



INDIAN HEALTH SERVICE HEADQUARTERS

IHS Corps Officers All-Hands

NOVEMBER 4, 2020

Division of Commissioned Personnel Support
Office of Human Resources
Commissioned Corps Liaison
Indian Health Service

Agenda

- Readiness
- Deployment
- Promotion Update
- Leave Carryover
- 2020 Annual COER
- Hazardous Duty Pay Update
- Miscellaneous Topics



READINESS



Readiness

- Basic Life Support – due by March 31, 2021
- Annual Physical Fitness Test – due March 31, 2021
- Periodic Health Update (PHU)
 - Waived for 2020
 - Requirement will resume in 2021 coinciding with the officer's birth month
 - PHU is due within a 3 month window - month before the birth month, in the birth month, or the month after the birth month
 - Example: May birthdate – PHU is due in April, May, or June 2021
 - Officers with January birthdate must submit by March 31, 2021
- Ensure continual readiness compliance and contact us BEFORE expiration



DEPLOYMENT



Deployment

- CCHQ is considering credit for officers internally deployed for agency COVID-19 activities – patient care, ICS, contact tracing/testing, etc.
 - Deployment credit
 - Eligibility for service awards
- DCPS is working through Area/Office Directors to report these activities to RDB
 - We will confirm our info with officers/supervisors in the coming weeks
- RDB is working to update deployment records for missions in 2020
- In the interim, agency COVID-19 support activities can be incorporated into your CV and officer statement, as appropriate. Refer to your category's CV guidance.



PROMOTIONS



Promotion Update

- Permanent promotion results are pending Presidential approval
- PY 2021 eligibility is available on the dashboard in the Officer Secure Area
 - Includes all officers who were eligible for permanent promotion in 2020
 - Officers pending permanent promotion results should plan to submit promotion paperwork, just in case they are not successful for PY2020
 - PY2021 Benchmarks and Officer Statement are available under the Promotions menu of CCMIS
 - The PY2021 ROS should be completed as part of the 2020 Annual COER
 - Online for those completing the annual COER online
 - PDF form only for those whose transfer COER was the Annual COER (officer transferred between July 1, 2020 and September 30, 2020)



2020 Annual COER



2020 Annual COER

- The 2020 Annual COER should be done online for most officers
- Officers who transferred or had a supervisor transfer between July 1 and September 30, 2020 should complete a transfer COER via PDF form
- The COER Policy (CCI 351.01), eff. 12 August 2020, applies to the **2021** COER year
- For the current 2020 Annual COER, refer to Personnel Operations Memorandum [\(POM\) 821.73](#)
 - The previous policy still applies for transfer COERs; and
 - Who should be the rater (supervisor of record on July 1, 2020, etc.)
- The COER system has some quirks and wrinkles CCHQ is working out
- Raters and Reviewing Officials should refer to the COER User Guide on CCMIS, and the COER overview we created to assist IHS stakeholders



Tips and Suggestions

- All users (officers, Raters and Reviewing Officials) should save text in an external word processor (Microsoft Word, Notepad, etc.) then copy-and-paste the text into the COER system
- Raters and Reviewing Officials should discuss the rating and comments **before** the Rater completes the COER
- Apparently, the COER system will time out after 20 minutes of inactivity *or activity*, without warning or notice
- Closing a COER before submitting it will delete all entered information; the system will not save incomplete work

Tips and Suggestions

- If the Rater's email address will not populate, the officer should:
 - Ensure the supervisor's name and email address are correct in the RedDOG Self-Service portal of the Officer Secure Area
 - Remove the To Date (if present) for the supervisor in the RedDOG system
 - Ensure both From Date and To Date are populated in the COER system
- Raters should be careful to enter the Reviewing Official's name and email address and not their own name and email address
- After the COER is complete, officers should ensure their COER scores are reflected in their PIR, the COER is in the eOPF, and the COER is without errors
- Officers may submit a rebuttal to the COER to provide his/her side regarding scores and/or comments



Tips and Suggestions

- Raters may initiate an interim COER to document performance for remedial or disciplinary action without consent of the officer
- Section 4 (Scores) are optional if the Rater supervised the officer less than 6 months of an annual COER and for all interim COERs
- Raters should provide feedback to the officer on his/her performance on an ongoing basis throughout the year
- Try using Google Chrome, if all else fails
- Contact your HQ or Regional DCPS team

COER Dates

The 2020 COER rating period extends from 1 October 2019 to 30 September 2020

“Soft” Deadlines

- Online Annual COER is available to officers on 1 October 2020
- Online Annual COER is due to the Rater by 28 October 2020
- Online Annual COER is due to the Reviewing Official (RO) by 24 November 2020
- Online Annual COER is due to the Agency Liaison by 15 December 2020
- Online Annual COER is due to Commissioned Corps HQ by 15 January 2021



HAZARDOUS DUTY PAY



Hazardous Duty Pay

- Current Corps policy (CCI 642.01) “Hazardous Duty Pay (Viruses/Bacteria) only covers risks in a laboratory environment, in accordance with 37 U.S.C. 301(a)(9)
- CCHQ is working to obtain authorization to pay HDP in accordance with 37 U.S.C. 351(a)(2)
- Eligibility is being reviewed, but is expected to cover exposure to COVID-19 positive or potentially positive patients as part of assigned duties or on deployment to a community based testing site or quarantine station
- Potential HDP would be limited to a maximum of \$250/month



LEAVE CARRYOVER



Leave Carryover

- Public Law 116-159 authorized the carryover of unused annual leave from FY2020 through 30 September 2023
- CCHQ is working on changes to eCORPS to implement the leave carryover and allow officers with excess leave to select the excess leave or current fiscal year bucket for each annual leave request
- Officers who still need to confirm leave taken in FY 2020 must do so immediately, as it is necessary for CCHQ to implement the changes to the system
- Questions regarding eCORPS, including changes to the LAO, may be directed to your regional or HQ DCPS team



MISCELLANEOUS



Miscellaneous

- Q: It can be challenging to decipher which readiness requirements USUHS medical students are exempt from and which they are required to keep up with while in medical school. Could you clarify how the changes in Commissioned Corps policies, processes, and systems, especially in regards to readiness standards, apply to USUHS medical students, if at all?
- A. We will work to outline some of the differences in requirements. In the interim, contact us with questions.



Miscellaneous

- Q. I wanted to ask about the Accession Bonus (AB) for the 2013-2015 IHS Pharmacy Residents. The AB has not yet been authorized for these 3 classes, even though the Residents before and after have received the bonus. Has there been any update on this issue? Last I heard back in 2018 was that this was possibly being incorporated into the HPSP revisions. However, I have not seen any mention of this specific issue within any of the HPSP revised policies.
- A. This has been an ongoing conversation for many years. We will follow up with the Chief Pharmacist and CCHQ to determine the status and/or close the loop.

Miscellaneous

- Q. Many IHS officers have been on one or more TDY assignment. In the Awards policy, it indicates the agency had responsibility for crediting the officer with these interagency “deployments”. Please provide clarity on this process. It seems that awards are hard to obtain in the IHS. Can there be more education and training for supervisors of Corps officers on the importance of awards and the process?
- A. Yes! This education and training is already in progress. On the DCPS website, there is awards guidance, including on writing a good justification and we have updated a webinar presentation to reflect the new Awards policy, with the goal of helping demystify the process for civilian, Tribal, and Urban organization supervisors. Several trainings have been conducted for managers, including in the Navajo Area, and we are planning others.



Miscellaneous

- Q. My question involves what can be done for officers who had planned to retire at the end of their HPSP retention bonus but now are unable to retire. My retention bonus expired in June 2020. Because I am unable to retire but not eligible for a multiyear retention bonus, I have taken a considerable pay cut, which now will extend through March 31. Is there some way that we can extend the current retention bonus agreement for an additional period so that officers who are in my situation do not also have to take a pay cut?
- A. It's a great question, that we have raised to CCHQ leadership and are awaiting response. No one wants officers to go without special pay through no fault of their own, so we are looking into possible options.

Miscellaneous

- Q. With many Officers preparing for their impending retirement, it would seem that information would be available concerning the Reserve Corps that was approved to be formed sometime ago. When can we expect to have the information such as expectations, training, organizational structure, and income concerning the Reserve Corps so that we can make an informed decision? Without this information, I think the Commissioned Corps will be losing their chance to retain this talent and knowledgeable staff.
- A. We do anticipate such information to be available in the coming weeks and months. CCHQ is actively working on establishing the framework for the Reserve Corps, and the communication will follow.

Miscellaneous

- Q. If I received a response email from sending my 2019 Practice Hours to the email address back when they were originally due by 6/1/20 and prior to the change to uploading online, but they are still not showing up in my OPF, should I be concerned?
- A. No. At this time, officers do not need to be concerned. There is a backlog of practice hours forms that are pending processing, especially those that were PDF forms.

Miscellaneous

- Q. During the CC Town Hall, there was mention of perception that clinical billets being lower grades than non-clinical billets for some categories. Is this true? Is there a checklist or document we can look at to see the things that go into determining billet grade, so we can ensure our responsibilities align with our billet grade?
- A. I believe what the comment expressed is that the inquirer felt that he/she needed to move to an administrative or management billet in order to achieve a higher level billet. That may or may not be true, depending on the discipline and the size of the facility. There isn't a checklist to review to see how we determine a billet, but officers should review their PD to ensure it is current and accurately reflects his/her responsibilities and scope. The classified PD is used to determine the billet.

Miscellaneous

- Q. During CC Town Hall, it that noted they were planning on incentives or incentivizing positions in IHS in the future. I was wondering what was meant by this?
- A. The IHS is in discussion with CCHQ to develop policy on an incentive pay that is tied to filling a hard-to-fill position or assignment. More details will be forthcoming once the process is further along.

Miscellaneous

TSA Pre-check

- All USPHS Commissioned Corps Officers will automatically be enrolled in TSA Pre-Check, as long as they meet all eligibility requirements, including having a current, unexpired Tier 3 background investigation with childcare addendum
- All Officers assigned to the IHS have a minimum Tier 3 investigation with childcare addendum
- We are working with the Division of Personnel Security and Ethics to ensure investigations are current
- No action is needed by individual officers



The DCPS Website

Division of Commissioned Personnel Support (DCPS)

Training Webinars

Announcements

Frequently Asked Questions (FAQs)

Regional Offices

Officer Resources

Contact Us

Division of Commissioned Personnel Support (DCPS) (www.ihs.gov/dcps)



The Division of Commissioned Personnel Support (DCPS) is a division within the Indian Health Service (IHS) Office of Human Resources (OHR). DCPS is responsible for the administration of the Commissioned Corps programs for approximately 2,000 commissioned officers assigned to IHS/Tribal/Urban facilities throughout the United States. DCPS staff serve as subject-matter experts and consultants to IHS leadership, program officials, commissioned officers, and their dependents and survivors, on all Commissioned Corps matters, including personnel actions, recruitment and retention, career development, leave of absence, performance management, honor and service awards, discipline, standards of conduct, promotions, training, travel, assignments to Tribal and Urban programs through memoranda of agreement.

Save the Dates!

Upcoming IHS Corps Officers All-Hands Meetings

December 2, 2020

January 6, 2021

February 3, 2021

March 3, 2021

April 7, 2021

Times will generally be 1530 or 1600 EST.



Contact Information

Find contact information for Regional or HQ DCPS representatives on the DCPS website at <https://www.ihs.gov/dcps/regionaloffices/full-list-by-region/>

Or contact us at IHSCorpsInquiries@ihs.gov

Thank you!

