each Force Manager will convene either an annual or rolling interview panel(s) (which will include the respective HSWL SC category representatives) to recommend candidates for accession into the Coast Guard, irrespective of assignment opportunities. At least one member on the interview panel must be of a rank equal to, or greater than, the highest rank for which the applicant qualifies. To the extent possible, the interview panel will be composed of a diverse group of members, with respect to ethnicity,

gender, professional specialty, etc. The final recommendation from the interview panel will be made to the Director of Health, Safety and Work-Life, Commandant (CG-11), and must reflect the consensus of the panel as a whole, not solely the opinion of the Force Manager. Each panel member will have an equal vote, regardless of rank. The primary purpose of the interview panel is to evaluate a USPHS officer as a prospective officer detailed to the Coast Guard, not to specifically address potential assignments or duty stations. Applicants will be notified by the Force Manager of their primary or alternate selection after the interview panel has reached a decision. The interview panel will consider single applicants or pools of applicants based on submitted applications and timelines for accession to meet service needs. There is no formal appeal process. However, Commandant (CG-11), can overrule the interview panel's recommendation when it is in the interest of the Coast Guard.

- d. APPLICATION PACKAGES. For applicants who are not yet commissioned as USPHS officers, applications must have been completed and be pending approval by USPHS. Interservice transfer applicants must complete the above application requirements, provide proof of acceptability of transfer from their current service, and meet USPHS accession criteria. Current USPHS officers must complete the above application requirements and demonstrate and confirm acceptability of their transfer by their current supervisor and agency. The interview panel will review single or groups of application packages (consisting of the CV, prior officer evaluation reports, and any related correspondence from the applicant) and rank them using a scoring matrix developed by the Force Manager. Top applicants will then be extended an offer(s) for a formal interview.
- e. FORMAL INTERVIEWS.
 - (1) Responsibilities. Force Managers will coordinate interviews conducted by the interview panel. When more than a single applicant is being considered by a Board, only one applicant will be interviewed at a time, to preserve confidentiality. Each member of the Board will be afforded the opportunity to ask questions selected from a standardized list of Formal Interview questions. Additional guidance for Board Presidents can be found in Enclosure (2).
 - (2) Forms. The interview report, Officer Programs Applicant Interview Form, Form CG-5527, is the most valuable portion of the application package and is a determining factor in selecting a USPHS officer for detail into the Coast Guard. The form will be completed in detail following completion of the interview.
- f. NOTIFICATIONS. All candidates will be provided a timely notification of the outcome of their Panel via written correspondence (Reference (g)).
- g. PHYSICALS. Force Managers will inform all applicants that a completed history and physical examination will be required for accession or transfer approval. In the case of Calls to Active Duty (i.e. officers accessing to the USPHS), history and physical examination documentation must include the Department of Defense Medical Examination Review Board (DoDMERB) forms (DD Form 2492), DoD Medical Examination Review Board (DoDMERB) Report of

Medical History, DD Form 2351, DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination, a report of Dental Examination as well as any laboratory and/or radiological studies and any consultations deemed necessary by the Coast Guard Recruiting Command (CGRC) reviewing Medical Officer. DoDMERB history and physical examinations are valid for 24 months. In the case of USPHS officers already on Active Duty who are transferring into the CG from another USPHS Operational Division, history and physical examination documentation must include a DD Form 2807-1, Report of Medical History, and a DD Form 2808, Report of Medical Examination, that have been accomplished in the past 12 months, as well as any laboratory and/or radiological studies and any consultations deemed necessary by the CGRC reviewing Medical Officer. History and physical examinations will not be sent to CGRC until the applicant receives notification of accession acceptability. Force Managers will inform the candidate(s) to scan and send all pertinent (original) medical documentation to CGRC via email for review by the CGRC Chief Medical Officer (or designee) and final decision by CG-PSC-PSD-med. Medical waivers (based on Coast Guard standards) will be considered on a case by case basis. Password encryption is required for emails containing personally identifiable information (PII) or protected health information (PHI). If transmission of PII from a non-Coast Guard email account is necessary, that transmission shall be made in accordance with the U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13 (series). The password for the document must be provided via separate correspondence.

- h. SECURITY CLEARANCE. All accession candidates will have their initial security clearance processed by DCCPR. Renewal security clearance will be processed by the Coast Guard.

16. ASSIGNMENTS WITH THE COAST GUARD.

- a. PROFESSIONAL CATEGORIES. Medical, dental, pharmacy, environmental health, health services and physical therapy are the principal professional categories of USPHS officers detailed to duty with the Coast Guard. Officers from other professional categories (e.g., nursing and engineering) may also be detailed to the Coast Guard to meet service needs.
- b. ASSIGNMENTS. USPHS officers detailed to Coast Guard units are on full-time assignments. All assignments and transfers are at the direction of the Commandant following standard Coast Guard guidelines with respect to tour length, etc. The minimum duration of assignment prior to a requested PCS is 24 months (unless endorsed via the chain of command for needs of the service) (Reference (j)). USPHS Officers should normally expect to PCS during the summer of their tour completion date included in their PCS orders. USPHS Officers will not normally be transferred prior to this date without a compelling service need that has been endorsed via the chain of command. USPHS Officers must serve a minimum 2-year tour with the Coast Guard prior to being released to another agency or duty station.
 - (1) A Coast Guard officer assigned as the USPHS Assignment Officer (AO) organizes and coordinates the assignment process annually.
 - (2) All anticipated USPHS officer vacancies are published in the annual shopping list. Members of the detail are required to submit electronically the Coast Guard E-Resume in Direct Access.

- (3) A draft “slate” of assignments is routed electronically via e-mail from the AO to Commandant (CG-11) Office Chiefs for distribution to the respective Force Managers and HSWL SC for review and discussion.
 - (4) Ratified recommendations for amendments to or acceptance of the slate will then be presented by Headquarters (Office Chiefs), HSWL SC CO, XD, or HSWL SC (ccs), and the Assignment Officer to Commandant (CG-11). The AO will finalize assignments of detailed USPHS officers for the upcoming Assignment Year.
 - (5) This entire process will precede assignments of new accession officers for the upcoming Assignment Year. Upon completion of the annual assignment process, respective Force Managers will contact their candidate(s) and discuss assignment options based on remaining anticipated vacancies.
 - (6) Once assignments for new accession officers are agreed to between the Force Manager and candidate(s), the USPHS Liaison will be notified to generate a Request for Personnel Action – Commissioned Officer, Form PHS-1662 for submission to DCCPR requesting orders and accession of the candidate(s). The USPHS Liaison will also notify the AO of the pending new accessions.
 - (7) New accession officers available for duty earlier than the upcoming Assignment Year may be assigned to current vacancies.
- c. ORDERS AND TRAVEL CLAIMS. Initial assignments, permanent change of station, and final assignment with the Coast Guard will be processed under Coast Guard orders and travel will be reimbursed to the officer directly by the Coast Guard. Initial shipment of household goods upon a call to active duty or transfer from another government agency will be arranged through Coast Guard or DOD transportation offices using a Coast Guard travel order. For USPHS officers terminating their detail with the Coast Guard for transfer to Agency, the receiving Agency funds the PCS move.
 - d. ASSIGNMENT TO AVIATION DUTIES. Review Reference (k) for definitions, designations, training, and aviation pay information.
 - e. ASSIGNMENT TO LOCAL OR REGIONAL LEADERSHIP ROLES. Regional Practice Executive roles, including Senior Medical Executive (SME), Senior Dental Executive (SDE), and Regional Pharmacy Executive (RPE) are assigned through the annual assignment process. Senior Health Services Officer (SHSO) assignments will be managed by HSWL SC Chief of Clinical Staff with input from Commandant (CG-112) Force Managers. Recommended officers for assignment to SHSO duties will be vetted through Commandant (CG-112).

17. PROMOTIONS.

- a. TEMPORARY AND PERMANENT GRADE PROMOTIONS. Managed by the USPHS Commissioned Corps in accordance with the USPHS Promotions Policy. COER materials viewed by the promotion Board will be those generated by the Coast Guard rating chain for detailed USPHS officers.

- b. EXCEPTIONAL PROFICIENCY PROMOTION (EPP). Officers eligible for EPP will be notified by the USPHS Liaison of the Coast Guard selection process for its single candidate and timeline for submission of a promotion package.
 - (1) Received packages will be consolidated into an EPP Board review package and distributed to all USPHS Force Managers.
 - (2) Force Managers will review and score candidates on the EPP Scoring Matrix provided by the Board Chair. Scores will be compiled for Board deliberations. The EPP Board will convene to review the scoring matrix results and select a single candidate for Commandant (CG-11) as the EPP nominee for the current promotion cycle. Commandant (CG-11) retains ultimate discretionary authority over selection of the nominee based on input from the EPP Board.
 - (3) Board proceedings will be kept confidential.

18. ATTENDANCE AT PROFESSIONAL MEETINGS, SHORT-TERM COURSES OF INSTRUCTION, AND LONG-TERM TRAINING.

- a. SHORT TERM TRAINING. USPHS officers serving full-time with the Coast Guard may attend short-term training and education courses, and similar sessions of a technical, scientific, or professional nature. Such training may be authorized at government expense where it is applicable and beneficial to the Coast Guard.
- b. TRAINING REQUESTS. Detailed information for submission of training requests is provided annually from the Force Managers and can be reviewed on the Commandant (CG-11) webpage <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Health-Services-CG-112/Operational-Medicine-and-Medical-Readiness/Medical-Training/>. All training requests must be routed through and approved by the Commanding Officer of the unit the USPHS officer is attached.
- c. LONG TERM TRAINING. Long-term training is addressed in Reference (1). Officers must be aware of the service obligation incurred during training prior to participation in training programs.
- d. CONFERENCES. Requests to host or attend conferences using government funding or in the officer's official capacity must be vetted as early as possible by the officer's chain of command and servicing legal office.

19. OUTSIDE ACTIVITY OF USPHS OFFICERS.

- a. GENERAL RESTRICTIONS. Outside activity, within the meaning of this article, is any work or service performed by a USPHS officer other than the officer's assigned duties. This includes employment, self-employment, and other services, whether or not paid. USPHS officers must refrain from outside employment of the following types:
 - (1) Work which violates Federal or State statutes or local ordinances, executive orders,

or regulations to which the officer is subject. This includes any activity where dual compensation may be involved.

- (2) Work or interests involving a real or apparent conflict of interest, even though not in violation of any specific provision of statute.
 - (3) Work identifying the Coast Guard, the USPHS, or the officer in an official capacity with any organization commercializing products relating to work conducted by the Coast Guard, the USPHS, or with any commercial advertising matter, or work performed under such circumstances as to give the impression that it is an official act or represents an official point of view.
 - (4) Activities that take the officer's time and attention during official working hours.
 - (5) Work in which the officer makes use of official facilities not available to the general public.
 - (6) Work of such extent or nature as to impair the officer's efficiency in discharging official responsibilities.
 - (7) Activities which bring discredit, criticism, or embarrassment to the Coast Guard, USPHS, or the federal government.
- b. APPROVAL OF OUTSIDE ACTIVITY. References (d) and (p) and the policies in this Section govern the outside activities of USPHS officers assigned to the Coast Guard. Each USPHS officer is held personally responsible for any failure to adhere to the rules governing outside activities and the Coast Guard Standards of Conduct. Administrative approval from the applicable Reviewing Official or designee via the chain of command, and the applicable Coast Guard legal ethics official with a copy sent to the USPHS Liaison must be obtained using Request for Approval of Outside Activity, HHS Form 520 (https://dcp.psc.gov/ccmis/PDF_docs/HHS-520.pdf) before engaging in outside activities. A copy of such approval must be made part of the officer's Coast Guard personnel file maintained by the applicable Reviewing Official or designee, as well as at USPHS Division of Commissioned Corps Personnel and Readiness. Failure to request approval for outside activities is grounds for disciplinary action. Requests to practice within an individual's professional scope will include the following documentation:
- (1) A valid state license for the state in which activities are to be performed (as applicable), and;
 - (2) Malpractice insurance (as applicable) purchased by the facility, company, corporation or personally. Required documentation for Outside Activity requests not within the officer's professional scope will be determined on a case by case basis.
- c. USPHS REGULATIONS. USPHS regulations also apply, unless otherwise stipulated. Refer to References (c) and (d).

20. FITNESS FOR DUTY (FFD) EVALUATIONS. USPHS officers detailed to the Coast Guard who are in need of a FFD evaluation must adhere to the USPHS FFD evaluation process as stipulated by the USPHS Medical Affairs Branch (MAB). The Coast Guard unit can request for a FFD evaluation if the officer's performance has declined significantly, impacting the mission of the duty station.
- a. The Commanding Officer must submit via email a Coast Guard memorandum through the USPHS Liaison to the USPHS MAB, which provides a brief description of the officer's FFD issue (e.g., use of extended sick leave) as well as any decrement in the officer's performance along with the time period in which this performance decline was noticed. The memorandum should describe whether the officer had been placed under an accommodation status, such as the withdrawal of some assigned duties (as well as the amount of sick leave used due to the condition and present care). A sample memorandum is located in Enclosure (2).
 - b. When an officer has taken (or is recommended by his medical professional to take) 30 (or greater) consecutive days of sick leave, the USPHS Liaison must notify the MAB. When an officer has taken (or is recommended by his medical professional to take) 90 (or greater) consecutive days of sick leave a Medical-Affairs directed FFD evaluation must be completed by the USPHS Medical Review Board (MRB), as per the Corps Sick Leave Policy, Referral to Medical Review Board (MRB). If an officer is absent from duty because of illness, injury or postpartum convalescence for a period of more than 90 consecutive days, or for an aggregate of more than 120 days in any consecutive 12-month period, the personnel and other pertinent files of such officer will be referred to MAB for a mandatory FFD evaluation. Coast Guard policies regarding parental leave are found in the Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 (series).
 - c. The USPHS Liaison must inform the officer that MAB had been notified regarding the unit's FFD request and that MAB will request the following information from the officer:
 - (1) A brief narrative summary from the officer sent to MAB (address below), signed and dated, indicating the officer's perspective of his or her condition(s) and if the condition(s) is (are) prohibitive to the officer's performance at the duty station. Finally, the officer's narrative letter must also indicate which recommendation is most desirable.
 - (2) Brief narrative summaries from the officer's specialists (and sent by the specialists, not by the officer himself or herself) describing the officer's condition(s) and the management received in the past and present, and prognoses of the officer's conditions. Additionally, the specialist(s) will need to explain if the condition(s) will prohibit the officer from working in challenging environments, including the current assignment, and if the condition(s) is or are controlled and easily manageable.
 - (3) A copy of the officer's medical records over the past two years, along with a signed consent for release of information (provided by the medical records department in each of the treatment facilities) sent directly from the officer's healthcare facility (not from the officer).
 - (4) All of the items will need to be sent to the Medical Affairs Branch Assignments and Career Management Branch. The current mailing address can be found on the CCMIS website: <https://dcp.psc.gov/ccmis/>.

- d. After receipt of all information requested above, the USPHS MRB will review the officer's case and make a recommendation. The Board's recommendations will be one of the following: (1) fit for duty, (2) not fit for duty, (3) temporary disability retirement (which can be for 6 months up to 5 years), (4) permanent disability retirement, (5) extended sick leave, etc. The rate in which the case can be prepared and presented before the MRB is dependent on Medical Affairs' receipt of all the items requested above; the MRB meets monthly to review FFD cases.

21. TERMINATION OF DUTY WITH THE COAST GUARD DETAIL. USPHS officers detailed to the Coast Guard may request release from the Coast Guard detail by separation, retirement, or reassignment to an Operating Division (OPDIV) or agency outside of the Coast Guard.

- a. Submit via email requests for voluntary retirement after 20 years but less than 30 years of service via the chain of command to DCCPR, per Enclosure (3). Irrespective of USPHS notification requirements, requests for retirement will be submitted electronically via e-mail to the Coast Guard no less than 12 months prior to the retirement date, and preferably not later than the deadline for submission of PCS e-resumes for the upcoming Assignment Year during which retirement will occur. Requests for voluntary retirement may be submitted electronically via e-mail as early as 24 months prior to the requested retirement date. The USPHS Liaison will forward electronically via e-mail copies of the final endorsed memo to all appropriate parties.
- b. Submit via email requests for voluntary separation via the chain of command to DCCPR, per Enclosure (4). These must be received by the USPHS Liaison 120 days prior to the last day the officer will be physically at the final duty station. The USPHS Liaison will forward via e-mail copies of the final endorsed memo to all appropriate parties.
- c. Requests for release from Coast Guard Detail for reassignment within a USPHS activity, detail to a different agency, or for an inter-Service transfer must be made in writing via the chain of command to the USPHS Liaison per Enclosure (5). These requests must be received by the USPHS Liaison with 60 days notice. The USPHS Liaison will forward electronically via e-mail copies of the final endorsed memo to all appropriate parties. A release date will be denied or delayed beyond 60-days when:
 - (1) The officer served at the duty station less than 2-years;
 - (2) The officer is critical to the mission during a period of national emergency;
 - (3) The officer is the subject of a pending investigation or adverse action;
 - (4) The officer is fulfilling a Coast Guard specific training obligation; or
 - (5) The Surgeon General (SG) or his or her designee determines that the delay is in the best interest of the Government.
- d. Upon receiving such requests, the USPHS Liaison must verify that contractual and financial obligations have been met. The Coast Guard will adjust the transfer date or request that the other Agency pay the prorated amount to the Coast Guard.

- e. Additional information regarding separation or retirement is available in References (a) and (b), and from Commandant (CG-112).
22. MISCELLANEOUS. USPHS officers detailed to the Coast Guard are subject in several respects to USPHS rules and regulations. Resources for information include References (a) and (b). Questions may be addressed through Commandant (CG-112) for resolution.
23. FORMS/REPORTS. The forms referenced in this Instruction are available in Coast Guard Electronic Forms on the Standard Workstation or on the Internet: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/CG-Forms/>, www.esd.whs.mil/directives/forms/dd2500_2999 and www.hhs.gov/forms/publicuse/index.html
24. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to:

COMMANDANT (CG-112)
 ATTN OFFICE OF HEALTH SERVICE
 US COAST GUARD STOP 7907
 2703 MARTIN LUTHER KING JR AVE SE
 WASHINGTON DC 20593-7907

DANA L. THOMAS /s/
 Rear Admiral, U.S. Public Health Service
 Director, Health, Safety and Work-Life

- Encl: (1) Administrative Remarks (P&D-7), Sample Counseling Statement
 (2) Request for a Fitness for Duty (FFD) Evaluation Sample Memorandum
 (3) Request for Voluntary Retirement Sample Memorandum
 (4) Request for Voluntary Separation Sample Memorandum
 (5) Notification of Interagency Transfer Sample Memorandum

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Administrative Remarks (P&D-7), Administrative Remarks (P&D-7), Sample Counseling Statement

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3307 (Rev. 10-08)	<h2 style="color: #0070C0; margin: 0;">ADMINISTRATIVE REMARKS</h2>		
<p>Entry Type: Performance and Discipline (P&D-7) Reference: Administration of United States Public Health Service (USPHS) Officers Detailed to the Coast Guard, COMDTINST 6010.5 Responsible Level: Unit Name Entry: (General, Negative, or Positive) DDMMYYYYY:</p> <p>Purpose of Counseling:</p> <p>Key Points of Discussion:</p> <p>Assessment:</p> <p><i>FOLLOW-UP DATE: _____: Solution Did /Did Not work. State alternative/amended action plan and follow-up.</i> Supervisor: _____ Individual Counseled: _____ Date of Assessment: _____</p> <p style="text-align: center;">Note: Both the counselor and the individual counseled should retain a record of the counseling.</p> <p style="text-align: center;">A. B. SEA, CAPT, USCG Commanding Officer</p> <p>DDMMYYYYY: I acknowledge the above entry.</p> <p style="text-align: center;">FIRST MI LAST</p>			
1. NAME OF PERMANENT UNIT	2. NAME OF UNIT PREPARING THIS FORM		
3. NAME OF MEMBER (Last, First, MI)	4. EMPLOYEE ID NUMBER.	5. GRADE/RATE	6.
			PAGE 7

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Request for a Fitness for Duty (FFD) Evaluation Sample Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard

USCG UNIT
CITY, STATE ZIP-+4
Staff Symbol:
Phone: #
Fax: #
Email: EMAIL ADDRESS

6000
DATE

MEMORANDUM

From: COMMANDING OFFICER

Reply to
Attn of: USPHS Liaison

To: USPHS Medical Affairs Branch
Division of Commissioned Corps Personnel And Readiness

Thru: HSWL SC (hccs)
HSWL SC CO/XD
CG-112
USPHS Liaison

Subj: REQUEST FOR A FITNESS-FOR-DUTY (FFD) EVALUATION FOR OFFICER
RANK AND NAME (USPHS SERNO)

1. Respectfully request that a FFD evaluation be performed for OFFICER RANK AND NAME, a USPHS officer detailed to the Coast Guard, due to a significant decline in performance of duty or for having taken (or will take as recommended by a medical professional) 90 (or greater) consecutive days of sick leave.
2. INCLUDE A BRIEF DESCRIPTION OF THE PROGRESSION OF THE DECLINE IN FITNESS, THE SIGNS AND SYMPTOMS, AND THE EFFECT ON THE OFFICER'S PERFORMANCE OF DUTY. MENTION RECOMMENDATIONS FROM PROVIDERS AND SPECIALISTS (AS NEEDED).
3. It is for the reasons explained above that I request a FFD evaluation for OFFICER RANK AND NAME.

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Request for Voluntary Retirement Sample Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
UNIT

USCG UNIT
CITY, STATE ZIP-+4
Staff Symbol:
Phone:
Fax:
Email:

1811
DATE

MEMORANDUM

From: RANK NAME, USPHS
COMMAND

Reply to
Attn of: USPHS Liaison

To: Director, Division of Commissioned Corps Personnel and Readiness
United States Public Health Service

Thru: (1) Local CO/XO/Commander, Commander PSC, HSWL SC (hccs),
CG-111, 112, or 113 (as applicable)
(2) RP Manager (not applicable for officers assigned to HQ, PSC or
HSWL SC)
(3) HSWL SC CO/XD (not applicable for officers assigned to HQ or
PSC)
(4) COMDT (CG-111, 112 or 113 – choose applicable office)
(5) COMDT (CG-11)

Subj: REQUEST FOR VOLUNTARY RETIREMENT

1. I request retirement on the first day of MM/YYYY. On that date, I will have completed approximately ## years of USPHS Commissioned Corps Service.
2. For cost estimating purposes only, I elect ZIP CODE as my Home of Selection (HOS) for retirement. I understand I am not bound to this election and I am entitled to elect a retirement HOS within one year from my first day of retirement per U5310, JFTR.
3. My duties and responsibilities at my current duty station will be transferred through the normal process.

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Request for Voluntary Separation Sample Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
UNIT

USCG UNIT
CITY, STATE ZIP-+4
Staff Symbol:
Phone:
Fax:
Email:

1920
DATE

MEMORANDUM

From: RANK NAME, USPHS
COMMAND

Reply to
Attn of: USPHS Liaison

To: Director, Division of Commissioned Corps Personnel and Readiness
United States Public Health Service

Thru: (1) Local CO/XO/Commander, Commander PSC, HSWL SC (hccs),
CG-111, 112, or 113 (as applicable)
(2) RP Manager (not applicable for officers assigned to HQ, PSC or
HSWL SC)
(3) HSWL SC CO/XD (not applicable for officers assigned to HQ or
PSC)
(4) COMDT (CG-111,112 or 113 – choose applicable office)
(5) COMDT (CG-11)

Subj: REQUEST FOR VOLUNTARY SEPARATION

1. I request separation from the Coast Guard and the USPHS on MM/DD/YYYY.
2. For cost estimating purposes only, I elect ZIP CODE as my Home of Selection (HOS). I understand I am not bound to this election and I am entitled to elect a retirement HOS within one year from my first day of retirement per U5310, JFTR.
3. My duties and responsibilities at my current duty station will be transferred through the normal process.

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Notification of Interagency Transfer Sample Memorandum

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
UNIT

USCG UNIT
CITY, STATE ZIP-+4
Staff Symbol:
Phone:
Fax:
Email:

1920
DATE

MEMORANDUM

From: RANK NAME, USPHS
COMMAND

Reply to
Attn of:

To: USPHS LIAISON

Thru: (1) Local CO/XO, Commander PSC, HSWL SC
(hccs), CG-111, 112, or 113 (as applicable)
(2) RP Manager (not applicable for officers assigned to
HQ, PSC or HSWL SC)
(3) HSWL SC CO/XD (not applicable for officers
assigned to HQ or PSC)
(4) COMDT (CG-111, 112 or 113 – choose applicable
office)
(5) COMDT (CG-11)

Subj: NOTIFICATION OF INTERAGENCY TRANSFER

1. I am officially notifying you, the US Public Health Service Liaison to the US Coast Guard, that I am undergoing transfer from the Coast Guard to the "AGENCY NAME". On this day I have also sent my supervisor NAME an e-mail of my intentions.

2. I understand that interagency transfers can involve a 60-day retention period in my current agency. "POC from other agency" will be in contact to arrange a mutually acceptable start date. The "other agency" is requesting a start date of MM/DD/YYYY.

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