

**MEMORANDUM OF AGREEMENT BETWEEN  
DEPARTMENT OF INTERIOR (DOI)  
AND  
DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)  
OFFICE OF PUBLIC HEALTH AND SCIENCE (OPHS) for the  
COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE (Corps)**

**I. PURPOSE**

This Memorandum of Agreement (MOA) sets forth the mutually agreed upon rules and procedures governing the detail of officers of the Commissioned Corps of the U.S. Public Health Service (Corps), Department of Health and Human Services (HHS), to the Department of the Interior (DOI) for indefinite terms of service based on the assignment needs identified by DOI.

DOI is the Nation's principal conservation agency and manages 500 million acres of surface land or about one-fifth of the land in the United States and hosts 457 million visits per year. Detailed Corps/HHS officers assist DOI leaders, managers, and staff in protecting and promoting the health of the visiting public and DOI employees, as well as assisting in environmental issues such as the preservation of ecosystems. Corps/HHS officers evaluate drinking water systems, waste water systems, food service facilities, dams, and other facilities to ensure compliance with applicable local, State and Federal public health regulations, conduct disease surveillance, and respond to outbreaks. Assignments include work in environmental health, occupational health and safety programs, health sciences, air pollution prevention, environmental compliance, epidemiology, engineering, and program administration. The potential exists for the assignment of veterinarians to assist in zoonotic disease detection, response, and research. Officers also serve as DOI ready responders during emergency situations and natural disasters.

The purposes of the MOA are to (1) establish and clarify rules and procedures relative to the public health mission(s) of DOI; (2) establish a single point of contact for general administration of this MOA as it relates to personnel management; and (3) establish an official who has the authority to commit funds on behalf of DOI that are necessary to support this MOA.

**II. AUTHORITY**

A. Section 214 of the Public Health Service Act (42 U.S.C. 215(a)). Pursuant to 42 U.S.C. 215(a), HHS is authorized to detail Corps/HHS officers to Federal agencies in order to cooperate in, or conduct work related to, the functions of such department.

B. Commissioned Corps Directive (CCD) 121.04, "Non-Departmental Organization Details," and Commissioned Corps Instruction (CCI) 323.05 (CC23.5.8), "Detail to Federal Agencies." (See <<http://dcp.psc.gov>>.)

C. 42 U.S.C. 204a.

### **III. GENERAL RESPONSIBILITIES APPLICABLE TO HHS, DOI, AND DETAILED OFFICERS**

This MOA contains general requirements applicable to officers detailed from Corps/HHS to DOI based on the assignment needs identified by DOI and may contain specific requirements applicable to DOI. Explanation of costs and operational information are set forth in the Addendum, "Explanation of Costs, Operational, and Financial Information."

### **IV. OPERATIONAL RESPONSIBILITIES**

A. DOI Operational Responsibilities. DOI shall:

1. Designate a single DOI contact official to be responsible for the implementation of this MOA. This person, or his/her designee named in writing and provided to HHS, will be the only person authorized by DOI to act on its behalf regarding this MOA. All issues related to this MOA, including mobilization or recall of officers will be coordinated through this official. The name and specific contact information for this official is provided in the Addendum. A single official with full DOI authority to commit funds in support of this MOA will also be named in writing. Such designation will be kept current by DOI via periodic revalidation agreeable to both DOI and HHS.
2. Specify the particular public health related billet assignment into which detailed officers will be placed and the applicable supervisor(s) for the officers and assure that officers function within the scope of the particular billet.
3. Notify HHS, Office of Commissioned Corps Force Management (OCCFM) 60 days prior to 1 October (beginning of the fiscal year) of the projected number of officers, by training and experience, requested to fulfill the purposes of this MOA. Similarly, DOI will notify OCCFM as early as practicable, but no later than 1 year in advance, of any project reorganizations or significant personnel plans that may result in the return of officers. Such notices will be provided to: Director, Office of Commissioned Corps Force Management, 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, Maryland 20852 (Phone 240-453-6161).

4. Inform the Office of the Surgeon General (OSG) of any serious or life-threatening illness or any hospitalization of a detailed officer within 24 hours of such event. Notwithstanding the provisions of IV.1 and IV.3, DOI also can obtain assistance with health and medical issues of officers through the HHS/Program Support Center, Office of Commissioned Corps Support Services, Medical Affairs Branch (Phone: 1-800-368-2777).
5. Initiate and fund requests for required investigations for sensitive positions and associated security clearances and notify the HHS Office of Security and Strategic Information of the results of such investigations once the investigation is completed.
6. Ensure that those officers designated by the Assistant Secretary for Health (ASH), or his/her designee, and the Surgeon General to serve as members of various HHS boards, councils, committees, and workgroups are enabled to do so.
7. Designate those persons within DOI who will be permitted to have access to the electronic Official Personnel Folder (eOPF) maintained by the Office of Commissioned Corps Operations (OCCO) of the Office of the Surgeon General (OSG) on all officers detailed under this MOA. These individuals will be considered the liaisons between DOI and OSG. DOI shall designate one designee and one alternate and shall provide OSG timely written notification of the names of such designees. No other employee or official of DOI will have rights to access an officer's eOPF or corresponding hard copy record.
8. Coordinate return of officers to HHS consistent with the following:
  - a. When an officer is to be returned from a detail under this section, the DOI person designated to be responsible for the implementation of this MOA will be the contact point for HHS in resolving issues related to the return of the officer.
  - b. Return of officers under this section and under pertinent Corps/HHS guidance may only be undertaken on the basis of documented unsuitability (medical or otherwise), misconduct and/or disciplinary problems, unresolved performance issues, or a DOI funding issue.
  - c. If an officer is being considered for return under this section, DOI will fully investigate the matter and develop and forward a complete record of documentation sufficient to permit Corps/HHS to take appropriate action. DOI will retain the ability to temporarily suspend professional clinical privileges, if applicable, in the event of a suspected adverse action, then, pending outcome

of investigation, revoke privileges if the officer was found to be professionally negligent in providing clinical services. DOI will report such actions to OSG, which will serve as the action authority for subsequent administrative actions.

- d. DOI will submit a written request for return of an officer to OSG, with corresponding written notice to the assigned officer, as early as practicable. OSG will make every effort to reassign the officer as expeditiously as possible but no later than 150 days following receipt of the written request for the return of the officer.
  - e. After receiving such a request from DOI, OSG will assist the officer in locating an appropriate reassignment. Such assistance will consider the conditions for the requested return, the officer's skills and experience, and other assignment-related factors. Appropriate disciplinary actions may be taken if the return is due to misconduct or poor performance.
  - f. DOI will provide funding for no longer than 150 days for the continued detail of the officer. The officer will no longer be detailed under this MOA as evidenced by transfer orders being issued to the officer.
9. Ensure that DOI processes all claims arising out of the activities under this MOA, including those alleging negligent acts or omissions by Corps/HHS officers. Processing of these claims shall include final settlement negotiations and payment and litigation support to the Department of Justice, if required. Corps/HHS will cooperate in providing information, documentation, and access to any witness under its control to assist the evaluation and resolution of said claims. Notwithstanding the provisions of IV.B.1, the designated primary HHS point of contact for coordinating such support is the Deputy Associate General Counsel, Claims and Employment Law Branch, General Law Division, Office of the General Counsel (OGC) (Phone: 202-619-0150).
10. Provide human resources support as follows:
- a. Serve as the detailed officers' liaison with OSG to ensure that the personnel, administrative, and fiscal requirements of this MOA are met.
  - b. Establish and maintain an accurate rating scheme to ensure that all personnel within the rating chain are aware of the requirements and suspense dates for the timely processing of Commissioned

Officers' Effectiveness Reports (COERs) in accordance with current Corps/HHS policy and Personnel Operations Memorandums.

- c. Complete, review, and coordinate all requests for personnel actions, billet descriptions, separations, and retirements with OSG.
- d. Review, coordinate, and submit recommendations for officers with the appropriate office within DOI and OSG to ensure that personnel are recognized for acts of achievement and exceptional service in a timely fashion and that award submissions are in accordance with DOI and Corps/HHS policy.
- e. Serve as the Leave Maintenance Clerk for officers carrying out activities under this MOA, receive, process, and file all leave requests in the Commissioned Officers Leave Tracking System (COLTS), and maintain an electronic copy of form PHS-1345, "Request and Authority for Leave of Absence," on each officer.
- f. Establish a DOI station file on officers for maintaining all documents processed and submitted while carrying out activities under this MOA. This provision does not negate the need for DOI to submit documents to maintain an officer's eOPF under IV.A.7.
- g. Provide assistance in resolving issues related to an officer's pay and allowances to ensure accurate and timely payment of all benefits and compensation for officers and assist with the processing and submission of all special pay and incentive pay requests. Notwithstanding the provisions of IV.B.1, DOI should contact HHS/Program Support Center, Office of Commissioned Corps Support Services, Compensation Branch (Phone: 301-594-2963) to address pay issues.
- h. Monitor the electronic Commissioned Corps Issuance System (eCCIS) and other relevant policy issuances governing the Corps/HHS and communicate changes or updates to officers detailed under this MOA.
- i. Coordinate with OSG to ensure that all incidents of misconduct or requests for reassignment based on poor performance are identified and processed in a timely fashion to ensure that officers receive

thorough investigation(s) of all claims, timely access to legal representation, if applicable, and a fair and just process to determine the appropriate action to be taken against officers, when warranted.

- j. Provide the immediate administrative and/or clinical supervision of officers while detailed to DOI and designate a DOI official who will be responsible for the day-to-day supervision of the officer while performing the duties required under this MOA.

B. HHS Operational Responsibilities. Corps/HHS shall:

- 1. Designate a contact person for overall management of this MOA. The designated primary contact person for the Corps/HHS is:

Director, Office of Commissioned Corps Operations  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, Maryland 20852  
Phone: 240-453-6000

Other than the ASH, or a redesignation by the ASH provided to DOI in writing, this official or his/her designee will be the only person authorized by HHS to act on its behalf regarding this MOA. All issues related to this MOA, including mobilization or the recall of officers, will be coordinated through OSG and this official.

- 2. Provide access to and policy interpretation for the regulations and policies governing the Corps/HHS, as necessary, for carrying out the requirements of this MOA and obtain Corps/HHS legal consultation and guidance regarding the interpretation of these regulations and policies, as appropriate.
- 3. To the extent possible, detail officers to DOI based on:
  - a. Need for Corps/HHS officers for public health related assignments identified by DOI; and/or
  - b. Extent of services, grades, and the number of Corps/HHS officers needed based on the annual force projection requests as provided to OCCFM.
- 4. Coordinate with designated DOI officials, and exercise professional oversight and support of officers as active members of the Corps/HHS with all the rights, obligations, and entitlements thereto.

5. Issue orders as appropriate, including, but not limited to, permanent change of station (PCS) orders for all officers relating to their assignment to, reassignment within, or assignment out of DOI.
6. Administer the personnel and payroll support systems for the officers detailed under this MOA.
7. In consultation with DOI, maintain the right to reassign officers from DOI to Corps/HHS based upon its mission and deployment readiness needs. However, unless waived by DOI in writing, or upon return of an officer pursuant to IV.A.8, HHS will not reassign an officer from DOI to HHS until the officer has served at least 24 months on detail under this MOA.

C. Readiness and Recall Requirements.

1. Pursuant to Commissioned Corps Directive (CCD) 121.04 of the electronic Commissioned Corps Issuance System (eCCIS) (See <<http://dcp.psc.gov>>), officers are required to meet and maintain force readiness standards as established by the HHS ASH. DOI will ensure that officers detailed under this MOA are placed in DOI billets for the duration of the detail.
2. Pursuant to 42 U.S.C. 204a(c), officers detailed to DOI and the deployment of such officer by the Secretary in response to an urgent or emergency public health care need shall be deemed to be an authorized activity of DOI.
3. During a period of war, urgent public health need, or during a national or public health emergency as determined by the HHS Secretary or higher authority, HHS has full authority to terminate this MOA and recall officers from DOI. Notwithstanding the provisions of IV.B.1, DOI may request a waiver from recall for specific officers provided such waiver requests are submitted to the ASH in writing and in accordance with any protocols developed for the purpose between DOI and Corps/HHS.
4. Pursuant to 42 U.S.C. 217, in time of war or emergency, the President may utilize the Corps/HHS to such extent and in such manner as shall in the President's judgment promote the public interest and by Executive Order declare the Corps/HHS to be a military service. Should the Corps/HHS be militarized, DOI will release officers to provide military service as determined or required by the President for the duration of this declaration.

## V. FINANCIAL RESPONSIBILITIES<sup>1</sup>

- A. DOI Financial Responsibilities. DOI shall, subject to the availability of appropriations:
1. Directly reimburse to HHS or officers, or pay directly as applicable, for travel and transportation allowances as provided for in accordance with the Joint Federal Travel Regulations (JFTR) of the uniformed services. This includes but is not limited to travel and transportation entitlements for officers upon their initial assignment to DOI or upon their separation (or retirement, if applicable) from the Corps/HHS while detailed under this MOA. Further, it will include per diem, travel, and transportation allowances for temporary duty travel and reassignment within DOI to other geographical areas.
  2. Directly reimburse to Corps/HHS the cost of any necessary transportation to and from medical facilities for examination and treatment of officers, as authorized by the JFTR.
  3. In the event of the death of an officer while on detail under this MOA, be responsible for all expenses to which the officer's survivors or beneficiaries are entitled by law, including, but not limited to: expenses for transportation of dependents; shipment of household goods to a place selected by the survivors; burial expenses, including transportation of the body to the place of interment; payment of the uniformed service death gratuity; and payment for unused annual creditable leave at the time of the officer's death.
  4. Reimburse Corps/HHS for all payroll costs (salary and allowances) associated with officers detailed under this MOA in accordance with reimbursable schedules established by Corps/HHS. The pro rata portion of the annual Servicemembers' Group Life Insurance premium will be reimbursed through a separate agreement.
  5. Provide the name and contact information for the responsible official for billing purposes in the Addendum.
  6. Reimburse Corps/HHS for the standard administrative fee for officers detailed under this agreement (personnel services and maintenance costs related to payment and accounting for salaries and allowances) and the Corps/HHS administrative fee of 0.9 percent of the total monthly value of payroll related to salaries and allowances for processing agreements outside of HHS.

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<sup>1</sup> See the Addendum for a list of all costs associated with Corps/HHS officers under this agreement.

7. DOI agrees to reimburse Corps/HHS through the monthly billing process via the Intergovernmental Payment Collection System (IPAC).
- B. HHS Financial Responsibilities. HHS shall:
1. Establish the necessary accounting structure to record obligations and disbursements. The name of the Corps/HHS point of contact for billing appears in the Addendum.
  2. Determine, annually, the Corps/HHS personnel administrative fee per officer. DOI agrees to reimburse Corps/HHS through the monthly billing process via the Intergovernmental Payment Collection System (IPAC). Any change in the fee will be communicated to DOI as soon as possible after the change is known. The personnel administrative fee per officer shall be the same as that assessed to HHS Operating Divisions and Staff Divisions.
  3. Be responsible for all costs associated with the return of officers if Corps/HHS terminates the MOA pursuant to VIII.E.
- C. Financial Responsibilities Applicable to Both HHS and DOI. HHS and DOI shall:
1. For all reimbursable details, determine the estimated costs of the MOA for the coming year and enter into one or more reimbursable agreements agreeable to the parties that will be reviewed and renewed annually.
  2. Arrange for the transfer of funds from DOI for payment of compensation, allowances, and expenses of officers (including expenses associated with the administration of substandard performance and disciplinary boards), and payments, if needed, for death gratuity et al., in accordance with the laws and regulations governing officers. These expenses shall also include the Federal government's share of Social Security coverage.

## **VI. PERSONNEL RIGHTS AND RESPONSIBILITIES**

- A. General.
1. Officers must adhere to and comply with DOI policies and programs that apply to all DOI members, provided such policies or programs are not in conflict with Federal law and Corps/HHS Directives and Instructions of the eCCIS. Advice and consultation on administrative and disciplinary matters is also available to DOI through OSG/OCCO Adverse Actions Office at phone 240-453-6002 (See Commissioned Corps Directive CC46.4.1, "Disciplinary Action," of the eCCIS).

2. All formal communications between either DOI or Corps/HHS and officers assigned under this MOA shall be through the designated chain of command as determined by DOI and Corps/HHS. Communications not properly transmitted will be returned to the originator for proper routing.
3. Once detailed, officers may be reassigned within DOI based on the identified needs of DOI. Reassignments may involve a new billet designation by DOI, but in the event a reassignment occurs, the reassignment shall require a written request for transfer provided to OSG/OCCO utilizing form PHS-1662, "Request for Personnel Action – Commissioned Officer," and the subsequent issuance of orders to the officer. All reassignments must be consistent with the terms of this MOA.
4. The identified liaison officials shall have access to the eOPFs maintained by OSG/OCCO for officers assigned under this MOA.
5. All requests for short-term training, as defined in Commissioned Corps Instruction (CCI 325.01) CC25.2.1, "Extramural Training," of the eCCIS, by officers assigned to DOI shall be processed and approved by DOI officials in accordance with DOI procedures and delegations of authority. Active duty obligations of officers incurred pursuant to such training shall be determined in accordance with the provisions of (CCI 325.03) CC25.2.2, "Extramural Training Obligations," of the eCCIS.
6. All requests for long-term training, as defined in (CCI 325.01) CC25.2.1, "Extramural Training," of the eCCIS, by officers assigned to DOI will be reviewed by DOI, which will submit a recommendation for approval or denial of the training request to OSG. The training request will be processed by OSG, in accordance with procedures established in this policy issuance. Active duty obligations of officers incurred pursuant to participation in long-term training shall be determined in accordance with the provisions of (CCI 325.03) CC25.2.2, "Extramural Training Obligations," of the eCCIS.
7. Grievances and equal opportunity actions will be handled under the rules and procedures for such actions set forth in the Directives and Instructions contained in the eCCIS.
8. All officers have the right to apply to the Commissioned Corps Board for Correction of Corps Records to request a change in a record to correct an error or remove an injustice.

B. Requirements.

1. Each assignment of an officer to DOI shall be for an indefinite period unless otherwise set forth in the officer's personnel order. Subject to

Corps/HHS approval, each assignment or reassignment of one or more officers will be requested by DOI and implemented in accordance with VI.A.3.

2. Corps/HHS officers will make timely report to the Chief, Compensation Branch, Office of Commissioned Corps Support Services, Program Support Center, HHS, of any change in their status with respect to dependents that may affect their entitlement to Basic Allowance for Housing:

Chief, Compensation Branch, OCCSS/PSC/HHS  
Room 4-50, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857

3. Officers assigned under this MOA will normally wear the location-appropriate Corps uniform on a daily basis in accordance with applicable grooming and uniform wear standards as published in the eCCIS. Specifics of uniform wear shall be established by Personnel Operations Memorandums issued by OSG. However, when appropriate to meet the DOI mission, DOI may authorize or require an officer to wear civilian attire. Such authorization shall be in writing and submitted to OSG for approval, and a copy of the approval placed into the officer's eOPF.
4. Officers must adhere to and comply with policies and programs that apply to all officers assigned to DOI, provided such policies or programs are not in conflict with Federal laws pertaining to HHS and regulations pertaining to officers detailed officers under 42 U.S.C. 215. Officers assigned under this MOA shall adhere to DOI drug testing, security, confidentiality, and training requirements.
5. Officers assigned under this MOA remain subject to the provisions of 18 U.S.C. 203, 205, 207, and 208, with respect to their conduct and prohibitions against conflicts of interest.
6. Officers assigned to DOI must adhere to and comply with Federal law and Corps/HHS requirements pertaining to Government ethics/standards of conduct, including financial disclosure reporting. The DOI supervisor will determine if the assigned officer is performing duties for DOI that require the submission of a Confidential Financial Disclosure Report (Form OGE 450) on an annual basis. Those officers, who are designated as Financial Disclosure Report filers, must submit form OGE 450 to their DOI supervisor for an initial review. Final review and certification of form OGE 450 will be undertaken by the HHS designated Operating Division or Staff Division ethics official. Review and approval of outside activity requests shall be undertaken by DOI following their procedures. Officers

must ensure the foregoing documentation is provided to Corps/HHS through the Director, OCCO, after review and signature by the DOI supervisor.

C. Benefits.

1. To the extent permitted by law or regulation, officers assigned under this MOA are covered by the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), 2671-2680, and by the malpractice provisions of the PHS Act (42 U.S.C. 233), with regard to suits or claims of property damage or personal injury or death arising from their conduct while acting within the scope of their office or employment. Determination regarding scope of office or employment shall be made by the Department of Justice as the need may arise.
2. Officers assigned under this MOA shall be authorized leave in accordance with Corps/HHS regulations and policies, as follows:
  - a. DOI shall ensure that all leaves of absence (annual, station, sick, administrative, and court) be authorized by the leave granting authorities designated by DOI. DOI will report immediately all periods of absence without leave (AWOL) of officers to OSG, so that pay of the officer concerned can be withheld.
  - b. DOI shall:
    - (1) Be responsible for accounting for and reporting such leave to OSG through the electronic Commissioned Officers Leave Tracking System (COLTS); and
    - (2) Have access to the leave balance of each such officer by use of the COLTS.
      - a. DOI shall certify annual leave balances to OSG, when HHS requires such certification.
      - b. DOI shall maintain leave records for officers detailed under this MOA and provide such information to OSG.
      - c. Station leave (generally synonymous with military "liberty," and defined as authorized absence from place of duty for less than a full work day) for officers assigned under this agreement may be granted either orally or in writing by the designated

leave granting authorities without charge to the officer's annual leave balance.

- d. DOI shall ensure that a copy of all requests for and approvals of sick leave for officers be sent promptly to the HHS/Program Support Center, Office of Commissioned Corps Support Services, Medical Affairs Branch, Parklawn Building, Room 4C-04, 5600 Fishers Lane, Rockville, Maryland 20857.
3. Officers assigned under this MOA are eligible for participation in the PHS Commissioned Corps Honor and Cash Awards programs in accordance with procedures established by Corps/HHS. Officers are not eligible for participation in any cash awards program except those established by HHS pursuant to 42 U.S.C. 213a (a) (15) and 10 U.S.C. 1124, but they may participate in DOI awards and recognition programs for informal and nonmonetary recognition.

## **VII. DISPUTE RESOLUTION**

Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within 30 calendar days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

## **VIII. PERIOD OF AGREEMENT AND MANDATORY STIPULATIONS**

- A. This MOA becomes effective upon the entry of the final signatures, and shall remain in effect for 10 years from its effective date subject to the provisions of VIII.C.
- B. Corps/HHS and DOI will perform a joint review of the terms and conditions of this MOA every 4 years from the effective date.
- C. This agreement may be terminated by any party provided notice is given to all parties in writing at least 90 days prior to the date of termination, with the exception of blanket memorandums of agreement (BMAs) in which there are more than 10 officers detailed at the time of the proposed termination.
- E. At least 120 days notice must be given prior to the proposed date of termination if there are more than 10 but less than 30 officers detailed under the BMA at the time of the proposed termination. For BMAs in which there are 30 or more officers detailed at the time of the proposed termination, at least 180 days notice

must be given prior to the proposed date of termination, during which time a schedule for the termination and return will be developed and agreed upon by the parties.

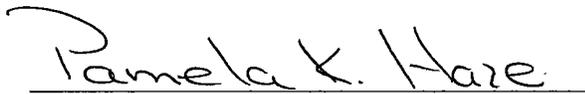
- F. This MOA does not result in the obligation of Federal funds, but provides a framework for future obligations based on the detail of officers to DOI.

Addendum - Explanation of Costs, Operational, and Financial Information

MEMORANDUM OF AGREEMENT BETWEEN  
DEPARTMENT OF INTERIOR (DOI)  
AND  
DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)  
OFFICE OF PUBLIC HEALTH AND SCIENCE (OPHS) for the  
COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE (Corps)

**SIGNATORY PAGE**

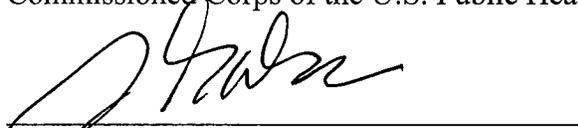
Concluded and signed in two originals for the Department of the Interior:

  
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Date: Feb. 8, 2009

Pamela K. Haze  
Acting Assistant Secretary  
Policy, Management and Budget  
Department of the Interior

Concluded and signed in two originals for the Department of Health and Human Services,  
Commissioned Corps of the U.S. Public Health Service:

  
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Date: 3/25/09

RADM Steven K. Galson, USPHS  
Acting Assistant Secretary for Health

## ADDENDUM

### EXPLANATION OF COSTS, OPERATIONAL, AND FINANCIAL INFORMATION

#### Section I: Explanation of Costs

Each officer's cost will include the following charges to be reimbursed to HHS:

##### A. Annual

1. Corps/HHS personnel administration fee is assessed per officer and is determined annually by HHS (for Fiscal Year 2009 the fee is \$3,658.43 per officer per fiscal year). This charge supports personnel services and maintenance costs related to payment and accounting for salaries and allowances. DOI agrees to reimburse Corps/HHS through the monthly billing process via the Intergovernmental Payment Collection System (IPAC). Any change in the fee will be communicated to DOI as soon as possible after the change is known. The personnel administration fee per officer shall be the same as that assessed to HHS Operating Divisions and Staff Divisions.
2. The pro rata portion of the annual Servicemembers' Group Life Insurance (SGLI) premium based on the number of officers detailed to DOI under this MOA as of the end of each fiscal year will be charged under a separate agreement.

##### B. Monthly

1. HHS administrative fee is 0.9 percent of the total salary and allowances of officers detailed to DOI under this agreement and shall be assessed as an administrative fee for processing agreements outside of HHS. This charge shall be billed monthly.
2. Payroll costs to include salary and allowances for officers detailed to DOI under this agreement and shall be paid monthly.

##### C. As needed

1. Reimbursement for travel and transportation allowances as provided for in accordance with the Joint Federal Travel Regulations (JFTR) of the uniformed services.
2. Necessary transportation to and from medical facilities.

3. Training costs.
4. In the event of an officer's death, all expenses to which the officer's survivors or beneficiaries are entitled by law.

Reimbursements and work authorizations for services rendered under this agreement shall be covered by reimbursable agreements agreeable to the parties, pursuant to 42 U.S.C. 215 for services related to the detail of officers under this MOA.

**D. Method of Payment and Accounting Information**

In coordination with the HHS budget officer, DOI agrees to provide HHS with the following information, as applicable, and make payment to HHS via IPAC. Funds will be pushed via IPAC by DOI from ALC 14100099 based on hard copy documentation received from HHS.

<b>FROM DOI</b>	<b>TO HHS</b>
Appropriation: 14x1039	Appropriation: 75X4452
CAN: 9N861111	CAN:
Amount: \$	Amount: \$
Object Class: 25.2	Object Class: 25.308
ALC: 14100099	ALC: 75030030
DUNS #926180977	

All costs incurred must be billed to DOI within 90 days following the end date of the agreement. Questions should be directed to Budget Officer, Office of Public Health and Science, Department of Health and Human Services, Tower Building, Suite 560, 1101 Wootton Parkway, Rockville, Maryland 20852, at phone number 240-276-9848.

**Section II: Corps/HHS Operational and Financial Points of Contact:**

Director, Office of Commissioned Corps Operations  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, Maryland 20852  
Phone: 240-453-6000  
FAX: 240-453-6820

Budget Officer  
Department of Health and Human Services  
Office of the Secretary  
Office of Public Health and Science  
1101 Wootton Parkway, Suite 560  
Rockville, Maryland 20852  
Phone: 240-276-9848  
FAX: 240-276-9860

**Section III: DOI Operational and Financial Points of Contact (POC):**

**OPERATIONAL POC**

Ms. Karen Taylor-Goodrich  
Associate Director, Visitor and Resource Protection  
National Park Service  
Washington, D.C. 20240  
Phone: 202-565-1020  
FAX: 202-501-1287

Designated Alternate:  
CAPT Charles L. Higgins  
Director, Office of Public Health  
National Park Service  
1201 Eye Street, NW, Room 1131  
Washington, D.C. 20005  
Phone: 202-513-7217  
FAX: 202-371-1349

**FINANCIAL POC**

Ms. Sonya Coakley  
Assistant to the Director, Personnel and Budget  
Office of Public Health  
National Park Service  
1201 Eye Street, NW, 11<sup>th</sup> Floor  
Washington, D.C. 20005  
Phone: 202-513-7215  
FAX: 202-371-1349

## Kapusnick, Virginia (HHS/OPHS)

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**From:** Sonya\_Coakley@nps.gov  
**Sent:** Friday, March 20, 2009 6:49 AM  
**To:** Kapusnick, Virginia (HHS/OPHS)  
**Subject:** Re: More HHS changes to the MOA

**Attachments:** Revised Grammar for Signature\_MOA\_INTERIOR\_16March2009.doc



Revised Grammar  
for Signature\_...

Good Morning Ginny,

The Department of the Interior has no issues with these changes, as they do not alter the content of the agreement.

Many thanks for all of your assistance!!!

Sonya

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03/19/2009 08:44  
AM

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To

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Subject

More HHS changes to the MOA

Good morning Sonya,

The MOA has not as yet been signed by the Acting Assistant Secretary for Health (ASH). More minor corrections have been made and I have highlighted the changes in the attachment and listed the changes below. These changes are in addition to the change on page 3 regarding the HHS Office of Security and Strategic Information that you agreed to last week.

Because there is now additional text on page 3 it has affected pages 3 and 4. Otherwise, no other page numbers have changed from the document that was signed by Interior. The signatory page is separate and, therefore, not affected. Hopefully, Interior will accept the changes and allow me to forward the revised document to the Acting ASH for signature. As always, Interior will receive the signed version from us.

I apologize for the delay, Sonya.

Ginny

Here is a breakdown of the changes:

Page 6 - Under Section IV B, item 3b, revise to indicate:  
The number of Corps/HHS officers needed based on annual force projection requests as provided to OCCFM. (changed from 'staffing')

Page 9 - Under Section VI A, item 1, revise to indicate:  
Advice and consultation on administrative and disciplinary matters is also available to DOI through OSG/OCCO Adverse Actions Office.....) (added 'OSG')

Page 10 - Under Section VI A, item 4, revise to indicate:  
The identified liaison officials shall have access to the eOPFs maintained by OSG/OCCO for officers assigned under this MOA. (added 'OSG')

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(See attached file: Revised Grammar for  
Signature\_MOA\_INTERIOR\_16March2009.doc)