

== FORMS ==

As a dentist new to the IHS, you will encounter a variety of forms used for personnel actions, budgetary information, travel, continuing education, evaluation, and other functions. These forms can be intimidating to a new employee. For this reason, the forms section has been included to explain some of the more common forms you may encounter. You will still have some questions about the preparation and use of these forms. Don't worry. There are plenty of people at your site who can help you complete the paperwork. These examples do not come close to representing the all of the forms in the IHS. They are simply intended to familiarize you with some of the more common forms that you will encounter.

Form PHS 2874 NOTICE OF ARRIVAL

This form needs to be completed when a PHS Commissioned Officer arrives at his/her first duty station or moves to a new site. Instructions for completion are on the back of the form. Generally, this is an itinerary of the travel to the new duty station. This form should be completed as soon after arrival as possible, so you can be reimbursed in a timely manner for the expense you incurred during the move. Mail the completed form to:

Division of Commissioned Personnel
Compensation Branch,
Room 4-50, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

Standard Form 1199A DIRECT DEPOSIT SIGN UP

This form authorizes the government to electronically transfer your pay into your banking account. There are several advantages to this as opposed to receiving a check in the mail. It is faster, it eliminates the chance of your paycheck being lost or stolen, and it simplifies corrections of any problems with your pay. If you desire direct deposit, obtain this form from the Commissioned Officer Liaison at the Area Office and take the completed form to your financial institution.

Form W-4 EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE

As with all jobs, a W-4 form must be completed to inform the Internal Revenue Service what amount should be withheld from your pay. The amount will vary in accordance with marital status, number of dependents, child care expenses, number of jobs worked by you and your spouse, and whether or not you file your taxes as the head of the household.

BASIC ALLOWANCE FOR HOUSING

BAH is a non-taxable monthly allowance. The rate an officer receives is determined by whether or not the officer occupies government quarters, by the rank of the officer, the duty station, and whether or not the officer has dependents. (A spouse is considered a dependent.)

Form PHS-2977, Quarters Allowance Certificate, is submitted by officers with no dependents.

Form PHS 1637-1, Public Health Service Commissioned Officer's Request for Dependency Determination, is completed by officers who claim a spouse or children as dependents.

Form PHS 1637-2, Parents/Parents-in-law's Statement is used to claim a dependent parent.

These forms must be mailed to the following location:

Compensation Branch
Parklawn Building, Room 4-50
5600 Fishers Lane
Rockville, MD 20857

DD Form 1172 APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD/ DEERS ENROLLMENT

This form is used to obtain PHS identification cards for yourself and your dependents aged 10 years and older. This will also enroll all of your dependents in the Defense Enrollment Eligibility Reporting System (DEERS). Without enrollment in this system, you will be unable to receive medical care at uniformed services facilities.

Form 1345 REQUEST AND AUTHORITY FOR LEAVE OF ABSENCE

This form is used by Commissioned Officers to request annual leave, sick leave, and station leave. After you return from leave, you complete the last section of the form and give it to your supervisor or leave maintenance clerk.

SF-71 REQUEST FOR LEAVE OR APPROVED ABSENCE

This form is used by Civil Servants to request annual leave, sick leave, administrative leave, compensatory time off, leave without pay, and other paid absence. Except for unplanned sick leave, this form must be filled out and approved by your leave granting authority in advance of the absence from work. Failure to have leave properly approved can lead to being placed on Absent Without Leave (AWOL) status.

TRAVEL ORDER

This form is completed on the ARMS system in advance of travel whenever you are attending a meeting, training, or on official business. It is used for both Commissioned Corps and Civil Service personnel. The travel order is your authorization to be away from your duty station; a leave slip is not required when you are on official travel status. The travel order should be with you while traveling and must be turned in to your secretary along with all receipts, so that a travel voucher (SF 1012) can be prepared to reimburse you for your expenses. Do not lose these orders; keep a copy of this form. Traveling without orders constitutes AWOL.

TRAVEL VOUCHER

Upon returning from travel, training, or official business away from your duty station, this form is filled out on the computer in the ARMS system. The travel voucher is a request for reimbursement for your meals, lodging, and travel expenses based on the per diem rates of your destination. Per diem rates vary from city to city across the country. Receipts for lodging and items other than food (parking, taxi, tuition, etc.) need to be submitted as well. Original receipts are usually required, and it is always a good idea to keep a copy of all your receipts until you receive final payment.

TRAINING NOMINATION AND AUTHORIZATION

This form is to be filled out on the computerized ARMS system in advance of any training that dental health care workers take. A leave slip is not necessary if you have a Training Authorization and Travel Order in hand. An annual leave slip must be filled out if annual leave is taken before or after your training period.

For Commissioned Officers, a copy of the Training Authorization goes into your Official Personnel File in Rockville, Maryland.

HHS-393 PURCHASE/SERVICE/STOCK REQUISITION

This computerized form on the ARMS system is used to request supplies, equipment, or services that you need to run a dental program. It is important for you to understand that only certain individuals have the authority to purchase supplies or equipment for the government. This authority lies in the supply department of your hospital or health care facility. The Requisition must be filled out completely on the computer before it is electronically forwarded for needed authorizations and signatures. Appropriation and CAN numbers can be obtained locally or from your Area Dental Officer.

PERFORMANCE APPRAISAL SYSTEM (PAS)

The PAS is used to evaluate the job performance of all civil service employees. They are written each year in January by the dental supervisor for the calendar year. Mid-year reviews are done in July each year and close-outs done at the end of December.

The job elements cover the most important aspects of the employee's job and are weighted to factor in the amount of time spent on each element, and its importance.

PAS are important to the employee for promotions and within grade increases in pay. If you are unfamiliar with this system, or are completing these forms for the first time, check with your Chief Dental Officer, or Area Dental Officer before completing ratings for employees.

Form PHS 1662 REQUEST FOR PERSONNEL ACTION - COMMISSIONED OFFICERS

This form is used to initiate a personnel action for a commissioned officer. The action might be a call to active duty, transfer, separation, or limited tour of duty. It is also completed to enable COSTEPs and inactive reservists to serve in limited tours of duty. Service unit administrative personnel and the Area Dental Officer can help you understand this form.

Form SF 52 REQUEST FOR PERSONNEL ACTION

This form is used to initiate all personnel actions. This can include the establishment of a new position, promotion to a higher grade, abolishment of a position, and so forth. Normally the person who will sign off on this form will be the service unit director.