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COMDTINST 1000.11  
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COMMANDANT INSTRUCTION 1000.11

Subj: ADMINISTRATION OF PUBLIC HEALTH SERVICE (PHS) OFFICERS DETAILED TO THE COAST GUARD

- Ref:
- (a) Electronic Commissioned Corps Issuance System
  - (b) U.S. Department of Health and Human Services Standards of Conduct, CC26.1.1
  - (c) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
  - (d) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
  - (e) Uniform Regulations, COMDTINST M1020.6 (series)
  - (f) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
  - (g) Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series)
  - (h) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
  - (i) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - (j) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
  - (k) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
  - (l) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
  - (m) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (n) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)
  - (o) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This Instruction establishes Coast Guard policy and procedures concerning the care and maintenance of Public Health Service (PHS) Officers detailed to the Coast Guard.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.

DISTRIBUTION – SDL No. 159

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NON-STANDARD DISTRIBUTION

3. DIRECTIVES AFFECTED. Chapter 19 of the Personnel Manual, COMDTINST M1000.6 (series) is cancelled. The Coast Guard Personnel Manual is being eliminated and reissued as a set of manuals and instructions (including this one) which will allow for more expedited review of updates and promulgation of policy changes.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. PROCEDURE. No paper distribution will be made of this Instruction. Official distribution will be via the Coast Guard Directives (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
6. BACKGROUND. The policy contained within this Instruction was previously located in Chapter 19 of the Personnel Manual, COMDTINST M1000.6 (series). 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. References to other elements of the legacy Personnel Manual have been updated to reflect the newly promulgated Manuals.
7. POLICY.
  - a. Status of PHS Officers Detailed to the U.S. Coast Guard
    - (1) 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 PHS officers serving in the Coast Guard. Their status and administration are outlined in this Instruction, in the Memorandum of Understanding between the two Services and in reference (a) located at <http://dcp.psc.gov/eccis/>.
    - (2) PHS Officers Detailed to the Coast Guard. PHS officers detailed to the Coast Guard will be managed as regular Coast Guard officers except where specific written instructions provide for different administrative procedures.
    - (3) Legal Precedents and Citations. A number of legal precedents and citations which apply to all PHS officers in the Coast Guard detail are documented below:

<b>Legal Precedents and Citations</b>	
1.	42 U.S.C. § 215 (a) states, in part, "Officers detailed for duty with the Coast Guard shall be subject to the laws for the government of the Service to which
2.	10 U.S.C. § 802 (8) (Art. 2, UCMJ) clearly indicates the applicability of the UCMJ to PHS officers when assigned to the Armed Forces.

3.	In <i>U. S. v. Braud</i> , 11 USCMA 192 (1960), the United States Court of Military Appeals answered a certified question of the General Counsel of the Treasury Department, requesting a determination whether a Coast Guard special court-martial on which a Public Health Service officer served as president, while on duty with the Coast Guard, was legally constituted. The answer was affirmative. In the course of reaching this holding, the court indicated that it considered that a PHS commissioned officer detailed to active duty with the Coast Guard is subject to military law and has military status equivalent to commissioned officers of the Coast Guard.
4.	PHS commissioned officers are responsible for adhering to the standards of conduct per reference (b).
5.	The contents of reference (c) applies to PHS 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.

(4) Indoctrination Course. All newly-detailed PHS officers will normally, within the first year of entering the Coast Guard, attend a four week Direct Commission Officer (DCO) indoctrination course at the Leadership and Development Center, U.S. Coast Guard Academy, New London, CT. This program is intended to familiarize them with Coast Guard policies, procedures, and customs. Once PHS officers report to their assigned duty station, local commands shall provide briefings on:

(a) All unit orders and instructions.

(b) The chain of command structure relevant to that unit.

(5) Uniforms. PHS officers shall wear the uniform of the day for Coast Guard officers as prescribed in Coast Guard regulations at the unit to which they are assigned. PHS devices shall be worn, as appropriate, in place of the Coast Guard devices on the cap, sleeves, and shoulder boards. PHS officers transferring to the Coast Guard from other government agencies are entitled to a uniform issue, under reference (d) and (e). The Coast Guard is required to furnish the items it requires PHS officers to have while detailed to the Coast Guard. Commandant (CG-112) is responsible for obtaining the uniform issue from the Coast Guard Uniform Distribution Center.

(6) Official Correspondence. All official correspondence, including that directly between the officer and PHS Headquarters, shall comply with Coast Guard policy on correspondence as covered in reference (f).

b. Grades of PHS Officers. PHS officers detailed to the Coast Guard shall use the corresponding Coast Guard grade, for purposes of identification, address, and official correspondence, as follows:

<b>Grades of PHS Officers</b>		
<b>Public Health Service Grade</b>	<b>Coast Guard Grade</b>	<b>Pay Grade</b>
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

c. PHS Officer Leave and Leave Records.

- (1) Authority to Grant Leave. District commanders, commanding officers of logistics/service centers, and unit commanding officers may grant any amount of leave to which a PHS officer is entitled. However, in no case, shall leave be granted which would result in more than an officer is entitled. In no case, shall leave be granted which would result in more than a 15 day negative leave balance at the beginning of the calendar year in which the officer will be separated.
- (2) Requesting Leave. Annual leave must be requested and approved on the Leave Authorization, form CG-2519, for record purposes.
- (3) Accrual of Leave. PHS officers accrue 2.5 days of annual leave a month. The Commissioned Officer Leave Tracking System automatically credits PHS officers with a half (0.5) days of leave every 6 calendar days.
- (4) Commissioned Officers Leave Tracking System and Recording Leave:
  - (a) The official leave record is the responsibility of the local command. PHS uses an automated system called Commissioned Officer Leave Tracking System (COLTS). Leave maintenance clerks (LMC) need to become registered users of COLTS by completing the User Registration Form and faxing it to the PHS Liaison, Commandant (CG-1122).
  - (b) The PHS Liaison will review, sign the User Registration Form and deliver it to the COLTS administrator at PHS. The COLTS administrator will contact the leave maintenance clerk and provide a security briefing on the system, assist them with building a database for the PHS officers that they are responsible for, provide instructions on day-to-day operation of the system, and answer any questions that they may have.
  - (c) Leave maintenance clerks should ensure they have an accurate leave balance on each PHS

officer prior to initializing the leave balance entry for each PHS officer in COLTS. PHS Officer leave records are maintained by PHS in COLTS and are not subject to records management requirements promulgated in reference (o).

(d) The automated leave system is located on the Division of Commissioned Personnel's web page at <http://dcp.psc.gov>. Select the "Secure Area" option from the menu and then select COLTS.

(e) PHS officers can monitor their leave balances using their personal User ID and password.

(5) Transfer to Another Coast Guard Unit. All new PHS officers, whether a call to duty or transferring from another government agency, are required to be assigned to a Coast Guard leave maintenance clerk (LMC). If the LMC should encounter a message when attempting to add a PHS officer indicating that the officer is assigned to another LMC, contact the previous LMC. COLTS automatically provides you with the phone number and email address of the previous LMC and ask him/her to remove the officer from their list. A PHS officer must be removed from your list upon departure from the losing LMC. Only one LMC at a time can be assigned to a PHS officer.

(6) Transfer to an Activity Outside the Coast Guard. Upon transfer to an activity outside the Coast Guard, the new LMC will contact you as mentioned in paragraph (5) above and request that you remove the PHS officer from your list.

d. Performance Evaluations of PHS Commissioned Officers.

(1) Preparations and Submission. The Commissioned Officers' Effectiveness Report (COER), PHS Form 838, and accompanying PHS Manual Circular instructions shall be used in reporting on all PHS officers. Exceptions to those instructions are contained in this paragraph and/or with the annual mailing by Division of Commissioned Personnel (DCP) or Commandant (CG-112).

(2) Importance. PHS COERs are equally important as Officer Evaluation Reports used for Coast Guard officers with respect to personnel actions such as promotion, assimilation (integration), 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, submitted on time, are critical for managing an officer's career. The PHS COER system is a separate, distinct evaluation system that should not be compared to the Coast Guard OES.

(a) Submission and Times.

1. Annually, as of 30 May, on every PHS officer independent of the time the officer has been on board. The officer, the officer's rater (supervisor), and reviewing official Commandant (CG-11) will follow instructions given by the Division of Commissioned Personnel (DCP) to complete the officer's web based electronic COER. A copy of the officer's COER will be provided to the cognizant Health Safety Work-Life Service

Center (HSWL-SC). The completed COER will be forwarded by Commandant (CG-11) to DCP for inclusion in the officer's Official Personnel Folder (OPF) maintained by the Public Health Service. Refer to the Commissioned Officers' Effectiveness Report, CCI 25.1.1, for policy and retention guidance. PHS COERs are not subject to records management requirements promulgated in reference (o). A COER for the rated officer will be submitted at transfer on permanent change of station orders.

2. At change of supervisor (reporting officer).
3. A Special Report may be initiated at any time by the officer's supervisor (reporting officer) to document performance problems, deficiencies etc. Blank forms for these unscheduled reports are available from Commandant (CG-112).

(b) Rating and Reviewing Officers.

1. The rating officer is the HSWL SC designated PHS officer's supervisor, usually in the officer's clinical category.
2. As with any effective evaluation system, guidance and counseling must occur throughout the year. Problems should be dealt with as they occur, not for the first and only time at an annual evaluation.
3. Narrative COERs may be used when the rated officer has been on duty less than 60 days prior to the due date for submission. Narrative COERs should be one page in length and cover such topics as duties, responsibilities, performance, and potential. Forward through normal chain of command for COERs.
4. Commander, HSWL SC shall provide an endorsement for each COER prior to the reviewer's signature.

(c) Adverse reports.

1. Any report, which contains adverse marks or comments, shall be submitted to the officer reported on for that officer's comment.
2. No material relating to the COER shall be placed in an officer's record without that officer's knowledge. The officer receiving an adverse report must note acceptance or rejection in section IV, item 1 and append comments in a separate document, or state in writing the desire not to comment. The original rebuttal signed and dated by the officer reported on, shall be submitted to DCP with copies to the Rating Officer and the Reviewing Officer.
3. If the officer reported on has been detached, the adverse report shall be forwarded directly to that officer and not via the new commanding officer.

e. Other Reports and Endorsements.

- (1) 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/arrival, date assigned to/released from Government quarters, and any leave en route taken.
- (2) 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.

f. Assignments with the Coast Guard.

- (1) Professional Categories. Medical, dental, pharmacist, scientist, and physical therapist are the principal professional categories of PHS officers presently detailed to duty with the Coast Guard. A very small number of health services, nurses, and environmental health officers are also represented.
- (2) Assignments. PHS 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. A PHS officer Assignment Panel meets annually to consider the entire detail. All PHS officer vacancies are published in the annual shopping list. Members of the detail are required to submit the Coast Guard E-Resume using the web site: <https://cg.direct-access.us>.
- (3) Orders/Travel Claims. Initial assignments, permanent change of station, and final assignment with the Coast Guard will be under Coast Guard orders and travel will be reimbursed to the officer directly by the Coast Guard. Initial shipment of household goods upon 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.

g. Assignment to Aviation Duties.

(1) Definitions and Designations.

(a) Flight Surgeon (FS).

1. A Flight Surgeon Trainee (FST) (see 7.A.1.b. of reference (g)) who has completed the requisite number of hours of flight time and other requirements may be designated by Commander, Personnel Service Center (CG PSC-OPM) as a FS upon receipt of certification of completion of the required flight time and other requirements in Coast Guard aircraft subsequent to the FST designation, with endorsement by local command and Commandant (CG-1121); or
2. A physician graduate of the Navy or Air Force Residency in Aerospace Medicine, a graduate of the 6-month course at the Naval Aerospace Medical Institute or an officer previously designated as an FS by another Armed Service. Commandant (CG-1121) will verify the flight hours and past experience and training of such an officer. If felt to

be qualified, the officer may request, with endorsement from the local command and Commandant (CG-1121), to be designated as a Coast Guard FS by Commander, (CG PSC-OPM). Commandant (CG-11) will provide the initial set of FS insignia to officers so designated by Commander, (CG PSC-OPM).

3. All candidates for designation as an FS must provide documentation of successful completion of underwater egress training (Dunker), Egress Breathing Device (HEEDS) and Shallow Water Egress Training (SWET).
4. While in a Duty Involving Flight Operations (DIFOPS) billet, a FS is expected to complete the semi-annual and annual requirements as outlined in Chapter 8-D-3 (Table 8-2) of reference (h).
5. The medical representative from Commandant (CG-112) to the Commandant's Aviation Safety Board, the Commandant's Vessel Safety Board and the Commandant's Shore Safety Board must be a designated Coast Guard Flight Surgeon. All aviation medicine decisions/recommendations from Commander (CG PSC-MED) must be made by a designated Coast Guard Flight Surgeon.

(b) Flight Surgeon Trainee (FST).

1. A physician assigned to a DIFOPS billet and who is a graduate of either the U. S. Air Force Aerospace Medicine Primary Course or the U. S. Army Flight Surgeon Primary Course. Upon an individual's request and submission of a copy of the certificate of successful completion of such training, endorsed by the local command and Commandant (CG-1121), the Commander (CG PSC-OPM) designates an officer as an FST.
2. A FST can become eligible for designation as Flight Surgeon after completing 12 months in a DIFOPS billet provided the following requirements are met:
  - a. The FST must complete 48 hours of flight time in Coast Guard aircraft.
  - b. The FST should develop an appreciation for the mental sharpness and physical stamina required of aviation personnel in their hanger deck duties. To this end the FST will observe at least a portion of each of the following aircraft maintenance procedures (these observations should be noted in the FST's flight logbook):

Engine removal,  
QA check after engine installation,  
Generator change,  
Radar maintenance or repair,  
Corrosion control activities,  
Refueling, and  
Crew preflight and postflight routines.

- c. The FST should be encouraged to learn the missions, SAR role, crew designations, and endurance of each type of Coast Guard aircraft. Flight time in aircraft not normally located at the Air Station to which the FST is assigned is desirable (within the constraints of cost and time) to round out the FST's familiarity with the Coast Guard aviation community.
- d. The FST must also complete the same semi-annual and annual requirements imposed on Flight Surgeons as outlined in Chapter 8.D.3 (Table 8-2) of reference (h).
- e. Per Chapter 3.E.1. of reference (e), FSTs are authorized to wear the flight surgeon insignia they were awarded from the Army, Air Force or Navy.

(c) Aviation Medical Officer (AMO).

- 1. A physician graduate of the U.S. Air Force Aerospace Medicine Primary Course or the U. S. Army Flight Surgeon Primary Course who has not yet been assigned to a DIFOPS billet. Upon an individual's request and submission of a copy of the certificate of successful completion of such training, endorsed by the local command and Commandant (CG-1121), Commander, (CG PSC-OPM) designates an officer as an AMO or;
- 2. A former FST who, while assigned to a DIFOPS billet, either failed to acquire the requisite number of flight hours specified in paragraph 7.g.(1)(b)2. above or who failed underwater egress training or HEEDS/SWET training. In these cases, Commander, (CG PSC-OPM) redesignates the FST as an AMO.
- 3. An AMO who is assigned to a DIFOPS billet may apply to Commander, (CG PSC-OPM) for designation as an FST. This officer may then be eligible for subsequent designation as FS in accordance with the requirements of paragraph 7.g.(1)(b)2. above.
- 4. Per chapter 3.E.1. of reference (e), AMOs are authorized to wear the flight surgeon insignia they were awarded from the Army, Air Force or Navy.

(d) Aeromedical Physician Assistant (APA).

- 1. A physician assistant graduate of the U.S. Army Flight Surgeon Primary Course, or other military flight surgeon courses as authorized.
- 2. Upon an individual's request and submission of a copy of the certificate of successful completion of such training, endorsed by the local command and Commandant (CG-1121), Commander (CG PSC-OPM) designates an officer as an APA.

3. There exists no specific billet category for a Physician Assistant designated as an APA. APAs assigned to CG Air Stations, Personnel Service Support Units, Sectors and afloat assets provide significant support to the flight surgeon, the command and the assigned aviation personnel. PAs' assignments are based solely on their clinical/primary care capabilities and not the additional qualification of aviation medicine training. Training leading to the designation of APA is entirely voluntary and contingent on meeting Class 2 aviation physical standards. Commands that desire an assigned APA to maintain regular flight hours/function as a crewmember are recommended to provide Hazardous Duty Incentive Pay equivalent to other crew members of the unit. An APA that functions as a crewmember shall receive the same training and meet the same qualifications as other crewmembers, to include 9D5 Dunker Egress training, HEEDS/SWET training, other periodic training, as outlined in Chapter 8.D. of reference (h), and winter survival training, if appropriate.
  4. Officers shall request and receive clinical privileges to function as an APA prior to functioning in this capacity.
  5. A designated APA is eligible to wear the insignia awarded by their Primary Flight Surgeon Training course. Coast Guard Flight Surgeon and Air Crew insignia are not authorized.
  6. Aviation Candidate (Student Naval Aviator (SNA)) physical exams and physical disqualification waiver requests performed by an APA must be countersigned by the local FS/AMO supervising the APA.
  7. APAs are not authorized to serve as the designated medical representative on an aviation mishap investigation board.
- (2) Aviation Career Incentive Pay (ACIP). ACIP, (Figure 7-1 of reference (g)), is made for physicians contingent on the frequent and regular performance of operational flying duty within a specified billet (DIFOPS), in accordance with reference (a). The steps to follow are summarized below:
- (a) CG designation letter as a FS or FST is forwarded to Division of Commissioned Personnel (DCP) Compensation Branch (CB) by PHS Liaison (note: member should ensure that PHS Liaison has designation letter and forwards this to PHS). Also a billet description showing DIFOPS status must be furnished to DCP/CB if billet was not previously a DIFOPS billet.
  - (b) CB will review designation and billet and issue orders designating officer as an FS or FST and establishing the Aviation Service Date (ASD). (Note: Until PHS has processed these orders, the member is not entitled to ACIP. The member should ensure that this paperwork is properly filed or entitlement to ACIP will be delayed.)

- (c) CB will process an order to authorize payment of ACIP effective as of the date of designation on PHS orders.
- (d) ACIP is not continuous or automatic. Flight hour reports must be submitted monthly, even if no hours are flown, to the Public Health Service (DCP/CB). The hours must be certified by the command. A sample format for this report is included as Figure 7-1 of reference (g). All correspondence to DCP/CB should go to the address listed in Figure 7-1 of reference (g).

Note: Aeromedical Physician Assistants (APAs) are not eligible for ACIP. However, APAs are eligible to receive hazardous duty incentive pay (HDIP) as an aircrew member at the discretion of the unit commander.

(3) Training Requirements.

- (a) Per Chapter 8 of reference (h), the following are the minimum requirements for all designations engaged in frequent aerial flight:
  1. Emergency Ground Egress Training
  2. Training in Installed Survival Gear
  3. Training in Use of Intercom System and Terminology Water Survival
  4. Training and Swim Test
  5. Low Pressure Chamber Training (Pressurized Aircraft)
  6. 9D5/9U44 (Helicopters)
  7. Training in Search and Scanning
  8. Training in Operating the Flare Launch Panel (C-130)
  9. Egress Breathing Device/Shallow Water Egress Training (R/W only)
  10. First Aid and CPR Training
  11. Local Initial OPSEC/COMSEC Training
- (b) Each member reporting to a unit shall receive, as a minimum, training on unit-unique equipment, operating area survival demands and equipment, area familiarization, hospital sites within operating area, and local policy and procedures prior to any operational flying.

- (c) Each member shall attend a land survival briefing, or view a locally produced audio-visual presentation tailored to the problems unique to the unit's operating environment.
- (4) Mishap Investigation. A Flight Surgeon, Flight Surgeon Trainee or an Aviation Medical Officer may participate as the designated medical representative on an aviation mishap investigation board. Information on participating on such a board, including recommended procedures, may be found in Chapter 2 of reference (i).
- h. Attendance at Professional Meetings, Short-Term Courses of Instruction, and Long-Term Training.
  - (1) Short Term Training. PHS 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 and the individual.
  - (2) Training Requests.
    - a. Training requests for professional development shall be submitted in accordance with the standard Coast Guard procedure to local commands for funding. PHS and CG medical officers may also apply for attendance at required training courses by submitting Short Term Training Requests, Form CG-5223, to Commandant (CG-1121) via the chain of command.
    - b. In conjunction with policy from reference (j) and reference (h), FS/FST/AMO/APA medical officers will participate in a program of continuing education in aviation and operational medicine including training for flight surgeons/APAs by other branches of the Armed Forces.
  - (3) Long Term Training. Long-term training is addressed in reference (k), Article 10.F. Officers need to be aware of the two-for-one service obligation with respect to active duty obligation incurred prior to participation in training programs.
- i. Outside Employment of PHS Officers.
  - (1) General Restrictions. Outside employment, within the meaning of this article, is any work or service performed by a PHS officer other than the officer's assigned duties. This includes employment, self-employment, and other services, whether or not paid. PHS officers must refrain from outside employment of the following types:
    - (a) 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.

- (b) Work or interests involving a real or apparent conflict of interest, even though not in violation of any specific provision of statute.
  - (c) Work identifying the Coast Guard, the Public Health Service, or the officer in an official capacity with any organization commercializing products relating to work conducted by the Coast Guard, the Public Health Service, 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.
  - (d) Work that takes the officer's time and attention during official working hours.
  - (e) Work in which the officer makes use of official facilities not available to the general public.
  - (f) Work of such extent or nature as to impair the officer's efficiency in discharging official responsibilities.
  - (g) Work which brings discredit, criticism, or embarrassment to the Coast Guard or the Public Health Service.
- (2) Approval of Outside Employment. Each PHS officer is held personally responsible for refraining from prohibited types of outside employment. Administrative approval from Commandant (CG-11), via the chain of command and the cognizant HSWL SC must be obtained using Request for Approval of Outside Activity, HHS Form 520, before engaging in outside employment and a copy of such approval must be made part of the officer's Coast Guard file kept in Commandant (CG-112), as well as at DCP. Willful failure to request approval for outside employment is grounds for disciplinary action. Requests to practice medicine or dentistry in a hospital, clinic, or private practice shall include the following documentation and shall be forwarded to the Public Health Service via Commandant (CG-112) for inclusion in the officer's official personnel files:
- (a) A valid state license for the state in which employment is to be performed and
  - (b) Medical protective insurance purchased by the hospital, clinic, or personally.
  - (c) A copy of all materials cited above will be forwarded to the Public Health Service via Commandant (CG-112) for inclusion in the officer's official personnel files.
- (3) PHS Regulations. PHS regulations also apply, unless otherwise stipulated. Refer to references (b) and (c).
- j. Prohibited Activities for PHS Officers. While not a comprehensive listing, activities that are prohibited by statute or administrative policy of the Department of Homeland Security and the Department of Health and Human Services, U. S. Coast Guard, and Public Health Service are contained in the following:

- (1) Title 49, Part 99, of the Code of Federal Regulations.
  - (2) Standards of Conduct, references (b) and (c)
  - (3) Chapter 15, Part 2, of reference (l)
  - (4) Article 2.A. of reference (m) and 1.C. and 1.D. of reference (n) When in doubt as to the propriety of any law, rule, ethical principle or activity, advice should be sought from nearest designated ethics official.
- k. Termination of Duty with the Coast Guard Detail. PHS officers detailed to the Coast Guard may request release from the Coast Guard detail by separation, retirement, or reassignment outside the Coast Guard.
- (1) Submit requests for voluntary retirement after 20 years but less than 30 years of service via the chain of command to the PHS Division of Commissioned Personnel via Commandant (CG-11).
  - (2) Submit requests for separation using PHS form 1373 via the chain of command to DCP via Commandant (CG-112). These must be received by PHS 90 days prior to the last day the officer will be physically at final duty station.
  - (3) Requests for release from Coast Guard Detail for reassignment within a PHS activity, detail to a different agency, or for an inter-Service transfer must be made in writing to Commandant (CG-11) for review. Commandant (CG-11) will forward a copy of the request to Commander (CG PSC-OPM-2).
  - (4) Additional information regarding separation or retirement is available in the PHS pamphlets on these subjects, reference (a), and from Commandant, (CG-1122).
- l. Miscellaneous. PHS officers detailed to the Coast Guard are subject in several respects to PHS rules and regulations. Resources for information and answering questions will include reference (a), the Memorandum of Understanding (MOU) between Coast Guard and PHS, and other references. Questions may be addressed through Commandant (CG-112) for resolution.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual 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.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive 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 policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

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