



CCI 231.01
EFFECTIVE DATE: 11 April 2011

By Order of the Assistant Secretary for Health:

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SUBJECT: General Appointment Standards

1. PURPOSE: This Instruction provides the eligibility standards for appointment to the Commissioned Corps of the U.S. Public Health Service (Corps).
2. APPLICABILITY:
 - 2-1. This Instruction applies to candidates seeking appointment to the Corps, except:
 - a. Students appointed in accordance with [42 CFR 21.54](#) ; and
 - b. Candidates seeking admission to the Uniformed Services University of the Health Sciences (USUHS); and
 - c. Candidates whose names have been forwarded to the Senate prior to implementation of this policy.
3. AUTHORITY:
 - 3-1. [42 USC 204](#), "Commissioned Corps; Composition; Appointment of Regular and Reserve Officers; Appointment and Status of Warrant Officers," as amended by Public Law (PL) 111-148, section 5210
 - 3-2. [42 USC 209](#), "Appointment of Personnel"
 - 3-3. [42 USC 210b\(a\)](#), "Professional Categories"
 - 3-4. [42 USC 216](#), "Regulations"
 - 3-5. [42 CFR 21.21-21.58](#), "Commissioned Officers"
 - 3-6. [CC43.7.1](#), "Involuntary Separation," places Corps officers under the security requirements set forth in [Executive Order No. 10450](#), "Security Requirements for Government Employment," as amended
 - 3-7. [CC43.4.1](#), "Promotions"

- 3-8. [68 FR 70507](#), "Office of Public Health and Science; Statements of Organizations, Functions, and Delegations of Authority"
- 3-9. [5 USC 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 assuring the day-to-day management of the Corps.
- 5. SUMMARY OF REVISIONS AND UPDATES: This is the third issuance of this Instruction within the CCIS and replaces CCI 231.01 dated 31 March 2010.
 - 5-1. Section 5209, PL 111-148, eliminates the cap on Regular Corps officers thereby eliminating the requirement for Reserve Corps officers to be called to active duty. Effective 23 March 2010, all Corps officers on active duty are designated as Regular Corps officers.
 - 5-2. All references to the Reserve Corps were removed and text drafted to cover all Corps officers.
 - 5-3. Section 6-1(b)(3)(e) was deleted as reference to assimilation of a Reserve Corps officer is no longer relevant.
 - 5-4. Section 6-1(e) the paragraph on limited tours of duty was deleted.
 - 5-5. Section 6-1(k),"Inter-Service Transfer" was deleted because it is no longer relevant since the cap on Regular Corps officers has been eliminated.
 - 5-6. Section 6-2(b)(2)(d) "Conditional, Provisional, or Candidacy Status Accreditation" was deleted as it is no longer relevant.
 - 5-7. Section 6-2(c)(2)(c) "Credit for Qualifying Bachelor's Degree" was deleted is no longer relevant.
 - 5.8. Section 6-2(c)(5) "Credit for Undergraduate Education and Training Without a Degree deleted ,Section 6-2(c)(5) "Credit for Undergraduate Degrees (s) That are Not the Qualifying Degree, Section 6-2(c)(9) " Rules for Calculation TED Credit for Graduate Education and Training Based Upon The Actual Time Spent in the Program, Section 6-2(c)(11) " Credit for Only Fully Creditable Education and Training, Section 6-2(c)(13) " Training in the Uniformed Services", Section 6-2(c)(14)(a),(b),(c) "Special Professional Training " and Section 6-2(c)(14)(e)(1)(d)(iii) deleted no longer relevant.
 - 5.9. Section 7-1(a) removed "To waive the years of prior active duty service in Subsection 6-1j" removed can be relegated.
 - 5-10. Section 8-2 deleted no longer relevant.
 - 5-11 Section 6-3(e) "Temporary Promotion on Appointment." The 'Note' was deleted as reference to the Junior Commissioned Officer Student Training and Extern Program (COSTEP), Senior COSTEP or medical students attending USUHS Is no longer relevant.

6. POLICY:

6-1. Appointment Criteria. In order to be eligible for appointment to the Corps, candidates must meet the following criteria.

a. Citizenship Requirements. Only citizens of the United States are eligible for appointment to the Corps. Any person born outside the United States shall 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 Corps unless:

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

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

(2) Maximum Age Limitation for All Candidates. 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, for a period in excess of 1 year except under the following conditions:

(a) The candidate has to his/her credit the number of years of active service, as defined in Section 211(d) of the PHS Act ([42 U.S.C. 212\(a\)\(3\)](#)), for retirement purposes equal to the number of years by which his/her age exceeds 44;

(b) SG or his/her designee determines that the candidate possesses exceptional qualifications not readily available in the Corps.

(3) Additional Age Limitations exist for Appointments into the Regular Corps per 42 CFR 21.28. No candidate shall be appointed to the Regular Corps, except in the Nurse category in excess of this limitation; however the SG or his/her designee may waive the age limitation.

The age limitations for candidates who have had prior active service in the Commissioned Corps of the Public Health Service shall be increased by the period of such service.

c. Medical Requirements. All candidates for appointment to the 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. [CC29.3.5](#), "Medical Examination Requirements," contains more detailed information regarding medical qualifications.

d. Academic Requirements. In order to be appointed to the 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 grade point average (GPA) of at least 2.5 on a 4.0 grading scale in his/her qualifying degree (without rounding). The Appointment Board may recommend that this requirement be waived based upon the totality of the record. The SG or his/her designee is authorized to make a determination for other grading scales.
- 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 USC 201\(f\)](#), except new graduates appointed into approved Corps training programs.
 - f. Security Requirement. 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 on extended active duty as an officer in the Corps.

All candidates being appointed in the Corps must fully complete and submit all required investigative documents prior to being appointed to the Corps, and obtain a favorably adjudicated investigation, to be retained on active duty. Under no circumstances will an officer be retained without a favorably adjudicated security/suitability investigation. Candidates may be commissioned prior to obtaining a favorably adjudicated security/suitability clearance if the candidate:

- (1) Completes and submits all required investigative documents, obtains a favorable fingerprint check, and a scheduled investigation with the Office of Personnel Management prior to being appointed to the Corps; except in the case when security and/or suitability issues arise upon investigation
 - (2) 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 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.
 - h. Suitability. All candidates seeking appointment to the 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, suitability investigation clearance, and a candidate's prior history of service in one of the uniformed services.
 - i. Members of Other Uniformed Services. Applications from members of the Armed Forces and officers in the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) may be referred to an Appointment Board 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
 - (3) 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.

- j. 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 Corps, shall not generally be approved for appointment to the Corps. However, the SG or his/her designee, may waive this requirement for exceptionally qualified candidates who have 8 years 00 months 1 day to 15 years 00 months 00 days of active duty service in the uniformed services provided the candidate satisfies any additional requirements that are mandated by law, regulation, and/or the SG. For candidates with greater than 15 years 00 months 1 day of active duty service in the uniformed services, this requirement may be waived by the SG or, when acting in his/her absence, the Deputy SG.

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. The amount of TED credit awarded to candidates shall be based 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) 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 Corps through full grade (O-4) and to the senior grade (O-5) when not limited or restricted.
- (4) 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 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. TED credit may be awarded 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 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.
 - (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. TED credit may be awarded 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," Subsection 6-2.a.(4) of this Instruction shall be used 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 Corps based upon the possession of a qualifying bachelor's degree shall be awarded 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 Corps based upon the possession of a qualifying master's degree shall be awarded TED credit as follows:

Six 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 Corps based upon the possession of a qualifying doctoral degree shall be awarded TED credit as follows:
- Eight 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. TED credit for graduate education and training obtained prior to a candidate's qualifying degree shall not be awarded.
- (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. TED credit shall be awarded 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 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) TED credit granted under this section shall be awarded 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. TED credit shall not be awarded 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. TED credit of 1 year 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 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.
 - (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.
- e. Awarding TED Credit for Work Experience.
- (1) Credit for Work Experience.
 - (a) 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.
 - (b) Credit for Work Experience Obtained in the Corps. TED credit for work experience may be awarded for active duty service as an

officer in the 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. Month-for-month TED credit shall be awarded 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, shall be awarded:
 - 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. The amount of part-time TED credit shall be determined based upon the percentage of time per 40-hour week; or
 - (e) 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 unless as applied in Subsection 6-2.
- (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 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. TED credit for counseling shall only be awarded 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. A one time credit of no more than 3 months TED credit may be applied following achievement of the initial qualifying degree.

6-3. Determination of Entry Grade.

- a. Entry Grade Determination. Candidates for original appointment to the Regular Corps generally will be appointed at the permanent O-1, O-2, or O-3 pay grades. Appointments at permanent grades above O-3 shall be reserved for specific professions needed to meet the critical needs of the Service, as determined on an

annual basis by the SG or his/her designee. Not more than 10 percent of the candidates for appointment may be called to active duty at permanent grades above O-3.

- b. **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 HHS Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization Head forwards a written request for such waiver to the SG prior to the candidate's call to active duty, and the SG or, when acting in his/her absence, the Deputy SG, approves the request. Further, 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.
- c. **Permanent Grade on Appointment.** A candidate who has been nominated by the President and approved by the Senate and who meets all other commissioning requirements shall be appointed at the permanent grade at which approved.
- d. **Temporary Promotion on Appointment.** In addition to the permanent grade may be promoted to a temporary grade on appointment as specified by the SG. Officers called to extended active duty become eligible for consideration for temporary promotion in accordance with [CC23.4.2](#), "Temporary Promotions."

Note: 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. The criteria for receiving a special-circumstance temporary grade promotion shall be established by the SG. If selected for consideration, the candidate's application material and the OPDIV/STAFFDIV/non-HHS organization Head's justification shall be submitted to a regularly scheduled temporary grade promotion board for its recommendation. If recommended, and the SG concurs, the candidate will be called to extended active duty at his/her permanent grade and the recommended temporary promotion grade.

7. RESPONSIBILITIES:

- 7-1. The SG is responsible for assuring the day-to-day management of the Corps. The SG or his/her designee shall manage the appointment process listed in this Instruction. These following authorities may not be re-delegated.
 - a. To waive the maximum entry grade credit and
 - b. To approve candidates for a special circumstances temporary grade promotion upon appointment.

8. PROCEDURES:

- 8-1. The appointment standards contained in this Instruction are applied during the conduct of an Appointment Board (See [CCI 391.01](#), "Appointment Boards").

9. **HISTORICAL NOTES:** This is the third issuance of this Instruction within the CCIS and replaces CCI 231.01 dated 31 March 2010.

Appendix

Permanent Grade on Appointment

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
Full	Lieutenant Commander (LCDR)	O-4	At least 17 years (see Note 1)
Senior	Commander (CDR)	O-5	At least 24 years (see Note 2)
Director	Captain (CAPT)	O-6	At least 28 years

Note 1: Appointments are limited to permanent Full grade in restricted categories: Pharmacy, Environmental Health, Nurse, Dietitian, Therapy, and Health Services.

Note 2: Appointments are limited to permanent Senior grade in non-restricted categories: Medical, Dental, Scientist, Engineer, and Veterinary.