



EFFECTIVE DATE: CCI 231.01
14 August 2007

By Order of the Assistant Secretary for Health:

ADM John O. Agwunobi

SUBJECT: General Appointment Standards

1. PURPOSE: 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 (Corps). As noted in [CC23.3.7](#), it is the policy of the Corps to initially appoint officers to the Reserve Corps.
2. APPLICABILITY:
 - 2-1. This Instruction applies to candidates seeking appointment to the Regular and Reserve Corps.
 - 2-2. This Instruction does not apply to candidates seeking appointment through the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) (See [CC25.2.4](#)) or Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) (See [CC25.2.5](#)) unless otherwise noted in this Instruction or other provisions of the electronic Commissioned Corps Issuance System (eCCIS). This Instruction does not apply to candidates seeking admission to the Uniformed Services University of the Health Sciences (USUHS) (See [CC45.2.3](#), "University of Health Sciences") unless otherwise noted in this Instruction or other provisions of the eCCIS.
 - 2-3. This Instruction does not apply to officers recalled from the Inactive Reserve Corps unless otherwise indicated in the eCCIS (See [CC23.5.9](#), "Short Tours of Active Duty").
3. AUTHORITY:
 - 3-1. Section 203 of the PHS Act ([42 USC 204](#)).
 - 3-2. Section 207 of the PHS Act ([42 USC 209](#)).
 - 3-3. Section 209(a) of the PHS Act ([42 USC 210b\(a\)](#)).
 - 3-4. Section 215 of the PHS Act ([42 USC 216](#)).
 - 3-5. [42 CFR 21.21-21.58](#).
 - 3-6. Section D. of [CC43.7.1](#), "Involuntary Separation," places Corps officers under the security requirements set forth in [Executive Order No. 10450](#), as amended.

- 3-7. Section D. of [CC43.4.1](#), "Promotions."
- 3-8. The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the Assistant Secretary for Health (ASH) and the ASH has re-delegated this authority to the Surgeon General (SG), Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).
4. PROPONENT: The proponent of this Instruction is the ASH.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005. This Instruction replaces the general appointment standards information from CC23.3.4, and creates a stand alone Instruction within the eCCIS. This revision incorporates:
 - 5-1. The changes contained in Personnel Policy Memorandum (PPM) 04-001 dated 24 June 2004 of the approval authority for inter-service transfers, and of the approval authority for waivers of the prior active duty service maximum;
 - 5-2. The change to the approval authority for waivers of the maximum Training and Experience Date (TED) credit contained in PPM 04-004 dated 27 August 2004;
 - 5-2. The statement of reorganization contained in [68 FR 70507](#) dated 18 December 2003;
 - 5-3. The force readiness requirements contained in PPM 07-001 dated 3 November 2006; and
 - 5-4. The delegation of authority to administer the Oath of Office contained in PPM 07-002 dated 23 October 2006.

6. POLICY:

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

- a. Citizenship Requirements. Only citizens of the United States are eligible for appointment to the Regular and Reserve Corps. Any person born outside the United States shall provide the SG through the Director, Office of Commissioned Corps Operations (OCCO), with the necessary proof of citizenship.
- b. Age Requirements.
 - (1) Minimum Age Requirements for All Candidates by Grade. A candidate may not be appointed to the Regular or Reserve Corps unless:
 - (a) The candidate is 18 years of age at the time of appointment to the junior assistant grade (O-1); or
 - (b) The candidate is 21 years of age at the time of appointment to the assistant grade (O-2) or higher.
 - (2) Maximum Age Limitation for All Candidates. Subject to the additional limitations for Regular Corps candidates contained in Subsection 6-1.b.(3), 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:
 - (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](#) for retirement purposes, equal to the number of years by which his/her age exceeds 44;
 - (b) The ASH, in consultation with the SG, determines that the candidate possesses exceptional qualifications not readily available in the Corps; or
 - (c) In the case of a Reserve Corps officer, the Corps has been declared by the President to be a military service.
 - (3) Additional Age Limitations for Appointments into the Regular Corps. No candidate for appointment to the Regular Corps, except in the Nurse category, is appointed to:
 - (a) The permanent junior assistant grade (O-1) after the age of 31 years;
 - (b) The permanent assistant grade (O-2) after the age of 34 years; or
 - (c) The permanent senior assistant grade (O-3) after the age of 37 years. However, the Director, OCCO, may waive the age limitations contained in this subsection.
 - (d) If a candidate has had previous active service in the Corps 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.

- (e) In the case of a Reserve Corps officer who is recommended for appointment to the Regular Corps by the Operating Division/Staff Division/non-Department of Health and Human Services (HHS) organization 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 [CC23.3.7](#), "Regular Corps Assimilation Program.")
- 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 Regular or Reserve 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 in his/her qualifying degree (without rounding). The appointment board may recommend that this requirement be waived based upon the totality of the record.
- e. Licensure/Credentials Requirements. All candidates required to be licensed must possess a current and unrestricted U.S. 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, OCCO, for a particular category and/or specialty as listed in this Instruction. (See [CC23.3.8](#), "Limited Tours of Active Duty.") CCI 231.03 "Category Specific Appointment Standards," provides for category and discipline-specific requirements for licensure and/or other authorizing documentation such as a registration and certification.
- f. Security Requirement. A favorably adjudicated Access National Agency Check and Inquiries (ANACI) investigation with an additional State criminal history child care check (CNACI) and eligibility for a Secret security clearance is required for appointment and/or continued service on extended active duty as an officer in the Regular or Reserve Corps. A National Agency Check with Law and Credit (NACLC) with an additional State criminal history child care check (CNACI) reinvestigation will be completed every 10 years from the date of last investigation.

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 beyond his/her probationary period without a favorably adjudicated ANACI investigation. Candidates may be commissioned prior to obtaining a favorably adjudicated ANACI if the candidate:

- (1) Is given an interim National Agency Check and Inquiries (NACI) approval by the Director, OCCO, based on information provided in the required investigative documentation; and
 - (2) Submits written acknowledgement to the Director, OCCO, that the candidate's commission will be immediately terminated if the investigation is deemed unsatisfactory.
- 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, a history of criminal behavior or misconduct, 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 Director, OCCO, 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 0 months 0 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 Director, OCCO, or his/her designee, in consultation with the Director, Division of Commissioned Corps Assignments, may waive this requirement for exceptionally qualified candidates who have 8 years 0 months 1 day to 15 years 0 months 0 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 0 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.
- k. Inter-service transfers. Because of the authorized strength limitations of the Regular Corps, inter-service transfers involving Regular Corps officers from other uniformed services must be approved by the ASH, in consultation with the SG. (See [CC23.3.5](#), "Inter-Service Transfer of Commissioned Officers")
- l. Force Readiness Requirements. All Regular and Reserve Corps officers on extended active duty must meet and continuously maintain force readiness standards established by the ASH beginning not later than 1 year from the date of appointment. Compliance with these standards is a critical aspect of an officer's overall performance of his/her assigned duty and is required for continued service on extended active duty. Officers failing to meet and maintain

standards and who are not in probationary status will be referred to a board for a recommendation on retention, termination and/or other appropriate action.

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 is based solely on the TED information provided by each candidate to OCCO 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 to OCCO 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 Regular and Reserve Corps and permanent promotion to all grades in the Reserve 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 is 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

- (5) **Responsibility for Providing Information Concerning the TED.** Candidates have the burden of providing both complete and accurate information to OCCO. 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) **Types of Information Considered for Awarding TED Credit.**
 - (a) Educational background such as class standing, GPA, grades made in certain course work, and evaluations furnished by professors and deans;

- (b) Work-record evaluation(s) by supervisor(s), and job descriptions that set forth the kinds and levels of work experience performed by the candidate;
 - (c) Interview reports; and
 - (d) Any other relevant information submitted in compliance with this Instruction to the Director, OCCO.
- (2) Creditable Education and Training. TED credit may be awarded for a qualifying degree and/or other creditable education and training.
- (3) 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. Likewise, education and/or training that are 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.
 - (b) Limitations on Accreditation Requirement. Notwithstanding Subsection 6-2.b.(3)(a), the Director, OCCO, 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. Notwithstanding Subsection 6-2.b.(3)(a), the Director, OCCO, may provide for specific exceptions to the accreditation requirement as set forth in CCI 231.03, "Category Specific Appointment Standards."
 - (d) Conditional, Provisional, or Candidacy Status Accreditation. A candidate must be enrolled at the time in a university, school, or program that 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.
- (4) 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," Section 6 of this Instruction is 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 Regular or Reserve Corps based upon the possession of a qualifying bachelor's degree are 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 are awarded TED credit equal to the time for which the program is accredited up to a maximum total of 5 years.
 - (c) Subsection 6-2.c.(2)(b) does not apply to candidates who are appointed to the Regular or Reserve Corps in the Dietitian, Therapy, or Health Services categories based upon the successful completion of a certificate program subsequent to an accredited bachelor's degree (See Subsection 6-2.c.(12)).
- (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 Regular or Reserve Corps based upon the possession of a qualifying master's degree are awarded TED credit as follows:
 - i. 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; or
 - ii. TED credit of 1 to 2 years, or if a qualifying degree is from a program that is accredited for more than two (2) years, candidates are awarded TED credit equal to the time to complete the qualifying degree.
- (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 Regular or Reserve Corps based upon the possession of a qualifying doctoral degree are awarded TED credit as follows:
 - i. 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;
 - ii. TED credit of 1 to 2 years or more 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;

- iii. TED credit of 1 to 4 years for an accredited doctoral degree beyond the master's degree. The TED credit awarded is based upon the duration of the program as accredited to achieve the qualifying doctoral degree;
 - iv. TED credit of 1 to 5 years 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 is based upon the duration of the program as accredited to achieve the qualifying degree; or
 - v. TED credit for a doctoral degree above the limits listed in Subsections 6-2.c.(4)(b)iii. and 6-2.c.(4)(b)iv. 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, OCCO, approves the award of additional TED credit.
- (5) 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 CCI 231.03, "Category Specific Appointment Standards"; e.g., MD or DO Degrees, DDS or DMD Degrees, OD, DPM, or DVM degree.
- (6) 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 6-2.c.(3), 6-2.c.(4), and 6-2.c.(12). In addition, candidates shall under no circumstances receive TED credit for more than one undergraduate degree.
- (7) 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 6-2.c.(4).
- (8) Credit for Graduate Education and Training Obtained After the Qualifying Degree. TED credit is awarded for graduate education and training obtained after a candidate's qualifying degree if:
- (a) 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

- (b) 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
- (c) The appointment board recommends that TED credit be granted and the Director, OCCO, concurs with the recommendation.

TED credit granted under this section is 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 6-2.c.(9). However, programs that combine a qualifying graduate degree and one or more creditable graduate degree(s) are awarded TED credit based on the duration of the combined program as accredited.

- (9) Rules for Calculating TED Credit for Graduate Education and Training Based Upon the Actual Time Spent in the Program. As indicated in Subsection 6-2.c.(8), 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:

- (a) TED credit of 1 academic year is awarded for the satisfactory completion of 30 semester hours or 45 quarter hours of graduate education;
 - (b) When less than 1 academic year is completed by a candidate, TED credit is 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; and
 - (c) 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 is 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.
- (10) 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.
 - (11) 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 is given only for that portion of time spent in fully creditable education and training.

- (12) Credit for Certification in Dietetics, Therapy, and Health Services Professions.
- (a) Certification Programs. For the fields listed below, 1 year of TED credit is awarded for a certificate requiring a full-time academic year earned subsequent to an accredited bachelor's degree:
 - i. Medical (Health) Record Administration; or
 - ii. Dietetics.
 - (b) Additional TED Credit.
 - i. 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 is 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.
 - ii. Additional TED credit is allowed for a combined internship-master's degree program or if more than 1 year is required by the school for such formal program.
- (13) 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.
- (14) 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:
- (a) 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;
 - (b) The training is at the graduate level;
 - (c) The candidate has not received TED credit for similar graduate work;
 - (d) The training occurred after the candidate received his/her qualifying degree; and

- (e) The training is in the candidate's category, discipline, or specialty or in a closely allied and relevant field of study.
- (15) 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, OCCO (See Subsection 6-2.b.(3)). If acceptable, TED credit for courses are awarded as follows:
- (a) On a semester or academic year basis pursuant to Subsection 6-2.c.(9), if the courses are taken full-time during periods of unemployment;
 - (b) 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
 - (c) 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.
- 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 is 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 is 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 is given only for that percentage of the education, training, and work experience that is in the proper field, i.e., creditable (See Subsection 6-2.b.(2)).
 - (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 is awarded for each based upon the following:
 - i. Professional or graduate education and training is credited on the basis of acceptable semester hours earned and work experience is 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 is 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 is only awarded for work experience performed after completion of a candidate's qualifying degree, unless otherwise provided by category specific rules. (See CCI 231.03, "Category Specific Appointment Standards")
 - (b) Credit for Work Experience Obtained in the Corps. TED credit for work experience may be awarded for active duty service as a Regular or Reserve Corps 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 is awarded for full-time work experience which is fully creditable.
 - (d) 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, is 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 is determined based upon the percentage of time per 40-hour week; or
 - iii. 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 is not awarded TED credit for work experience in the Armed Forces or NOAA. In addition, TED Credit is not also given solely for time served in an inactive status in a reserve component of the Armed Forces or NOAA.

- (e) Credit for Only Creditable Work Experience. When a candidate's time is divided between creditable and non-creditable work experience, TED credit is given only for that portion of time spent in creditable work experience.
- (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 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;
 - 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 commissioned officer 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, (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.
- (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 if the applicant is seeking employment in the area in which the degree is granted.

6-3. Determination of Entry Grade.

- a. Entry Grade Determination. A candidate's entry grade is determined by the number of years of TED credit awarded on original appointment to the Regular or Reserve Corps.
- 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 Operating Division/Staff Division/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.
- d. Permanent Grade on Appointment. A candidate whose application for original appointment to the Regular or Reserve Corps is approved is appointed at the permanent entry grades listed in Appendix A.
- e. Temporary Promotion on Appointment. In addition to the permanent grade listed in Section 6-3.d., an officer may be promoted to the temporary grade of O-2 if they have 4 or more years but less than 8 years TED credit or the temporary grade of O-3 if they have 8 or more years but less than 10 years TED credit. Officers called to extended active duty become eligible for consideration for temporary promotion in accordance with [CC23.4.2](#), "Temporary Promotions."

Note 1: Officers called to extended active duty who are participating in the JRCOSTEP or SRCOSTEP or medical students attending USUHS are not eligible for temporary promotions.

Note 2: 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 is established in policy issued by the ASH. If selected for consideration, the candidate's application material and the Operating Division/Staff Division/non-HHS organization Head's justification is submitted to a regularly scheduled temporary grade promotion board for its recommendation. If recommended, and the SG concurs, the candidate is 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, through the Director, OCCO, shall manage the appointment process listed in this Instruction. The SG has been delegated the authority from the ASH:
- a. To waive the years of prior active duty service in Subsection 6-1.j.;
 - b. To waive the maximum entry grade credit in Subsection 6-3.b.; and
 - c. To approve candidates for a special circumstances temporary grade promotion upon appointment.

These authorities may not be re-delegated.

- 7-2. The Director, OCCO, reports to the SG and provides advice on matters related to the day-to-day management of Corps. In addition, the Director, OCCO, implements the policies established by the ASH for Corps operations and manages the systems required for selecting personnel for appointment, promotion, assimilation, the disciplinary process, and other functions related to operations (68 FR 70507 dated 18 December 2003).
- 7-3. The Director, Office of Commissioned Corps Force Management (OCCFM), advises the ASH on policies affecting all officers and for the development and implementation of evaluations and assessments of the Corps in meeting its goals, objectives, and milestones.

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").
- 8-2. To assist the ASH, through OCCFM, in tracking the application or waiver of the TED credit limit, a monthly report is submitted through the Office of the Executive Secretariat to the Office of Public Health and Science setting forth the number of waiver requests made by candidates and the justifications for granting or denying such requests. The report is submitted by the Director, OCCO, through the SG. The report should contain the health discipline of the candidate, and if a waiver is granted, the years of allowed active duty service.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005.

This issuance replaces the general appointment standards information from CC23.3.4, and creates a stand alone Instruction within the eCCIS.

Appendix A

Permanent Grade on Appointment

PHS 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: Pharmacist, 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.