

## Regular Corps Assimilation Program

# **Assimilation Applications are Due February 15, 2007**

All newly-appointed Public Health Service (PHS) Commissioned Corps officers are commissioned in the Reserve Corps. Assimilation is the appointment of Reserve Corps officers into the Regular Corps of the commissioned corps. The Regular Corps is the career component of the PHS Commissioned Corps and is composed of officers who have expressed long-term commitment to the missions and goals of the Corps. Regular Corps appointments are currently limited by statute to 2,800 officers. The appointment process, which may be lengthy, begins with individual officers' applications and ends with U.S. Senate confirmation, and an official personnel order being promulgated. Uniformed Services University of the Health Sciences (USUHS) medical graduates are, by statute, appointed into the Regular Corps upon graduation from USUHS.

To be eligible to apply for appointment to the Regular Corps, an officer must:

- (1) Have completed a minimum of 2 years of continuous active duty in his/her current tour of duty at the time of application (applications will be reviewed by a board after the officer has completed 3 years of service);
- (2) Meet the specific educational requirements (as applicable) of the professional category for Regular Corps appointment (refer to category Exhibits in INSTRUCTION 4, Subchapter CC23.3, "Appointment Standards and Appointment Boards," of the Commissioned Corps Personnel Manual (CCPM));
- (3) Meet the required medical standards;
- (4) Meet the current professional license/registration/certification requirements (as applicable);
- (5) Have received a "D" or "E" overall score on his/her most recent Commissioned Officers' Effectiveness Report (COER). Please note: Narrative COERs do not meet this requirement; and
- (6) Meet the requirements of the Basic Level of Force Readiness. Refer to the Office of Force Readiness and Deployment (OFRD) Web site at <http://ccrf.hhs.gov/ccrf/>.

**All commissioned officers must have a satisfactory background investigation on file with the Office of Commissioned Corps Operations (OCCO) prior to completing the assimilation process. At the time of application, application for security clearance must have been properly completed and received by OCCO. Additionally, officers may not be on limited tour status at the time of application.**

Any Reserve Corps officer who has not already applied for Regular Corps assimilation and who believes that he or she meets the above requirements is invited to submit form PHS-7034, "Application for Assimilation into the Regular Corps" (Note: Form PHS-7034 is available on the Commissioned Corps Management Information System Web site – <http://dcp.psc.gov> – Click on 'Services' and then 'Official Forms'). All applications must be accompanied by a statement about the reasons for requesting appointment to the Regular Corps and the officer's commitment to a career in the PHS Commissioned Corps.

Any officer who is eligible for assimilation may, at his/her option, attach to the application a statement from his/her immediate supervisor justifying and supporting the application. *All applications must be endorsed by each officer's immediate supervisor and forwarded to the following address:*

**Office of Commissioned Corps Operations  
Division of Commissioned Corps Officer Support  
ATTN: Assimilation Coordinator  
1101 Wootton Parkway, Suite 100  
Rockville, MD 20852**

**Applications must be postmarked by February 15, 2007 to be eligible for the assimilation year 2007. Faxes and copied applications will not be accepted.**

Written acknowledgment of the receipt of the application will be sent to the officer from OCCO and will include the assimilation year the officer is qualified to be reviewed. A copy of this acknowledgement will be placed into the electronic official personnel file (eOPF) by OCCO. Similarly, written acknowledgment of any deficiencies in the application or the ineligibility of the applicant will be sent to officers as appropriate.

Assimilation Boards are convened once a year. Requests for assimilation are forwarded to the Assimilation Board which evaluates the officer's qualifications and ranks the officer with all other candidates, across category lines, for assimilation. A list of nominees is prepared and sent through Departmental administrative channels for nomination by the President and confirmation by the U.S. Senate. Officers are appointed at the permanent grade at which nominated and confirmed by the U.S. Senate. Subsequent permanent promotions in the Reserve Corps, earned while waiting for Senate confirmation, are not transferable to the Regular Corps.

Officers recommended for assimilation, but who are not selected for nomination will be considered by the next Assimilation Board. However, officers recommended for assimilation but not selected for nomination after 3 consecutive years, must submit a new application. OCCO notifies officers of their status at each stage of the assimilation process.

Please see the chart titled "Comparison of Reserve Corps Versus Regular Corps." It answers general questions about assimilation and shows a comparison of the similarities and differences. Officers are encouraged to refer to the policy regarding the assimilation program in Subchapter CC23.3, INSTRUCTION 7, "Regular Corps Assimilation Program."

Officers should contact their Commissioned Corps Liaison if they are unsure of their status or need assistance in submitting an application for assimilation.

## COMPARISON OF RESERVE CORPS VERSUS REGULAR CORPS

TOPIC & CCPM CITATION	RESERVE CORPS	REGULAR CORPS
<b>Application Process</b> CC23.3, INST 4 CCPM PAMPHLET 46	Original Appointment Standards apply. Initial oath of office and physical required. Must meet citizenship, age, professional, and medical requirements.	Eligible to be considered after 3 years on active duty in the current tour as a reserve officer. See Appointment Standards for category-specific requirements. Additional oath of office and physical required for appointment into the Regular Corps. If an officer wishes to be reconsidered for assimilation after he/she withdraws his/her name from the nomination list, or declines appointment in the Regular Corps following Senate confirmation, he/she must reapply.
<b>Appointment</b> CC23.3, INST 4 CC23.3, INST 7	Under delegation of authority, appointment made by Director, DCP. Applications for the Reserve Corps remain active for 1 year.	Appointment requires Presidential nomination and Senate confirmation. Original appointment to the Regular Corps at the permanent O-4 grade and above who apply after 3 ½ years of continuous active service limited to 10% of the total number.
<b>Appointment Grade</b> CC23.3, INST 4 CC23.3, INST 7	Officers appointed at grade for which eligible based on Training and Experience (T&E) calculation done at call-to-active-duty in accordance with Appointment Standards. See Appointment Standards for grade and service requirement.	Temporary grade retained upon appointment to the Regular Corps. Officers appointed at the permanent grade at which confirmed by the Senate.
<b>Base Pay Entry Date (BPED) Calculation</b> CC22.1, INST 1	BPED established at the time of call-to-active-duty.	Constructive credit for pay and promotion may be given based on grade at the time of Senate confirmation if statutory constructive credit exceeds actual creditable service. BPED may be adjusted to reflect additional years depending on permanent grade appointment.
<b>Corps Size</b>	Size established by the Secretary or his/her designee.	Corps limited to 2,800 as set by Congress.
<b>Probationary Period</b> CC23.7, INST 1 CC43.7, INST 1	Officer's record subject to review during the first 3 years after initial appointment into the Reserve Corps. Officer's appointment may be terminated pursuant to INSTRUCTION 1, Subchapter CC23.7 of the CCPM.	Regular Corps officer reviewed for retention during the first 3 years following appointment into the Regular Corps. Officer may be terminated with severance pay, if found not qualified for further service.
<b>Promotions</b> CC23.4, INST 1 CC23.4, INST 2	Permanent promotions approved by Director, DCP. Temporary promotions approved by Director, DCP.	Permanent promotions require Presidential nomination and Senate confirmation. Temporary promotions approved by Director, DCP.
<b>Failure of Permanent Promotion</b> CC23.4, INST 5	Determined by permanent grade, category, and length of service. No severance pay.	Determined by grade, category, and length of service. Severance pay provided for P-O2 and P-O3 grades. Retirement provided for P-O4 grade.
<b>CPO Eligibility</b> CC23.4, INST 6	Officers are NOT eligible for consideration for appointment as a Chief Professional Officer.	Officers are eligible for consideration for appointment as a Chief Professional Officer.
<b>Flag Grade Eligibility</b> CC23.4, INST 7	Officers are NOT eligible for consideration for promotion to temporary grades above the O-6 grade.	Officers are eligible for consideration for promotion to temporary grades above the O-6 grade.
<b>Reduction in Strength</b> CC23.7, INST 3	Less retention rights than Regular Corps.	Retention rights: Regular Corps officers have retention priority over similarly situated Reserve Corps officers.
<b>Career Length</b> CC23.8, INST 3 Memo to Agency Repts dated 4/16/92	Reserve Corps Officers are NOT eligible to serve beyond 30 years.	Officers are eligible to stay beyond 30 years if a completed justification is made by their Operating Division/Program, and recommendations of a 30-year retirement board are approved.
<b>Inactivation</b> CC23.0, INST 1	Officer may request inactivation, and upon inactivation reverts to permanent grade. May be recalled as a reserve officer. Officer may request assimilation into Regular Corps after 2 years of continuous active duty in the current tour in the Reserve Corps.	Officer may request inactivation. If later returned to active duty, will be recalled as a reserve officer. Officer may request restoration back into Regular Corps if reapplication is made within 2 years.
<b>Post-Retirement Employment</b> CC23.8, INST 10	Currently, No post-retirement compensation restrictions for federal civilian service	Currently, No post-retirement compensation restrictions for federal civilian service