



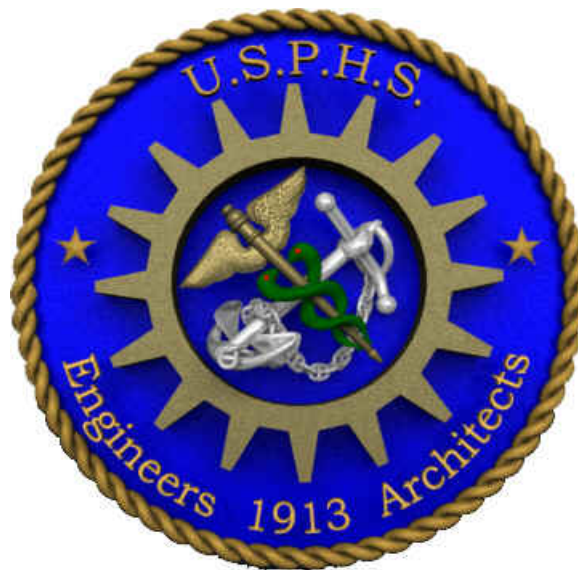
ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



WELCOME TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

The information included in this welcome packet is intended for Engineer Officers. The EPAC information has been prioritized to help simplify and identify *important/urgent tasks* new officers should focus their efforts on within the first 30/60/90/120 days after being Called to Active Duty.

MACHINATORES VITAE (Engineering For Life)



Any instructions, guidance, or program information provided apply only to USPHS Engineer Officers. Others should always check with their agency personnel before utilizing the content in any way. Furthermore, in the event of discrepancies between the information contained in this packet and information from the Commissioned Corps Management Information System (CCMIS) web site, the CCMIS web site <http://dcp.psc.gov/new.asp> or any official PHS/government websites will be the authoritative source.

**Engineer Professional Advisory Committee (EPAC)
Updated – January 2009**



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



The First 30 Days Of Being Commissioned Engineer Officers Should Complete The Following

Relocating: Household Goods Shipment

Contact your Agency Liaison. **Do not start shipping your good until you have received orders.** Any expense occurred moving goods prior to receiving the orders to move your things; you will have to pay out-of- pocket. You will need to obtain form SF -1012 “Travel Voucher” from the program administrator. Before moving, be sure the following forms are completed: PHS 1662 “Request for personal Action-Commissioned Officer”; PHS-4013-1 “Application for Shipment of Household Goods- (Commissioned Officers)”; and SF 1203”Government Bill of Lading”.

<http://dcp.psc.gov/Travel/contents.asp>

http://dcp.psc.gov/PDF_DOCS/SGPAC_12December05.pdf

Make several copies of your Call to Active Duty (CAD) Order

Have several copies of your CAD. It will be needed to obtain a military ID, get access to the base for the first time, set-up medical records profile, register your vehicle, etc.

http://www.usphs.gov/html/engineer_testimonial.html

Obtain a Military Identification (ID) Card

The Military ID card is issued to PHS Officers and to eligible family members. Eligible family members must renew their ID card periodically (usually every four years and/or upon promotion). Confirm your information in DEERS is correct. DEERS is the data system that contains essential beneficiaries under the Uniformed Services Health Benefits Program. The ID card allows access to military bases and medical services. All PHS officers must have the ID Badge. Must complete Form DD-1172, “Application for Uniformed Services identification Card- DEERS Enrollment”.

<http://www.dmdc.osd.mil/rsi/owa/home>

http://www.moaa.org/controller.asp?pagename=serv_benefits_pay_id_cards

<http://www.tricare.osd.mil/deers/default.cfm>

Obtaining Health Benefits

PHS Officers are entitled to healthcare from any Uniformed Services Medical/ Military Treatment Facility (MTF) with a valid military ID. Healthcare will vary based on Officer’s duty station. If your duty station zip code lies **within 60 miles** of a MTF, you must enroll in **TRICARE Prime** and obtain all routine and non-routine medical and dental care through the MTF. Active-duty officers are **not** eligible for Tricare Extra or Standard. If your duty station is **60 miles outside the catchments area** of a MTF, you must enroll in **Tricare Prime Remote**. The officer may obtain services from local physician where Tricare Prime Remotes is accepted. Services coverage for Officers are different to those offered to dependents. Check the website for benefits offered to Active Duty officers as well as dependents.

<http://www.tricare.osd.mil/>

https://www.hnfs.net/bene/enrollment/How_to_Enroll.htm

<http://www.ucci.com/was/uccweb/home.jsp>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Commissioned Corps Personnel Manual (CCPM)

The Commissioned Corps Personnel Manual is the medium by which the personnel program of the Public Health Service (PHS) Commissioned Corps is publicized and effected. All officers must be knowledgeable of the contents of the manual.

<http://dcp.psc.gov/eCCIS/CCISToc.aspx?ShowTOC=Y>

Electronic Commissioned Corps Issuance System (eCCIS)

On 04 AUG 2006, the Commissioned Corps Personnel Manual (CCPM) was officially renamed the electronic Commissioned Corps Issuance System or eCCIS. The eCCIS constitutes the official medium for the issuance of policies, procedures, standards, instructions, and information governing personnel management of the Corps and officers shall remain subject to the policies, procedures, and standards contained therein.

<http://dcp.psc.gov/eccis/>

<http://dcp.psc.gov/eCCIS/CCISxwalk.aspx>

Navy Mutual Aid Association Loan:

The Officer 'Career Assistance Program' (CAP) and the Career Achievement Program (ECAP) Loans are NO LONGER available from Navy Mutual Aid. For further information please contact a counselor at (800) 628-6011.

<http://www.navymutual.org/>

Montgomery G I Bill/ Education benefits

You can only opt for the GI Bill **once** in your life. You will receive the form with the rest of your initial paperwork. Think twice before declining. Many people have regretted not signing up. Once declined, the process is irreversible. Upon commissioning, you have an option to deduct \$100 a month for the first 12 months out of your paycheck. The funds come out of pretax salary. You can option to purchase additional funds after the first year. Depending on your 2 or 3-year commitment before withdrawing the funds for education, you may receive up to \$1000 per month for education. Cannot use the funds before two years from active duty date.

<http://gibill.va.gov/education/rates/ch30rates100104.htm>

<http://gibill.va.gov>

Create a Living Will

A Will is a legal document that allows the Officer to predetermine what will happen to you and your personal properties upon unexpected death. Before deploying, you may not have a chance to draft a Will. Judge Advocate General's (JAG) Corps, located on most major military bases, will help you draw a Will free of charge. All officers are encouraged to have a living will.

<http://www.jag.navy.mil/>

Answering the Call of Compassion, Patriotism and Service:

Find Out How the Commissioned Corps Is Transforming!

Now is the best time to be an officer in the United States Public Health Service (USPHS) Commissioned Corps. On January 18, 2006, U.S. Department of Health and Human Services Secretary Mike Leavitt announced an initiative to transform the Corps to become better prepared than ever to meet the public health needs of the 21st century.

<mms://overhill.health.org/asf1/3CommCorps/06-0118TransformationEvent.wmv>.

<http://www.hhs.gov/news/press/2006pres/20060118.html>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Purchase a PHS Uniform:

As a USPHS officer in a uniformed, unified and visible service, wearing the uniform daily with pride, professionalism, and distinction is expected. Obtain one-time uniform allowance of \$250.00 by submitting a memorandum to Compensation Branch Chief.

http://dcp.psc.gov/PDF_docs/uniform_allowance.pdf

<http://dcp.psc.gov/eCCIS/CCISToc.aspx?ShowTOC=Y>

<http://usphs.gov/html/uniforms.html>

Navy Exchange, Virginia Beach, VA 800-368-4088

https://www.nexnet.navy.mil/pls/nexauth/wg_shop_online

<http://www.navy-nex.com>

PHS Officers' Device Supply Center, Baton Rouge, LA 2225-756-3793

<http://www.usphs.gov/html/uniforms.html>

First2Aid, Inc. (d.b.a. FreedomGearUSA.com and PHSstore.com).

<http://www.freedomgearusa.com/>

Marlow-White Uniform Co., Leavenworth, KS 800-255-6136

<http://www.marlowwhite.com/>

<http://www.marlowwhite.com/html-navigation.html>

Lighthouse Uniform Co., Seattle, WA 800-426-5225

<http://www.lighthouseuniform.com>

Army & Air Force Exchange Service, Dallas, TX 800-527-2345

<http://www.aafes.com>

<http://armyawards.com/phsawards.shtml>

Ultra Thin (magnetic ribbons), Moore, OK 800-758-7265

<http://www.ultrathin.com>

PHS Ribbon Checker (Rack builder) site is:

<http://armyawards.com/phsawards.shtml>

<http://coa.spsp.net/webpage/uniforms/index.html>

Army Parka - Woodland Gortex parka camouflage to match the BDU's

Ref: CCPM 26.37 - Special Uniform Situations

<http://dcp.psc.gov/eCCIS/CCISToc.aspx?ShowTOC=Y>

www.1starmy.com

Navy Coveralls - Officers deploying to Navy vessels may procure the PHS Corps Device for the Navy Coveralls, Stock Number 3642509, from Vanguard, Norfolk, VA, at: (800) 221-1264, or from the National Navy Medical Uniform Shop in Bethesda, MD.

http://dcp.psc.gov/eCCIS/documents/POM_07_001.pdf

Purchase USPHS nametags

Official nametag must be worn on the uniform. It recommended that you obtain two nametags: agency and non-agency specific. For deployment, only non-agency specific nametag may be worn on the working khaki uniform.

<http://www.cc.nih.gov/rm/pt/uniform.pdf>

Know how to wear the USPHS uniform (CCPM)

<http://dcp.psc.gov/eCCIS/CCISToc.aspx?ShowTOC=Y>

Book 4: Uniforms (CCI 400 Series)

Uniforms, General Information on Uniforms and Appearance

Uniforms for Male Officers

Uniforms for Female Officers

Insignia and Devices

Special Uniform Situations



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



BASIC READINESS

Dedicate your life to public service and to the mission of the Public Health Service. Have the commitment to the PHS mission to protect, promote, and advance the health and safety of the Nation. Help further enhance the healthcare system and strengthen the quality of healthcare services for the American people.

For more than two centuries, officers of the United States Public Health Service (USPHS) Commissioned Corps, one of the nation's seven uniformed services, have worked around the world to help in times of disaster and to provide day-to-day health care for underserved populations in the United States. Most recently, in response to Hurricanes Katrina and Rita, the Corps carried out the largest mobilization in its history. Such events have demonstrated the importance of maintaining and strengthening the nation's ability to respond to future national public health emergencies.

All Commissioned Officers of the U.S. Public Health Service are required to meet BASIC readiness standards. BASIC Readiness Standards are required to ensure officer readiness prior to deployment. The Office of Force Readiness and Deployment (OFRD) is responsible for establishing and maintaining readiness programs for the Corps and tracks the readiness status of individual officers. All Officers are provided userids and passwords to the OFRD websites. Officers are required to login and record readiness information and to login and complete readiness training modules. Basic Readiness Standards include the following requirements: complete immunizations, Annual Physical Fitness Test (APFT), Basic Life Support (BLS) Training, and OFRD's online training modules. All officers must join the OFRD List Server. The Office of Force Readiness and Deployment (OFRD) sends out very important information for officers regarding readiness and deployments and the list server is a primary communications tool. Officers may login to the OFRD Main Website for more detailed information on readiness, training and deployment opportunities.

The Commissioned Corps is to become trained in the Incident Command System (ICS), the National Incident Management System (NIMS), and the National Response Plan (NRP). In fact, across government, all individuals involved in emergency preparedness and response are required to complete four on-line training courses that have been prepared by the Federal Emergency Management Agency (FEMA), and are widely accepted as the national standard. (These courses are in addition to current Corps readiness training requirements) A better understanding of the FEMA course topics will promote utilization of ICS concepts in leading, managing, and participating in an emergency response.

OFRD/FEMA Courses:

https://ccrf.hhs.gov/ccrf/NIMS_training.htm

IS-100 Introduction to Incident Command

IS-200 Basic Incident Command System for Federal Disaster Workers

IS-700 National Incident Management System (NIMS), an Introduction

IS-800 National Response Plan (NRP), an Introduction

OFRD Main Website - <http://ccrf.hhs.gov/ccrf>

OFRD Contact Information - <http://ccrf.hhs.gov/ccrf/email.htm>

OFRD Training Modules - <http://phslearn.blackboard.com/>

Subscribe to the OFRD Training Programs mailing list

<http://oep.osophs.dhhs.gov/ccrf/email.htm>

http://ehs.umbc.edu/distance/phs-info_subscribe.asp



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



The First 60 Days Of Being Commissioned Engineer Officers Should Complete The Following

Consider developing a Mentoring relationship with a senior engineer officer to help with your career progression in the USPHS

The Engineer Professional Advisor Committee (EPAC) considers mentoring to be a vital component of career development and enhancement. A strong, viable mentoring program will not only strengthen the career potential of our architects and engineers, it is key to developing competent and confident leaders that will be faced with the public health challenges of the 21st century. The EPAC developed and implemented a pilot-mentoring program for USPHS architects and engineers in 1996. The pilot program has been evaluated and modified based on input from the participants. The revised program is now available to architects and engineers who feel they would benefit from being a mentor or a protégé.

<http://www.usphsengineers.org/Mentoring/menthome.htm>

Basic Officer Training Course (BOTC)

Talk to your Supervisor about attending the BOTC, which has two versions, a 3-day program designed for the 'experienced' officer and a 5-day program for the 'newly commissioned' officer. This course is presented in recognition of the experience and knowledge gained by officers while serving on active duty. Military bearing and courtesy, career development, promotions, leave, compensation, awards, and resource utilization are some of the many topics introduced during this course. Attending BOTC course within the first 60 days may not be possible due to limited availability, especially for the 5-day course. It is strongly suggested to obtain the training as close to your CAD date as possible. Completing BOTC is a requirement for promotion for O-4 and above. Officers successfully completing this course will satisfy the prerequisite for enrollment in the web-based Independent Officer Training Course (IOTC) with Examination Series, thus making them eligible to earn the Commissioned Corps Training Ribbon. Officers may not wear organizational ribbon (e.g., COA, ROA, SAME, etc) on their uniform without an earned ribbon.

<http://dcp.psc.gov/COTA/default.asp>

<http://dcp.psc.gov/COTA/ribbon.asp>

Review the Engineer Career Planning Handbook

The Handbook is available to engineers to bring awareness of the rich tradition of PHS engineers and architects and to provide you guidance on building a promising career.

<http://www.usphsengineers.org/handbook/default.htm>

Learn about Commissioned Officers Leave Tracking System (COLTS):

Annual Leave may be taken in half or full days. Such leave may be tracked using COLTS. The Officer is responsible for tracking and confirming his/her leave online.

<https://dcpweb.psc.gov/colts/scripts/index.htm>

http://dcp.psc.gov/PDF_Docs/lbc_userguide.pdf

<https://dcpweb.psc.gov/colts/scripts/index.htm>

<https://dcp.psc.gov/cclogin/ccmislogin.aspx>

<http://dcp.psc.gov/DCPForms.asp>

PHS Form 1345 – Request and Authority for Leave of Absence (Commissioned Officers)

<http://www.cdrh.fda.gov/ADMIN/PUBS/FORMS/FORM1345.PDF>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Engineer Professional Advisory Committee

Visit the Engineer Professional Advisory Committee (EPAC) Website: the website provides important and valuable information to engineers. Engineer Professional Advisory Committee (EPAC) provides advice and consultation to the Chief Engineer, who in turn reports to the Surgeon General on matters relating to the professional activities and personnel issues affecting PHS engineers. EPAC's month meetings are open to all. Visit the website to obtain teleconference information. EPAC has eight subcommittees: Awards, Building and Design, Career Development, Emergency Preparedness, Information, Mentoring, Recruitment and Retention, and Rules. Join the EPAC Yahoo List Server; EPAC acts in the interest of Civil Service and Commissioned Corps engineers and architects.

<http://www.usphsengineers.org/>

Enroll in Thrift Savings Plan (TSP)

Thrift Savings Plan (TSP) is a retirement savings and investment plan that offers you the same type of savings and tax benefits that many private corporations offer their employees under so-called "401(k) plans." The TSP is a defined contribution plan. That is, the retirement income that you receive from the TSP depends upon how much you have contributed to your account and the earnings that have accrued on those contributions. The money that you invest in the TSP comes from pre-tax dollars and reduces your current taxable income. Your investments and earnings are not taxed until they are withdrawn. TSP for Uniformed Services (TSP-U-1) is different than one offered to Civilians (TSP-1). Be sure to enroll using the correct form. Prior federal employees may combine TSP-1 with the officer's TSP-U-1.

http://dcp.psc.gov/PDF_docs/tsp2005.pdf

<http://tsp.gov/uniserv/forms/index.html>

Reference the Officer Handbook

This is the official guide of USPHS officer.

http://www.usphs.gov/assets/applets/CCPM_P62.pdf

<http://dcp.psc.gov/eCCIS/CCISToc.aspx?ShowTOC=Y>

Learn about Flag Protocol

<http://www.usflag.org/uscode36.html>

Join the President's Challenge (You're It. Get Fit!)

As part of the OFRD fitness requirement to receive credit for your President's Challenge award you must ensure that your PHS SERNO is your member ID in group #13537.

The President's Challenge is a program that encourages all Americans to make being active part of their everyday lives. No matter what your activity and fitness level, the President's Challenge can help motivate you to improve.

<http://www.presidentschallenge.org/>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



The First 90 Days Of Being Commissioned Engineer Officers Should Complete The Following

Officers Electronic Personnel File (eOPF)

Establish and maintain your Officers Electronic Personnel File (eOPF) up-to-date; keeping your eOPF up-to-date is very important to your career. Review and update your files (CV, Training, etc.) Every 6 months or as needed check the Promotion Information Review (PIR). Information in your file may be reviewed for promotion, awards and jobs by review boards.

<https://dcp.psc.gov/cclogin/ccmislogin.aspx>

<http://dcp.psc.gov/OpfInstructions.asp>

Review the Commissioned Corps Management Information System (MIS) Web Site

The CCMIS provides updated notices that are important to PHS officers. This is a great source of information. Links can be found for almost anything here. It is recommended that you read the monthly Commissioned Corps E-Bulletins. Join the CCMIS list server, the Commissioned Corps Management Information System (MIS) provide vital information to help officers remain informed.

<http://dcp.psc.gov/>

<http://dcp.psc.gov/maillist.asp>

Join the Junior Officers Advisory Group (JOAG)

JOAG provides advice and consultation to the Surgeon General, Chief Professional Officers, Professional Advisory Committees and other Commissioned Corps groups on issues relating to professional practice and personnel activities affecting Junior Officers in the USPHS Commissioned Corps. The JOAG conducts monthly teleconferences on the second Friday of each month. To participate, see the website for more information. Officers in the DC area may attend the meeting in person. The JOAG List Server sends out important information for new officers.

<http://www.joag.org/>

Join the NIH List Servers:

The NIH LISTSERV facility is an email-based server that allows users to create, manage, and control electronic mailing lists on a network. The following are recommended to join for updated information: <http://list.nih.gov>

[JOAG](#) - Junior Officer Advisory Group (JOAG)

[CCINFORMATION-L](#) - Commissioned Corps News and Information

[HHS-STAFF-URGENT](#) - Urgent announcements to all U.S. DHHS Staff

[HHSNEWSLETTER](#) - HHS Weekly Newsletter

[HHSPRESS](#) - US Dept of HHS: Press Releases, Other Info

[WHATSNEW-AT-HHS](#) - What's New Updates on the HHS Web Site

Subscribe to free White House e-mail updates

<http://www.whitehouse.gov/>

http://www.whitehouse.gov/weekly_address/

Learn about your Agency

Be knowledgeable as to who is your Agency Liaison. Agency Liaison may be a good contact for Agency information resource. Agency Liaison is a great person to know. S/he will be processing your PHS Form 1662 Change in Personnel for billet change, submission of awards, etc.

http://www.usphs.gov/html/agencies_programs.html



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Learn about your profession in the USPHS

Engineer officers in the PHS Commissioned Corps work throughout the Department of Health and Human Services (HHS) and in other Federal agencies/programs. Engineers may work in non-engineer position/billet. Learn about your category; Statistical Reports are available to provide an idea where engineers are detailed to agencies.

http://dcp.psc.gov/rpt_select.asp

Learn about the Engineer Benchmarks

The benchmarks are guideposts used by promotion boards as they review the service records of each officer consideration for promotion. **PLEASE NOTE** that the Promotion Board members are asked to exercise their professional judgment and discretion in the review and rating of each record. The benchmarks serve as a guide to the board members in their deliberations and are not criteria required for promotions. It is strongly suggested an Officer reviews the benchmark because some may require time to obtain. Meeting the benchmark **does not** guarantee a promotion. O-4 and above is competitive promotion process.

2009 Benchmarks: http://dcp.psc.gov/promotion_pages/PY09_Engineer_Benchmarks.pdf

Commissioned Officers' Effectiveness Report (COER)

COERS are evaluations of your performance. They are reviewed over a Fiscal Year (October 1 thru September 30) each year. Be familiar with what you will be evaluated on annually. The Annual COER is a Web-based performance evaluation. It is the officer's responsibility to ensure his/her Annual COER Is transmitted by the prescribed deadline.

http://dcp.psc.gov/eccis/documents/POM08_008.pdf

Join the COA List Serve

Commissioned Officers Association (COA) is the **only** professional association specifically representing the PHS Commissioned Corps. In addition to being a "voice on Capitol Hill", COA offers its members a range of services, including a strong professional network, financial services, and annual scientific meeting. The annual meeting, usually held in late spring, is an excellent opportunity to meet colleagues from other agencies/programs, and to exchange scientific and career information.

<http://www.coausphs.org>

<http://groups.yahoo.com/group/USPHS-COA/>

Commissioned Officers Association (COA)

<http://www.coausphs.org/>

Atlanta Branch of the Commissioned Officers Association (ACOA)

<http://www.atlantacoa.com/>

Commissioned Officers Association, Cincinnati

<http://coa.spsp.net/webpage/index.html>

DC Metro Area Branch of the COA

<http://www.dccoa.org/index.htm>

Tucson COA

<http://www.geocities.com/tucsoncoa/>

Fort Detrick Branch of COA

<http://www.comilstd.org/fdcoa/>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



The First 120 Days Of Being Commissioned Engineer Officers Should Complete The Following

Review the Career Development information developed by CDR Ron Keats,
Posted on the CDC website for reference:
<http://www.cdc.gov/od/occp/officership/career/index.htm>

Learn about your Billet and Position Description (ref: Supervisor)
Know what your billet is and what is required to move to the next billet.
See Form 1662 for billet change.
<https://dcpweb.psc.gov/billets/scripts/index.htm>
EPAC Billet FAQs
http://www.usphsengineers.org/careerdevelopment/billet_faq.htm

Learn about the USPHS Surgeon General, America's chief health educator, giving Americans the best scientific information available on how to improve their health and reduce the risk of illness and injury.
<http://www.surgeongeneral.gov/>
<http://www.surgeongeneral.gov/aboutoffice.html>

Learn about PHS History, The origins of the United States Public Health Service may be traced to the passage of an Act in 1798 that provided for the care and relief of sick and injured merchant seamen.
<http://www.hhs.gov/about/hhshist.html>
<http://www.osophs.dhhs.gov/phs200/>
<http://www.usphs.gov/AboutUs/history.aspx>

Learn about the PHS Mission - "Protecting, Promoting, and Advancing the Health and Safety of the Nation." and your involvement in continuing to achieve this mission for people in need.
http://dcp.psc.gov/PDF_docs/mission_statement.pdf
<http://www.usphs.gov/AboutUs/mission.aspx>

USPHS Music

The purpose of the Commissioned Corps Ensemble is to provide musical support for formal and informal Public Health Service and Commissioned Corps events.
<http://usphs-scientist.org/ensemble/PHS%20Ensemble.htm>
<http://coa.spsp.net/phsmusic.html>
http://coa.spsp.net/webpage/phsmusic_front/

Become involved in Engineer Recruiter

New engineers are valuable recruiting tools. You can help recruit and sell PHS to other students and graduates. Student interact more with newly graduates.
<http://www.usphs.gov/applynow/>
<http://www.usphsengineers.org/rrweb/>
http://www.jobweb.com/employ/fairs/public_fairs.asp
<http://www.dsfc.ihs.gov/jobs.cfm>
<http://www.usajobs.opm.gov/>

Learn about Assimilation into the Regular Corps

The Regular Corps is the career component of the PHS Commissioned Corps and is composed of officers who have expressed long-term commitment to the missions and goals of the Corps.
<http://dcp.psc.gov/assimilation.asp>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Join Engineer and Officer Professional Organizations:

Society of American Military Engineers (SAME) <http://www.same.org>
Commissioned Officers Association (COA) <http://www.coausphs.org>
Reserve Officers Association (ROA) <http://www.roa.org>
Association of Military Surgeons of the United States (AMSUS) www.amsus.org/
The Military Officers Association of America (MOAA) <http://www.moaa.org/>
National Society of Professional Engineers (NSPE) <http://www.nspe.org/>
EPAC Links <http://www.usphsengineers.org/links.htm>

Retirement calculator

Service members who remain on active duty or serve in the Reserves or Guard for a sufficient period of time may retire and receive retired pay after 20+ years of service.
<http://www.defenselink.mil/militarypay/>

Healthy Lifestyles Program of the Commissioned Corps

As USPHS Commissioned Officers, we have the mission of health promotion and disease prevention for the American people. As public health professionals, Commissioned Corps officers should be leading the way in going beyond providing education on healthy behaviors to serving as real life examples of integrating healthy behaviors into everyday lives.
<http://www.cdc.gov/nccdphp/dnpa/usphs/>

Commissioned Corps Personnel Manual (CCPM)

Pamphlet # 58, "A Supervisor's Guide to the Commissioned Personnel System, 1999."

This pamphlet, published as part of the CCPM for Corps officers' supervisors, gives supervisors of officers' basic information on the Corps. The pamphlet is found on the Commissioned Corps Management Information System (CCMIS) Web site, <http://dcp.psc.gov/>, under the "Publications" tab, and listed there under "Official Publication" at: http://dcp.psc.gov/PDF_docs/pamphlet58.pdf as "CCPM Pamphlet 58: A Supervisor's Guide to the CC Personnel System, 1999".

CCPM Subchapter CC27.1 Commissioned Officers' Recognition Program

INSTRUCTION 1- Commissioned Officers' Awards Program

Allows for the presentation of awards to commissioned officers. The policy regarding Commissioned Officers' Awards can be viewed at: http://dcp.psc.gov/PDF_docs/2711f.pdf on the CCMIS Web site.

Engineer Curriculum Vitae (CV), CV Coversheet, and Promotion Related Information

A variety of example formats for the curriculum vitae (CV) and CV Coversheet were developed. Depending on the where the officer is in their career and/or the type of information to be presented, one format may serve the officer better than another. Examples CV are available on the EPAC website. All officers need to have a "current" CV in their eOPF.
<http://www.usphsengineers.org/careerdevelopment/CV/Engineer%20CV%20and%20CV%20Coversheet%20Project.htm>

Other Links of Possible Interest to PHS Officers

<http://dcp.psc.gov/LinksofInterest.asp#pacs>

Help promote the USPHS – you are one of us – Its “Our Corps”

<http://www.usphs.gov/>
<http://www.hhs.gov/>
<http://www.surgeongeneral.gov/>
<http://www.usphsengineers.org/rweb/>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



The Minority Officers Liaison Council provides advice and consultation to the Surgeon General on issues relating to the professional practice and the personnel activities (Commissioned Corps and Civil Service) relating to minorities in the USPHS. The **MOLC** provides similar advisory assistance to the chairs of the HOAC, BCOAG, AI/ANCOAC, and APAOC, and upon request, to the Agency and/or Program Heads of the Public Health Service, and to non-PHS Programs that routinely use PHS personnel.

Minority Officers Liaison Council (MOLC)

www.molcusphs.org

American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC)

<http://www.aiancoac.freeservers.com/>

Asian Pacific Officers Committee (APAOC)

<http://www.usphs-apaoc.org/aboutus/aboutus.asp>

Hispanic Officers Advisory Committee (HOAC)

<http://www.oshoac.org/>

Black Commissioned Officers Advisory Group (BCOAG)

<http://www.bcoag.org/>

Start your USPHS Collection

Collect books, photographs, news articles, magazines, pins, flags, coins, or anything about PHS during your career as a USPHS Engineer Officer. Be a part of USPHS History!

USPHS Memorabilia

http://www.dcco.org/For-sale/items_for_sale.htm

Carry Your PHS "Military" Coin

<http://www.militarycoins.com/>

U.S. Public Health Service Swords

<http://www.militarysabers.com/public-health-service-sword.html>

PHS Flags Available

http://www.atlantacoa.com/ACOA_Store.htm

USPHS T-shirts/jackets/etc.

<http://www.cafepress.com/LinkinMall/386918>

You can order T-Shirts with the PHS logo with the Engineer motto embroidered from the catalog. The numbers for the PHS (769185) and engineer (ENG) (764235)

<http://www.aramark-uniform.com/>

Surgeon General's Honor Cadre

<http://www.surgeongeneral.gov/aboutoffice.html#sghonor>

Basic marching techniques (for reference)

<http://nrotc.mainemaritime.edu/drillmanual.html>

Military Funeral Honors (for reference)

<http://www.mfhcmdrs.osd.mil/>

Sea Flags Home Page (for reference)

<http://www.chinfo.navy.mil/navpalib/communications/flags/flags.html>

Naval traditions, Customs and Etiquette Homepage (for reference)

<http://www.cpf.navy.mil/customs.htm>

Escort Officers (Aides-de-Camp)

No information at this time.



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



MILITARY BENEFITS

Armed Forces Vacation Club

Armed Forces Vacation Club provides incredible deals on lodging for uniform services. For at low as \$329, you can stay for a week on a Space-A hotel or condo throughout several major destination, US as well as around the world. Occupancies may be from 2 to 8 people depending on the property.

http://www.resorttrip.com/RT_partners/CDA/RT_partners_index?ID=afv
<http://www.afvclub.com>

Base and Post Exchanges

Valid Military will gain you access to the Exchange on base. The exchange is similar to a department store only on a smaller scale. Purchased are made tax free. There are several other shops in the exchange in addition to the main exchange such as watch repair, uniform shop, auto services, optical, barber shop, florist, fast food, etc. Purchases me be made online as well as on the base.

<http://www.navy-nex.com>
<http://www.aafes.com>

Commissary

Commissaries are grocery stores on bases. Need valid ID to purchase food. There is a small service fee. However, food is tax free and usually cheaper then local supermarket. Commissaries tend to be busiest on paydays, 1st and the 15th of each month, as well the weekend. The baggers work for tips only.

<http://www.commissaries.com>

Service member's Group Life Insurance (SGLI)

Low cost group life insurance for service members. Officers with SGLI coverage have two options upon release from service. They can convert their full-time SGLI coverage to term insurance under Veteran's Group Life Insurance or convert to a permanent plan of insurance with one of the participating commercial insurance companies.

<http://insurance.va.gov/sglisite/SGLI/SGLI.htm>

Space-A flight

Officers can travel on Space-A flight domestic and international flights. Generally there is no cost for the flight. Some terminals must collect a head tax or a federal inspection fee from Space A passengers on commercial contract missions. Meals may be purchased at a nominal fee out of most air terminals while traveling on military aircraft. Luggage space is limited and it is based on first time, first reserve. Officer must have leave approved prior to applying for the Space-A flight. Check with the local base Air Mobility Command to obtain flight schedules.

<http://www.amc.af.mil/questions/topic.asp?id=380>
<http://www.amc.af.mil/shared/media/document/AFD-060328-001.doc>

United Services Automobile Association (USAA)

USAA is financial institution servicing Officers by providing auto and property insurance, investment opportunity, life and health insurance, banking, financial planning, and shopping and discounts. They offer attractive VA loan for first time homeowners to Junior Officers. USAA provides competitive car insurance rates as well. Numerous PHS officers have car insurance from USAA. Membership is free and may be obtained online.

<https://www.usaa.com>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Service member's Civil Relief Act (SCRA) - Interest rate 6% protection

The Service member's Civil Relief Act (SCRA) allows you to request that the interest rate you pay on a debt incurred before you joined the military be reduced to 6% annually. To be eligible for the 6% cap, you must have incurred the debt before joining the service and your ability to pay must have been materially affected by military service. "Material effect" is a vague term that is often interpreted to involve mobilization for war or an extended deployment overseas. However, since the burden is on the creditor to prove a lack of "material effect", many creditors will grant the cap as a courtesy if properly requested. It is up to the service member to request the 6% cap; there is a sample letter to use in writing your creditor below. You should include a copy of your military orders and may be asked to include financial information in your request. If a creditor refuses to lower the interest rate on a qualified pre-service debt, you should see a NLSO Legal Assistance Attorney (on base). **This protection does not apply to government-backed college loans or to any debt acquired after joining the military.**

Sample 6% Request Letter

Date _____
(Your name & address)
(Company's name & address)

Dear _____,
This is a letter requesting a reduction of the interest rate on my (account name & number), under the Soldiers' and Sailors' Civil Relief Act (50 U.S.C. App. 526). As an active duty member of the uniformed services, I am entitled to maximum interest rate protection of 6% per annum on pre-service debt obligation. This interest rate protection applies during peacetime as well as time of war. There is no requirement of overseas service and the difference between the old rate and the 6% maximum is forgiven. Attached you will find a copy of my enlistment contract and/or orders to active duty.

*Thank you for your cooperation.
Sincerely, LTJG John Doe*

<http://www.jag.navy.mil/documents/SSCRA.htm>
http://www.defenselink.mil/specials/Relief_Act_Revision/
<http://www.military.com/Resources/ResourcesContent/0,13964,31042,00.html>

Lodging Facilities

Officers with valid military ID may stay base in Bachelor Officers' Quarters (BOQ) and Visiting Officers' Quarters (VOQ). It is a hotel on base. It is extremely inexpensive and is based on availability. Rooms vary from dormitory style with shared bathrooms to executive suites.

<http://www.usmc-mccs.org/lodging/index.cfm>
<http://www.navy-lodge.com/>
<http://www.armymwr.com/portal/travel/lodging/locations.asp>
<http://dodlodging.net/>

Recreational Facilities

Such facilities include mess (dining) hall, gym, swimming pool, bowling lanes, movie theater, sporting and camping gear rentals, community and youth centers, and information/ticket office. The ticket center sells discounted tickets for local attractions, movie tickets as well as theme parks. Some may require advance order. Recreation group will also host day and overnight trips for officers and dependents. See your local bases for facilities and hours of operation.

Service Club

PHS officers are eligible to use Officers Club. It is a membership fee club. Membership provides free food on Fridays during happy hours. Call your local base to find out the hours of operations.



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



Uniformed Services University of the Health Sciences (USUHS)

Officers in the DC metro area can attend the Uniformed Services University. They have a School of Nursing, Medical School, graduate studies, etc. The admission is competitive. However, tuition is free for officers. Several PHS Officers have obtained their MPH from USUHS.

www.usuhs.mil

United Service Organization (USO)

USPHS Officers are eligible to utilize USO facilities with military ID. There are several throughout the US. It is located in most major airports. You and your dependents can use the services (e.g., phone, internet, showers, etc) free of charge. It is a nice place to lounge if you have a layover. Most provide food as well. USO can also help you arrange a hotel with military rate nearby as well as obtain local event tickets.

<http://www.uso.org>

HHS University

<http://learning.hhs.gov/coursehighlights.html>



ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) CAREER DEVELOPMENT INFORMATION



CAREER DEVELOPMENT MILESTONES

Career Initiation – recent entry into profession

- Initial on the job training
- Postgraduate internship
- Postgraduate apprenticeship/Engineer Intern
- Basic Techniques and skills development

Early Career – 3 to 8 years in the profession

- Exposure and training needed to fine-tune skills
- Appropriate level of projects and assignments
- Exposure to outside professional organizations
- Professional registration

Mid-Career – 8 to 20 years in profession

- Development of managerial and leadership skills
- Fine-tuning of administrative abilities
- Involvement in outside professional organizations
- Initiate new methods/approaches to solve problems
- Continue training to maintain skills

Advanced Career – 20 years and beyond in profession

- Providing direction on many topics/areas
- Proven administrative/technical reputation
- Associated with federal, private and professional organizations
- Well published in areas of expertise
- Continue training to maintain skills

Change in Career – Considering a change in professional field

- Evaluation of Early, Mid, and Advanced Career milestones related to current situation
- Method/strategy for approaching milestones to achieve change
- Realistic and deliberate milestones and actions to achieve change