DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC23--Staffing
Subchapter CC23.3--Appointment
Personnel INSTRUCTION 4--Appointment Standards and Appointment Boards

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Section A. Purpose and Scope

1. This INSTRUCTION provides the eligibility standards for appointment to the Regular and Reserve Corps of the Commissioned Corps of the U.S. Public Health Service (PHS). This INSTRUCTION also lists the responsibilities and functions of the appointment boards that make recommendations regarding appointment to the Regular and Reserve Corps with the exception that section C, below, does not apply to boards that are convened under the Regular Corps assimilation program. (See Subchapter CC23.3, INSTRUCTION 7, "Regular Corps Assimilation Program" of the Commissioned Corps Personnel Manual (CCPM).) As noted in Subchapter CC23.3, INSTRUCTION 7, it is the policy of the PHS Commissioned Corps to initially appoint officers to the Reserve Corps.

2. This INSTRUCTION does not apply to candidates seeking appointment through the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) (See Subchapter CC25.2, INSTRUCTION 4) or the Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) (See Subchapter CC25.2, INSTRUCTION 5) unless otherwise noted in this INSTRUCTION or other provisions of the CCPM. This INSTRUCTION does not apply to candidates seeking admission to the Uniformed Services University of the Health Sciences (USUHS) (See Subchapter CC45.2, INSTRUCTION 3, "Assignment of PHS Commissioned Officers to the USUHS") unless otherwise noted in this INSTRUCTION or other provisions of the CCPM.

3. This INSTRUCTION does not apply to officers recalled from the Inactive Reserve Corps (See Subchapter CC23.5, INSTRUCTION 9, "Short Tours of Active Duty- Inactive Reserve Corps").

4. This INSTRUCTION is effective as of date signed by the Surgeon General (SG) unless otherwise specified.

Section B. Authorities

1. Section 203 of the PHS Act (42 U.S.C. § 204).

2. Section 207 of the PHS Act (42 U.S.C. § 209).

3. Section 209(a) of the PHS Act (42 U.S.C. § 210b(a)).

4. Section 215 of the PHS Act (42 U.S.C. § 216).

5. 42 C.F.R. § 21.21-21.58.

6. Section D. of Subchapter CC43.7, INSTRUCTION 1, "Termination of Reserve Corps Officers' Commissions," places PHS commissioned officers under the security requirements set forth in Executive Order No. 10450, as amended (See also Executive Order No. 1049).

7. Section D of Subchapter CC43.4, INSTRUCTION 1, "Promotion of Commissioned Officers in the PHS."

8. The authority to administer the PHS Commissioned Corps has been delegated by the Assistant Secretary for Health to the SG as set forth in 53 Federal Register 5046-5047 (February 19, 1988). The SG has delegated the authority for daily administration of the PHS Commissioned Corps to the Director, Division of Commissioned Personnel (DCP).

Section C. Definitions

1. Accredited Institution. An accredited institution is a college, university, institution, school, or program located in one of the 50 United States, the District of Columbia, the Commonwealth of Puerto Rico, or one of the U.S. Territories:

   a. Which is accredited by an accrediting agency or association recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation; and

   b. Is acceptable to the Director, DCP.

   The definition of "accredited institution" includes those institutions that are in the process of seeking accreditation and currently have provisional or conditional accreditation, or candidacy status for accreditation, based solely on the newness of the institution.

2. Armed Forces. The term "Armed Forces" includes the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, or U.S. Coast Guard.

3. Closely Allied and Relevant Field of Study. A "closely allied and relevant field of study" is a field of study that:

   a. Is closely related from the point of view of the knowledge involved to the candidate's category, discipline, and/or specialty; and/or

   b. Directly contributes to the usefulness of the candidate in the category and/or discipline, e.g., adds adjunctive skills to the qualifying degree.

4. Creditable Education and Training. Creditable education and training is education and training that is:

   a. In a discipline, specialty, or closely allied and relevant field of study acceptable in a category for which the candidate is being considered (See Exhibits I-XI);

   b. From an accredited institution; and

   c. At the proper educational level.

5. Creditable Work Experience. Creditable work experience is work experience that is at the professional work level and:

   a. Is in the category, discipline, or specialty for which the candidate is being considered; or

b. Is in a closely allied and relevant field of study that is considered so relevant or essential to the category, discipline, or specialty for which the candidate is being considered that the work experience may be substituted fully for that obtained in the category, discipline, or specialty itself.

6. Extended Active Duty. A call or order to active duty in excess of 120 days.

7. Qualifying Academic or Professional Degree Program. A qualifying academic or professional degree program is a degree program including a combined degree and certification program, that is creditable for purposes of awarding training and experience date (TED) credit and provides the educational and training basis for originally appointing candidates to the Regular or Reserve Corps in one of the professional categories listed in Exhibits I-XI, below.

8. State. A State is defined as one of the 50 United States, the District of Columbia, the Commonwealth of Puerto Rico, or one of the U.S. Territories.

9. Uniformed Services. The term "Uniformed Services" includes the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), and Commissioned Corps of the PHS.

Section D. Appointment Boards

1. The PHS Commissioned Corps utilizes an appointment board system to assess the fitness and qualification of candidates for appointment to the Regular and Reserve Corps. Appointment boards are charged with the responsibility of assuring that only qualified candidates are recommended for appointment as PHS officers.

2. The Director, DCP, shall appoint a panel of officers to serve as appointment board members for a period of 1 year. Appointment board membership shall be documented by a personnel order for inclusion in each officer's Official Personnel Folder (OPF). In making such appointments, the Director, DCP, may seek the advice of the Chief Professional Officer (CPO) for the category to which the candidate is being considered. Appointment board members shall:

   a. Be appointed to the Regular Corps and:

   b. Be at the senior grade (O-5) and above; and

   c. Have 5 years of PHS Commissioned Corps active-duty experience.

   In addition, the majority of board appointment members shall be in the same category.

3. The Director, DCP, or his/her designee, shall select three or more officers to serve on each appointment board. At least one officer shall have served on a previous appointment board.

4. When an appointment board is convened, the senior officer of the board shall be designated as the "Chairperson." The Chairperson shall be in the same category as the candidate being as considered. The Chairperson's duties consist of:

   a. Calling the appointment board to order;

   b. Governing the general conduct of the board; and

c. Overseeing the duties of the executive secretary assigned to the board.

5. The Director, DCP, or his/her designee, shall assign a non-voting executive secretary to each appointment board that is convened. The executive secretary's duties consist of:

   a. Arranging the time and place of all meetings;

   b. Furnishing the agenda and applicable information to the appointment board;

   c. Preparing the board's recommendation(s) for submission to the Director, DCP; and

   d. Performing other duties as required by either the Chairperson or the Director, DCP.

6. Upon request from the appointment board, consultative services concerning the appointment process and/or other relevant matters shall be provided by the professional staff of DCP and/or the CPO.

7. The Director, DCP, or his/her designee, shall make every effort to ensure that the selection process for appointment board members complies with the Department's rules, regulations, and policies on nondiscrimination in the workplace.

8. Officers with pending disciplinary action(s) or who have been under disciplinary action(s) within the past 2 years cannot serve on an appointment board. In addition, officers who are not in compliance with the PHS licensure policy cannot serve on an appointment board.

9. An appointment board's recommendation shall be based upon all available information in the candidate's file. The phrase "all available information" includes, but is not limited to, information contained in the candidate's application and curriculum vitae, responses to requests for additional information by DCP including those submitted through e-mail or other electronic medium, and references. The responsibility for producing information shall at all times remain with the candidate.

10. Under guidance by the Director, DCP, when additional information is needed to assess a candidate's suitability for appointment as a PHS officer, a formal interview (either in person or by telephone) may be conducted by:

    a. One or more appointment board members;

    b. One or more officers assigned to DCP; or

    c. One or more officers specifically designated by the Director, DCP.

11. Upon completion of the board's review of all available information, the board shall determine whether or not the candidate is professionally qualified for appointment to the PHS Commissioned Corps. Upon such determination, the board shall:

    a. Recommend appointment and validate the TED;

    b. Recommend appointment pending receipt of additional information;

    c. Recommend that the appointment decision be deferred; or

    d. Recommend that the candidate be rejected.

12. All recommendations by the appointment board shall be based upon a majority vote of the members. A minority report by a dissenting opinion may be filed with the recommendation. All members of the board shall have equal voting rights.

13. The final decision for or against appointment of any candidate shall be made by the Director, DCP.

Section E. Appointment Criteria

In order to be eligible for appointment to the Regular or Reserve Corps, candidates must meet the following criteria.

1. Citizenship Requirements.

   Only citizens of the United States are eligible for appointment to the Regular and Reserve Corps of the PHS Commissioned Corps. Any person born outside the United States shall provide the Director, DCP, with the necessary proof of citizenship.

2. Age Requirements.

   a. Minimum Age Requirements for All Candidates by Grade.

      A candidate may not be appointed to the Regular or Reserve Corps unless:

      (1) The candidate is 18 years of age at the time of appointment to the junior assistant grade (O-1); or

      (2) The candidate is 21 years of age at the time of appointment to the assistant grade (O-2) or higher.

   b. Maximum Age Limitation for All Candidates.

      Subject to the additional limitations for Regular Corps candidates contained in subsection E.2.c., below, a candidate who is 44 years of age (44 years, 00 months, 00 days) or older shall not be appointed to the Regular Corps or called to active duty to the Reserve Corps for a period in excess of 1 year except under the following conditions:

      (1) The candidate has to his/her credit the number of years of active service, as defined in Section 211(d) of the PHS Act for retirement purposes, equal to the number of years by which his/her age exceeds 44;

      (2) The Director, DCP, determines that the candidate possesses exceptional qualifications not readily available in the PHS Commissioned Corps; or

      (3) In the case of a Reserve Corps officer, the PHS Commissioned Corps has been declared by the President to be a military service.

   c. Additional Age Limitations for Appointments into the Regular Corps.

      No candidate for appointment to the Regular Corps, except in the Nurse category, shall be appointed to:

(1) The permanent junior assistant grade (O-1) after the age of 31 years;

(2) The permanent assistant grade (O-2) after the age of 34 years; or

(3) The permanent senior assistant grade (O-3) after the age of 37 years.

However, the Director, DCP, may waive the age limitations contained in this subsection:

(4) If a candidate has had previous active service in the PHS and the time of active service equals or exceeds the difference between his/her age at the time of appointment and his/her 31st, 34th, or 37th birthday, as the case may be.

(5) In the case of a Reserve Corps officer who is recommended for appointment to the Regular Corps by the Agency/Operating Division (OPDIV)/Program Head to which the officer is assigned and the officer has been on continuous active duty for at least 2 years immediately preceding the date of recommendation. (See Subchapter CC23.3, INSTRUCTION 7, " Regular Corps Assimilation Program.")

3. Medical Requirements.

All candidates for appointment to the PHS Commissioned Corps must undergo a medical examination and be found medically qualified prior to appointment. An individual is expected to 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. Subchapter CC29.3, INSTRUCTION 5, "Medical Examination Requirements," and CCPM Pamphlet No. 46 "Guiding Medical Standards for the Commissioned Corps of the U.S. Public Health Service," contain more detailed information regarding medical qualifications.

4. Academic Requirements.

In order to be appointed to the Regular or Reserve Corps, candidates must have:

a. Completed a qualifying academic or professional degree program (qualifying degree); and

b. Achieved a grade point average (GPA) of at least 2.5 in his/her qualifying degree (without rounding). The appointment board may recommend that this requirement be waived based upon the totality of the record.

5. Licensure/Credentials Requirements.

All candidates must possess a current and unrestricted State license or other authorizing document as set forth in this INSTRUCTION. However, an exception may be allowed if a license limited tour is authorized by the Director, DCP, for a particular category and/or specialty as listed in Attachment A. (See Subchapter CC23.3, INSTRUCTION 8, "Limited Tours of Active Duty.") The Exhibits that follow provide for category and discipline-specific requirements for licensure and/or other authorizing documentation such as a registration and certification.

6. Security Requirement.

All candidates must have a satisfactory National Agency Check with Inquiries prior to appointment to the PHS Commissioned Corps. However, a candidate may be commissioned prior to the completion of the National Agency Check with Inquiries if:

a. The candidate is given an interim clearance by the Director, DCP, prior to the candidate's call to active duty (CAD); and

b. The candidate agrees in writing that if the results of the investigation are unfavorable, the candidate shall be subject to discharge if found to be ineligible to hold a commission in the PHS Commissioned Corps.

7. Leadership.

All candidates seeking appointment to the PHS Commissioned Corps must demonstrate the potential for leadership as a commissioned officer and have the ability to deal effectively with people. Such traits may be evaluated in terms of the candidate's background and experience.

8. Suitability.

All candidates seeking appointment to the PHS Commissioned Corps must be found suitable for life in the Uniformed Services based upon a review of a variety of assessment factors including, but not limited to: personal adjustment, employment history, character, a history of criminal behavior or misconduct, and a candidate's prior history of service in one of the Uniformed Services.

9. Members of Other Uniformed Services.

Applications from members of the Armed Forces and officers in the Commissioned Corps of the NOAA may be referred to an appointment board only after receipt by the Director, DCP, of:

a. A valid conditional release;

b. A statement of resignation from the candidate's current Service; or

c. In the case of a candidate seeking an inter-service transfer, permission from the Secretary of the losing Uniformed Service approving the inter-service transfer.

10. Prior Active Duty Service in the Uniformed Services.

Candidates with more than 8 years (8 years 00 months 00 days) of active-duty service in one of the Uniformed Services other than the PHS Commissioned Corps, shall not generally be approved for appointment to the PHS Commissioned Corps. However, the Director, DCP, may waive this requirement for exceptionally qualified candidates with more than 8 years of active-duty service in the Uniformed Services provided the candidate satisfies any additional requirements that are mandated by law, regulation, and/or the Director, DCP.

Section F. Credit for Training and Experience

1. Training and Experience Date (TED).

a. General. The TED reflects the undergraduate education, graduate training, and experience considered to be professionally qualifying for appointment to a particular category. The amount of TED credit awarded to candidates shall be based solely on the TED information provided by each candidate to DCP 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 and no other sources of information other than information that has been submitted by the candidate to DCP shall be considered in calculating a candidate's TED.

b. 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 Exhibits I-XI.

c. Purpose of Calculating the TED. A candidate's TED determines the permanent entry grade at the time of the candidate's appointment. The TED is also used to establish eligibility for temporary promotion to all grades in the Regular and Reserve Corps and permanent promotion to all grades in the Reserve Corps through full (O-4) grade and to the senior (O-5) grade when not limited or restricted.

d. Establishing the TED. As indicated below, a candidate's TED shall be established as of the first day of the first month in the quarter following the one in which the candidate obtained his/her qualifying degree or from the first day of the first month in the quarter following the month to which credit has been constructed and computed.

Graduation Quarter	TED Established From
1st - January, February, March	April 1
2nd - April, May, June	July 1
3rd - July, August, September	October 1
4th - October, November, December	January 1

e. Responsibility for Providing Information Concerning the TED. Candidates have at all times the burden of providing both complete and accurate information to DCP. 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.

2. General Information for Awarding TED Credit.

a. Types of Information Considered for Awarding TED Credit.

(1) Educational background such as class standing, GPA, grades made in certain course work, and evaluations furnished by professors and deans;

(2) Work-record evaluation(s) by supervisor(s), and job descriptions that set forth the kinds and levels of work experience performed by the candidate;

(3) Interview reports; and

(4) Any other relevant information submitted in compliance with this INSTRUCTION to the Director, DCP.

b. Creditable Education and Training. TED credit may be awarded for a qualifying degree and/or other creditable education and training.

c. Accreditation.

(1) Accreditation Requirement for Education and Training. To be creditable as a candidate's qualifying degree or otherwise creditable for purposes of awarding TED credit, the education and/or training must have been obtained from an accredited institution at the time of a candidate's graduation. Likewise, education and/or training that is not part of a completed educational and/or training program, e.g., academic course work, may only be credited if taken at an accredited institution.

(2) Limitations on Accreditation Requirement. Notwithstanding subsection F.2.c.(1), above, the Director, DCP, 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 Exhibits I-XI).

(3) Category Specific Requirements. Notwithstanding subsection F.2.c.(1), above, the Director, DCP, may provide for specific exceptions to the accreditation requirement as set forth in Exhibits I-XI.

(4) Conditional, Provisional, or Candidacy Status Accreditation. A candidate must be enrolled at the time a university, school, or program was under conditional, provisional, or candidacy status accreditation in order to be credited with having attended an "accredited institution." Upon appointment, such candidates will be placed on a 3 year limited tour of duty pending a determination as to whether the university, school, or program achieved unconditional accreditation.

d. Creditable Work Experience. TED credit may be awarded for creditable work experience as provided in sections F.4., and F.5, below.

3. Awarding TED Credit for Education and Training.

a. Credit for a Qualifying Academic or Professional Degree. Unless otherwise provided for in Attachment B, section F. of this INSTRUCTION shall be used to calculate the TED credit for a candidate's qualifying degree.

b. Credit for Qualifying Bachelor's Degree.

(1) 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.

(2) Candidates who are appointed to the Regular or Reserve Corps based upon the possession of a qualifying bachelor's degree shall be awarded 4 years of TED credit regardless of whether the program was completed in less than 4 academic years. However, if a qualifying bachelor's degree is from a program that is accredited for more than 4 years, candidates shall be awarded TED credit equal to the time for which the program is accredited up to a maximum total of 5 years.

(3) Subsection F.3.b.(2)., above, does not apply to candidates who are appointed to the Regular or Reserve Corps in the Dietitian, Therapist, or Health Services Category based upon the successful completion of a certificate program subsequent to an accredited bachelor's degree (See subsection F.3.l., below).

c. Credit for a Qualifying Master's Degree.

(1) 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.

(2) Candidates who are appointed to the Regular or Reserve Corps based upon the possession of a qualifying master's degree shall be awarded TED credit as follows:

(a) A maximum of 4 years TED credit for the completion of an accredited bachelor's degree when the degree is used as the prerequisite for entering the candidate's master's degree program.

(b) 1-2 years of TED credit based upon the duration of the master's degree program as accredited to achieve the qualifying master's degree. However, candidates shall under no circumstances be awarded more than 2 years TED credit for a qualifying master's degree.

d. Credit for a Qualifying Doctoral Degree.

(1) If a doctoral degree is the qualifying degree for a category, the degree must be in the field specified for the category.

(2) Candidates who are appointed to the Regular or Reserve Corps based upon the possession of a qualifying doctoral degree shall be awarded TED credit as follows:

(a) A maximum of 4 years of TED credit for the completion of an accredited bachelor's degree when the degree is used as the prerequisite for entering the candidate's master's degree program or doctoral program;

(b) 1-2 years of TED credit for an accredited master's degree as determined by the actual time the candidate spent to complete the program. However, in order to receive TED credit for a master's degree under this subsection, the master's degree program must serve as a prerequisite for entering the candidate's qualifying doctoral program;

(c) 1-4 years TED credit for an accredited doctoral degree beyond the master's degree. The TED credit awarded shall be based upon the duration of the program as accredited to achieve the qualifying doctoral degree;

(d) 1-5 years of TED credit for an accredited doctoral degree beyond the bachelor's degree if the candidate did not complete a master's degree that serves as a prerequisite for entering the candidate's doctoral program. The TED credit awarded shall be based upon the duration of the program as accredited to achieve the qualifying degree.

(e) TED credit for a doctoral degree above the limits listed in subsections (c) and (d), above, may be allowed up to a maximum of 5 years beyond the master's degree and 6 years beyond the bachelor's degree if an extension of the TED credit limits is justified by the school's requirement(s) for a degree and the Director, DCP, approves the award of additional TED credit.

e. Credit for Undergraduate Education and Training Without a Degree. TED credit shall not be awarded for undergraduate education without a degree unless awarded in connection with a combined bachelor-doctoral degree program or as part of the TED credit granted to candidates whose qualifying degree is listed in Attachment B; e.g., MD or DO Degrees, DDS or DMD Degrees, OD, DPM, or DVM degree.

f. Credit for Undergraduate Degree(s) That are Not the Qualifying Degree. TED credit shall not be awarded for a non-qualifying undergraduate degree except as provided for in subsections F.3.c., F.3.d., and F.3.l. In addition, candidates shall under no circumstances receive TED credit for more than one undergraduate degree.

g. Credit for Graduate Education and Training Obtained Prior to the Qualifying Degree. TED credit for graduate education and training obtained prior to a candidate's qualifying degree shall not be awarded except as provided for in subsection F.3.d., above.

h. Credit for Graduate Education and Training Obtained After the Qualifying Degree. TED credit shall be awarded for graduate education and training obtained after a candidate's qualifying degree if:

(1) 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

(2) The graduate education and training is in a closely allied and relevant field of study to the candidate's category, field, and/or speciality and is otherwise creditable; and

(3) The appointment board recommends that TED credit be granted and the Director, DCP, concurs with the recommendation.

TED credit granted under this section shall be awarded based upon the actual time spent in the education and training program using the rules for calculating TED credit for graduate education listed in subsection F.3.i., below. However, programs that combine a qualifying graduate degree and one or more creditable graduate degree(s), shall be awarded TED credit based on the duration of the combined program as accredited.

i. Rules for Calculating TED Credit for Graduate Education and Training Based Upon the Actual Time Spent in the Program. As indicated in subsection F.3.h., above, TED credit may be awarded for graduate education and training obtained after the qualifying degree. However, in cases where a candidate completed graduate course work but did not obtain a graduate degree, TED credit may only be awarded for graduate course work after a statement is obtained from the university stipulating that the candidate met the requirements and standards that degree candidates must meet for the course work in question.

The rules for calculating TED credit for graduate education and training based upon the actual time spent in the program are as follows:

(1) One academic year of TED credit shall be awarded for the satisfactory completion of 30 semester hours or 45 quarter hours of graduate education.

(2) When less than 1 academic year is completed by a candidate, TED credit shall be awarded on the semester or semester-hour basis. A complete semester (15 credit hours) shall result in 6 months of TED credit. Where fewer than 15 semester hours are credited, each 3-hour course shall result in 1 month of credit. Credit shall not be given for fewer than 3 semester hours.

(3) When course work is completed in schools that do not use the semester or semester-hour basis, TED credit for less than 1 academic year of course work shall be awarded based upon the conversion of the time spent in academic study to semester hours. This means that for schools on the quarter system, two-thirds of the number of quarter hours shall give the equivalent number of semester hours. For schools on the four-course per year, or eight half-course per year system, each completed half-course shall result in four semester hours credit.

j. Overlapping Periods of Education, Training, and Work Experience. TED credit shall not be awarded twice for overlapping periods of education, training, and/or work experience under any circumstances.

k. Credit for Only Fully Creditable Education and Training. When a candidate's time is divided between fully creditable and non-creditable education and training, TED credit shall be given only for that portion of time spent in fully creditable education and training.

l. Credit for Certification in Dietetics, Therapy, and Health Services Professions.

(1) Certification Programs. For the fields listed below, 1 year of TED credit shall be awarded for a certificate requiring a full-time academic year earned subsequent to an accredited bachelor's degree:

(a) Medical (Health) Record Administration;

(b) Physical Therapy;

(c) Occupational Therapy;

(d) Speech-Language Pathology and Audiology; and

(e) Dietetics.

(2) Additional TED Credit.

(a) A candidate who is appointed to the Regular or Reserve Corps based upon the successful completion of a certificate program earned subsequent to an accredited bachelor's degree shall be awarded 4 years of TED credit for the bachelor's degree regardless of whether the candidate completed the degree in less than 4 academic years or whether the degree program is accredited for more than 4 years.

Example. For example, if a candidate obtains an accredited bachelor's degree and subsequently completes a qualifying certificate program requiring a full-time academic year, the candidate would receive 5 years of TED credit.

(b) Additional TED credit shall be allowed for a combined internship-master's degree program or if more than 1 year is required by the school for such formal program.

m. Specialty Board Certification. The years of education and training taken in residency preparation for the specialty board are credited in the same manner as other education and training, and may not be used to increase credit already allowed for the same period.

n. Training in the Uniformed Services. If training obtained in one of the Uniformed Services has not been credited towards a candidate's qualifying degree, TED credit may be awarded if:

(1) The training is in accordance with the recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education;

(2) The training is at the graduate level;

(3) The candidate has not received TED credit for similar graduate work;

(4) The training occurred after the candidate received his/her qualifying degree;

(5) The training is in the candidate's category, discipline, or specialty or in a closely allied and relevant field of study as defined above.

o. Special Professional Training. A candidate may receive TED credit for special professional training courses taken after receiving his/her qualifying degree if the courses are accredited and approved by the Director, DCP (See subsection F.2.c., above.) If acceptable, TED credit for courses shall be awarded as follows:

(1) On a semester or academic year basis pursuant to subsection F.3.i., above, if the courses are taken full-time during periods of unemployment;

(2) On a month-for-month credit basis if special courses are taken full-time during periods of unemployment and the courses cannot be credited on a semester or academic year basis; or

(3) If courses are taken part-time while a candidate is employed, a tentative estimate of the equivalent full-time training is made pending board action. Consultation with other board members or accrediting bodies in the field may be held. The maximum credit cannot exceed the total time period involved, e.g., a combination of 1 year of part-time special training and simultaneous employment cannot exceed 1 year's TED credit.

4. Awarding TED Credit for Education, Training, and Concurrent Work Experience

a. 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. One year of TED credit shall be given for each year of concurrent professional or graduate education and training and professional work experience in the field of the degree. If either the education, training or work experience is on a full-time basis, no more than 1 year's TED credit shall be given. 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, TED credit shall be given only for that percentage of the education, training, and work experience that is in the proper field, i.e., creditable (See subsection F.2.b., above).

(2) Outside the University.

(a) Full-time Education and Training. If professional or graduate education and training is on a full-time basis, a candidate shall not receive TED credit for

part-time concurrent professional work experience outside of the university since the candidate shall 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, TED credit shall be awarded for each based upon the following:

i. Professional or graduate education and training shall 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 shall be credited. However, if completion of professional or graduate education and training occurs beyond the termination of the work experience, TED credit may be awarded in terms of the percentage of an academic year on a semester hour basis.

5. Awarding TED Credit for Work Experience

a. Credit for Work Experience

(1) Starting Point for Awarding TED Credit for Work Experience. TED credit shall only be awarded for work experience performed after completion of a candidate's qualifying degree.

(2) Credit for Work Experience Obtained in PHS Commissioned Corps. TED credit for work experience may be awarded for active-duty service as a Regular or Reserve Corps officer in the PHS 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.

(3) Credit for Full-Time Work Experience. Month-for-month TED credit shall be awarded for full-time work experience which is fully creditable.

(4) Credit for Work Experience in the Armed Forces or NOAA. A candidate who has completed the education and training necessary to enter his/her professional category prior to entering the Armed Forces or NOAA, shall be awarded:

(a) Full TED credit for full-time work experience that meets the requirements of creditable work experience listed in this INSTRUCTION;

(b) Part-time TED credit for part-time work experience that meets the requirements of creditable work experience listed in this INSTRUCTION. The amount of part-time TED credit shall be determined based upon the percentage of time per 40-hour week; or

(c) One-quarter credit for any and all other experience.

A candidate who has not completed the education and training necessary to enter his/her professional category before entering the Armed Forces or NOAA shall not be awarded TED credit for work experience in the Armed Forces or NOAA. In addition, TED Credit shall also not be given solely for time served in an inactive status in a reserve component of the Armed Forces or NOAA.

(5) Credit for Only Creditable Work Experience. When a candidate's time is divided between creditable and non-creditable work experience, TED credit shall be given only for that portion of time spent in creditable work experience.

b. Guidance for Awarding TED Credit for Work Experience.

(1) Creditable Work Experience. Subject to any exceptions listed in the Attachments and/or Exhibits, below, 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:

(a) 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;

(b) 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.;

(c) 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 adequate, 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;

(d) 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 Exhibits I-XI);

(e) 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;

(f) Editing or writing in the professional field;

(g) Whenever possible, active-duty work experience in any commissioned officer category of PHS when there is a change in category;

(h) An internship or residency approved or accredited by an appropriate body; or

(i) Counseling experience but only if it is in specialties where applicable, (for example, psychology) and provided it is at a professional level. TED credit

for counseling shall only be awarded for the time actually spent providing professional counseling services.

(2) Non-creditable Work Experience. Unless there is a specific category exception listed in the Attachments or Exhibits of this INSTRUCTION, the following are examples of non-creditable work experiences:

(a) Employment in work outside the candidate's field or outside an acceptable closely allied field;

(b) Teaching below the college level;

(c) Selling, fiscal, business, or other comparable types of activities outside the profession;

(d) Non-professional administrative activities or administration activities outside the candidate's field; or

(e) Routine laboratory duties such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision.

c. Credit for Periods While Seeking Employment.

A one time credit of no more than 3 months TED credit may be applied following achievement of the initial qualifying degree if the applicant is seeking employment in the area in which the degree is granted.

Section G. Determination of Entry Grade

1. Entry Grade Determination. A candidate's entry grade shall be determined by the number of years of TED credit awarded on original appointment to the Regular or Reserve Corps.

2. Maximum Entry Grade Credit. The maximum number of years of TED credit that may be awarded upon appointment is 17 years. This TED credit limitation may be waived however, when an Agency/OPDIV/ Program Head forwards a written request for such waiver to the Director, DCP, prior to the candidate's call to active duty, and the Director, DCP, approves the request. The authority of the Director, DCP, to approve waiver requests under this subsection shall be limited to the following circumstances:

a. When there is a documented shortage against authorized strength in the speciality and in the grade for which the appointee is nominated; or

b. In highly extraordinary circumstances not contemplated in subsection G.2. a., above.

3. Permanent Grade on Appointment. A candidate whose application for original appointment to the Regular or Reserve Corps is approved shall be appointed at the following permanent entry grades listed in the table below:

PHS Grade	Navy Grade Equivalent	Pay Grade	Required years of TED credit
Junior Assistant	Ensign	O-1	Minium 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
Full	Lieutenant Commander (LCDR)	O-4	At least 17* years
Senior	Commander (CDR)	O-5	At least 24** years
Director	Captain (CAPT)	O-6	At least 28 years

* Appointments are limited to permanent Full grade in restricted categories: Pharmacist, Environmental Health, Nurse, Dietitian, Therapist, and Health Services.

** Appointments are limited to permanent Senior grade in non-restricted categories: Medical, Dental, Scientist, Engineer, and Veterinary.

4. Temporary Promotion on Appointment. Officers called to extended active duty become eligible for consideration for temporary promotion based on their number of years of TED credit, and the amount of time on their current tour of active duty as of March 1 of the year in which their records will be reviewed by a temporary promotion board (See table below and Subchapter CC23.4, INSTRUCTION 4, "Temporary Grade Promotions").

Temporary PHS Grade	Years of TED Credit Required	Amount of Time on Active Duty in Current Tour as of March 1
Assistant O-2*	4 years	N/A
Senior Assistant O-3	8 years	N/A
Full O-4	12 years	6 months
Senior O-5	17 years	1 years**
Director O-6	24	3 years**

* Officers called to extended active who are in the Junior or Senior COSTEP programs or medical students attending USUHS are not eligible for temporary promotions.

** Candidates who meet the required TED credit requirements, but not the number of years of service, may be considered for a special-circumstances temporary grade promotion upon a call to extended active duty. If selected for consideration, the candidate's application material and the Agency/OPDIV/Program Head's justification shall be submitted to a regularly scheduled temporary grade promotion board for its recommendation. If recommended, and the Director, DCP, concurs, the candidate will be called to extended active duty at his/her permanent grade and the recommended temporary promotion grade.

Section H. Cross References

1. Subchapter CC43.4, INSTRUCTION 1, "Promotion of Commissioned Officers in the Public Health Service."

2. Subchapter CC43.7, INSTRUCTION 1, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved."

3. Subchapter CC45.2, INSTRUCTION 3, "Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)."

4. Subchapter CC23.3, INSTRUCTION 5, "Inter-service Transfer of Commissioned Officers."

5. Subchapter CC23.3, INSTRUCTION 7, "Regular Corps Assimilation Program."

6. Subchapter CC23.3, INSTRUCTION 8, "Limited Tours of Active Duty."

7. Subchapter CC23.4, INSTRUCTION 1, "Permanent Promotion Program."

8. Subchapter CC23.4, INSTRUCTION 2, "Temporary Grade Promotions."

9. Subchapter CC23.5, INSTRUCTION 9, "Short Tours of Active Duty- Inactive Reserve Corps."

10. Subchapter CC25.2, INSTRUCTION 4, "Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)."

11. Subchapter CC25.2, INSTRUCTION 5, "Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP)."

12. Subchapter CC29.3, INSTRUCTION 5, "Medical Examination Requirements."

13. CCPM Pamphlet No. 46, "Guiding Medical Standards for the Commissioned Corps of the U.S. Public Health Service."

14. Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

Section I. Historical Notes

This INSTRUCTION revises Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards." PHS Commissioned Corps Transmittal No. 587, dated July 28, 1995, as amended in part by Transmittal No. 615 dated October 24, 1997. This revision reflects the changes and additions to the appointment standards recommended by the Surgeon General's Task Force on Appointment Standards. This INSTRUCTION also eliminates the sections in Subchapter CC23.3, INSTRUCTION 4, that deal with promotion issues and issues related to Inactive Reserve Corps members being recalled to active duty.

Manual Circular PHS No. 366 dated January 29, 2001, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," by expanding the definition of computer science to include information technology related disciplines.

Transmittal No. 604 dated March 31, 1997, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," by providing that candidates with a Pharm.D. degree receive 8 years

TED credit and allowing pharmacy graduates be appointed under a license limited tour exception.

Transmittal No. 589 dated July 28, 1995, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," by noting the changes concerning the grade at which a member of the Inactive Reserve Corps may be recalled to extended active duty.

Transmittal No. 587, dated July 28, 1995, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards" by incorporating policy changes and additions into the appointment standards.

Transmittal No. 539, dated July 25, 1991, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," by incorporating policy changes and additions to the appointment standards.

Transmittal No. 533, dated January 2, 1991, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards." The revised INSTRUCTION states the responsibilities and functions of the appointment boards and the eligibility standards for appointment to the Reserve Corps of the PHS Commissioned Corps. It also states the eligibility standards for appointment of active-duty Reserve Corps officers to the Regular Corps of the PHS Commissioned Corps under the assimilation program. Finally, the INSTRUCTION rescinded Manual Circular No. 331 and incorporated the contents of the Manular Circular into the newly revised INSTRUCTION.

Transmittal No. 506, dated, January 11, 1989, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards." The revised INSTRUCTION states the responsibilities and functions of the appointment boards and the eligibility standards for appointment to the Reserve Corps of the PHS Commissioned Corps. The revised INSTRUCTION also states the eligibility standards for appointment of active-duty Reserve Corps officers to the Regular Corps of the PHS Commissioned Corps under the assimilation program.

Transmittal No. 478, dated August 29, 1986, revised Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards," by defining the licensure requirements for appointment to the PHS Commissioned Corps.

Transmittal No. 397 replaced CCPM Pamphlet No. 17, "Commissioned Officers' Appointment Standards Manual," and rescinded Subchapter CC23.3, INSTRUCTION c-2, "Appointment Eligibility Standards for Health Services Officer Category." The new INSTRUCTION, Subchapter CC23.3, INSTRUCTION 4, dated, April 25, 1983, set forth the responsibilities and functions of the appointment boards, the eligibility standards for appointment to the Reserve Corps of the PHS Commissioned Corps, and the eligibility standards for appointment of active-duty Reserve Corps officers to the Regular Corps of the PHS Commissioned Corps under the assimilation program.

Section J. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable systems of records are 09-40-0001, "PHS Commissioned Corps General Personnel Records," HHS/PSC/HRS, and 09-40-0003, "PHS Commissioned Corps Board Proceedings," HHS/PSC/HRS.

Attachment A

Licensure Exceptions for New Graduates

One Year Exceptions

Individuals who have obtained the required qualifying degree or completed the required first year of postgraduate education within 12 months of the date of call to active-duty in the categories listed below, who are either not licensed or do not possess the appropriate authorizing document as specified by this INSTRUCTION, may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year. Evidence of licensure or receipt of the appropriate authorizing document, is required for removal of the limitation and for retention in the PHS Commissioned Corps.

Medical.

1. If the postgraduate medical education requirement is waived, new physician graduates may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year.

2. PHS-sponsored graduates of the Uniformed Services University of the Health Sciences (USUHS) are appointed to the Regular Corps immediately upon graduation and thus are unable to complete the clinical requirements for the United States Medical Licensing Examination (USMLE) until the end of their first postgraduate year and first year as PHS Commissioned Corps medical officers. Therefore, the requirements for a current, valid, and unrestricted license and the associated provision for a 1-year license limited tour, become applicable at the end of their first postgraduate year.

Dental.

1. A new graduate who enters directly into a dental residency and enters the commissioned corps immediately following its completion, without intervening practice, may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year.

2. An exception to the general policy may be made in the case of a dentist who has met all professional requirements for admission to the State licensure examination and has passed such examination, but who has been issued a limited State license on the basis of not meeting the residency requirements of that State.

3. An unlicensed dental officer appointed to the Reserve Corps shall function only in a closely supervised setting until such time that he/she obtains a valid and unrestricted dental license. During this period of time, the unlicensed dentist shall be directly supervised by a dentist possessing a valid and unrestricted license for the practice of dentistry. This practice shall be adhered to regardless of whether the dental officer is unlicensed because he/she is a new graduate and/or has yet to meet a State's residency requirements.

Pharmacy.

New pharmacy graduates may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year. An unlicensed graduate shall function only in a closely supervised setting until such time that he/she obtains a valid and unrestricted pharmacy license.

Attachment B

TED Credit for Selected Qualifying Degrees

Notwithstanding Section F., above, "Credit for Training and Experience," the qualifying degrees listed below shall receive the following amounts of TED credit:

1. Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) Degree) - 8 years TED credit for the basic undergraduate degree and professional education.

2. Combined M.D. or D.O./Creditable Master's degree program - 9-10 years of TED credit for the basic undergraduate degree and combined professional education/master's degree depending upon the duration of the combined program as accredited.

3. Combined M.D. or D.O./Creditable Doctoral degree program - 10-11 years of TED credit for the basic undergraduate degree and combined professional education/doctoral degree depending upon the duration of the combined program as accredited.

4. Doctor of Dental Surgery / Doctor of Dental Medicine (D.D.S. or D.M.D.) - 8 years TED credit for the basic undergraduate degree and professional education. Combined DDS/master's degree and DDS/doctoral degree programs shall be awarded TED credit in the same manner as the combined MD/master's degree or MD/doctoral degree programs, respectively.

5. Doctor of Veterinary Medicine (D.V.M. or V.M.D.) - 8 years TED credit for the basic undergraduate degree and professional education. Combined D.V.M./master's degree and D.V.M./doctoral degree programs shall be awarded TED credit in the same manner as the combined M.D./master's degree or M.D./doctoral degree programs, respectively.

6. Doctor of Pharmacy (Pharm.D) - 8 years TED credit for basic undergraduate and professional education.

7. Combined Bachelor's degree in Pharmacy/Pharm.D program - 8 years maximum TED credit.

8. Doctor of Optometry (O.D.) - 8 years TED credit for basic undergraduate and professional education.

9. Doctor of Podiatry (D.P.M.) - 8 years TED credit for basic undergraduate and professional education.

10. Dental Hygiene. A bachelor's degree and completion of dental hygiene training - Maximum 4 years TED credit regardless of whether the dental hygiene training occurred prior to, as part of, or subsequent to the candidate's bachelor's degree.

11. Medical Technology. A bachelor's degree and completion of a medical technology training program - Maximum 4 years TED credit regardless of whether the medical technology training occurred prior to, as part of, or subsequent to the candidate's bachelor's degree.

EXHIBIT I

MEDICAL APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

A current, unrestricted, and valid medical license in a State is required.

2. TRAINING

a. A candidate must possess a qualifying M.D. or D.O. degree that is accredited by the Council on Medical Education of the American Medical Association or Bureau of Professional Education, Committee on Colleges of the American Osteopathic Association, respectively. However, candidates who are graduates of medical schools that are not located in a State may be appointed if they are certified by the Educational Commission for Foreign Medical Graduates and meet all other requirements for appointment.

b. Formal supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

c. Successful completion of 1 year of postgraduate medical education (internship or first year of residency training) in a program which, at the time the training was undertaken, was accredited by the Accreditation Council for Graduate Medical Education of the American Medical Association or the Department of Education of the American Osteopathic Association. However, the Director, DCP, may waive the postgraduate medical education requirement in the case of candidates for non-clinical positions who possess exceptional qualifications not readily available elsewhere in the commissioned corps, for the performance of special duties with the PHS.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT II

DENTAL APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

A current, unrestricted, and valid dental license in a State is required.

2. TRAINING

a. A candidate must possess a qualifying D.D.S. or D.M.D. (or equivalent abbreviations with different titles or abbreviations) degree that is accredited by the Commission on Dental Accreditation of the American Dental Association.

b. Formal supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT III

NURSE APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

A current, unrestricted, and valid Registered Nursing license in a State is required. Licensure of nurses who graduated after December 1, l988, must be based on passing the National Council of State Boards of Nursing Licensure Exam.

2. TRAINING

a. A candidate must possess a qualifying bachelor's degree in nursing or a master's degree in nursing (with no qualifying bachelor's degree) that is accredited by the National League of Nursing or the Commission on Collegiate Nursing Education.

3. ADDITIONAL CONSIDERATIONS

a. A candidate with an associate degree (A.D.) in nursing or a diploma in nursing shall not receive TED credit for the associate degree or diploma, regardless of whether the program was accredited by the National League of Nursing or the Commission on Collegiate Nursing Education. In addition, a candidate shall not receive any TED credit for nursing experience obtained after completing an A.D. degree or diploma program, but prior to obtaining a qualifying nursing degree, i.e., bachelor's or master's degree in nursing.

b. The number of years of TED credit required for appointment at permanent grades O-3 and O-4 must include at least 1 year of clinical experience in nursing, i.e., direct patient care. Only nursing experience obtained after the qualifying degree can serve to meet this requirement.

4. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT IV

ENGINEER APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

None.

2. TRAINING

A candidate must possess a degree that meets the requirements of either subsection 2.a. or 2.b., below, and the qualifying engineering degree must be accredited by the Accreditation Board for Engineering and Technology.

a. A qualifying bachelor's degree in engineering from an approved engineering program (degrees in an engineering-related curriculum, e.g., engineering technology, are not acceptable).

b. An accredited bachelor's degree, plus a qualifying master's degree in engineering from a program approved at either the baccalaureate or master's level. In addition, the applicant must have completed the necessary engineering and engineering-related courses during the bachelor's curriculum, or supplemental to the master's curriculum, which serve as a firm foundation for the advanced degree in engineering. This course work must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum at the bachelor's level.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

An officer must meet one of the following:

a. A bachelor's degree in engineering plus a master's degree or doctoral degree from an approved school in engineering, public health, or another field of clear potential value in PHS engineering activities;

b. A bachelor's degree in engineering from an approved school plus registration or board certification, by examination, as a Professional Engineer, Health Physicist or Industrial Hygienist, Certified Safety Professional, Registered Architect, or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, DCP.

c. An acceptable bachelor's degree in engineering-related science, plus a master's degree in engineering from an approved school. Course work taken by the candidate in the bachelor's degree curriculum shall be carefully examined to determine its acceptability to serve as a firm foundation for the advanced degree in engineering. The bachelor's curriculum must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum. Lesser requirements for engineering design courses shall be allowed.

EXHIBIT V

SCIENTIST APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

I. LICENSE

If a qualifying doctoral degree is in any of the disciplines or professions requiring licensure as set forth in Exhibits I-XI, a current, unrestricted, and valid license is required.

2. TRAINING

a. A candidate must possess a qualifying doctoral degree, including, but not limited to, Ph.D., Dr.P.H., D. Sc., Ed.D., or Psy. D., in a scientific field or a health-related specialty and the degree requirements must include the successful completion of independent and original research in the specialty field.

b. If the candidate has completed all requirements for the degree but has not yet obtained the diploma, a statement from the Dean of the Graduate School shall be accepted in lieu of the degree. The candidate's date of eligibility for appointment shall be based on this official letter. This document should state that the applicant has completed all requirements for the doctorate and that the degree shall be awarded at the next appropriate convocation to be held at a stipulated time.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO REGULAR CORPS

None.

EXHIBIT VI

ENVIRONMENTAL HEALTH APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

I. LICENSE

None.

2. TRAINING AND/OR CERTIFICATION

A candidate must possess a qualifying degree or professional certification in one of the following:

a. A bachelor's, master's, or doctoral degree in environmental health that is accredited by the National Environmental Health Science and Protection Accreditation Council;

b. A bachelor's, master's, or doctoral degree in industrial hygiene that is accredited by the Accreditation Board for Engineering and Technology for the American Board of Industrial Hygiene;

c. A master's degree or doctoral degree in environmental or occupational health from a school of public health that is accredited by the Council on Education for Public Health;

d. Certification as an Industrial Hygienist (CIH) by the American Board of Industrial Hygiene; or

e. Certification as a Health Physicist (CHP) by the American Board of Health Physics.

3. ADDITIONAL CONSIDERATIONS

a. Work experience in the actual practice of environmental health, occupational health, or industrial hygiene after obtaining the qualifying degree is fully creditable. To be creditable, experience must be related to the public health aspects of the environment.

Examples of areas that are related to the public health aspects of the environment include, but are not limited to: Air pollution control, environmental health, emergency response activities, epidemiological investigations, housing and institutional environmental health, industrial hygiene, milk and food sanitation, occupational safety and health, radiological health, recreational environmental sanitation, solid and hazardous waste management, injury prevention, wastewater management, and water quality including installation, treatment, and distribution.

b. If an appointment is made via certification as an industrial hygienist or health physicist, TED credit shall be calculated based upon the candidate's degree plus professional level work experience as recognized by the respective accrediting boards.

c. TED credit for teaching at or above the 2-year college or university level may be awarded.

4. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

A current, unrestricted appropriate registration, license, or certification by examination in an appropriate discipline or specialty and an accredited master's degree in environmental health, industrial hygiene, occupational safety and health, or public health.

EXHIBIT VII

VETERINARY APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

I. LICENSE

A current, unrestricted, and valid veterinary medical license in a State is required.

2. TRAINING

a A candidate must possess a qualifying DVM or VMD degree that is accredited by the Council on Education of the American Veterinary Medical Association. However, candidates who are graduates of veterinary schools that are not located in a State may be appointed if they are certified by the Educational Commission for Foreign Veterinary Graduates and meet all other requirements for appointment.

b. Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT VIII

PHARMACIST APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

A current, unrestricted, and valid license as a pharmacist in a State is required.

2. TRAINING

a. A candidate must possess a bachelor's degree in pharmacy or a Pharm.D. degree. The qualifying degree must be accredited by the American Council on Pharmaceutical Education.

3. ADDITIONAL CONSIDERATIONS

a. A candidate who has earned more than one pharmacy degree shall have his/her first professional pharmacy degree, from an accredited school or college of pharmacy, established as the qualifying degree.

b. A candidate may receive TED credit for professional pharmacy practice that is associated with the transfer, marketing, regulation, management, or payment of pharmaceuticals, medical devices, and medical foods if performed at the appropriate professional level.

4. ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

None.

EXHIBIT IX

DIETITIAN APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE

A current, unrestricted, and valid registration by the Commission on Dietetic Registration of the American Dietetic Association (ADA) is required.

2. TRAINING

a. A candidate must possess one the following qualifying degrees:

(1) A bachelor's degree;

(2) A master's degree (with no qualifying baccalaureate degree); or

(3) A doctoral degree (with no qualifying baccalaureate degree);

From a U.S. regionally-accredited college or university with a major in Foods and Nutrition, Dietetics, Institution Management, Public Health Nutrition, Food Science, Sports Nutrition, or Animal Nutrition.

Minimum academic requirements. A candidate must successfully complete a current Didactic program in Dietetics (Plan IV/V)- minimum academic requirements as approved by the ADA.

b. In addition to the academic requirements, a candidate must present verification of completion of one of the following ADA accredited/approved pathways:

(1) Accredited Dietetic Internship Program;

(2) Accredited Coordinated Program;

(3) Approved Pre-professional Practice Program;

(4) *Qualifying Experience With An Advanced Degree; or

(5) *3-Year Pre-Planned Experience Program.

3. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

* After June 30, 1993, these programs were no longer an approved ADA pathway.

EXHIBIT X

THERAPIST APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. OCCUPATIONAL THERAPY

a. LICENSE/REGISTRATION

A current, unrestricted, and valid certification/registration by the American Occupational Therapy Association (AOTA) is required.

b. TRAINING

A candidate must possess one of the following qualifying degree or professional certificate programs:

(1) A bachelor's degree in occupational therapy;

(2) A bachelor's degree plus a professional certificate in occupational therapy;

(3) A master's in occupational therapy (where the school's program does not require an undergraduate degree) or a certificate in occupational therapy; or

(4) A doctoral degree in occupational therapy (O.T.D.).

The qualifying degree must be accredited by the American Council for Occupational Therapy Education.

2. PHYSICAL THERAPY

a. LICENSE/REGISTRATION

A current, unrestricted and valid license/registration as a physical therapist by a State is required.

b. TRAINING

A candidate must possess a qualifying degree or professional certificate in one of the following:

(1) A bachelor's degree in physical therapy;

(2) A bachelor's degree plus professional certificate in physical therapy;

(3) A master's degree in physical therapy (where the school's program does not require an undergraduate degree) or a certificate in physical therapy; or

(4) A doctoral degree in physical therapy (D.P.T.)(entry level degree program). Transitional D.P.T. degrees and advanced clinical science DPT are not qualifying degrees for purposes of this INSTRUCTION, but rather professional education that is granted after a candidate has obtained a qualifying physical therapy degree.

The qualifying degree must be accredited by the Commission on Accreditation for Physical Therapy Education.

3. SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

a. LICENSE/REGISTRATION

A current, unrestricted, and valid certification by the American Speech-Language-Hearing-Association (ASHA) is required.

b. TRAINING

(1) A candidate must have earned a qualifying master's degree in speech-language pathology, audiology, or speech-language and hearing science or equivalent with major emphasis in speech-language pathology, audiology, or speech-language and hearing science.

(2) The term "equivalent" shall be defined as holding a bachelor's degree from an accredited college or university, and at least 42 post-baccalaureate semester hours acceptable toward a master's degree, of which at least 30 semester hours must be in the areas of speech-language pathology, audiology, or speech-language and hearing science. At least 21 of these 42 semester hours must be obtained from a single college or university. None may have been completed more than 10 years prior to the date of application for certification by ASHA and no more than 6 semester hours may be credited for a clinical practicum. Credit may be allowed for these qualifying graduate courses in accordance with the school's required program length.

4. ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT XI

HEALTH SERVICES APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSE/REGISTRATION

a. Unless otherwise specified, none.

b. For disciplines that do have a license, certification, or registration requirement, note that some programs have more stringent licensure, certification, or registration requirements for certain types of assignments that must be met before an officer can be assigned to those programs.

2. TRAINING - GENERAL

A candidate with a qualifying degree in one of the following may be appointed to the Health Services category:

a. A degree in one of the disciplines or programs listed in section 5., "Exceptions to General Standards," of this Exhibit;

b. A master's or doctoral degree in a scientific field or a professional field in a health-related specialty for which there is a continuing long-term program need within the Department of Health and Human Services;

c. A bachelor's or master's degree in any specialty for which there is a short-term critical program need.

3. LIMITATIONS ON CATEGORY PLACEMENT AND ACTIVE-DUTY TOURS

a. A candidate may only be assigned to the Health Services category under section 2, above, if the candidate is not otherwise qualified for another category.

b. Appointments made under subsection 2.c., above, shall only be made when there is a critical need for a commissioned individual that is demonstrated by the Agency/OPDIV/Program requesting the appointment. In doing so, the Agency/OPDIV/Program shall address any unique educational requirements possessed by the candidate, the training, and/or experience the candidate shall bring to the PHS Commissioned Corps, the billet the candidate shall occupy, a brief history of the recruitment efforts made to fill the billet, and the isolated or hardship nature of the proposed assignment, where applicable. Appointments may be made for a specified period not to exceed 3 years to meet acute program needs for which there is no career potential. The program may obtain a limited tour extension for 1 year with the concurrence of the Director, DCP, if necessary to fulfill the original program commitment.

4. APPOINTMENT IN THE REGULAR CORPS

a. A candidate appointed under subsection 2.a., above, is eligible for assimilation into the Regular Corps according to the appointment standards set forth for the applicable discipline in section 5, "Exceptions to General Standards.

b. A candidate appointed under subsection 2.b., above, is eligible for assimilation in the Regular Corps if:

(1) The candidate meets the Regular Corps appointment standards of one of the other categories listed in this INSTRUCTION (See Exhibits I-X.); or

(2) The candidate has a master's degree in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category.

c. A candidate appointed under subsection 2.c., above, is not eligible for assimilation into the Regular Corps.

5. EXCEPTIONS TO GENERAL STANDARDS

a. CLINICAL PSYCHOLOGY

(1) LICENSE

A current, unrestricted, and valid license as a clinical psychologist in a State is required.

(2) TRAINING

The candidate must possess a qualifying doctoral degree in clinical psychology that did not require the candidate to successfully complete independent and original research in order to obtain the degree.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

None.

b. COMPUTER SCIENCE

(1) TRAINING

A candidate must possess a qualifying bachelor's or master's degree in computer science or an information technology related discipline: e.g., computer science, computer and information science, computer and information systems management.

(2) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

A candidate must possess a master's degree in computer science or an information technology related discipline, or otherwise qualify under subsection 4.a. or 4.b., above. For purposes of this INSTRUCTION, a degree in computer science or an information technology related discipline is considered as one of the physical science disciplines.

c. DENTAL HYGIENE

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid license in a State as a Dental Hygienist is required.

(2) TRAINING

A candidate must possess an accredited bachelor's degree and have successfully completed an accredited curriculum in dental hygiene that is accredited by the Commission on Dental Accreditation of the American Dental Association.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

A candidate must meet the requirements of either subsection 4.a. or 4.b., above.

d. MEDICAL (HEALTH) RECORD ADMINISTRATION

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid registration with the American Health Information Management Association.

(2) TRAINING

A candidate must possess one of the following:

(a) A qualifying bachelor's degree with a major in medical record administration including a 50-week program of approved medical record administration education and practical experience; or

(b) An accredited bachelor's degree in any field, supplemented by a 50-week program as indicated in subection 5.d.(2)(a), above, and resulting in a certificate in medical record administration (constitutes the qualifying degree).

The qualifying degree must be accredited by the Division of Allied Health Education and Accreditation of the American Medical Association.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

A candidate must meet the requirements of either subsection 4.a. or 4.b., above.

e. MEDICAL TECHNOLOGY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid certification by a State, the American Society of Clinical Pathologists, or the National Certification Agency, as a medical technologist, is required.

(2) TRAINING

A candidate must possess an accredited bachelor's degree and must have completed an accredited medical technology training program that is accredited by the Division of Allied Health Education and Accreditation of the American Medical Association.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

A candidate must meet the requirements of either subsection 4.a. or 4.b., above.

f. OPTOMETRY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid license as a professional optometrist in a State is required.

(2) TRAINING

(a) A candidate must possess a qualifying Doctor of Optometry (O.D.) degree that is accredited by the Accreditation Council on Optometric Education of the American Optometric Association.

(b) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

None.

g. PHYSICIAN ASSISTANT

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid certification as a physician assistant by the National Commission on Certification of Physician Assistants is required.

(2) TRAINING

The candidate must possess an accredited bachelor's degree and must have completed a physician assistant training program that is accredited by the Division of Allied Health Education and Accreditation of the American Medical Association.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

A candidate must meet the requirements of either subsection 4.a. or 4.b., above.

h. PODIATRY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid podiatry license in a State is required.

(2) TRAINING

(a) A candidate must possess a qualifying Doctor of Podiatric Medicine (D.P.M.) degree that is accredited by the Council on Podiatry Education of the American Podiatric Medical Association.

(b) In addition to (2)(a) above, the applicant must have completed a 12-month podiatric residency program approved by the Council on Podiatry Education of the American Podiatric Medical Association.

(c) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

None.

i. SOCIAL WORK

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid State license is required. If licensure is not offered by the State in which an applicant is domiciled or the State from which he/she is called to active duty, the individual must achieve and maintain certification by an appropriate organization such as the Academy of Certified Social Workers or the Federation of Clinical Social Workers. The certification process requires a master's degree in social work from a school of social work accredited by the Council on Social Work Education and at least 2 years of post-degree supervised practice by a social worker who is licensed or certified by a State or by an appropriate organization such as the Academy of Certified Social Workers or the Federation of Clinical Social Workers.

(2) TRAINING

The candidate must possess a qualifying master's degree in social work that has been accredited by the Council on Social Work Education.

(3) ADDITIONAL REQUIREMENTS FOR THE REGULAR CORPS

None.