



CCD 129.01
EFFECTIVE DATE: 16 July 2020

By Order of the Secretary of Health and Human Services:

Alex M. Azar II

SUBJECT: Board for Correction

1. PURPOSE: This Directive establishes the procedures for making application for the correction of personnel records of an officer in the Commissioned Corps of the Public Health Service (Corps), the consideration of applications by the Board for Correction of Commissioned Corps Records (Board), and for settling claims or determining monetary benefits.
2. APPLICABILITY: This Directive applies to all members of the Regular Corps and the Ready Reserve Corps. This Directive also applies to former officers whose commissions have been terminated. It is applicable to an active duty, reserve, retired, or former officer's spouse, parent, child, heir, or legal representative when the officer, reserve officer, retired officer, or former officer is deceased, is not competent, or cannot be located.
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 213a\(a\)\(12\)](#), "Rights, benefits, privileges, and immunities for commissioned officers or beneficiaries; exercise of authority by Secretary or designee"
 - 3-2. [10 U.S.C. § 1552](#), "Correction of military records: claims incident thereto"
4. PROPONENT: The proponent of this Directive is the Secretary of the Department of Health and Human Services (HHS or Department).
5. SUMMARY OF REVISIONS AND UPDATES: This is the second issuance of this Directive in the electronic Commissioned Corps Issuance System (eCCIS) and replaces the Commissioned Corps Directive (CCD) 129.01, "Board for Corrections," dated 10 January 2020. This version:
 - 5-1. Extends applicability to the Ready Reserve Corps.

6. POLICY: This Directive is issued under authority of 10 U.S.C. §1552 and 42 U.S.C. §213a(a)(12), which authorizes the Secretary of HHS, under procedures approved by him/her, and acting through a Board of HHS civilian employees (i.e., non-uniformed), to correct any record maintained by the Corps on any present or former Corps officer when the Secretary considers such action necessary to correct an error or remove an injustice. These authorities also authorize the Department to pay any amount due as a result of the correction. Payment of compensatory penalties, interest on back pay, and expenses incurred by an officer in presenting his/her application are prohibited.

6-1. Establishment of the Board.

- a. Establishment and Composition. The Board is established in the Office of the Assistant Secretary for Administration, Program Support Center (PSC) (FRN/Vol. 60, No. 190/Monday, Oct 2, 1995/Notice). The Secretary has delegated authority to the Director, PSC as his/her designee to be Executive Director (ED) and to appoint a panel of GS 14/15, Senior Executive Service (SES), Title 42, or equivalent HHS civilian employees (non-uniformed) to serve as Board members for three-year terms. The ED designates a senior PSC employee (GS-15/SES) as Executive Secretary (ES) of the Board. The ES also serves as the non-voting chairperson of the Board. When serving as chairperson, the ES is designated as ES/Chairperson. The ES/Chairperson designates Board members from this panel to serve as the Board for each case requiring consideration by a Board. A Board consists of at least three members of a standing roster of Board members nominated by OPDIV/STAFFDIV heads and approved by the ED. Two members present constitute a quorum of the Board. When only two Board members are present, the ES/Chairperson may elect to serve as the third member and vote. The ES/Chairperson may also elect to vote in the event of a tie vote of Board members.
- b. Function. The function of the Board is to consider all applications properly before it for the purpose of determining the existence of an error or an injustice and to make recommendations to the ED for disposition of the application.
- c. Jurisdiction. The Board has jurisdiction to review and determine all matters properly brought before it regarding records maintained by the Corps consistent with existing law and [System of Records Notices](#) for Corps records. The Board does not have jurisdiction over records maintained outside of the Department nor those that are maintained by an Operating Division/Staff Division that are not specifically maintained on Corps officers (e.g., National Practitioner Data Bank).
- d. Executive Secretary (ES). The ED, or his/her designee, appoints an ES of the Board who carries out the functions prescribed for him/her by this Directive and such other duties as may be assigned to him/her.
- e. Convening the Board. The Board is convened at the call of the ES/Chairperson and recesses or adjourns at his/her order.
- f. Changes in Procedures. The Board may initiate recommendations for such changes in procedures as established herein as may be considered necessary for the proper functioning of the Board. Such changes are subject to the approval of the ED.

6-2. Application for Correction.

- a. Submission. An application for correction must be submitted on the prescribed form PSC-54, "Application to the Board for Correction of Public Health Service Commissioned Corps Records," with supporting information and sent electronically to BFC@psc.hhs.gov or, alternatively, to the address indicated on

the form (electronic submission is preferred to ensure no delays in receipt of applications). Forms and additional information may be obtained from the:

Executive Secretary
Board for Correction of Commissioned Corps Records
7700 Wisconsin Ave.
Mail Stop 9201 E
Bethesda, MD 20857 (**USPS only. FedEx, UPS, or DHL, use zip code 20814.**)
BFC@psc.hhs.gov

- b. Claimant's Signature. The application must be signed either personally or electronically by the person requesting corrective action with respect to his/her record: or the application may be signed by a spouse, parent, child, heir, or legal representative when the record in question is that of a person who is incapable of making application himself/herself, or whose whereabouts are unknown, or who is deceased. When the application is not signed by the person requesting corrective action, it must be accompanied by satisfactory evidence of (1) the death, incapacity, or unavailability of such person and (2) the relationship of the person making application.
- c. Time Limit. An application for correction of a record must be filed within three years after discovery of the alleged error or injustice. The timing of the alleged error is established by the occurrence of a finite event; e.g. the date the officer was notified of the perceived negative action. In the absence of a specific event or the officer alleges they were not informed of the event or did not know of the existence of the Board, it is the officer's responsibility to establish the timeliness of his/her application. An application filed after that time may not be accepted by the ES unless the ES finds that it would be in the interest of justice to do so. Reasons why its acceptance would be in the interest of justice must be stated in the application as well as an explanation of the delay. (Note: Under the provisions of the Soldiers and Sailors Relief Act, periods of deployment after discovery of the error extend the three year statute of limitations by the period equal to the period(s) of deployment. If this situation applies to an officer's application, it should be listed as the reason for the late application.)

6-3. Consideration of Application.

- a. Other Remedies. An application may not be considered by a Board until the applicant has exhausted all applicable administrative remedies afforded him/her by existing law, regulations, or Corps policy, as well as such remedies as the Board may determine are practical and appropriately available to the applicant.
- b. Review of Application. Each application and the available Corps records pertinent to the corrective action requested are reviewed by the ES and Board staff (that report to the ES) to determine if the application is acceptable. An applicant's request to grant an appearance shall not be made until all written evidence has been submitted by the applicant.
- c. Denial of Application. The ES, without approval of the ED, may deny an application for any of the five reasons specified below. Denial of an application under this paragraph is without prejudice to further consideration if new relevant evidence is submitted by the applicant or otherwise comes to the attention of the Board. Where relief is denied under this Section, written findings, conclusions, and recommendations are not required. The applicant is advised of the reasons for the

denial and of any right he/she may have to further proceedings. An application may be denied for the following reasons:

- (1) Insufficient relevant evidence has been presented to demonstrate the existence of probable error or injustice;
- (2) Effective relief cannot be granted by the Board;
- (3) The Board does not have jurisdiction to determine the matters presented: for example, the Department of Defense Office of Hearings and Appeals (DOHA) has jurisdiction in some compensation issues and issues with TRICARE and the determination how to handle these claims will be decided jointly between the ES and Commissioned Corps Headquarters (CCHQ);
- (4) The application has not been timely filed under Section 6-2.c., above, and the interest of justice does not require its acceptance; or
- (5) The applicant has not exhausted all applicable administrative remedies.

- d. Other Proceedings Not Stayed. The application to the Board for Correction of a record does not operate as a stay of any proceedings or administrative action being taken with respect to or affecting the person involved.

6-4. Appearance before the Board.

- a. Entitlement to Appearance. Applicants do not have a right to a formal appearance before the Board. The applicant may request that he/she be permitted to appear before the Board in person or by counsel or in person with counsel. Applicants should be aware that a request to appear before the Board is rarely granted. The decision on granting an appearance shall be deferred until CCHQ completes the regulatory review and advisory opinion on the application and the officer has the opportunity to submit written comment on it (see process flow in Appendix A). The ES grants an appearance whenever the application and the record in question, together with any briefs, memoranda, or other documents received, show that an appearance would produce additional information material to the case. The Board conducts personal appearances in Bethesda, MD. Officers, representatives and witnesses must personally appear in Bethesda, or other location(s) at the discretion of the Board Chairperson.
- b. Denial of Appearance. If the ES determines that an appearance is not warranted, the applicant or his/her counsel is notified in writing that an appearance has been denied and is advised of the reasons. The applicant may submit a request through the ES to the Board to reconsider the denial by submitting, within 10 calendar days after receiving notice of the denial, with further argument to justify an appearance in the case. If the Board recommends denial of the request for reconsideration to the ED for decision, the applicant is notified in writing of the denial and the reasons. This decision is final. The Board also sets forth the reasons for denial in its decision on the merits of the application.
- c. Notice of Appearance. If the ES, or the ED upon reconsideration, determines that an appearance is warranted, the applicant or his/her counsel is notified in writing

that an appearance has been granted, and that a time and place for an appearance will be set upon:

- (1) Receipt by the Board of all briefs, memoranda, other documents or witnesses the applicant or his/her counsel desires to submit in support of the application; or
- (2) Being advised by the applicant or his/her counsel that no additional documentary materials shall be submitted. Written notice stating the time and place of the appearance is given to the applicant or his/her counsel upon the fulfillment of either of the conditions referred to in this paragraph. The date of appearance may not be less than 30 calendar days from the date that the written notice is mailed, except that an earlier date may be set when the applicant waives his/her right, in writing, to such 30 calendar days' notice and has actual notice of the time and place of the appearance

- d. Postponement of Appearance. New issues raised by legal briefs, memoranda, or other documentary evidence filed or submitted after the appearance date is set or during the appearance shall result in postponement or adjournment to allow sufficient time for review of additional materials. If an appearance is postponed, the ES notifies the applicant or his/her counsel in writing of the postponement and of a place and time for a new appearance. (Note: the new issues and evidence may lead to a conclusion by the Board that an appearance before it is no longer required and the applicant is notified with the reasons for this decision.)
- e. Non-Appearance. An applicant who notifies the ES in writing that he/she does not desire to be present or to be represented by counsel at an appearance, or who fails without good cause to appear in person or by counsel at the appointed time and place for an appearance is deemed to have waived his/her right to an appearance. The application is then considered by the Board on the basis of all material of record.
- f. Procedures at Appearance.
 - (1) Conduct of Appearance. The ES/Chairperson conducts the appearance to insure a full and fair presentation of oral argument. An appearance is not limited by legal rules of evidence but will maintain reasonable bounds of competency, relevancy, and materiality. All testimony before the Board is given under oath or affirmation and the officer, counsel, and witnesses are subject to examination by the Board. Presentation of additional written documentation is not permitted.
 - (2) Continuance. The Board may continue an appearance on its own motion. A request for continuance by or on behalf of the applicant may be granted by the Board if a continuance appears necessary to ensure a full and fair appearance.
 - (3) Reporting. The proceedings of the Board during an appearance are recorded verbatim by a court reporter and are transcribed at the discretion of the Board.

- 6-5. Counsel, Witnesses, and Expenses.
- a. Counsel. The term “counsel” includes members in good standing of any bar or any state; accredited representatives of veterans’ organizations recognized by the Department of Veterans Affairs; and other persons, including other Corps officers, who, in the opinion of the Board, are considered to be competent to represent the applicant.
 - b. Witnesses. The applicant is permitted to present witnesses in his/her behalf at appearances before the Board. It is the applicant’s responsibility to notify the witnesses and ensure their appearance at the time and place set for the appearance.
 - c. Expenses. No expenses of any nature whatsoever voluntarily incurred by the applicant, his/her counsel, his/her witnesses, or by any other person in his/her behalf, may be paid by the Government.
- 6-6. Deliberations and Disposition.
- a. Deliberations. The Board deliberates in closed executive session. Only members of the Board, the ES/Chairperson and the Board staff are present during the deliberations of the Board.
 - b. Further Information. When it appears to the Board that the facts have not been fully and fairly disclosed by the records or by the testimony and other evidence before the Board, the Board may request the applicant to obtain and submit, or the Board may obtain, such further evidence as it may consider essential to a complete and impartial understanding of the facts and issues involved. The applicant is given an opportunity to comment on any further evidence requested by the Board that is not provided by the officer or the individual filing on behalf of the officer. The Board will not accept any documentary evidence relevant to the matter under consideration submitted after receipt of the applicant’s response to the CCHQ advisory opinion. If an appearance has been held, the Board will not accept additional documentary evidence after the appearance.
 - c. Findings and Recommendations. Following receipt of all evidence, the Board prepares written findings, conclusions, and recommendations with respect to the relief sought by the applicant or found by the Board to be appropriate. A majority vote of the members present on any matter before the Board constitutes the action of the Board and is so recorded.
 - d. Denial of Relief. If denial of relief is recommended, the written findings and conclusions will include the reasons for the determination that relief should not be granted, together with all the essential facts upon which the denial is based.
 - e. Granting Relief. If granting relief, either in full or in part, the recommendation of the Board will specify any change, correction, or modification of records that is to be made, and any other action deemed necessary to carry out the recommendations of the Board.
 - f. Separate Communication. When the Board considers it necessary to submit comments or recommendations to the ES, as to matters arising from but not directly related to the issues of any case, such comments and recommendations are submitted by separate communication.

- g. **Minority Report.** In case of a disagreement between members of the Board, a minority report on the Board's findings and recommendations shall be submitted.
- h. **Record of Proceedings.** When the Board has completed its deliberations, a record of the proceedings is prepared. The record indicates whether or not a quorum was present and the name and vote of each member present. The record includes the application for relief; a transcript of any testimony prepared for the Board; affidavits; papers, and documents considered by the Board; briefs, advisory opinions, and written arguments filed in the case; the findings, conclusions, and recommendations of the Board; any minority report; and all other papers and documents necessary to reflect a true and complete history of the proceedings. The record is signed by the Board staff present at the proceeding and the ES/Chairperson as being true and complete after concurrence by the Board members.
- i. **Withdrawal.** The Board may permit an applicant to withdraw his/her application without prejudice at any time before its proceedings are forwarded to the ED.
- j. **Action by the Executive Director.** The record of proceedings is sent to the ED, for approval, disapproval, or return for additional consideration. Those cases returned for further consideration will be accompanied by a brief statement setting out the reasons for such action and any specific instructions. If the ED's decision is to deny relief, such decision will be in writing and, unless he/she expressly adopts in whole or in part the findings, conclusions, and recommendations of the Board, he/she will include a brief statement of the ground(s) for denial. Upon final action by the ED, the record of proceedings is returned to the ES for disposition.
- k. **Reconsideration.** The recommendation of the Board, as approved, constitutes a final determination of the issues presented and considered. Reconsideration is granted only if newly discovered evidence or information, not previously considered by the Board, is presented by the applicant or otherwise comes to the attention of the Board and then only if the newly discovered evidence or information would, if true, result in a determination other than that originally made. The ES may refuse to consider evidence or information claimed to be newly discovered if he/she finds that such materials could have been presented to the Board prior to its original determination if the applicant or his counsel had exercised reasonable diligence. A denial of reconsideration is approved by the ES. The applicant has one year to request reconsideration of the ED's decision on the Board's recommendation.
- l. **Notification.** Upon final determination of a case, the ES notifies the applicant or his/her counsel of the decision. The applicant is also informed of their right to file with the U.S. Court of Federal Claims if dissatisfied with the decision.
- m. **Official Personnel Folder.** Copies of the final decision will not be filed in the Corps' official personnel records of the Officer if such action would nullify the relief granted.
- n. **Release of Record of Proceedings.** The ES sends the applicant or his/her counsel a copy of the Board's findings and recommendations, and the applicant and his/her counsel may inspect and copy the record of proceedings. Inquiries concerning the inspection of documents should be addressed to the Board for Correction of Commissioned Corps Records. Release of the record of proceedings to third parties is subject to departmental regulations implementing the Privacy Act of 1974 and the Freedom of Information Act (FOIA). Redacted copies of decisions are considered public records and are to be posted on

publically available web sites. Redacted copies of complete case files may be obtained by filing a FOIA request.

6-7. Payment of Claims.

- a. Authority to Pay. The Department is authorized to pay claims in accordance with 10 U.S.C. §1552.
- b. Payments not Authorized. The Department is not authorized to pay any claim heretofore compensated by Congress through enactment of a private law, or to pay any amount as compensation for any benefit to which the claimant (officer, spouse, child, or heir as appropriate) might subsequently become entitled under the laws and regulations administered by the Department of Veterans Affairs.
- c. Procedures. In each case, the ES sends a copy of the final decision to the office responsible for the administrative operations of the Corps (currently CCHQ) for determination and payment of monetary benefits due as a result of the action of the Board. Payment is subject to the following:
 - (1) Upon request, the claimant is required to furnish any information necessary to determine the proper parties to the claim.
 - (2) Appropriate records are examined in light of the final decision to determine all amounts which may be due. Amounts found due may be reduced by the amount of any existing indebtedness to the Government arising from service in the Corps.
 - (3) At the time of the correction to the record, the officer is advised by CCHQ via an automated email of the nature of action in their eOPF that will result in the payment. The applicant has 30 calendar days to request clarification or correction of the personnel action. After 30 calendar days, failure to request clarification or correction constitutes a complete release by the claimant of any claim against the United States on account of the correction of record ordered by the Board. If the claimant is not on active duty, CCHQ shall notify them in writing.
 - (4) If the intent or import of the decision is not clear with respect to payment, the decision shall be returned by CCHQ to the ES for clarification.
- d. Report of Settlement. When the settlement is made, the date and name of the officer shall be reported by CCHQ to the ES. This may be transmitted via email or intra-office mail and will be recorded in the case log.

6-8. Miscellaneous.

- a. Staff Assistance. The Board may request such advice, opinion, or assistance of any HHS office or non-HHS office when the officer was assigned to it as may be deemed necessary.
- b. Request for Information.
 - (1) The Board sends to the office responsible for the administrative operations of the Corps (currently CCHQ) a copy of each accepted application for relief submitted that has not been denied together with any briefs, memoranda, and documentary evidence submitted or obtained in the case.

- (2) The Board may request CCHQ to submit any additional pertinent facts not disclosed in an application and its supporting documents.
- (3) CCHQ shall forward to the Board the written view or advisory opinion of that office on any case before the Board.
- (4) A copy of each submission made by CCHQ is given to the applicant or his/her legal representative who may rebut, if he/she desires, the views of that office contained therein.
- (5) Information and views furnished by CCHQ under this Section are not binding on the Board, but are considered by the Board along with all other information and material submitted in the particular case. This advisory opinion will normally be completed within one year of receipt. CCHQ will report to the ES the status of applications after one-year and every six (6) months thereafter. The ES reserves the right to refer to the Board for a decision without CCHQ input after the one-year deadline.

7. RESPONSIBILITIES:

- 7-1. The Director, PSC, as the Board's ED is delegated the authority, without further delegation, to direct the correction of a Corps officer's record in accordance with this Directive. The ED may delegate responsibilities for administration of the Board process to other PSC staff members.
- 7-2. The Office of General Counsel is responsible for providing any necessary legal advice and counsel to the Board for cases before it.
- 7-3. The Assistant Secretary for Health (ASH) is responsible for establishing policies related to the management of the Corps.
- 7-4. The Surgeon General (SG) is responsible for assuring the day-to-day management of the Corps and may issue a Personnel Operations Memorandum (POM), through the eCCIS, to address specific compliance issues.
- 7-5. The Director, CCHQ, or designee, is responsible for preparing an advisory opinion to the Board and providing the Board with any necessary Corps record or information pertinent to a case before the Board.
- 7-6. The ES has the authority to authorize corrective action without referral to the Board when CCHQ recommends corrective action, the correction is within the purview of the Board, and the applicant accepts the recommendation. (see Appendix A, Paragraph 5) The ES is responsible for notifying an applicant of receipt and acceptance of applications to the Board, decisions, denials, etc. Such notifications may be made via traditional mailing methods or electronically via e-mail to the applicant.
- 7-7. All applicants are responsible for adhering to the guidelines and procedures listed in this Directive. It is the applicant's responsibility to procure such evidence, including official records, as he/she desires to present in support of his/her case. The applicant may have access to officer records or to any information pertaining to the officer which is in the custody of HHS, as provided in 45 C.F.R. Part 5b. The applicant may have access to other Departmental records as provided in 45 C.F.R. Part 5.

8. HISTORICAL NOTE: This is the second issuance of this Directive in the eCCIS.
 - 8-1. CCD 129.01, "Board for Corrections," dated 10 January 2020.
 - 8-2. CCPM CC49.9.1, "Board for Correction of PHS Commissioned Corps Records," dated 8 September 1981, and CC29.9.5, "General Administration Manual (GAM) Policies and Procedures for Board for Correction of PHS Commissioned Corps Records," dated 26 March 1991.

Appendix A

Flow of an Application

1. Application is received by the Board staff.
2. Board staff reviews the application for timeliness and completeness and makes a recommendation to the ES for decision regarding whether it is under purview of Board.
 - a. If the ES decides the application is acceptable, the application is forwarded to CCHQ with a request for regulatory review, additional information, and advisory opinion. The Board staff notifies applicant of receipt and acceptance.
 - b. If not acceptable to the ES as submitted, the ES notifies applicant of reasons and requests corrective action if warranted. When corrective action is received, forwards application to CCHQ for regulatory review, additional information, and advisory opinion
3. CCHQ staff reviews application to confirm that all administrative processes have been completed.
 - a. If yes, reviews the application for regulatory compliance, additional relevant facts, and prepares advisory opinion. Forwards advisory opinion with any supporting attachments to ES.
 - b. If no, forwards summary of missing administrative processes to ES who notifies applicant of necessary action to accept application for processing. The applicant has 30 calendar days to provide this information or the application shall be denied without prejudice.
4. ES sends CCHQ advisory opinion with attachments to applicant and counsel for review, comment, and additional supporting documents.
5. On receipt of applicant's response to CCHQ advisory opinion, the ES determines the next steps.
 - a. If the applicant accepts the CCHQ recommendation and the recommendation is within the purview of the Board, the ES authorizes action to close the case or authorize the corrective action.
 - b. If the applicant disagrees with the CCHQ advisory opinion, proceed to step 6 below.
6. Board staff completes case file consisting of complete application, CCHQ advisory opinion, and applicant's response to advisory opinion.
7. ES issues decision on request for an appearance before the Board, if appropriate.
8. Board members are selected to consider application, date for meeting set, and case file forwarded to members for review and preparation for meeting.
9. If applicant requests reconsideration of denial of an appearance before the Board, ES forwards request to Board members for their recommendation to ED.
10. Board member's recommendation forwarded by ES to ED for final decision.
11. Notice of final decision on appearance request forwarded to applicant.
 - a. If appearance is granted, postpones Board meeting until after appearance.

Appendix A (continued)

- b. If appearance is denied, proceed with scheduled Board meeting.
- 12. The Board staff takes notes and prepares Minutes of the Board meeting.
- 13. The Minutes are coordinated with the Board members for their concurrence and corrections.
- 14. The Board staff finalizes the minutes and the ES/Chairperson forwards it to the ED for approval, disapproval, or remand to the Board for further consideration.
- 15. Once the Minutes are finalized, the decision is transmitted to the applicant and CCHQ. The transmittal informs the applicant of their right to file with the U.S. Court of Federal Claims if dissatisfied with the decision.
- 16. If corrective action is required, the authority to take it is transmitted to CCHQ to implement.
- 17. The Board staff completes necessary administrative actions to close-out the case.
- 18. The applicant has one year to request reconsideration of the ED's decision on the Board's recommendation. The criteria for reconsideration is that information provided was not available despite due diligence prior to the Board meeting and there is a reasonable chance that the information would change the Board decision. If the request meets the criteria, the new information will be reconsidered by the Board. There is no right to an appearance during reconsideration.

Appendix B

Definitions

Applicant – An officer, active duty or retired, and their spouse, parent, child, heir, or legal representative, who has filed an Application with Board for Correction of Commissioned Corps Records.

Appearance – Appearance before the Board to present argument supporting an officer's application

Board - Board for Correction of Commissioned Corps Records.

CC – Commissioned Corps.

CCPM - Commissioned Corps Personnel Manual.

C.F.R. – Code of Federal Records.

Corps – Commissioned Corps of the U.S. Public Health Service.

CCHQ – Commissioned Corps Headquarters, current office in charge of administration of the Corps.

Department - Department of Health and Human Services

eCCIS - Electronic Commissioned Corps Issuance System

eOPF – Electronic Official Personnel Folder

ED – Executive Director, who is Director of the Program Support Center, is the position delegated authority by the Secretary, HHS, to administer the Board for Correction of Commissioned Corps Records.

ES – Executive Secretary, Board for Correction of Commissioned Corps Records. The ED appoints a senior (GS-15/SES) PSC non-uniformed employee as ES who also serves as Chairperson for Board meetings.

ES/Chairperson – The ES when serving in the role of Chairperson of the Board

FOIA – Freedom of Information Act

FRN – Federal Register Notice

GAM – General Administrative Manual

HHS – Health and Human Services

OASH – Office of the Assistant Secretary for Health

Officer – Current or former Corps officer to whom the application applies

OGC – Office of General Counsel, HHS

PHS – Public Health Service

Appendix B (continued)

PSC – Program Support Center. The organization delegated authority by the Secretary, HHS to administer the Board for Correction of Commissioned Corps Records.

PSC-54 – Application to the Board for Correction of Public Health Service Commissioned Corps Records

SES – Senior Executive Service

SG – Surgeon General

TRICARE – Formerly known as the Civilian Health and Medical Program of the Uniformed Services, is a health care program of the United States Department of Defense Military Health System

U.S.C. – United States Code