



## INDIAN HEALTH SERVICE HEADQUARTERS

### Welcome to the IHS Commissioned Corps All-Hands Call April 7, 2021

You will hear music as you wait for the meeting to begin.

Conference Dial In: 1-888-391-3141  
Participant Code: 8680097

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





INDIAN HEALTH SERVICE HEADQUARTERS

# IHS Corps Officers All-Hands

April 7, 2021

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

# Agenda

- Commissioned Corps Updates
- Leave, eCORPS, Alternate Work Schedules
- Foreign Travel
- Assignment Pay
- Answering Your Submitted Questions
- Live Questions and Answers



# Commissioned Corps Updates



# Commissioned Corps Updates

- New Assistant Secretary for Health and Surgeon General
- Retirement Pay
- BLS Extension June 2021
- COVID-19 Vaccine
- Physical Training Uniforms (PTUs)



# Commissioned Corps Updates

- Assignment Pay
- Summer Whites
- Unaccompanied Children Program
- The Commissioned Corps Bulletin



# Leave, eCORPS, Alternate Work Schedules



# Leave, eCORPS, Alternate Work Schedules

## Leave Policies

- Commissioned Corps Instruction 361.01, “Leave of Absence; General”
- Commissioned Corps Instruction 362.01, “Annual Leave”
- Commissioned Corps Instruction 363.01 “Sick Leave”
- Commissioned Corps Instruction 29.1.5 “Absence Without Leave”





# Leave, eCORPS, Alternate Work Schedules

## Purpose of Leave:

- Rest, recuperate, and refresh both mentally and physically
- Approved in advance
- Subject to recall to duty
- Important leave periods



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Annual
- Sick Leave
- Station Leave
- Administrative Leave
- Permissive TDY
- Court Leave
- Adoption Leave
- Paternity Leave
- Maternity Leave
- Post-Deployment Respite  
Absence (PDRA)
- Emergency Leave
- Emergency Leave of Absence



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Annual
  - Any period of one workday or more during an officer's schedule working hours
  - Submitted/approved in eCORPS



# Leave, eCORPS, Alternate Work Schedules

MON	TUE	WED	THU	FRI	SAT
<b>Mar 1</b>	2	3	4	5	6
8	9 Annual	10 Annual	11 Annual	12 Annual	13 Annual
15 Annual	16 Annual	17 Annual	18	19	20
22	23	24	25	26	27
29	30	31	<b>Apr 1</b>	2	3

SUN	MON	TUE	WED	THU	FRI	SAT
Nov 29	30	<b>Dec 1</b>	2	3	4	5
Previous Appointment	7	8	9	10	11	12
	14	15	16	17	18	19
	21 Annual	22 Annual	23 Annual	24 Holiday Annual	25 Holiday Annual	26 Annual
	27 Annual	28 Annual	29 Annual	30 Annual	31 Annual	<b>Jan 1, 21</b> Holiday



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Sick
  - Medical services or incapacitated for the performance of duties by sickness, injury, pregnancy or postpartum
  - Submitted/approved in eCORPS
  - Not authorized for the care of a family member
  - If you are place on sick leave for recovery, sick leave must be documented on the weekends.



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Station
  - During off-work hours on two consecutive workdays
  - A non-workday unless the non-workday falls within a period of annual leave
  - For a period of less than one workday



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Administrative
  - Any absence for a full workday or more than is normally charged as annual leave
  - No more than five days each calendar year
  - Examples:
    - Attendance at professional meetings
    - Professional examinations
    - State licensure and/or specialty board certifications



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Administrative in conjunction with a Permanent Change of Station (Transfer)
  - Officers may be granted up to three days before departing the old duty station
  - Officers may be granted up to three days upon reporting to the new duty station.





# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Permissive Temporary Duty (TDY)
  - Attend or participate in an official or semi-official program
  - Examples:
    - Attendance at a national convention/meeting,
    - Accompanying a dependent patient,
    - Participating in recruiting activities



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Paternity Leave
  - Authorized for a married Corps Officer
  - Authorized up to 10 consecutive days
  - Must be used within 45 days after the birth of the child



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Maternity Leave
  - Authorized 84 consecutive days from the date of discharge from the hospital



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Post-Deployment Respite Absence (PDRA)
  - Authorized when returning from serving a public health emergency or national crisis deployment
  - Must consist of 14 or more consecutive days away from their Permanent Duty Station
  - Must be outside a 50 mile radius
  - Must be used consecutively and within 48 hours upon return to their home station



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Absent Without Leave (AWOL)
  - Absent from the designated place of duty and is not on an approved leave status as determined by the leave granting authority
  - Administrative Actions:
    - Forfeiture of pay and allowances
    - Travel and transportation
    - Annual leave does not accrue
    - Disability retirement/separation pay



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Absent Without Leave (AWOL) continued
  - No credit towards:
    - Special or incentive pay agreement
    - Acting Duty service obligations
    - National Health Service Corps Scholarship Program



# Leave, eCORPS, Alternate Work Schedules

## Types of Leave:

- Absent Without Leave (AWOL) continued
  - Consideration of Status:
    - Unable to report to duty station for causes beyond the officer's control
    - Absence caused by mental or physical incapacity
    - Unavoidable detention



# Leave, eCORPS, Alternate Work Schedules

## Electronic Commissioned Officer Resources Processing System (eCORPS):

- The only system of record for requesting / approving leave.
- Username Location – Posted in the Officer Secure Area dashboard.
- Password resets are sent to the email that was used to establish your account
  - If your email address is incorrect, update your email address under your Officer Secure Area, Readiness and Deployment Self-Service.
- Confirmation of leave is approved one at a time

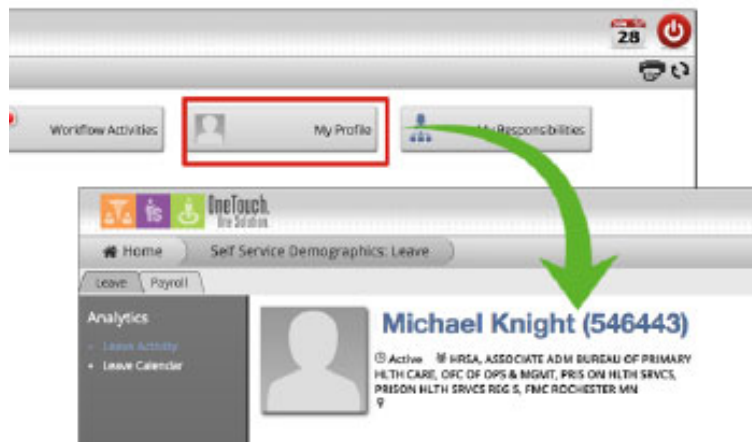




# Leave, eCORPS, Alternate Work Schedules

## Electronic Commissioned Officer Resources Processing System (eCORPS):

- Checking Leave balance
  - Click on My Profile



### Leave Balance

Administrative Edit of Leave    Change Leave Type

Effective: Active Payroll Ends Date (3/31/2021)

Leave Type	Begin Date	End Date	Beginning Balance	Current Period Activity	Ending Balance
Annual (2020) Excess Leave	3/1/2021	3/31/2021	1.00	0.00	1.00
Annual	3/1/2021	3/31/2021	65.50	2.50	68.00
Administrative Station	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days
Paternity	10/1/2020	3/31/2021	Usage since 10/1/2020 is		4.00 Days
Permissive	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days
Sick	10/1/2020	3/31/2021	Usage since 10/1/2020 is		15.00 Days
Maternity	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days
Emergency	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days
COT	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days
Respite	10/1/2020	3/31/2021	Usage since 10/1/2020 is		0 Days



# Leave, eCORPS, Alternate Work Schedules

## Electronic Commissioned Officer Resources Processing System (eCORPS):

- Pending and Future Leave Requests
- Click on My Profile

**Pending and Future Leave Requests**

Leave Type	Appr	Start Date	End Date	Days Taken
Annual Leave		03/13/2017	03/13/2017	1
Annual Leave		03/10/2017	03/10/2017	1
Annual Leave		03/07/2017	03/07/2017	1

**Leave Activity**

Leave Type	Start Date
Annual	

**Leave Activity**

Leave Type	Approval
Annual	
Annual	
Annual	

**United States Public Health Service**  
**Proof of Leave Approval**

1. LEAVE REQUESTOR INFORMATION			
Name	Employee ID	Email	
John Doe	12345	jdoe@phs.com	
Work Location (name and work address)			
123 Ashwood Rd. APT 500			
Saint Paul MN 00123			
Destination Location			
777 Paradise Rd.			
Paradise	CA	00923	Phone No. 555-555-5555
Leave Requestor Remarks			
A remark as an explanation to my leave request.			
2. LEAVE APPROVER INFORMATION			
Leave Request Status		Name	Date
APPROVED			
3. LEAVE REQUESTED			
Leave Type	Start Date	End Date	Unit Type Amount



# Leave, eCORPS, Alternate Work Schedules

## Alternate Work Schedules

- Established / Approved by your supervisor
- Common alternate work schedules:
  - Compressed Work Schedule - Four days, 10 hour shifts
  - Modified Work Schedule - One week on, one week off
  - Panama Shift Schedule – 6 days on, 5 days off; 5 days on, 6 days off



# Leave, eCORPS, Alternate Work Schedules

## Issues related to Leave or eCORPS

- Contact your Regional Liaison Team first.



# Foreign Travel



# Foreign Travel

- [Security Executive Agent Directive \(SEAD\) 3](#) HHS travelers who have been granted access to classified information or hold a sensitive position (including those eligible for access to classified information) are required to report official & unofficial foreign travel to HHS Office of National Security.
- HHS 845-Pre-Travel Approval : Submitted 30 days prior to foreign travel
- HHS 844-Post-Travel Follow-Up Form: Submitted within 5 days of your return
- For foreign contact reporting, you are required to report your initial contact (described as close and continuing or sharing of personal information). You are required to update your foreign contact information when the frequency of contact changes (i.e., increase, decrease or cease).
- Submit forms to HHS OSSI mailboxes at [International@hhs.gov](mailto:International@hhs.gov) and [SSO@hhs.gov](mailto:SSO@hhs.gov)



# Foreign Travel

- Review and follow the HHS Foreign Travel Checklist steps located at: <https://intranet.hhs.gov/about-hhs/national-security/foreign-contacts-visitors-and-travel>
- Sign-up for the Smart Travelers Enrollment Program: <https://step.state.gov/step>
- Review HHS Office of National Security Foreign Travel Briefing and State Department Advisories for potential counterintelligence and security threats.
  - Do not discuss sensitive matters where they could be overheard
  - Secure information that is valuable to you and the Department
  - Know contact information for nearest Consulate or Embassy
  - Do not look for electronic audio or video devices in foreign hotel rooms
  - Do not engage in illegal activity in a foreign country
  - Do not leave your laptop computer, phone, or sensitive documents unattended

*Always be aware of your surroundings, trust your instincts, and report anything suspicious*



# Foreign Travel

- What do you do if you get into trouble in a foreign country?
  - Remain calm.
  - Do not conduct your own investigation
  - If you feel threatened, immediately report the information to the local police and US Embassy or Consulate
    - For 24/7 assistance with emergencies, you can contact the Office of Overseas Citizen Services, Bureau of Consular Affairs, at 202-501-4444 or 202-647-5225.

Upon return, please provide the Travel Security Team with details of the incident via email at [international@hhs.gov](mailto:international@hhs.gov) or via fax at 202-205-3634





# Assignment Pay



# Assignment Pay

- [CCD 151.06 Assignment Pay, CCI 633.06 Assignment Duty Pay and POM 821.79 Assignment Pay Locations, Rates and Agreements](#)
  - Category Criteria: Provide direct care or support the clinical care mission
  - Position Criteria: Direct care, oversees the provision of direct care, supports patient care, or leadership/multidisciplinary
  - Officer criteria: O-6 or below, specific positions, duty status, conditions of service, performance and conduct



# Assignment Pay

- [CCD 151.06 Assignment Pay, CCI 633.06 Assignment Duty Pay and POM 821.79 Assignment Pay Locations, Rates and Agreements](#)
  - Active duty obligation (ADO) is served concurrently with other ADO
  - Obligation/Agreements: 2, 3, or 4 years
  - Reassignment must be requested by the OpDIV to CCHQ
  - Pay rate varies by length, specialty, and location (see POM)



# Assignment Pay

- [CCD 151.06 Assignment Pay, CCI 633.06 Assignment Duty Pay and POM 821.79 Assignment Pay Locations, Rates and Agreements](#)
  - Officers will continue to receive AP until the completion of the agreement, even if the site no longer meet the qualifications
  - Location Factors: 2 year vacancy rates >15% for Isolated Hardship (ISOHAR) designation or > 30% for non-ISOHAR
  - Vacancy rates due to CCHQ by 31 JULY of each year.
  - PHS 7086 ASSIGNMENT PAY (AP) AGREEMENT
  - DCPS AP Agreement Submission Process is forthcoming



# ANSWERING YOUR SUBMITTED QUESTIONS



# LIVE QUESTIONS AND ANSWERS



# 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](http://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.



# Contact Us

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](mailto:IHSCorpsInquiries@ihs.gov)

**The next IHS Corps Officers All-Hands will be  
5 May 2021 at 3:30 PM EST**

**Thank you!**

