

MEMORANDUM OF AGREEMENT BETWEEN
U.S. ARMY CORPS OF ENGINEERS
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

I. PURPOSE

This Memorandum of Agreement (MOA) sets forth the mutually agreed upon rules and procedures governing the detail of officers in the Department of Health and Human Services, Commissioned Corps of the U.S. Public Health Service (Corps/HHS) to the U.S. Army for service with the U.S. Army Corps of Engineers (USACE) for indefinite terms of service based on the assignment needs identified by USACE. The purposes of the MOA are to (1) establish and clarify rules and procedures relative to the military assignment of engineers or other non-clinical public health professionals to support USACE's public health mission(s); (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 USACE 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 or the military services. While detailed to one of the military services, officers shall be subject to the law of the government of the service to which detailed.
- B. Commissioned Corps Directive (CCD) 121.04, "Non-Departmental Organization Details."

III. GENERAL RESPONSIBILITIES APPLICABLE TO HHS, USACE AND DETAILED OFFICERS

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

IV. OPERATIONAL RESPONSIBILITIES

- A. USACE Operational Responsibilities. USACE shall:

1. Designate a single USACE 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 USACE 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 Addendum A. A single official with full USACE authority to commit funds in support of this MOA will also be named in writing. Such designation will be kept current by USACE via periodic revalidation agreeable to both USACE 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 the Surgeon General (OSG) 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, USACE will notify OSG as early as practicable, but no later than one (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 the HHS contact person for overall management of this MOA: Director, Office of Commissioned Corps Operations (OCCO), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852 (Phone 240-453-6000).
4. Inform 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, USACE 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 OSG of the results of such investigations once the investigation is completed.
6. Ensure that those officers designated by OSG to serve as members of various HHS boards or committees are enabled to do so.
7. Designate those persons within USACE who will be permitted to have access to the electronic Official Personnel Folder (eOPF) maintained by OCCO on all officers detailed under this MOA. These individuals will be considered the liaisons between USACE and OSG. USACE shall

designate one designee and one alternate per officer and shall provide OSG timely written notification of the names of such designees. No other employee or official of USACE 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 provision, the USACE 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 provision and under pertinent Corps/HHS guidance may only be undertaken on the basis of documented unsuitability (medical or otherwise), misconduct and/or disciplinary problems, or unresolved performance issues.
 - c. If an officer is being considered for return under this subsection, USACE will fully investigate the matter and develop and forward a complete record of documentation sufficient to permit Corps/HHS to take appropriate action. USACE will retain the ability to temporarily suspend professional, non-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 non-clinical services. USACE will timely report such actions to OSG, which will serve as the action authority for subsequent administrative actions.
 - d. USACE will submit a written request for return of an officer to OSG with corresponding written notice to the assigned officer, as early as practicable and in any case not less than 150 days before USACE desires to return an officer to HHS.
 - e. After receiving such a request from USACE, OSG will endeavor to 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.
 - f. USACE will provide funding for the continued employment of the officer until such time that the officer is no longer detailed under this MOA as evidenced by transfer orders having been issued to the officer.

9. Ensure that the Department of Defense (DoD)/USACE 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 USACE 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 DoD Manual 1348.33M 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 USACE personnel 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 USACE 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, USACE 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. Ensure that officers receive the annual promotion board schedule provided by Corps/HHS pursuant to this MOA, and ensure that the following are completed in a timely fashion: applications for assimilation into the Regular Corps, Officer and Reviewing Officer statements for promotion boards, and applications for training.
 - j. 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.
 - k. Provide the immediate administrative and/or non-clinical supervision of officers while detailed to USACE and designate a USACE official who will be responsible for the day-to-day supervision of the officer while performing the duties required under this MOA.
11. Ensure that detailed officers are accorded all the rights, benefits, and obligations provided to other similarly situated military officers to the extent permitted by law and regulation to include, but not limited to, base housing, daycare services, etc.

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, MD 20852
Phone: 240-453-6000

Other than the Assistant Secretary for Health (ASH), or a re-designation by the ASH provided to USACE 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 will 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 USACE based on:
 - a. Need for engineers and other non-clinical professionals for public health related assignments identified by USACE; and/or
 - b. Available needed specialties, professional disciplines, grades, and number of officers based on the annual staffing projection request provided to OSG.
4. Coordinate with designated USACE officials, 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 USACE.
6. Administer the personnel and payroll support systems for the officers detailed under this MOA.
7. In consultation with USACE, maintain the right to reassign officers from USACE to Corps/HHS based upon its mission and deployment readiness needs. However, unless waived by USACE in writing, or upon return of an officer pursuant to IV.A.8, HHS will not reassign an officer from

USACE to HHS until the officer has served at least 24 months on detail under this MOA.

8. Full time equivalents (FTEs) representing the number of officers detailed to USACE will be accounted for within the HHS reporting framework. In the event that the Office of Management and Budget (OMB) establishes FTE ceilings that are applicable to HHS, it is agreed that HHS and USACE will meet with the appropriate OMB officials to determine in which department the FTEs must reside for accounting and reporting purposes.

C. Readiness and Recall Requirements.

1. Pursuant to Commissioned Corps Directive (CCD) 121.04, of the electronic Commissioned Corps Issuance System, officers are required to meet and maintain force readiness standards as established by the HHS ASH. USACE will ensure that officers detailed under this MOA are placed in USACE billets for the duration of the detail.
2. 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 USACE. Notwithstanding the provisions of IV.B.1, USACE 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 USACE and Corps/HHS.
3. 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, USACE will release officers to provide military service as determined or required by the President for the duration of this declaration.

V. **FINANCIAL RESPONSIBILITIES¹**

- A. USACE Financial Responsibilities. USACE 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 USACE, return from detail

¹ See Addendum A for a list of all costs associated with Corps/HHS officers under this agreement.

with USACE, 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 USACE 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 (less any annual creditable leave accrued at the time of detail).
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 Addendum A.
6. Reimburse Corps/HHS on a monthly basis for the Corps/HHS 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% of the total monthly value of payroll related to salaries and allowances for processing agreements outside of HHS.
7. USACE agrees to reimburse Corps/HHS through the quarterly billing process via 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 Addendum A.
2. Determine, annually, the Corps/HHS personnel administrative fee per officer. USACE agrees to reimburse Corps/HHS through the quarterly

billing process via Intergovernmental Payment Collection System (IPAC). Any change in the fee will be communicated to USACE 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 USACE. HHS and USACE 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, Military Interdepartmental Purchase Requests (MIPR), or other forms agreeable to the parties that will be reviewed and renewed annually.
2. Arrange for the transfer of funds from USACE for payment of compensation, allowances, and expenses of officers (including expenses associated with the administration of substandard performance and disciplinary boards) assigned to USACE, 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 detailed under this MOA to the U.S. Army for service with USACE, shall be subject to the laws that govern the military service to which the officer is detailed, including application of the Uniformed Code of Military Justice, as well as the benefits and obligations. Notwithstanding the provisions of IV.B.1, advice and consultation on administrative and disciplinary matters is also available to USACE through Corps/HHS, OCCO Adverse Actions Office at phone 240-453-6002 (See Commissioned Corps Directive CC46.4.1, "Disciplinary Action," found in the electronic Commissioned Corps Issuance System (eCCIS)).
2. All formal communications between Corps/HHS and officers assigned under this MOA shall be through the officer's military/USACE chain of command. Communications not properly transmitted will be returned to the originator for proper routing.
3. Once detailed, officers may be reassigned within USACE based on the identified needs of USACE. Reassignments may involve a new billet

designation by USACE, but in the event a reassignment occurs, the reassignment shall require a written request for transfer provided to OCCO utilizing standard USACE request forms or other appropriate written documentation, and the subsequent issuance of orders to the officer.

4. The identified liaison officials shall have access to the eOPFs maintained by OCCO for officers assigned under this MOA.
5. All requests for long-term training, as defined in Commissioned Corps Instruction CC25.2.1, "Extramural Training," of the eCCIS, by officers assigned to USACE will be reviewed by USACE, 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 CC25.2.2, "Extramural Training Obligation."
6. 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.
7. 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 USACE 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 USACE and implemented in accordance with VI.A.3.
2. USACE and HHS will not take any actions not authorized by, or in conflict with, the laws, Directives, or Instructions governing Corps/HHS officers.
3. 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, MD 20857

4. USACE shall ensure that a performance evaluation, also known as “Commissioned Officers' Effectiveness Report” (COER), be submitted for each officer assigned under this MOA at least once per year, or more frequently as may be requested by OSG. The COER shall be completed in accordance with procedures established by the Corps/HHS. Officers must provide the organization supervisor with COER input and required information within the time frames defined by OSG.
5. 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 USACE mission, USACE may authorize or require an officer to wear civilian attire.
6. Officers must adhere to and comply with DoD and U.S. Army policies and programs that apply to all uniformed service officers assigned to USACE, provided such policies or programs are not in conflict with Federal laws pertaining to HHS and regulations pertaining to officers as applicable to detailed officers under 42 U.S.C. 215. Officers assigned under this MOA shall adhere to DoD and U.S. Army drug testing, security, confidentiality, and training requirements.
7. 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.
8. Officers assigned to USACE must adhere to and comply with Federal law and Corps/HHS requirements pertaining to government ethics/standards of conduct, including financial disclosure reporting. The USACE supervisor will determine if the assigned officer is performing duties for USACE 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 USACE 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 USACE following their procedures. Officers must ensure the foregoing documentation is timely provided to Corps/HHS through the Director, OCCO, after review and signature by the USACE 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.
2. Subject to any laws or regulations governing the military service to which detailed, officers assigned under this MOA shall be authorized leave in accordance with Corps/HHS regulations and policies, as follows:
 - a. USACE shall ensure that all leaves of absence (annual, station, sick, administrative, and court) be authorized by the leave granting authorities designated by USACE. USACE will report immediately all periods of absence without authorized leave (AWOL) of officers to OSG, so that pay of the officer concerned can be withheld.
 - b. USACE shall:
 - (1) Be responsible for accounting for and reporting such leave to OSG; and
 - (2) Have access to the leave balance of each such officer by use of the Commissioned Officers Leave Tracking System (COLTS).
 - c. USACE shall certify annual leave balances to OSG, when HHS requires such certification.
 - d. USACE shall maintain leave records for officers detailed under this MOA and provide such information to OSG.
 - e. 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.
 - f. USACE 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, MD 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 DoD Awards and Recognition programs for informal and non-monetary 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. HHS and USACE 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 in accordance with Article VIII.D of this MOA, shortened, extended, or otherwise modified upon the mutual written agreement of the signatories, their designees, or their successors.
- D. This agreement may be terminated by any party provided notice is given to the other party in writing at least 150 days prior to the proposed date of termination if there fewer than 30 officers detailed under this MOA at the time of the proposed termination, and if more than 30 officers are detailed at the time of proposed termination, at least 180 days notice must be given prior the proposed date of termination, during which time a schedule for the termination and return of officers will be developed and agreed upon by the parties.
- E. This agreement may be terminated by Corps/HHS without notice during a time of war or national emergency declared by the President, during an urgent public health need, or during a public health emergency as declared by the HHS Secretary.
- 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 USACE.

Addendum A - Explanation of Costs, Operational, and Financial Information

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U.S. ARMY CORPS OF ENGINEERS
AND THE
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**

SIGNATORY PAGE

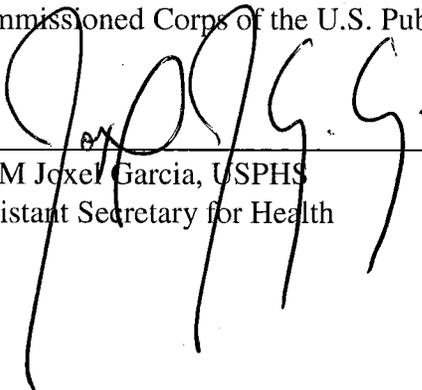
Concluded and signed in two originals for the U.S. Army Corps of Engineers:



Major General Merdith W. B. Temple
Deputy Commanding General
Military and International Operations

Date: 3 Oct 08

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



ADM Joxel Garcia, USPHS
Assistant Secretary for Health

Date: 11/07/08

ADDENDUM A

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 FY 2008 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. USACE agrees to reimburse Corps/HHS through the monthly billing process via Intergovernmental Payment Collection System (IPAC). Any change in the fee will be communicated to USACE 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 USACE 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% of the total salary and allowances of officers detailed to USACE 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 USACE 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, Military Interdepartmental Purchase Requests (MIPRs), or other order forms 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, USACE agrees to provide HHS with the following information, as applicable, and make payment to HHS via IPAC. Funds will be pushed via IPAC by USACE from ALC's 00008735 or 00008736 to 75030030 based on hard copy documentation received from HHS.

FROM USACE		TO HHS	
Appropriation:	96X4902	Appropriation:	75X4452
CAN:		CAN:	
Amount:	\$	Amount:	\$
Object Class:		Object Class:	25.308
ALC:	00008736	ALC:	75030030
DUNS #	DOD963111		

All costs incurred must be billed to DoD within ninety (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, MD 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, MD 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, MD 20852
Phone: 240-276-9848
FAX: 240-276-9860

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

OPERATIONAL POC

Patricia R. Carroll
Military Personnel
HQ, US Army Corps of Engineers
CEHR-M, 3X29
441 G Street, NW
Washington, DC 20314-1000
Phone: 202-761-7245
Fax: 202-761-1245
Patricia.R.Carroll@usace.army.mil

FINANCIAL POC

Humphreys Engineer Center Support Activity
CEHEC-RM
ATTN: Patricia Ackerman
7701 Telegraph Road
Alexandria, VA 22315
Phone: 703-428-6389