



CCI 231.01
EFFECTIVE DATE: 13 January 2021

By Order of the Assistant Secretary for Health:

ADM Brett P. Giroir, M.D.

SUBJECT: General Appointment Standards

1. PURPOSE: This Instruction provides the eligibility standards for appointment to the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Instruction applies to candidates seeking appointment to the Regular Corps and the Ready Reserve Corps, except:
 - 2-1. Students appointed to the Senior or Junior Commissioned Officer Student Training and Extern Program (SRCOSTEP or JRCOSTEP) in accordance with [42 C.F.R. § 21.54](#).
 - 2-2. Candidates appointed with a waiver of entrance qualifications in a time of war or national emergency in accordance with [42 C.F.R. § 21.52](#).
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. § 209](#), "Appointment of personnel"
 - 3-3. [42 U.S.C. § 210b\(a\)](#), "Professional categories"
 - 3-4. [42 U.S.C. § 216](#), "Regulations"
 - 3-5. [42 C.F.R. §§ 21.21-21.58](#), "Commissioned Officers"
 - 3-6. [Executive Order No. 10450](#), "Security requirements for Government employment," as amended
 - 3-7. Commissioned Corps Directive (CCD) [122.01](#), "Promotions"
 - 3-8. [77 FR 30005](#) and [77 FR 60996](#), "Office of the Assistant Secretary for Health, Statement of Organization, Functions, and Delegations of Authority"
 - 3-9. [5 U.S.C. § 2903](#), "Oath; authority to administer"
 - 3-10. [Public Law 111-148](#), Section 5209, "Patient Protection and Affordable Care Act" eliminates the cap on Regular Corps officers

4. **PROPONENT:** The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps.
5. **SUMMARY OF REVISIONS AND UPDATES:** This is the seventh issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Instruction (CCI) 231.01, "General Appointment Standards," dated 11 June 2018.
 - 5-1. Clarifies that this Instruction applies to candidates seeking an appointment to the Ready Reserve Corps and includes specific age and prior service limitations for such appointments. It also authorizes the SG to determine a Ready Reserve Corps officer's entry grade.
 - 5-2. Clarifies the responsibilities of the Director, Commissioned Corps Headquarters (CCHQ).
 - 5-3. Adds that a candidate must not be listed on the List of Excluded Individuals that is maintained by the HHS Office of Inspector General (OIG).
 - 5-4. Updates the Restricted and Not Restricted categories.
 - 5-5. Includes organizational changes from the Division of Commissioned Corps Personnel and Readiness (DCCPR) to CCHQ.
 - 5-6. Authorizes the SG to waive the minimum grade point average (GPA) requirement.

6. POLICY:

- 6-1. Appointment Criteria. In order to be eligible for appointment to the USPHS Commissioned Corps, candidates must meet the following criteria.
- a. Citizenship Requirements. Only citizens of the United States are eligible for appointment to the USPHS Commissioned Corps. Any person born outside the United States must provide the SG or his/her designee with proof of citizenship.
 - b. Age Requirements.
 - (1) Minimum Age Requirements for All Candidates by Grade. A candidate may not be appointed to USPHS Commissioned Corps unless:
 - (a) The candidate is at least 18 years of age at the time of appointment to the permanent junior assistant grade (O-1); or
 - (b) The candidate is at least 21 years of age at the time of appointment to the permanent assistant grade (O-2) or higher.
 - (2) Maximum Age Limitation for Regular Corps Candidates. A candidate who is 44 years of age (44 years, 00 months, 00 days) or older must not be appointed to the Regular Corps except under the following conditions:
 - (a) The Director, Commissioned Corps Headquarters (CCHQ), or his/her designee, may accept an application from a candidate who has to his/her credit the number of years of active service, as authorized in [CCI 384.01](#), "Creditable Service for Retirement," for retirement purposes equal to the number of years by which his/her age exceeds 44 provided that such credit does not exceed 6 years; or
 - (b) An Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization or Director, CCHQ, identifies an individual who is over 50 years of age who has exceptional and unique qualifications and makes a request to the SG, or his/her designee, who determines that the candidate possesses exceptional qualifications not readily available in the USPHS Commissioned Corps for performance of duties with the service. Generally, such candidates are medical or dental candidates and do not exceed 54 years of age.
 - (3) Maximum Age Limitation for Ready Reserve Corps Candidates. A candidate who is 40 years of age (40 years, 00 months, 00 days) or older must not be appointed to the Ready Reserve Corps except under the following conditions:
 - (a) The Director, CCHQ, or designee, may accept an application from a candidate who has to his/her credit the number of years of service, as authorized in [CCI 384.01](#), that qualify for non-regular retired pay equal to the number of years by which the candidate's age exceeds 40; or
 - (b) The SG or his/her designee, determines that the candidate possesses exceptional qualifications not readily available in the USPHS Commissioned Corps for performance of duties with the service; or

- (c) The President has declared the USPHS Commissioned Corps to be a military service.
 - (4) Additional Age Limitations exist for Appointments into the Regular Corps per [42 C.F.R. § 21.28](#). No candidate shall be appointed to the Regular Corps, except in the Nurse category, in excess of this limitation; however, the SG may waive the age limitation.

The age limitations for candidates who have had prior active service in the USPHS Commissioned Corps will be increased by the period of such service.
 - (5) Application to the USPHS Commissioned Corps may not be accepted by CCHQ within 6 months prior to the applicant reaching the age limitations noted in Section 6-1.b.(2), (3), and (4).
- c. Medical Requirements. All candidates for appointment to the USPHS Commissioned Corps must undergo a medical examination and be found medically qualified prior to appointment. An individual must be medically qualified, currently and in the foreseeable future, to perform the duties of his/her rank and category in various climates and work assignments without endangering his/her health or the health of others. Further, pursuant to [42 U.S.C. § 204a\(a\)](#), candidates must be medically qualified and ready to respond to urgent, or emergency public health needs at the Federal, state, and local levels, including deployments that are outside the continental United States (OCONUS). [CCI 221.02](#), "Medical Examination Requirements," contains more detailed information regarding medical qualifications.
- d. Academic Requirements. In order to be appointed to the USPHS Commissioned Corps, candidates must have:
- (1) Completed a qualifying academic or professional degree program (qualifying degree). See [CCI 231.03](#), "Category Specific Appointment Standards," for category and discipline-specific academic requirements; and
 - (2) Achieved a cumulative grade point average of at least 2.8 on a 4.0 grading scale in his/her qualifying degree (without rounding).
 - (a) The Director, CCHQ, will make a determination for candidates on other grading scales (e.g., pass/fail system).
 - (b) A candidate for the Nurse, Engineer, Environmental Health, Dietitian, Therapy, and Health Services categories who possesses a qualifying Bachelor's degree with a GPA below 2.8 may use a qualifying Master's or Doctoral degree in the respective profession provided the Bachelor's degree has a cumulative GPA of at least 2.5 and the Master's or Doctoral degree has a cumulative GPA of at least 2.8 on a 4.0 grading scale.
 - (c) The SG may waive the minimum GPA requirements outlined in this Subsection when an OPDIV/STAFFDIV/non-HHS organization or category Chief Professional Officer (CPO) identifies an individual with exceptional and unique experience or qualifications.
 - (i) The CPO and, if the candidate has identified a position, the Chief Human Capital Officer (CHCO) of the OPDIV/STAFFDIV/non-HHS organization must submit a written request for a waiver to the SG. The request must expressly

state the exceptional and unique experience or qualifications of the candidate and the specific needs of the USPHS Commissioned Corps as of the date of the waiver. If the candidate has identified a position, the request must also include the proposed position into which the candidate will be placed and how the position meets the USPHS Commissioned Corps' mission priorities.

- (ii) The SG may not waive a GPA that is less than 2.5 on a 4.0 grading scale.
- e. Licensure/Credentials Requirements. All candidates required to be licensed must possess a current and unrestricted license from a U.S. State, as defined in [42 U.S.C. § 201\(f\)](#).
- f. National Security and Suitability Investigation Requirement.
 - (1) A candidate must not be listed on the List of Excluded Individuals that is maintained by the HHS Office of Inspector General (OIG).
 - (2) A favorably adjudicated security/suitability investigation with an additional state criminal history, child care check and any additional requirements are required for appointment and/or continued service in the USPHS Commissioned Corps.
 - (3) All candidates being appointed in the USPHS Commissioned Corps must fully complete and submit all required investigative documents prior to being appointed to the USPHS Commissioned Corps, and obtain a favorably adjudicated investigation, to be retained in the USPHS Commissioned Corps. Under no circumstances will the USPHS Commissioned Corps retain an officer without a favorably adjudicated security/suitability investigation. The USPHS Commissioned Corps may commission candidates prior to obtaining a favorably adjudicated security/suitability clearance if the candidate:
 - (a) Completes and submits all required investigative documents, obtains a favorable fingerprint check, and completes an investigation with the Office of Personnel Management prior to appointment to the USPHS Commissioned Corps; except in the case when any security and/or suitability issue arises based on the documents submitted.
 - (b) Submits written acknowledgement to the SG or his/her designee that the candidate's commission will be terminated if the investigation is adjudicated unsatisfactorily.
- g. Leadership. All candidates seeking appointment to the USPHS Commissioned Corps must demonstrate the potential for leadership as a uniformed officer in the USPHS Commissioned Corps. The appointment board will determine leadership potential based on a variety of assessment factors identified by the SG, including adaptability, resilience, and initiative.
- h. Suitability. The USPHS Commissioned Corps must determine the suitability of all candidates for life as a uniformed officer in the USPHS Commissioned Corps based on its core values as determined by the SG. The USPHS Commissioned Corps bases this evaluation on a variety of assessment factors including, but not limited to, a candidate's willingness to serve where the needs of the USPHS Commissioned Corps

dictate, integrity, experience and training, character, professional competency, prior history of service, demonstration of a commitment and attitude of service, and the candidate's ability to effectively communicate and collaborate.

- i. Members of Other Uniformed Services. CCHQ may refer to an Appointment Board applications from members of the Armed Forces and officers in the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) only after receipt by the SG or his/her designee of:
 - (1) A valid conditional release;
 - (2) A statement of resignation from the candidate's current Service or documentation of discharge; and
 - (3) In the case of a candidate seeking an inter-service transfer, permission from the requisite authority of the losing uniformed service approving the inter-service transfer.

- j. Prior Service in the Uniformed Services.
 - (1) Prior Active Duty Service. The USPHS Commissioned Corps must not appoint candidates to the Regular Corps who have more than 8 years (8 years 00 months 00 days) of active duty service in one of the uniformed services, other than the USPHS Commissioned Corps.
 - (a) To ensure sufficient processing time, CCHQ will not accept an application to the USPHS Commissioned Corps from a candidate who is currently serving in a uniformed service and who is within the 6 months (i.e., 7 years 6 months 1 day or more) prior to the candidate reaching the 8 year prior active duty limitation.
 - (b) The SG may waive the prior service limitations outlined in this Subsection (i.e., 8 years for a former member or 7 years 6 months 1 day or more for a member currently serving, as applicable) for candidates in professions in which the USPHS Commissioned Corps is experiencing a shortage or there is an inadequate number of candidates to meet the USPHS Commissioned Corps' needs provided the candidate satisfies any additional requirements that are mandated by law, regulation, and/or the SG. However, the SG is not authorized to waive service in excess of 15 years 00 months 00 days.
 - (2) Prior Reserve Service. The USPHS Commissioned Corps will not appoint candidates to the Ready Reserve Corps who have more than 8 years (8 years 00 months 00 days) of service creditable for a non-regular retirement from one of the uniformed services, other than the USPHS Commissioned Corps. The limitations of Section 6-1.j.(1)(a) apply to such candidates and the SG may waive this requirement under the conditions outlined in Section 6-1.j.(1)(b).
 - (3) The USPHS Commissioned Corps will not place an individual who is entitled to a regular retirement under Title 42 or Title 10 into a component of the Ready Reserve Corps.
 - (4) Prior Service in the USPHS Commissioned Corps. The USPHS Commissioned Corps will not appoint candidates to the Ready Reserve Corps

who have more than 15 years of active duty service in the Regular Corps or the former Reserve Corps prior to its elimination on 23 March 2010.

- k. Uniform and Appearance Requirements. All candidates seeking appointment to the USPHS Commissioned Corps must be able to meet all applicable uniform and appearance requirements contained in [CCI 412.01](#), "Uniforms and Appearance," prior to submitting their application. This includes, but is not limited to, limitations regarding tattoos/body art/brands, mutilation, dental ornamentation, and a willingness to comply with the appearance standards (e.g., body piercing, hair length, facial hair, jewelry).

6-2. Credit for Training and Experience.

a. Training and Experience Date (TED).

- (1) General. The TED reflects the undergraduate education, graduate training, and experience considered to be professionally qualifying for appointment to a particular category. CCHQ will base the amount of TED credit awarded to candidates solely on the TED information provided by each candidate on either form PHS-50, "Application for Appointment as a Commissioned Officer in the PHS Commissioned Corps," or form PHS-50 as supplemented by an accompanying curriculum vitae or other acceptable documentation. In either case, form PHS-50 must be submitted by each candidate for use in calculating a candidate's TED.
- (2) Determining the TED. In addition to meeting the general requirements for appointment as set forth in this Instruction, the candidate must also meet the category specific requirements set forth in CCI 231.03, "Category Specific Appointment Standards."
- (3) Using the TED for Appointments. A candidate's TED determines the permanent entry grade at the time of the candidate's appointment to the Regular Corps or Ready Reserve Corps.
- (4) Establishing the TED. As indicated below, a candidate's TED is established as of the first day of the first month in the quarter following the month to which credit has been constructed and computed.

<u>Computed/Calculated Quarterly</u>	<u>TED Established From</u>
1 st - January, February, March	April 1
2 nd - April, May, June	July 1
3 rd - July, August, September	October 1
4 th - October, November, December	January 1

- (5) Responsibility for Providing Information Concerning the TED. Candidates have the burden of providing both complete and accurate information. Failure to comply with the requirement to provide complete and accurate information may result in a loss of TED credit, a delay in the candidate's appointment, if approved, or a failure to be appointed.

b. General Information for Awarding TED Credit.

- (1) Creditable Education and Training. CCHQ will award TED credit for a qualifying degree and/or other creditable education and training as recommended by a category specific Appointment Board and approved by the SG or his/her designee.

- (2) Accreditation.
 - (a) Accreditation Requirement for Education and Training. To be creditable as the source of a candidate's qualifying degree or otherwise creditable for purposes of awarding TED credit, the institution where the candidate obtained the education and/or training must have been accredited at the time of the candidate's graduation or completion of training.
 - (b) Limitations on Accreditation Requirement. The SG or his/her designee may require that certain education and/or training programs be accredited by specific accrediting bodies in order to be creditable as a candidate's qualifying degree or otherwise creditable for purposes of awarding TED credit (See [CCI 231.03](#), "Category Specific Appointment Standards").
 - (c) Category Specific Requirements. The SG or his/her designee may provide for specific exceptions to the accreditation requirement as set forth in CCI 231.03, "Category Specific Appointment Standards."
 - (3) Creditable Work Experience. CCHQ may award TED credit for creditable work experience as provided in Subsections 6-2.d. and 6-2.e.
- c. Awarding TED Credit for Education and Training.
- (1) Credit for a Qualifying Academic or Professional Degree. Unless otherwise provided for in [CCI 231.03](#), "Category Specific Appointment Standards," CCHQ will use subsection 6-2.a.(4) of this Instruction to calculate the TED credit for a candidate's qualifying degree.
 - (2) Credit for Qualifying Bachelor's Degree.
 - (a) If a bachelor's degree is the qualifying degree for a category, it must be either in the field specified for that category or accompanied by a certificate or diploma in the appropriate field.
 - (b) Candidates who are appointed to the USPHS Commissioned Corps based upon the possession of a qualifying bachelor's degree will receive 4 years of TED credit regardless of length of time needed to complete the program.
 - (3) Credit for a Qualifying Master's Degree.
 - (a) If a master's degree is the qualifying degree for a category, the degree must be in the field specified for that category or accompanied by a certificate or diploma in the appropriate field.
 - (b) Candidates who are appointed to the USPHS Commissioned Corps based upon the possession of a qualifying master's degree will receive 6 years TED credit for the completion of the related master's degree, regardless of length of time needed for completion.
 - (4) Credit for a Qualifying Doctoral Degree.
 - (a) If a doctoral degree is the qualifying degree for a category, the degree must be in the field specified for the category.

- (b) Candidates who are appointed to the USPHS Commissioned Corps based upon the possession of a qualifying doctoral degree will receive 8 years TED credit for the completion of the related doctoral degree, regardless of length of time needed for completion.
 - (5) Credit for Graduate Education and Training Obtained Prior to the Qualifying Degree. CCHQ will not award TED credit for graduate education and training obtained prior to a candidate's qualifying degree.
 - (6) TED credit may be awarded for only one degree each at the Bachelor, Master or Doctoral degree level.
 - (7) Credit for Graduate Education and Training Obtained After the Qualifying Degree. CCHQ will award TED credit for accredited graduate education and training obtained after a candidate's qualifying degree if:
 - (a) The graduate degree has been conferred;
 - (b) The graduate degree is from an accredited institution. In the case that the additional degree is a degree that the USPHS Commissioned Corps considers one of its qualifying degrees, the degree must conform to the discipline specific accreditation standards as found in the Category Specific Appointment Standards;
 - (c) The graduate education and training is in the category, field, and/or specialty for which the candidate is being appointed and is otherwise creditable; or
 - (d) The graduate education and training is in a closely allied and relevant field of study to the candidate's category, field, and/or specialty and is otherwise creditable; and
 - (e) The Appointment Board recommends that TED credit be granted and the SG or his/her designee concurs with the recommendation.
 - (f) CCHQ will award TED credit granted under this section as follows:
 - (i) A qualifying baccalaureate degree plus a masters level degree will receive 6 years of TED credit.
 - (ii) A qualifying baccalaureate degree or masters degree plus a doctorate degree will receive 8 years of TED credit.
 - (8) Overlapping Periods of Education, Training, and Work Experience. CCHQ will not award TED credit twice for overlapping periods of education, training, and/or work experience under any circumstances.
 - (9) Specialty Board Certification. The years of education and training taken in residency preparation for the specialty board are credited.
- d. Awarding TED Credit for Education, Training, and Concurrent Work Experience. A candidate may receive TED credit for education, training, and concurrent work experience as follows:

- (1) In the University: CCHQ will give TED credit of 1 year for each year of concurrent professional or graduate education and training and professional work experience in the field of the degree. If the education, training or work experience is on a full-time basis, CCHQ will give no more than 1 year's TED credit. If either the education, training, or work experience is not in the field of the degree or a closely allied and relevant field of study, CCHQ will give TED credit only for that percentage of the education, training, and work experience that is in the proper field, i.e., creditable.
 - (2) Outside the University:
 - (a) Full-time Education and Training. If professional or graduate education and training is on a full-time basis, CCHQ will not grant a candidate TED credit for part-time concurrent professional work experience outside of the university since the candidate will receive full TED credit for the education and training.
 - (b) Part-time Education and Training. If professional or graduate education and training is part-time and the concurrent work experience is part-time, CCHQ will award TED credit for each based upon the following:
 - (i) Professional or graduate education and training will be credited on the basis of acceptable semester hours earned and work experience shall be credited in terms of the percentage of time spent engaged in such activity based on a 40-hour week. However, the amount of time that may be credited in any single year may not exceed 1 year of TED credit, i.e., cannot receive 13 months TED credit for a 1 year period of time; and
 - (ii) If professional or graduate education and training is part-time and work experience is full-time, only the work experience will be credited. However, if completion of professional or graduate education and training occurs beyond the termination of the work experience, CCHQ will award TED credit in terms of the percentage of an academic year on a semester hour basis.
- e. Awarding TED Credit for Work Experience.
- (1) Credit for Work Experience.
 - (a) Starting Point for Awarding TED Credit for Work Experience. CCHQ will award TED credit only for work experience performed after completion of a candidate's qualifying degree.
 - (b) Credit for Work Experience Obtained in the USPHS Commissioned Corps. CCHQ may award TED credit for work experience for active duty service as an officer in the USPHS Commissioned Corps, when the officer changes his/her category or upon the return to a different category after additional training which leads to such change.
 - (c) Credit for Full-Time Work Experience. CCHQ will award month-for-month TED credit for full-time work experience which is fully creditable.

- (d) Credit for Work Experience in the other uniformed services. A candidate who has completed the education and training necessary to enter his/her professional category prior to entering the other uniformed services, will receive:
 - (i) Full TED credit for full-time work experience that meets the requirements of creditable work experience listed in this Instruction;
 - (ii) Part-time TED credit for part-time work experience that meets the requirements of creditable work experience listed in this Instruction. CCHQ will determine the amount of part-time TED credit based upon the percentage of time per 40-hour week.
 - (e) Credit for Only Creditable Work Experience. When a candidate's time is divided between creditable and non-creditable work experience, CCHQ will give TED credit only for that portion of time spent in creditable work experience unless it is otherwise authorized in this Section.
- (2) Guidance for Awarding TED Credit for Work Experience.
- (a) Creditable Work Experience. Subject to any exceptions listed in [CCI 231.03](#), "Category Specific Appointment Standards," TED credit for work experience may be awarded to candidates in any category, specialty, or discipline for a variety of work experiences, including, but not limited to:
 - (i) Private, clinic, or group practice as is appropriate for the particular category, specialty, or discipline in question. For example, a candidate who practiced as a physician in private practice would be eligible for TED credit for that work experience in the Medical category;
 - (ii) Employment in the candidate's field, specialty, or discipline, at the appropriate professional level and by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.
 - (iii) Employment in a closely allied and relevant field of study provided the work experience is at the appropriate professional level based upon the candidate's qualifications and category/specialty, performed in a suitable, recognized organization, and is considered so relevant or essential to the stipulated category that the experience may be substituted fully for that obtained in the field itself;
 - (iv) Teaching in the candidate's field or a closely allied and relevant field of study at the college or professional school level. Teaching at the 2-year college level is acceptable if allowed by the category (See CCI 231.03, "Category Specific Appointment Standards");

- (v) Research in the candidate's field or a closely allied field at the professional level. However, the research must be more than just routine laboratory work such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
 - (vi) Editing or writing in the professional field;
 - (vii) Whenever possible, active duty work experience in any category of the USPHS Commissioned Corps when there is a change in category;
 - (viii) An internship or residency approved or accredited by an appropriate body; or
 - (ix) Counseling experience but only if it is in specialties where applicable, (e.g., psychology) and provided it is at a professional level. CCHQ will only award TED credit for counseling for the time actually spent providing professional counseling services.
- (b) Non-creditable Work Experience. Unless there is a specific category exception listed in [CCI 231.03](#), "Category Specific Appointment Standards," the following are examples of non-creditable work experiences:
- (i) Employment in work outside the candidate's field or outside an acceptable closely allied field;
 - (ii) Teaching below the college level;
 - (iii) Selling, fiscal, business, or other comparable types of activities outside the profession;
 - (iv) Non-professional administrative activities or administration activities outside the candidate's field; and
 - (v) Routine laboratory duties such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision.
- (3) Credit for Periods While Seeking Employment. CCHQ may apply a one-time credit of no more than 3 months TED credit following achievement of the initial qualifying degree. This credit will be recorded on the TED calculations as "manual credit."

6-3. Determination of Entry Grade.

- a. Entry Grade Determination. The USPHS Commissioned Corps generally will appoint candidates for original appointment to the Regular Corps at the permanent O-1 or O-2 grades. Appointments at permanent grades above O-2 are reserved for specific professions needed to meet the critical needs of the Service, as determined by the SG or his/her designee. In accordance with [42 U.S.C. § 209\(b\)](#) the USPHS Commissioned Corps may not, during any fiscal year, appoint more than 10 percent of the candidates appointed to the Regular Corps at permanent grades above O-3.

- b. Maximum Entry Grade Credit for Permanent and Temporary Grade.
 - (1) Regular Corps. The maximum number of years of TED credit that CCHQ can award upon appointment is 17 years. The SG may establish maximum entry grade credit of less than 17 years for specific professions, as necessary to meet the needs of the Service. The SG may also waive the 17 year limitation for an individual with exceptional and unique experience or qualifications that are needed within the USPHS Commissioned Corps.
 - (2) Ready Reserve Corps. The SG will establish in a Personnel Operations Memorandum (POM) the maximum entry grade credit for officers appointed to the Ready Reserve Corps. (See [POM 821.29](#), "Entry Grade on Appointment")
 - (3) The USPHS Commissioned Corps will not appoint a candidate if the individual's entry grade will result in the USPHS Commissioned Corps exceeding the authorized strength for that grade in [CCD 122.02](#), "Force Management."
 - c. Permanent Grade on Appointment. CCHQ will appoint a candidate to the Regular Corps at the permanent grade approved by the President. It will appoint candidates to the Ready Reserve at the permanent grade approved by the President or Secretary. Once called to active duty in the Regular Corps or appointed to the Ready Reserve Corps, an individual becomes eligible for consideration for permanent promotion in accordance with [CCI 331.01](#), "Permanent Promotions."
 - d. Temporary Promotion on Appointment. In addition to the permanent grade, CCHQ may promote a candidate to a temporary grade, not to exceed the temporary O-4 grade, on appointment as specified by the SG.
 - (1) Prior to the appointment of a candidate in a profession for which the SG has not established maximum entry grade credit of less than 17 years, an OPDIV/STAFFDIV/non-HHS organization Head may recommend the candidate for a special-circumstance temporary grade promotion above the temporary O-4 grade upon call to active duty, if the candidate meets the TED requirement, but not the number of years of service. Such candidates must possess exceptional qualifications not readily available in the USPHS Commissioned Corps. The Director, CCHQ, will consult with the category's CPO and, if necessary, obtain the recommendation of an Appointment Board. If the SG approves proceeding with presenting the candidate's record to a promotion board, then the regularly scheduled categorical temporary promotion board that corresponds to the candidate's profession will review the candidate's records. If the promotion board recommends promotion and ranks the candidate in the top five percent of individuals recommended by the promotion board, and the ASH approves the promotion, CCHQ may call the candidate to extended active duty at his/her permanent grade with a temporary grade promotion to the approved grade.
 - (2) Once called to extended active duty in the Regular Corps, an individual becomes eligible for consideration for temporary and permanent promotions in accordance with [CCI 332.01](#), "Temporary Promotions," and [CCI 331.01](#), "Permanent Promotions."
- 6-4. Category/Profession Changes. The SG may approve a change of an officer's category, or profession within the same category, when he/she determines this to be in the best interest of

the USPHS Commissioned Corps or if the SG determines that the officer's appointment to the current category or profession was in error.

- a. CCHQ must not change an officer's category or profession in the following circumstances:
 - (1) Due to the officer's failure or inability to obtain and/or maintain the license or certification requirements of his/her current category or profession.
 - (2) In order to qualify for specialty and/or retention pays.
 - (3) In order to obtain an advantage in the promotion process or after an unsuccessful promotion attempt in his/her current category or profession.
 - (4) Due to the officer's failure or inability to meet the Health Professional Special Pay and/or readiness requirements in his/her current category or profession.
 - b. The OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned must submit a justification to the Director, CCHQ, to change an officer's category or profession. The Director, CCHQ, will consult with the proposed category's CPO and the officer's current CPO to obtain their recommendation on the request to change the category or profession. If the Director, CCHQ, concurs with the CPOs' recommendation to change the category, the Director, CCHQ, will convene an Appointment Board that will make a final recommendation to the SG. The officer must meet all requirements of the new category, including category specific appointment standards and the standards of this Instruction (e.g., GPA and accreditation standards).
 - c. If the SG approves the change in category or profession, CCHQ will place the officer into the new category or profession effective the date of the SG's decision. The officer will retain his/her time in grade, and time in service. Based on the officer's actual experience or training, CCHQ will adjust TED and all other dates determined by the profession .
 - d. An officer approved for a category or profession change is not eligible to receive an accession bonus that is otherwise authorized for the category and/or profession.
- 6-5. A candidate who is not recommended for an appointment by an Appointment Board or who is found to not meet the criteria in Section 6-1. is ineligible to reapply to the USPHS Commissioned Corps except under the conditions determined by the SG. (See [POM 821.67](#), "Reapplication to the Regular Corps").

7. RESPONSIBILITIES:

- 7-1. The SG is responsible for ensuring the day-to-day supervision of the USPHS Commissioned Corps. The SG may not re-delegate the following authority:
 - a. To waive the maximum entry grade credit in Section 6-3.b., to waive the maximum age limitations in Section 6-1.b.(2) and (3), and to waive the minimum GPA requirements in Section 6-1.d.;
 - b. To approve referral of candidates for a special circumstances temporary grade promotion upon appointment; and
 - c. To approve the change of an officer's category or profession within the same category.

- 7-2. The Director, CCHQ, or his/her designee is responsible for managing the appointment process listed in this Instruction including, but not limited to, the sequence of reviewing a candidate's application documents to determine if a candidate meets the requirements of Section 6-1., when a candidate's application is closed due to not meeting a requirement outlined in Section 6-1., and when a candidate's application and record is reviewed by an Appointment Board. The Director, CCHQ, without further delegation, is authorized to reject a candidate's application when information becomes available regarding the applicant, or his/her record, that makes the applicant unsuitable for uniformed service (e.g., failing to disclose information, making a false or misleading statement, making statements that reveal an unsuitability for service, or otherwise demonstrating traits that make him/her unsuitable for service).
- 7-3. The Secretary has delegate to the ASH the authority to administer the Oath of Office to officers being appointed to the USPHS Commissioned Corps and the ASH has re-delegated this authority to the SG, Deputy Surgeon General, Assistant Surgeons General, and all active duty Regular Corps officers who hold the Permanent Director grade (O-6).
8. PROCEDURES:
- 8-1. CCHQ routinely convenes Appointment Boards (see [CCI 391.01](#), "Appointment Boards") are to assess a candidate's qualifications and their suitability for appointment to the Regular Corps and Ready Reserve.
- 8-2. The SG or his/her designee may establish additional guidance and procedures for managing the appointment process, including but not limited to the circumstances under which a candidate may submit an application to the USPHS Commissioned Corps after a determination has been made that the candidate does not meet the appointment criteria, is not suitable or qualified for appointment, or the application has been closed. The SG will establish limits, as necessary, on the number of candidates in certain professions that are accepted for consideration for appointment.
- 8-3. The Director, CCHQ, will determine which documents and information candidates must submit in order to determine their eligibility for appointment and in order to assess their suitability for appointment. This includes establishing limits on the number of candidates in certain professions that are accepted for consideration for appointment as well as ensuring that the most qualified candidates are processed for appointment.
- 8-4. To request the appointment of a candidate to their organization, OPDIV/STAFFDIV and non-HHS organizations must complete a form [PHS-1662](#), "Request for Personnel Action," in accordance with guidance provided by ASH, or his/her designee.
9. HISTORICAL NOTES: This is the seventh issuance of this Instruction within the eCCIS.
- 9-1. CCI 231.01, "General Appointment Standards," dated 11 June 2018.
- 9-2. CCI 231.01, "General Appointment Standards," dated 28 October 2014.
- 9-3. CCI 231.01, "General Appointment Standards," dated 11 April 2011.
- 9-4. CCI 231.01, "General Appointment Standards," dated 31 March 2010.
- 9-5. CCI 231.01, "General Appointment Standards," dated 14 August 2007
- 9-6. Commissioned Corps Personnel Manual (CCPM) CC23.3.4, "Appointment Standards and Appointment Boards," dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005.

Appendix

Permanent Grade on Appointment

USPHS Commissioned Corps Grade	Navy Grade Equivalent	Pay Grade	Required Years of TED Credit
Junior Assistant	Ensign	O-1	Minimum 4 years bachelor's degree
Assistant	Lieutenant Junior Grade (LTJG)	O-2	At least 7 years
Senior Assistant	Lieutenant (LT)	O-3	At least 10 years (see Note 1)
Full	Lieutenant Commander (LCDR)	O-4	At least 17 years
Senior	Commander (CDR)	O-5	At least 24 years (see Note 2)
Director	Captain (CAPT)	O-6	At least 28 years

Note 1: Appointments to grades above the permanent Assistant grade are limited for the restricted categories: Nurse, Engineer, Scientist, Environmental Health, Veterinary, Pharmacy, Dietitian, Therapy, and Health Services.

Note 2: Appointments to grades above the permanent Full grade are limited for the non-restricted categories: Medical and Dental.