



COMDTINST 6010.5  
8 APRIL 2015

COMMANDANT INSTRUCTION 6010.5

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 Standards of 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)

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. 165

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NON-STANDARD DISTRIBUTION

3. DIRECTIVES AFFECTED. Administration of Public Health Service (PHS) Officers Detailed to the Coast Guard, COMDTINST M1000.11 is cancelled.
4. BACKGROUND. The policy contained within this Instruction was previously located in Chapter 19 of the Personnel Manual, COMDTINST M1000.6A and managed by Commandant (CG-12). 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. Commandant (CG-11) is the new policy owner of this Instruction. A consolidated USPHS officer accession process is added with detailed instructions to respective USPHS Force Managers which mirrors Coast Guard accession process for validity and reproducibility. The Officer Basic Course and Indoctrination training are added as required courses for all PHS officers (these courses replace the previous requirement of attending the Direct Commission Officer Indoctrination Training). Management of USPHS officer leave tracking is clarified regarding roles and responsibilities. Commissioned Officers Effectiveness Reports and Adverse Actions sections have been updated to reflect current USPHS and Commandant (CG-11) requirements. Required assignment tour lengths have been added. Templates for administrative actions are provided in Enclosures.
7. IMPACT ASSESSMENT.
  - a. PERSONNEL RESOURCES REQUIRED.
    - (1) Coast Guard Leave Maintenance Clerks (LMCs) with permissions to use the Commissioned Officer Leave Tracking System (COLTS) will be designated at all units assigned one or more USPHS officers.
    - (2) Accession Board members will be assigned by the Board President and will meet all professional, rank specific, and diversity requirements by Coast Guard policy. Board convening will require in-person (when local) or telephonic (when remote) participation.
  - b. TRAINING REQUIRED. LMCs will become registered users of COLTS and complete requisite training online. Accession Board members will require no additional training.
  - c. FUNDING. Funding needed to complete these new tasks is expected to be insignificant and will be absorbed within existing funding bases.
8. 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 and are categorically excluded under current Coast Guard categorical exclusion (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).

- 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 policies in this Instruction 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.
9. DISTRIBUTION. No paper distribution will be made of this Instruction. 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://cgportal2.uscg.mil/Pages/main.aspx>.
10. 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.
11. STATUS OF USPHS OFFICERS DETAILED TO THE COAST GUARD
  - a. COAST GUARD HEALTHCARE. 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, in the Memorandum of Understanding between the two Services (References (a) and (b)) located at <http://www.uscg.mil/hq/cg1/cg112/default.asp> and <http://dcp.psc.gov/eccis>.
  - b. USPHS OFFICERS DETAILED TO THE COAST GUARD. USPHS officers detailed to the Coast Guard will be managed as Commissioned Coast Guard 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.
  - c. LEGAL AUTHORITIES. A number of legal precedents and citations which apply to all USPHS 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 detailed.”
2.	10 U.S.C. § 802 (8) (Art. 2, UCMJ) clearly indicates the applicability of the Uniformed Code of Military Justice (UCMJ) to USPHS 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 USPHS 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 USPHS 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.

d. **INDOCTRINATION TRAINING.** In addition to completing the required USPHS Officer Basic Course (OBC), all newly-detailed USPHS officers will receive a profession and category specific indoctrination training executed by the Health, Safety, 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). Commandant (CG-112) USPHS Liaison Officer 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).

12. **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:

<b>Grades of USPHS 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

### 13. USPHS OFFICER LEAVE AND LEAVE RECORDS.

- a. AUTHORITY TO GRANT LEAVE. Reference (h) describes the leave process for USPHS officers - <https://cgportal2.uscg.mil/units/hswlsc/Shared%20Documents/Forms/AllItems.aspx>. Leave will not be granted which would result in more than 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 on the Leave Authorization, Form CG-2519 or the Request and Authority for Leave of Absence, PHS Form 1345 for record purposes. Leave Authorization, Form CG-2519 can be found at the following link: [http://cgweb.comdt.uscg.mil/CGForms/FORMS/CG\\_2519.pdf](http://cgweb.comdt.uscg.mil/CGForms/FORMS/CG_2519.pdf). Request and Authority for Leave of Absence, PHS Form 1345 can be found at the following link: [http://dcp.psc.gov/ccmis/PDF\\_docs/PHS-1345-7-2-2008%20\(2\).pdf](http://dcp.psc.gov/ccmis/PDF_docs/PHS-1345-7-2-2008%20(2).pdf).
- 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. COMMISSIONED OFFICERS LEAVE TRACKING SYSTEM AND RECORDING LEAVE:
  - (1) The official leave record is the responsibility of the local command. COLTS automatically credits USPHS officers with 0.5 day of leave every 6 calendar days. LMC at units with assigned USPHS officers will become registered users of COLTS by completing the User Registration Form and emailing it to Commandant (CG-112), USPHS Liaison Officer. Password encrypt the User Registration Form prior to emailing it to Commandant (CG-112).
  - (2) Commandant (CG-112), USPHS Liaison Officer will review and sign the User Registration Form, and deliver it to the COLTS administrator at USPHS. The COLTS administrator will contact the LMC and provide a security briefing on the system, assist with building a

database for the assigned USPHS officers, provide instructions on day-to-day operation of the system, and answer any additional questions.

- (3) LMCs will ensure an accurate leave balance for each USPHS officer prior to initializing the leave balance entry in COLTS. USPHS officer leave records are maintained by USPHS in COLTS and are not subject to records management requirements in Reference (i).
  - (4) The automated leave system is located on the Commissioned Corps Management Information System web page at <http://dcp.psc.gov>. Under the "Secure Area", select Officer, Liaison & Leave Maintenance Clerk Activities from the menu. At the next screen, select "Continue to the Secure Area."
  - (5) USPHS officers are responsible and accountable for monitoring their leave balances using the personal User ID and password on the Commissioned Corps Management Information System (CCMIS) web page at [http://dcp.psc.gov/CCMIS/security\\_statement.aspx](http://dcp.psc.gov/CCMIS/security_statement.aspx).
  - (6) USPHS officers assigned to advanced education billets will have their LMC assigned by the Commandant (CG-112), USPHS Liaison Officer and should contact the Liaison Officer for leave guidance.
- e. TRANSFER TO ANOTHER COAST GUARD UNIT. All new USPHS officers, whether a call to active duty or transferring from another government agency, are required to be assigned to a Coast Guard LMC. If the LMC should encounter a message when attempting to add a USPHS officer indicating that the officer is assigned to another LMC, contact the previous LMC to correct the LMC designation. COLTS automatically provides the gaining LMC with the phone number and email address of the previous LMC and asks him or her to remove the officer from their list. A USPHS officer must be removed from the list upon departure from the losing LMC. Only one LMC at a time can be assigned to a USPHS officer.
- f. TRANSFER TO AN ACTIVITY OUTSIDE THE COAST GUARD. Upon transfer to an activity or agency outside the Coast Guard, the new LMC will contact the current and losing LMC and request removal of the USPHS officer from the losing LMC list.

#### 14. 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 can be submitted electronically or by sending via First Class mail using the Commissioned Officers' Effectiveness Report, PHS Form 838 or with e-COER (released annually by USPHS after 30 Sep), accompanying USPHS Manual Circular instructions, and the USPHS Officer Supervisor's Guide (<http://www.uscg.mil/hq/cg1/cg112/cg1122/docs/pdf/PHSOfferSupervisorsGuide.pdf>). Exceptions to those instructions are contained in this section or with the annual mailing by Division of Commissioned Corps Personnel and Readiness (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 Division of Commissioned Corps Personnel and Readiness (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 (Commandant (CG-11)) will follow instructions given by DCCPR to complete the officer's web based electronic COER. For HSWL Regional Practice (RP) assigned officers, a copy of the officer's COER will be provided to the HSWL-SC for review and endorsement as necessary. The completed COER will be forward (via email or by sending via First Class mail) by Commandant (CG-11) 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. USPHS COERs are not subject to records management requirements promulgated in Reference (i). A COER for the rated officer will be used upon permanent change of station.

At change of supervisor (rater) a COER should only be initiated if the supervisor's transfer occurs after July 1<sup>st</sup>. 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 Commandant (CG-112), USPHS Liaison Officer.
- (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 (new accessions, transfers, etc.)

(2) Rating Officer and Reviewing Officers.

- (a) The rating officer is typically the HSWL SC designated USPHS officer's supervisor, usually in the officer's clinical category, however the rating officer can also be a Coast Guard line officer.

Assignment	Rating Officer	HSWL SC Endorsement	Reviewing Officer
RP Clinic	RP Exec	HSWL SC	COMDT (CG-11)
RP Exec	HSWL SC	N/A	COMDT (CG-11)
HSWL SC	HSWL SC Command	N/A	COMDT (CG-11)
PSC/CGRC	PSC/CGRC Command	N/A	COMDT (CG-11)
COMDT (CG-11) staff	COMDT (CG-111) COMDT (CG-112) COMDT (CG-113) COMDT (CG-114) COMDT (CG-11d)	N/A	COMDT (CG-11)
Training	Force Mgr	N/A	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.

(c) HSWL SC will provide an endorsement for assigned officers (per the table above) prior to the Reviewing Officer's comments and signature.

(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 Bonus Pay (if entitled) and career progression or retention in the Coast Guard.

(b) Types of adverse reports:

- 1) Letter of Reprimand: maintained in Coast Guard records but not provided to USPHS. Used for counseling of officers on unsatisfactory performance of duties. If conditions prompting Letter of Reprimand are not resolved in specified time period, additional actions may follow. Prior to using a Letter of Reprimand, 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) Letter of Reprimand: reported to USPHS and becomes a component of the eOPF, results in withholding of Bonus Pay or 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 Reproval (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. Commandant (CG-112), USPHS Liaison Officer will assist with formatting. The original rebuttal signed and dated by the officer reported on, will be given to DCCPR with copies to the Rating Officer 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 (via email or by sending via First Class mail) directly to that officer and not via the new commanding officer. The adverse report shall remain in the member's file.
- (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 under the technical authority of HSWL SC, or
    - 2) Recommendation from PSC, CGRC, or Commandant (CG-11) for USPHS Officers attached to 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) from the HSWL SC Commanding Officer must route (via email or by sending via First Class mail) for concurrence via the officer's rating chain for final approval by Commandant (CG-11).

15. 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.

16. ACCESSION INTO THE COAST GUARD.

- a. SCREENING. All applicants will be screened by Commandant (CG-112), USPHS Liaison Officer 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 applicants' Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps, Form PHS-50, with any yes response to Question 25 requiring review by Commandant (CG-1121), 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 Vita (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. ACCESSION BOARD. Each Force Manager will convene either an annual or rolling accession board(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 accession board must be of a rank equal or greater than the highest rank for which the applicant qualifies. To the extent possible, the accession board will be composed of a diverse group of members, with respect to ethnicity, gender, professional specialty, etc. The final recommendation must reflect a consensus of the board as a whole, not solely the opinion of the Force Manager. Each board member will have an equal vote, regardless of rank. The primary purpose of the accession board is to evaluate a USPHS officer as a prospective officer detailed to the Coast Guard, and specifically not to address potential assignments or duty stations. Applicants will be notified by the Force Manager of their primary or alternate selection after the accession board has reached a decision. Accession Boards will consider single

applicants or pools of applicants based on submitted applications and timelines for accession to meet service needs. There is no formal appeals process.

- 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 Accession Board 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 Accession Board. 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 Board via written correspondence (Reference (g)).
- g. PHYSICALS. Force Managers will inform all applicants that a completed physical examination (Report of Medical History, DD Form 2807-1 and Report of Medical Examination, DD Form 2808) within the preceding 12 months (or current) will be required for accession approval. Physical examinations will not be sent to the Coast Guard Recruiting Command (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 and final decision by CG-PSC-PSD-med (Email address for submission of physicals – [CGRC-OfficerPackages-Medical@uscg.mil](mailto:CGRC-OfficerPackages-Medical@uscg.mil)). 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). 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 Security and Information Assurance (SIA) Manual, COMDTINST M5500.13 (series). The password for the document shall be provided via separate correspondence.

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

17. 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 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 (via email or by sending via First Class 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 (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), Commandant (CG-112), USPHS Liaison Officer 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 officer 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 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), Regional Pharmacy Executive (RPE), and Regional Practice Manager (RPM), 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).

## 18. 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 officer 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 and HSWL SC
  - (2) Force Managers will review and score candidates on the EPP Scoring Matrix provided by the Board Chair.
  - (3) Scores will be compiled for Board deliberations.
  - (4) HSWL SC will provide a written endorsement of their selected candidate which will be provided to the Board.

(5) 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.

(6) Board proceedings will be kept confidential.

19. 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 and the individual.
- 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 (<http://www.uscg.mil/hq/cg1/cg112/cg1121/medtraining.asp>). 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.

20. 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 or the USPHS.

b. APPROVAL OF OUTSIDE ACTIVITY. Each USPHS officer is held personally responsible for refraining from prohibited types of outside activity. Administrative approval from Commandant (CG-11), via the chain of command and HSWL SC must be obtained using Request for Approval of Outside Activity, HHS Form 520 ([http://dcp.psc.gov/PDF\\_docs/HHS-520.pdf](http://dcp.psc.gov/PDF_docs/HHS-520.pdf)), before engaging in outside activities and a copy of such approval must be made part of the officer's Coast Guard personnel file at Commandant (CG-112), as well as at USPHS Division of Commissioned Personnel. Willful 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 and will be forwarded to USPHS (via email or by sending via First Class mail) through Commandant (CG-112) for inclusion in the officer's official personnel files:

- (1) A valid state license for the state in which activities are to be performed, and;
- (2) Malpractice insurance (as applicable) purchased by the facility, company, corporation or personally.

c. USPHS REGULATIONS. USPHS regulations also apply, unless otherwise stipulated. Refer to References (c) and (d).

21. PROHIBITED ACTIVITIES FOR USPHS 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:

- a. TITLE 49, PART 99, OF THE CODE OF FEDERAL REGULATIONS.
- b. STANDARDS OF CONDUCT, REFERENCES (C) AND (D).
- c. CHAPTER 15, PART 2, OF REFERENCE (M).
- d. ARTICLE 2.A. OF REFERENCE (N) AND 1.C. AND 1.D. OF REFERENCE (O). Legal questions, questions on the propriety or applicability of a law should be addressed to the nearest servicing legal office. Ethical questions should be addressed to the appropriate ethics official or servicing legal office.

22. 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. 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 or by sending via First Class mail a Coast Guard memorandum through the Commandant (CG-112) USPHS Liaison Officer to the USPHS Medical Affairs Branch (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 withdrawal of some of 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 (3)
  - b. 90 (or greater) consecutive days of sick leave (as recommended by the officer's medical provider) mandates a Medical-Affairs directed FFD evaluation 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.
  - c. Commandant (CG-112) USPHS Liaison Officer 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 his or her performance at the duty station. Finally, his or her narrative letter must also indicate which recommendation is most desirable for him or her.
    - (2) Brief narrative summaries from the officer's specialists (and sent by the specialists, not by the officer himself or herself) describing his or her condition(s) and the management received in the past and present, and prognoses of his or her conditions. Additionally, the specialist(s) will need to explain if the condition(s) will prohibit him or her from working in challenging environments such as his or her 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 his or her 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 - [http://ccmis.usphs.gov/ccmis/About\\_DCCPR.aspx](http://ccmis.usphs.gov/ccmis/About_DCCPR.aspx)

- 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.

23. 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 OPDIV or agency outside the Coast Guard.

- a. Submit via email or by sending via First Class mail requests for voluntary retirement after 20 years but less than 30 years of service via the chain of command to DCCPR per Enclosure (4). Irrespective of USPHS notification requirements, requests for retirement will be submitted (via email or by sending via First Class mail) to the Coast Guard no less than 12 months prior to the retirement date, and preferably NLT 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 (via email or by sending via First Class mail) as early as 24 months prior to requested retirement date. The Commandant (CG-112) USPHS Liaison Officer will forward (via email or by sending via First Class mail) copies of the final endorsed memo to all appropriate parties.
- b. Submit via email or by sending via First Class mail requests for voluntary separation via the chain of command to DCCPR per Enclosure (5). These must be received by the Commandant (CG-112) USPHS Liaison Officer 120 days prior to the last day the officer will be physically at the final duty station. The Liaison Officer will forward (via email or by sending via First Class 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 Commandant (CG-112) USPHS Liaison Officer per Enclosure (6). These requests must be received by Commandant (CG-112) USPHS Liaison Officer with 60 days notice. The Commandant (CG-112) USPHS Liaison Officer will forward (via email or by sending via First Class 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 SG or his or her designee determines that the delay is in the best interest of the Government.

- d. Upon receiving such requests the Liaison Officer must verify that contractual and financial obligations have been met. The Coast Guard will adjust the transfer date or request the other Agency pay the prorated amount to the Coast Guard.
  - e. Additional information regarding separation or retirement is available in the USPHS pamphlets on these subjects, References (a) and (b), and from Commandant (CG-112).
24. 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.
25. FORMS/REPORTS. The forms referenced in this Instruction are available in Coast Guard Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal2.uscg.mil/Pages/main.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
26. 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

D. R. Callahan /s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant of Human Resources

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

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&amp;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)                  DDMMYYYY:</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><b>Note: Both the counselor and the individual counseled should retain a record of the counseling.</b></p> <p style="text-align: right;">A. B. SEA, CAPT, USCG                  Commanding Officer</p> <p>DDMMYYYY: 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

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&amp;D-7)</p> <p>Reference: Administration of United States Public Health Service (USPHS) Officers Detailed to the Coast Guard, COMDTINST 6010.5</p> <p>Responsible Level: Unit</p> <p>Entry: (General, Negative, or Positive)</p> <p>DDMMYYYY:</p> <p>Purpose of Counseling: [The intent here is to provide clarity, be brief, and use this area to provide the officer with an idea of where he or she stands in terms of performance. Sentence one describes the purpose of the counseling and sentence number two provides specific facts and observations, both good and bad in order to develop an action plan to help the counseled officer improve. This technique may be used with any type of counseling and allows the counseling statement to stand alone. This portion may be filled out prior to the session – you may also add to it as the session develops].</p> <p>Example: “The <u>purpose</u> of this counseling is to inform (officer’s name) of the Coast Guard expectations with respect to performance improvement. This counseling will assist (officer’s name) to develop a Plan of Action to improve performance regarding specific facts and observations with his or her counselor to enable the counseled officer to be successful in achieving short and long term goals. The counselor should try to provide details such as dates, names ...</p> <p>Key Points of Discussion: The Plan of Action will contain a solution(s) that the supervisor and the officer counseled developed and discussed to overcome the problem(s) in order to improve performance.</p> <ul style="list-style-type: none"> <li>- <u>Outline actions that the officer counseled will do</u> after the counseling session to reach the agreed upon goal(s). Officers’ need help defining Specific, Measurable, Attainable, Relevant, and Trackable (SMART) goals. The best Plans of Action are linked to the Goals in order for the counseled officer to have a buy in.</li> <li>- The <u>Actions must be specific</u> enough to modify or maintain the counseled officer’s behavior and <u>include a specific Time line for implementation</u> and assessment.</li> </ul> <p>Assessment: (Did the plan of action achieve the desired results? This section is completed by both the supervisor and the individual counseled and provides useful information for follow-up counseling.)</p> <p>Doing this enables the counselor to determine the effectiveness of the Plan of Action and Goals. Sometimes Goals are not achieved within the previously specified timeline noted in Part III and must be carried forward with a slight change, if any in the Plan of Action. The counselor may also want to use this portion to make recommendations to both the counseled officer and the Chain of Command in cases where counseling is NOT causing the desired effect.</p> <p><b>Without this follow up the counseling is incomplete.</b></p> <p><i>FOLLOW-UP DATE:</i> _____: <i>Solution Did/Did Not work. State alternative/amended action plan and follow-up.</i></p> <p>Supervisor: _____ Individual Counseled: _____ Date of Assessment: _____</p> <p style="text-align: center;"><b>Note: Both the counselor and the individual counseled should retain a record of the counseling.</b></p> <p style="text-align: center;">A. B. SEA, CAPT, USCG                  Commanding Officer</p> <p style="text-align: center;">DDMMYYYY: I acknowledge the above entry.                  FIRST MI LAST</p>			
1. NAME OF PERMANENT UNIT	2. NAME OF UNIT PREPARING THIS FORM		
3. NAME OF MEMBER ( <i>Last, First, MI</i> )	4. EMPLOYEE ID NUMBER.	5. GRADE/RATE	6. <span style="float: right; color: #0070C0;">PAGE 7</span>

Board President Procedures

<b>Step</b>	<b>Action</b>
1	Review Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
2	Review applicant characteristics and board membership diversity.
3	Ensure other board members review and are familiar with the above reference
4	Ensure the most current Officer Programs Applicant Interview Form, Form CG-5527 is being used
5	Receive and review copies of the applicant package (for non-commissioned applicants)
6	Develop list of applicant questions to be used during the interview that are unique and appropriate to assess the applicant's leadership potential, communication skills, and maturity
7	Lead the interview with shared participation of the other Board members
8	Complete and store in a secure location the interview board report (Officer Programs Applicant Interview Form, Form CG-5527). Note – Applicant will not be allowed to see this report
9	Lead the Accession Board in its review of the applications and interview reports to select officers for accession as USPHS Officers detailed to the Coast Guard (and alternates, as appropriate).

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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 COMDT (CG-112)  
Attn of: Liaison Officer

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

Thru: USPHS Liaison Officer

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 and for having taken 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 COMDT (CG-112)  
Attn of: Liaison Officer

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

Thru: (1) RP Manager  
(2) HSWL SC (hccs)  
(3) COMDT (CG-111/112/113 **or** 114 – author must select)  
(4) 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 COMDT (CG-112)  
Attn of: Liaison Officer

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

Thru: (1) RP Manager  
(2) HSWL SC (hccs)  
(3) COMDT (CG-111/112/113 **or** 114 – author must select)

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 OFFICER

Thru: (1) RP manager  
(2) HSWL SC (hccs)  
(3) COMDT (CG-111/112/113 or 114)

Subj: NOTIFICATION OF INTERAGENCY TRANSFER

2. 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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Copy: PSC-opm