



HEALTH SERVICES
PROFESSIONAL ADVISORY COMMITTEE (HSPAC)
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HSPAC Policy & Procedures Subcommittee

Reference Guide for USPHS Commissioned Corps Policies

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Introduction

This document serves as a Reference Guide for USPHS Commissioned Corps policies and is intended for use by Health Services officers who want to learn more about USPHS policy topics. It collects all current official policies from the USPHS Commissioned Corps Issuance System (CCIS) into one document in a format that is searchable, easy to read, and user friendly.

The Reference Guide begins with excerpted policy definitions from the CCIS website, as officers may find it useful to learn about the differences between Commissioned Corps Issuances, Commissioned Corps Directives, Personnel Operations Memorandums, and other policy documents. The remainder of the Reference Guide presents all CCIS documents in the order in which they are listed in CCIS. Each policy's entry contains its title, the effective date of the policy, the purpose of the policy, and a hyperlink to the policy on CCIS. Whenever possible, the "Purpose" section for each policy entry in this Reference Guide has been quoted directly from the actual Commissioned Corps policy. This is intentional; rewording of the purpose of a policy by the HSPAC Policy & Procedures Subcommittee could result in an unintentional change of meaning. Rather than take that chance, the "Purpose" section for each policy entry is presented with as little alteration as possible.

Officers should note that there are multiple policies for a given topic, particularly for topics such as pay, benefits, accessions, et cetera. To ensure they are fully versed on a particular policy, officers should take the time to search for any keywords of interest and examine those related policies. As policies change over time, particularly Interim Guidance (Book 8, Chapter 1 in CCIS), officers should make sure they are reading the most pertinent policy for their topic of interest.

While every attempt will be made to keep this Reference Guide up-to-date as policies change, Health Services officers may nevertheless want to visit the [CCIS homepage](#) to stay abreast of recent policy changes which have not yet been reflected in this Reference Guide. For specific questions related to Commissioned Corps policies, Health Services officers should contact the CCIS Policy Helpdesk at ccispolicy@hhs.gov. Specific policy questions pertaining to the HSPAC may be submitted to the HSPAC Policy & Procedures Subcommittee at policy.hspac@gmail.com. Health Services officers who have suggested edits for future versions of this Reference Guide are encouraged to send those suggestions to the HSPAC Policy & Procedures Subcommittee at policy.hspac@gmail.com.

Definitions for the Different Types of USPHS Commissioned Corps Issuances

Note: this section of the Reference Guide is presented in its entirety from the “Foreword” section of the CCIS.

Commissioned Corps Directives (CCDs or Directives) are broad policy issuances containing what is required by legislation, the President, or the Secretary of HHS to initiate, govern, or regulate actions or conduct by HHS organizational components or personnel within specific areas of responsibility. The Secretary will issue Directives to establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities.

Commissioned Corps Instructions (CCIs or Instructions) are issuances that implement the policy contained in Directives, or prescribe the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities. Instructions are issued by the Assistant Secretary for Health (ASH).

Personnel Policy Memorandums (PPMs) are an issuance that sets forth new or revised policies for the Corps and/or provides information or Instruction(s) necessary for the proper administration and management of the Corps. PPMs are issued by the ASH due to time constraints which preclude publishing an Instruction that introduces new or revised policies. PPMs have the full force and effect of Instructions. Under the direction of the ASH, the Director of DCCPR may issue PPMs to make technical corrections to Instructions and PPMs, provide yearly updates, and make minor adjustments to policies issued by the ASH.

Personnel Operations Memorandums (POMs) are an issuance that provides information and sets forth operational guidance from the Office of the Surgeon General (OSG). POMs are issued by the Surgeon General of the U.S. Public Health Service (SG). Under the direction of the SG, the Directors of the Office of Commissioned Corps Operations, the Office of Force Readiness and Deployment, and the Office of Reserve Affairs may issue POMs to make technical corrections to POMs, provide yearly updates, and make minor adjustments to information and operational guidance issued by the SG.

Commissioned Corps Directives (CCDs)

CCD 111.01: Equal Opportunity

Effective date: 03Aug99

Purpose: “This regulation states the policy and procedure for equal opportunity (EO) discrimination complaints processing for officers of, and applicants to, the Commissioned Corps of the USPHS.”

CCD 111.02: Disciplinary Action

Effective date: 18Jun18

Purpose: “This Directive establishes the types of disciplinary action that may be taken against an officer in the USPHS Commissioned Corps and the requirements and procedures applicable to the separation of such officers for misconduct.”

CCD 111.03: Conditions of Service

Effective date: 28Mar18

Purpose: “This Directive outlines the general requirements to which officers in the USPHS Commissioned Corps must adhere while on active duty. It defines duty as it relates to professional competence; career growth and advancement; deployment readiness; security and suitability; health standards; and weight requirements to be eligible for retention on active duty. It also outlines the potential ramifications for officers if the conditions of service are not met.”

CCD 112.01: Private Proactive Assignment Credit

Effective date: 15Jul88

Purpose: “This regulation prescribes the conditions under which USPHS Commissioned Corps officers shall receive Commissioned Corps active duty credit for service in the National Health Service Corps other than as an employee of the United States.”

CCD 121.01: Titles

Effective date: 01Oct99

Purpose: “The regulations set forth in this Instruction establish the category titles of USPHS Commissioned Corps officers, other than Medical officers. The regulations also set forth the conditions under which officers may use specialty designations and military titles.”

CCD 121.02: Commissioned Corps Deployments

Effective date: 23Jan07

Purpose: “The purpose of this Directive is to optimize the use of officers by HHS, through its Operating Divisions and Staff Divisions (OPDIVs/STAFFDIVs) or non-HHS organizations, during periods when the Corps is activated for deployment while ensuring that these organizations do not experience a shortage of officers to meet their mission.”

CCD 121.03: Accommodation of Religious Practices

Effective date: 01Mar07

Purpose: “This Directive provides policy regarding the accommodation of religious practices for USPHS Commissioned Corps officers.”

CCD 121.04: Non-Departmental Organization Details

Effective date: 27Sep07

Purpose: “This Directive provides the implementing regulations for Section 214 of the Public Health Service Act (42 USC 215), which authorizes the Secretary of Health and Human Services (Secretary) to detail USPHS Commissioned Corps officers to non-departmental organizations.”

CCD 121.05: Reserve Corps Officers Deemed Regular Corps

Effective date: 17Feb12

Purpose: “This Directive prescribes regulations governing the assimilation of officers of the USPHS Reserve Corps into the Regular Corps, as authorized by 42 USC 204(b).”

CCD 121.06: Protected Communications

Effective date: 11Jan17

Purpose: “This Directive prescribes the procedures governing the processing of a complaint alleging whistleblower retaliation made by a member of the USPHS Commissioned Corps, pursuant to the Military Whistleblower Protection Act (MWPA) codified in 10 U.S.C. §1034.”

CCD 122.01: Promotions

Effective date: 06Jul11

Purpose: “This Directive prescribes regulations governing the Permanent and Temporary grade promotions of Regular Corps officers in the USPHS Commissioned Corps.”

CCD 122.02: Force Management

Effective date: 28Nov12

Purpose: “This Directive prescribes regulations to manage the Permanent grade distribution of Regular Corps officers in the USPHS Commissioned Corps.”

CCD 123.01: Involuntary Separation

Effective date: 07Sep18

Purpose: “This Directive contains regulations governing the termination of the commission of a USPHS Commissioned Corps officer without consent of the officer concerned.”

CCD 124.01: Retirement

Effective date: 24Feb16

Purpose: “This Directive sets forth basic regulations governing the retirement of USPHS Commissioned Corps officers.”

CCD 124.02: Blended Retirement System

Effective date: 28Mar18

Purpose: “This Directive implements The Uniformed Services’ Blended Retirement System (BRS) for USPHS Commissioned Corps officers.”

CCD 125.01: Training

Effective date: 01Mar90

Purpose: “This regulation authorizes the assignment of USPHS Commissioned Corps officers to educational institutions for training purposes and prescribes options for the payment of expenses incurred pursuant to such training.”

CCD 125.02: Inactive Duty Training

Effective date: 25Oct79

Purpose: “The regulations set forth in this Instruction prescribe the conditions under which USPHS Commissioned Corps officers of the Reserve corps in Inactive status may be authorized to participate in training programs with or without pay.”

CCD 125.03: University of the Health Sciences

Effective date: 10Sep91

Purpose: “This Instruction sets forth regulations governing (1) assignments of USPHS Commissioned Corps officers as students to the Uniformed Services University of the Health Sciences (USUHS); (2) graduate medical education assignments for USPHS Commissioned Corps Medical officers upon graduating from USUHS; (3) the active duty obligations incurred by officers pursuant to such assignments; and (4) if applicable, the commissioned service obligation for those officers entering USUHS after December 31, 1991.”

CCD 125.04: Fellowships, Scholarships and Grants for PHS Commissioned Officers

Effective date: 07Aug00

Purpose: “The Instruction sets forth regulations governing (1) the receipt of fellowships, scholarships, or grants by members of the USPHS Commissioned Corps whose salary is funded from USPHS appropriations; (2) the policy and assignment of responsibilities under which USPHS Commissioned Corps officers may accept fellowships, scholarships or grants from corporations, foundations, funds, or educational institutions organized and operated primarily for scientific, literary, or educational purposes; and (3) the active-duty obligation (ADO) incurred by officers pursuant to such assignments.”

CCD 126.01: Release of Clinical Information

Effective date: 25Oct79

Purpose: “The regulations set forth in this Instruction prescribe the conditions under which clinical information in the possession of USPHS will be supplied, upon request, to other Federal departments or agencies when a claim for compensation has been filed with such departments or agencies based on death or injury incurred by an officer or former officer.”

CCD 127.01: Annual, Sick, and Station Leave

Effective date: 27Mar15

Purpose: “The regulations set forth in this Directive prescribe the requirements for granting annual, sick, and station leave for USPHS Commissioned Corps officers.”

CCD 128.01: Medical Review Boards

Effective date: 12Jul00

Purpose: “The regulations contained in this Instruction prescribe the procedures for establishing Medical Review Boards and Medical Appeals Boards and the powers and duties of such boards.”

CCD 129.01: Board for Corrections of PHS Commissioned Corps Records

Effective date: 08Sep81

Purpose: “This Instruction establishes the procedures for making application for the correction of personnel records of the USPHS Commissioned Corps, the consideration of applications by the Board for Correction of USPHS Commissioned Corps Records...and for settling claims or determining monetary benefits.”

CCD 131.01: Uniform Regulations

Effective date: 29Sep09

Purpose: “This Directive prescribes regulations governing uniforms for the USPHS Commissioned Corps.”

CCD 141.01: Military Awards

Effective date: 25Oct79

Purpose: “The regulations set forth in...this Instruction prescribe the types of military or foreign decorations which may be worn by USPHS Commissioned Corps officers and the conditions under which such decorations may be worn.”

CCD 151.01: Medical Officer Special Pays

Effective date: 17Nov80

Purpose: “This Instruction prescribes regulations governing the award of special pay to Medical officers serving on active duty in the USPHS Commissioned Corps.”

CCD 151.02: Nurse Special Pays

Effective date: 14Jan05

Purpose: “This Instruction prescribes the regulations governing the award of special pays to active-duty officers in the USPHS Commissioned Corps who are appointed as Nurse officers. The purpose of Nurse Category special pays is to aid in the recruitment and retention of qualified nurse officers.”

CCD 151.03: Pharmacist Special Pays

Effective date: 11Oct01

Purpose: “This Instruction prescribes the regulation governing the award of special pays to pharmacists serving on active duty in the USPHS Commissioned Corps.”

CCD 151.04: Health Services Special Pays

Effective date: 04Jun04

Purpose: “This Instruction prescribes the regulations governing the award of special pays to active-duty officers in the USPHS Commissioned Corps who are assigned to the Health Services Category.”

CCD 151.05: Health Professions Special Pays

Effective date: 15Nov18

Purpose: “This Directive prescribes regulations authorizing special pays to officers in the health professions of the USPHS Commissioned Corps.”

CCD 151.06: Assignment Pay

Effective date: 26Jul18

Purpose: “This Directive establishes policy and procedures establishing Assignment Pay (AP) for officers in the USPHS Commissioned Corps.”

CCD 152.01: Flight Pay

Effective date: 04Aug00

Purpose: “This regulation prescribes the conditions under which a USPHS Commissioned Corps officer who participates in aerial flights shall be entitled to Hazardous Duty Incentive Pay.”

CCD 152.02: Engineering and Scientific Pay

Effective date: 17Jul90

Purpose: “The regulations prescribed in this Instruction authorize the payment of Engineering and Scientific Career Continuation Pay (ESCCP) to officers in the USPHS Commissioned Corps who are serving in assignments in high priority engineering, scientific, technical, and research programs in which there is a critical shortage of officers with engineering or scientific training and experience.”

CCD 153.01: Former Spouse Payments From Retired Pay

Effective date: 18Jan85

Purpose: “This Instruction provides the text of the joint regulation promulgated by the uniformed services to implement the division of retired pay portion of the "Former Spouses' Protection Act," Section 1002 of Title X, Public Law 97-252, as amended. This law requires the uniformed services to issue a joint regulation implementing uniform procedures for the division of retired pay pursuant to a divorce settlement.”

CCD 154.01: Allotments

Effective date: 25Oct79

Purpose: “The regulations set forth in this Instruction prescribe the types and number of allotments which may be made from the monthly pay and allowances of USPHS Commissioned Corps officers.”

CCD 155.01: Child Support Alimony/Garnishment Orders

Effective date: 16Jul84

Purpose: “This Instruction provides uniform procedures for the processing of garnishment orders as they relate to child support and/or alimony, per 42 U.S.C. 659, 661-662; 15 U.S.C. 1673.”

CCD 156.01: Burial Payments

Effective date: 16Jan84

Purpose: “This regulation authorizes payment by the USPHS of certain expenses associated with the burial of USPHS Commissioned Corps officers who die while on active duty or deceased dependents of active duty commissioned officers.”

CCD 161.01: Travel and Transportation Allowances

Effective date: 25Oct79

Purpose: “The regulations set forth in...this Instruction indicate that travel and transportation allowances for USPHS Commissioned Corps officers will be governed by the ‘Joint Travel Regulations for the Uniformed Services.’”

Notes: officers may also benefit from reviewing the most recent version of the [Joint Travel Regulations](#), as well as any specific travel regulations for their agency.

Commissioned Corps Instructions (CCIs)

CCI 211.01: Standards of Conduct

Effective date: 21Nov08

Purpose: “This Instruction identifies regulations and policies relative to conduct of officers of the USPHS Commissioned Corps.”

CCI 211.02: Privacy Act

Effective date: 14Aug80

Purpose: “This Instruction describes the rights, duties, and responsibilities of USPHS Commissioned Corps officers under the Privacy Act of 1974. It also sets forth penalties that may be imposed for failure to abide by the provisions of the Privacy Act.”

CCI 211.03: Equal Employment Opportunity

Effective date: 21Dec01

Purpose: “The purpose of this issuance is to state policy and procedures relating to Equal Opportunity discrimination complaints processing for officers of, and applicants to, the USPHS Commissioned Corps.”

CCI 211.04: Complaints and Redress

Effective date: 19Oct15

Purpose: “This Instruction provides the policy and procedures for submitting a formal request for examination and necessary adjudication, as appropriate, by active-duty officers of the USPHS Commissioned Corps who believe they have been wronged by an official action, and who, upon due application, are refused or denied corrective remedy.”

CCI 211.05: Civil Employment by a Foreign Government

Effective date: 02May83

Purpose: “The purpose of this Instruction is to establish policies and procedures by which retired officers of the Regular and Reserve Corps and officers of the Inactive Reserve Corps may request and be granted permission to accept civil employment with a foreign government.”

CCI 211.06: Substance Use

Effective date: 07Aug18

Purpose: “This Instruction sets forth the zero tolerance policy relating to the abuse of alcohol, use of illicit drugs, and misuse of prescription medications. Further, this Instruction sets forth the policies and procedures for officers of the USPHS Commissioned Corps regarding the conduct and performance of officers with substance use disorders (SUD), supportive and administrative oversight and actions pertaining to officers who have a SUD, and approval of referrals for SUD treatment, when applicable.”

CCI 212.01: Foreign Government Gifts and Decorations

Effective date: 15Jul80

Purpose: “This Instruction sets forth policies, procedures, and responsibilities concerning the acceptance of gifts and decorations from foreign governments by USPHS Commissioned Corps officers.”

CCI 213.01: Uniformed Services Courtesies

Effective date: 21Jul82

Purpose: “This Instruction sets forth the manner in which uniformed services courtesies will be practiced by officers of the USPHS Commissioned Corps.”

CCI 221.02: Medical Examination Requirements

Effective date: 24Oct97

Purpose: “This Instruction states the medical examination requirements for the USPHS Commissioned Corps and provides instructions on completion, review, and disposition of the medical reports.”

CCI 221.03: Exception to Medical Requirements

Effective date: 30Jan92

Purpose: “This Instruction states the conditions under which a candidate for the USPHS Commissioned Corps may be appointed and called to active duty in the Reserve Corps for a limited period when he/she does not meet the entrance medical requirements. This Instruction does not apply to applicants for the Junior Commissioned Officer Student Training and Extern Program, or to Inactive Reserve Corps officers who are recalled for short tours of active duty.”

CCI 231.01: General Appointment Standards

Effective date: 11Jun18

Purpose: “This Instruction provides the eligibility standards for appointment to the USPHS Commissioned Corps.”

CCI 231.02: Research Officer Group

Effective date: 15May98

Purpose: “This Instruction establishes the policy and prescribes procedures under which individuals may be assigned to the Research Officer Group (ROG) established within the USPHS Commissioned Corps.”

CCI 231.03: Category Specific Appointment Standards

Effective date: 06May11

Purpose: “This Instruction provides the eligibility standards for category specific appointment to the USPHS Commissioned Corps. In addition to criteria established in CCI 231.01, “[General Appointment Standards](#),” applicants must meet the requirements in this Instruction.”

CCI 231.04: Background Investigation Requirement

Effective date: 04Mar08

Purpose: “This Instruction establishes the background investigation requirement for appointment and/or continued service as an officer in the USPHS Commissioned Corps.”

CCI 233.01: Appointment of Conscientious Objectors

Effective date: 13Jul69

Purpose: “This Instruction outlines the policy for appointment as commissioned officers in the Public Health Service, registrants who have been classified as conscientious objectors.”

CCI 241.01: Readiness and Duty Requirements

Effective date: 03Dec18

Purpose: “This Instruction establishes individual readiness standards and duty requirements to which officers in the USPHS Commissioned Corps must adhere while on active duty in the Corps.”

CCI 251.01: Professional Licensure and Certification

Effective date: 25May11

Purpose: “To establish the requirements for licensure and certification for candidates and officers of the USPHS Commissioned Corps whose professional categories require licensure as specified in the CCI 231.03, "Category Specific Appointment Standards." Disciplinary actions, including involuntary separation, may result from noncompliance with this policy.”

CCI 261.01: Defense of Liability/Negligence Suits

Effective date: 11Mar76

Purpose: “The purpose of this Instruction is to explain the protection provided by the Government in the defense of suits filed against officers or employees for damages resulting from the officer's or employee's official performance of medical, surgical, dental or related functions, or operation of a motor vehicle. This Instruction also provides procedures to be followed in notifying the appropriate officials of such suits or claims and obtaining assistance.”

CCI 311.01: Demographic Data

Effective date: 02Feb81

Purpose: “The purpose of this Instruction is to explain the procedures for the collection and maintenance of race and national origin data for the USPHS Commissioned Corps. The responsibilities of various officials in collecting and maintaining these data are also set forth.”

CCI 311.02: Absentee Voting

Effective date: 17Aug78

Purpose: “This Instruction outlines the responsibilities and duties necessary to implement the provisions of the Federal Voting Assistance Act of 1955, as amended.”

CCI 311.03: Request for Personnel Action

Effective date: 25Sep97

Purpose: “This Instruction sets forth policy and procedures for the use of the new form PHS-1662, ‘Request for Personnel Action - Commissioned Officer.’”

CCI 312.01: Official Personnel Folder

Effective date: 22May84

Purpose: “This Instruction prescribes the requirements for establishment and maintenance of the official personnel folder (OPF) for officers of the USPHS Commissioned Corps.”

CCI 313.01: Telework

Effective date: 06Feb13

Purpose: “This Instruction establishes the policy concerning the use of telework to meet programmatic needs and workplace efficiencies while maintaining readiness.”

CCI 321.01: Billet Program

Effective date: 27May92

Purpose: “This Instruction describes the objectives and purposes of the billet program for the USPHS Commissioned Corps and prescribes responsibilities and procedures for maintaining the program.

CCI 321.02: Revision to Billet Program

Effective date: 25May11

Purpose: ““This policy announces revisions to Section E. of “Billet Program” (See [CCI 321.02](#)).”

CCI 322.01: Short Tours on Active Duty

Effective date: 07Oct99

Purpose: “This Instruction defines short tours of active duty for officers of the USPHS Commissioned Corps who are in Inactive Reserve status, and sets forth officers' entitlements and responsibilities while serving on such short tours. This Instruction also provides information on procedures necessary to accomplish a call to active duty (CAD) for a short tour.”

CCI 322.02: Limited Tours on Active Duty

Effective date: 03Jun97

Purpose: “This Instruction prescribes the policies and procedures, and assigns responsibilities pertinent to call to active duty (CAD) of officers in the USPHS Commissioned Corps on medical, program, and license limited tours of duty.”

CCI 322.03: Flag Officer Selection and Assignment

Effective date: 20Feb15

Purpose: “This Instruction sets forth the policies governing the regular and timely identification of temporary positions that provide the appropriate level of complexity, responsibility, and importance to merit designation as flag grade positions, and the identification of officers appointed in the USPHS Commissioned Corps for Temporary promotion to the Assistant Surgeon General (ASG or “flag”) grade.”

CCI 322.04: Chief Professional Officer Nomination

Effective date: 13Feb08

Purpose: “This Instruction establishes the policy and procedure to nominate and appoint a Chief Professional Officer (CPO).”

CCI 322.05: Reassignment

Effective date: 21Jun01

Purpose: “This Instruction prescribes policy and procedures to be used for the transfer and reassignment of active-duty commissioned officers: 1. Within an OPDIV or STAFFDIV of HHS; or 2. Between two OPDIVs/STAFFDIVs of HHS; or 3. Between a HHS OPDIV/STAFFDIV and a non-HHS Agency to which USPHS officers are detailed under a blanket Memorandum of Understanding; or 4. Within non-HHS Agencies to which USPHS officers are detailed under a blanket Memorandum of Understanding.”

CCI 323.01: State and Nonprofit Institution Details

Effective date: 04Dec80

Purpose: “This Instruction describes the requirements and procedures for the detail, including leave without pay (LWOP) detail, of officers of the USPHS Commissioned Corps to states or nonprofit institutions (NPI). For purposes of this Instruction, NPI shall be interpreted to include public international organizations. This Instruction does not apply to details to Federal agencies ([CCI 323.03](#)) or Congressional committees ([CCI 323.02](#)).”

CCI 323.02: Congressional Committee Details

Effective date: 20Mar81

Purpose: “This Instruction states the requirements and procedures for the detail, including leave without pay (LWOP) detail, of officers of the USPHS Commissioned Corps to committees of the U.S. Congress.”

CCI 323.03: Federal Agency Details

Effective date: 20Mar81

Purpose: “This Instruction describes the requirements and procedures for the detail of USPHS Commissioned Corps officers to Federal agencies outside the organizational structure of USPHS and the Immediate Office of the Secretary of HHS.”

CCI 324.01: Regular Corps Assimilation Program

Effective date: 26May99

Purpose: “This Instruction states the policy and procedures for appointment of active-duty Reserve Corps USPHS officers to the Regular Corps of the USPHS under the assimilation program.”

CCI 325.01: Extramural Training

Effective date: 07Dec83

Purpose: “This Instruction establishes USPHS Commissioned Corps policy, procedures, and responsibilities regarding extramural training of PHS commissioned officers.”

CCI 325.02: Intramural Residency Training Programs

Effective date: 08Dec80

Purpose: “This Instruction sets forth USPHS Commissioned Corps policy relating to intramural residency training programs.”

CCI 325.03: Extramural Training Obligation

Effective date: 15Aug81

Purpose: “This Instruction defines periods of active duty obligation (ADO) subsequent to extramural training.”

CCI 325.04: Professional Growth and Development

Effective date: 29Sep92

Purpose: “This Instruction describes the variety of resources available for the enhancement of professional growth and development.”

CCI 325.05: Officer Development Training

Effective date: 13Aug08

Purpose: “This Instruction furthers the transformation of the USPHS Commissioned Corps by establishing requirements for officer development training during an officer’s career.”

CCI 331.01: Permanent Grade Promotions

Effective date: 08May08

Purpose: “This Instruction sets forth the policies and procedures governing the Permanent grade promotion program for Regular and Reserve Corps officers in the USPHS Commissioned Corps who are serving on extended active duty.”

CCI 332.01: Temporary Grade Promotions

Effective date: 08May08

Purpose: “This Instruction sets forth the policies and procedures governing the Temporary grade promotion program for Regular and Reserve Corps officers in the USPHS Commissioned Corps.”

CCI 333.01: Failure of Permanent Promotion

Effective date: 01Aug85

Purpose: “This Instruction sets forth the conditions under which administrative review and action will be taken to terminate the commission of, place in retired status, and/or reduce to lower grade, a USPHS Commissioned Corps officer when he/she fails to be recommended for Permanent promotion.”

CCI 341.01: Involuntary Separation

Effective date: 05Nov96

Purpose: “This Instruction sets forth the policies and procedures concerning involuntary separation during the 3-year probationary period which officers called to active duty in the Reserve Corps of the USPHS Commissioned Corps are required to serve.”

CCI 341.02: Regular Corps Records Review

Effective date: 25Apr08

Purpose: “This Instruction sets forth the policy and procedures for reviewing the records of officers at the end of 3 years service following their appointment as Regular Corps officers in the USPHS Commissioned Corps.”

CCI 351.01: Effectiveness Report

Effective date: 09Nov10

Purpose: “This Instruction prescribes the policy for the evaluation of officers in the USPHS Commissioned Corps. The annual Commissioned Officers’ Effectiveness Report (COER) is a major source of information concerning each officer's Service performance and work record. It provides a continuing, documented record of an officer's assignments, duties, and proficiencies, while providing an instrument to evaluate officership and leadership.”

CCI 361.01: Leave of Absence, General

Effective date: 16Feb12

Purpose: “This Instruction defines the types of leave granted to officers in the USPHS Commissioned Corps. This includes annual, sick, station, court, administrative leave, as well as leave without pay details and absent without leave (AWOL).”

CCI 362.01: Annual Leave

Effective date: 16Feb12

Purpose: “This Instruction prescribes the policies and procedures related to annual leave for officers in the USPHS Commissioned Corps.”

CCI 363.01: Sick Leave

Effective date: 05Dec16

Purpose: “This Instruction prescribes the policy and procedures for granting sick leave to the officers in the USPHS Commissioned Corps. This includes sick leave taken for pregnancy and recovery after delivery. It also states responsibilities for reporting serious illness or injury and for reporting medical care from non-Government sources.”

CCI 364.01: Absence Without Leave

Effective date: 29Oct08

Purpose: “This Instruction prescribes the policies and related procedures regarding Absence Without Leave (AWOL) for officers of the USPHS Commissioned Corps.”

CCI 371.01: Early Commissioning Program

Effective date: 05Mar09

Purpose: “This Instruction sets forth the policy and procedures establishing an Early Commissioning Program (ECP) in the Inactive Reserve Corps (IRC) of the USPHS Commissioned Corps.”

CCI 371.02: JR Student Training Program

Effective date: 26May99

Purpose: “This Instruction describes the Junior Commissioned Officer Student Training and Extern Program (JR COSTEP) and sets forth the criteria and procedures for participation.”

CCI 371.03: SR Student Training Program

Effective date: 06Nov95

Purpose: “This Instruction describes the USPHS Senior Commissioned Officer Student Training and Extern Program (SR COSTEP). It states the responsibilities for the conduct of the program, the eligibility requirements for participation, the application and selection procedures, and the entitlements of individuals participating in the program.”

CCI 372.02: Inter-Service Recruitment

Effective date: 23Nov76

Purpose: “To preclude the recruitment of active duty commissioned officer personnel or advanced ROTC cadets of the other uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration) for appointment in the Commissioned Corps.”

CCI 372.04: Informational Materials/Pamphlets

Effective date: 06Nov91

Purpose: “This Instruction contains a current list of the contents of applicant packets, and a current list of Commissioned Corps Personnel Manual (CCPM) information pamphlets available to all USPHS agencies, their component programs, and USPHS Regional Offices.”

CCI 373.01: Associate Recruiter Program

Effective date: 03Apr06

Purpose: “The Associate Recruiter Program (ARP) is designed to support the recruitment of qualified candidates for appointment into the USPHS Commissioned Corps.”

CCI 374.01: Inter-Service Transfer

Effective date: 08Dec08

Purpose: “This Instruction prescribes policy and procedures governing the transfer of officers between the USPHS Commissioned Corps and the commissioned components of the six other uniformed services.”

CCI 375.01: Recall of Retirees to Active Duty

Effective date: 06Jul81

Purpose: “This Instruction states the policy and procedures under which retired officers of the USPHS Commissioned Corps may be recalled to active duty with their consent.”

CCI 382.01: Reduction in Force

Effective date: 25Sep98

Purpose: “This Instruction states the policies and procedures governing strength reduction within the USPHS Commissioned Corps when there is a reduction in an HHS OPDIV, major programs outside of HHS to which USPHS Commissioned Corps officers are assigned, or the Office of the Secretary of HHS, which requires a major reduction in the USPHS Commissioned Corps strength.”

CCI 382.02: Involuntary Separation (Probation Period)

Effective date: 05Nov96

Purpose: “This Instruction sets forth the policies and procedures concerning involuntary separation during the 3-year probationary period which officers called to active duty in the Reserve Corps of the USPHS Commissioned Corps are required to serve. This Instruction does not apply to the involuntary separation of officers due to the expiration of a limited tour of duty during the probationary period.”

CCI 382.03: Involuntary Separation (Active Corps)

Effective date: 25Sep98

Purpose: “This Instruction states the policies and procedures under which the commissions of officers on active duty in the Regular Corps of the USPHS who are not retirement-eligible, may be terminated without their consent because of marginal or substandard performance. This Instruction is not applicable to the Involuntary separation of Regular Corps officers pursuant to the 3-year file review.”

CCI 382.04: Involuntary Separation (Reserve Corps)

Effective date: 13Aug98

Purpose: “This Instruction states the policies and procedures under which the commissions of officers on active duty in the Reserve Corps of the USPHS may be terminated without their consent because of marginal or substandard performance.”

CCI 383.01: Death of an Active Duty Officer

Effective date: 11Mar86

Purpose: “This Instruction: a. establishes procedures to be used in reporting the death of an active duty USPHS Commissioned Corps officer; b. discusses the burial entitlements payable by the USPHS upon the death of an active duty officer; and c. establishes procedures for extending assistance to survivors of deceased active duty officers.”

CCI 384.01: Creditable Service for Retirement

Effective date: 18Dec80

Purpose: “This Instruction explains the types of retirement available to USPHS Commissioned Corps officers under the Commissioned Corps Personnel System, and the service which is creditable in determining length of service when required to establish eligibility for retirement.”

CCI 384.02: Voluntary Retirement (20 to less than 30 years)

Effective date: 03Jul13

Purpose: “This Instruction states the policy and procedures under which an officer of the USPHS Commissioned Corps shall be considered, upon his/her request, for retirement after 20 years of active service but less than 30 years of active service.”

CCI 385.01: Involuntary Retirement

Effective date: 21May08

Purpose: “This Instruction establishes the policy and procedures by which an officer of the USPHS Commissioned Corps may be retired, without the officer’s consent, on the first day of any month following completion of 20 years of active service.”

CCI 385.02: Retirement (30 years)

Effective date: 03Jul08

Purpose: “This Instruction establishes the policies and procedures relating to mandatory retirement for officers of the USPHS Commissioned Corps who have completed 30 years of active service. This Instruction also establishes the policies and procedures for allowing officers to serve more than 30 years on extended active duty.”

CCI 386.01: Disability Retirement

Effective date: 05Apr82

Purpose: “The purpose of this Instruction is to provide general information on retirement of USPHS Commissioned Corps officers for physical disability.”

CCI 387.01: Separation of Commissioned Officer

Effective date: 11Apr18

Purpose: “This Instruction provides general policy regarding separation from active duty. It includes the responsibilities of the officer; the programs to which officers of the USPHS Commissioned Corps are assigned or detailed; and the Division of Commissioned Corps Personnel and Readiness (DCCPR).”

CCI 391.01: Appointment Boards

Effective date: 14Aug07

Purpose: “This Instruction lists the responsibilities and functions of the appointment boards that make recommendations regarding appointment of USPHS Commissioned Corps candidates to the Regular and Reserve Corps, with the exception that Section 8 does not apply to boards that are convened under the Regular Corps assimilation program.”

CCI 393.01: Disability Retirement

Effective date: 05Apr82

Purpose: “The purpose of this Instruction is to provide general information on retirement of USPHS Commissioned Corps officers for physical disability.”

CCI 393.02: Appeal of Medical Review Board

Effective date: 12Mar96

Purpose: “This Instruction sets forth the mechanisms and guidelines by which an officer who wishes to appeal the findings and recommendations of a USPHS Commissioned Corps Medical Review Board (MRB), with respect to disability retirement, disability separation, or retention on active duty may obtain a timely decision.”

CCI 394.01: Board of Corrections

Effective date: 26Mar91

Purpose: “This Instruction sets forth the policies and procedures adopted by the Board for Correction of USPHS Commissioned Corps Records, which have been published in the General Administration Manual (GAM) PHS Chapter 16-00 (Transmittal 90.01, 1/17/90).”

CCI 411.01: Required Wear of the Uniform

Effective date: 14Mar08

Purpose: “The purpose of this Instruction is to establish requirements for the daily duty wear of the uniform of the USPHS Commissioned Corps.”

CCI 412.01: Uniforms and Appearance

Effective date: 01May18

Purpose: “The Instruction prescribes the official policy governing uniform regulations for officers of the USPHS Commissioned Corps. This Instruction provides information of a general or miscellaneous nature, while other uniform related Instructions deal with certain specific uniform topics.”

CCI 413.01: Special Uniform Situations

Effective date: 29Apr14

Purpose: “This Instruction prescribes uniforms and clothing articles for use in the certain situations described herein.”

CCI 421.01: Uniforms for Male Officers

Effective date: 15Dec15

Purpose: “This Instruction prescribes the various uniforms, uniform articles, and uniform accessories to be worn by male officers of the USPHS Commissioned Corps. This Instruction also provides information on prescribable and optional uniform items, occasions for wearing the uniform and uniform requirements.”

CCI 421.02: Uniforms for Female Officers

Effective date: 28Jun16

Purpose: “This Instruction prescribes the various uniforms, uniform articles, and uniform accessories to be worn by female officers of the USPHS Commissioned Corps. This Instruction also provides information on prescribable and optional uniform components, occasions for wearing the uniform and uniform requirements.”

CCI 431.01: Insignia and Devices

Effective date: 29Apr14

Purpose: “This Instruction prescribes the insignia and devices for wear with the uniforms of the USPHS Commissioned Corps and the method of wearing them. Illustrations of the insignia and devices are included in the Appendix.”

CCI 441.01: Description of Sword and Accessories

Effective date: 02Jan79

Purpose: “The purpose of this Instruction is to establish a description of the USPHS Sword. The sword is an optional article of uniform. However, it may be a mandatory article of uniform for those officers who are detailed to another of the uniformed services.”

CCI 442.01: Public Health Service Flags

Effective date: 18May78

Purpose: “This Instruction establishes specifications and prescribes uses and flag protocol for the USPHS Flag, US Surgeon General's Flag, Deputy Surgeon General's Flag, and Assistant Surgeon General's Flag.”

CCI 511.01: Awards Program

Effective date: 11Jan17

Purpose: “This Instruction prescribes the awards established under the USPHS Commissioned Officers' Awards Program (COAP). The authorities and responsibilities for administering this program are also prescribed.”

CCI 511.02: Award of Military Decorations

Effective date: 31Mar10

Purpose: “The purpose of this Instruction is to prescribe the manner in which military ribbons, medals, and decorations are eligible to be awarded to USPHS Commissioned Corps officers, as awarded from the Department of Defense (DoD).”

CCI 512.01: Wear of Ribbons and Medals

Effective date: 28Aug08, Amended 07Jul15

Purpose: “The purpose of this Instruction is to prescribe the manner in which ribbons, medals and badges are worn by officers on the uniform of the USPHS Commissioned Corps. This Instruction also prescribes the order of precedence for wearing Corps, other uniformed service and non-uniformed service awards on the Corps uniform.”

CCI 521.01: Incentive Awards Program

Effective date: 08May86

Purpose: “This Instruction prescribes the cash awards for inventions, suggestions, and scientific achievements established under the USPHS Commissioned Officers' Incentive Awards Program (COIAP). The authorities and responsibilities for administering this program are also prescribed.”

CCI 611.01: Creditable Service for Basic Pay

Effective date: 04Sep81

Purpose: “This Instruction sets forth the rates of basic pay payable to USPHS Commissioned Corps officers on active duty and provides information about service which is creditable for increases in basic pay.”

CCI 611.02: Submission of Personnel/Pay Information

Effective date: 14Sep92

Purpose: “The purpose of this Instruction is to: 1. summarize requirements for USPHS Commissioned Corps officers to meet information needs in compliance with directives received from the Division of Commissioned Personnel (DCCPR), Office of the Surgeon General (OSG); 2. inform USPHS Commissioned Corps officers of what courses of action to take in order to comply with directives; and 3. identify what adverse effects may result from noncompliance with directives.”

CCI 611.03: Non-Duty with Pay Status

Effective date: 25Sep98

Purpose: “This Instruction states the policies and related procedures regarding the placing of a USPHS Commissioned Corps officer into non-duty with pay status for limited periods of time.”

CCI 611.04: Waiver of Claims for Overpayment

Effective date: 25Sep84

Purpose: “This Instruction states the procedures for initiating and processing requests for waiver of claims for erroneous payment of pay and allowances, other than travel and transportation allowances, paid to or on behalf of a current or former USPHS Commissioned Corps officer.”

CCI 611.05: Advance of Basic Pay

Effective date: 25Oct82

Purpose: “This Instruction provides information concerning the conditions under which a USPHS Commissioned Corps officer may be paid his/her basic pay in advance.”

CCI 612.01: Quarters and Subsistence Allowance

Effective date: 20Dec79

Purpose: “To prescribe the circumstances under which basic allowance for quarters (BAQ) and subsistence (BAS) are payable and to prescribe policy and procedures for assignment of officers to quarters.”

CCI 612.02: Station Allowances Outside the U.S.

Effective date: 09Jul80

Purpose: “To prescribe the circumstances under which station allowances outside the United States are payable and to prescribe policy and procedures for such payments.”

CCI 612.03: Uniform and Equipment Allowance

Effective date: 11Jan93

Purpose: “This Instruction sets forth the eligibility requirements and procedures for payment of the one-time \$250 uniform and equipment allowance to USPHS Commissioned Corps officers.”

CCI 612.04: Family Separation Allowance

Effective date: 06Mar80

Purpose: “This circular prescribes the circumstances under which Family Separation Allowance (FSA) is payable and prescribes policy and procedures for such payment.”

CCI 612.05: Advance Station Housing Allowance

Effective date: 12Feb81

Purpose: “This Instruction provides information concerning the conditions under which a USPHS Commissioned Corps officer may receive an advance of his/her station housing allowance (SHA). The purpose of this advance is to assist an officer in defraying housing costs which exceed one month's basic allowance for quarters (BAQ).”

CCI 612.06: Advance Travel Payment

Effective date: 10Mar93

Purpose: “This Instruction sets forth USPHS policy regarding the advance payment of travel and transportation allowances to USPHS Commissioned Corps officers.”

CCI 613.01: Payment of Specialty Board Examinations

Effective date: 24May71

Purpose: “This Instruction states the conditions and the procedures under which payment may be made for expenses incident to certification of a commissioned officer by a recognized national specialty board, or a comparable professional organization.”

CCI 613.02: Payment of Medical Licensure

Effective date: 15Dec78

Purpose: “This Instruction states that USPHS will not make payment of State licensure fees for Commissioned Corps officers unless such payment is expressly authorized by law. As of the date of this Instruction, no statute was in force which authorizes payment of State licensure fees for USPHS Commissioned Corps officers.”

CCI 613.03: Reimbursement of Adoption Expenses

Effective date: 15May98

Purpose: “This Instruction prescribes the procedures for reimbursing active-duty members of the USPHS Commissioned Corps for qualifying adoption expenses. The Instruction states the conditions and circumstances under which active-duty Reserve and Regular Corps USPHS officers may be reimbursed adoption expenses. The Instructions also prescribes the eligibility requirements and the procedures for making payments.”

CCI 621.01: Accession Bonus

Effective date: 09Apr98

Purpose: “This Instruction states the conditions and circumstances under which USPHS Commissioned Corps officers may be paid an Accession Bonus and the procedures for processing contracts. The purpose of the Special Pay is to aid HHS, and programs to which USPHS officers are assigned, in recruiting and retaining selected health professionals.”

CCI 622.01: Critical Skills Retention Bonus

Effective date: 28Oct03

Purpose: “This Instruction implements 37 U.S.C. 323, "Special pay: retention incentives for members qualified in a critical military skill," which authorizes the Secretary of HHS to pay a retention bonus to officers in the USPHS Commissioned Corps who possess designated critical military skills.”

CCI 623.01: Blended Retirement System Continuation Pay

Effective date: 03Apr18

Purpose: “This Instruction sets forth the policies and procedures governing the continuation pay for officers of the USPHS Commissioned Corps enrolled under the Blended Retirement System (BRS).”

CCI 631.01: Health Professional Special Pay

Effective date: 16Jan98

Purpose: “This Instruction states the conditions and circumstances under which USPHS Commissioned Corps officers may be authorized monthly special pay. The rates of these special pays, which are paid in equal monthly installments, are set forth in this Instruction.”

CCI 632.01: Retention Special Pay

Effective date: 16Jan98

Purpose: “This Instruction states the conditions and circumstances under which medical officers of the USPHS Commissioned Corps may be paid retention special pay (RSP) and the procedures for processing RSP contracts. The purpose of RSP is to aid HHS in recruiting and retaining competent medical officers.”

CCI 632.02: Multi-year Retention Pay

Effective date: 09Jul99

Purpose: “This Instruction states the conditions and circumstances under which medical and dental officers of the USPHS Commissioned Corps may be paid Multiyear Retention Bonus (MRB). The purpose of MRB is to aid HHS in recruiting and retaining competent medical and dental officers with clinical specialty skills training.”

CCI 633.01: Special Pays

Effective date: 16Nov18

Purpose: “This Instruction establishes the conditions and circumstances under which health professionals of the USPHS Commissioned Corps may be authorized the Health Professions Special Pays (HPSP) that include the Accession Bonus (AB), Critical Short Wartime Specialty Accession Bonus (CWS-AB), Retention Bonus (RB), Incentive Pay (IP), and Board Certification Incentive Pay (BCIP). It also sets forth the rates and the mechanism (lump sum or monthly payments) that each HPSP is paid.”

CCI 633.02: Dental Officer Special Pay

Effective date: 16Jan98

Purpose: "This Instruction states the conditions and circumstances under which dental officers of the USPHS Commissioned Corps may be paid Additional Special Pay (ASP) and the procedures for processing ASP contracts. The purpose of ASP is to aid USPHS in recruiting and retaining competent dental officers."

CCI 633.03: Nurse Category Special Pay

Effective date: 30Jan06

Purpose: "This Instruction states the conditions and circumstances under which nurse officers appointed in the USPHS Commissioned Corps may be authorized special pays, and if so, the applicable rates of pay. The purpose of the Nurse Category special pays is to aid HHS in the recruitment and retention of qualified nurse officers."

CCI 633.04: Pharmacist Special Pay

Effective date: 26Oct01

Purpose: "This Instruction states the conditions and circumstances under which USPHS Commissioned Corps pharmacists may be authorized special pay and if so, the applicable special pay rates. The purpose of special pays is to aid HHS in recruiting and retaining selected professional pharmacists."

CCI 633.05: Incentive Special Pay

Effective date: 10Nov98

Purpose: "This Instruction states the conditions and circumstances under which medical officers of the USPHS Commissioned Corps may be paid Incentive Special Pay (ISP). The purpose of ISP is to aid in adjusting the civilian/military pay gap for medical officers with clinical specialty skills training."

CCI 633.06: Engineering and Scientific Special Pay

Effective date: 09Apr98

Purpose: "This Instruction states the conditions and circumstances under which officers of the USPHS Commissioned Corps may be paid Engineering and Scientific Career Continuation Pay (ESCCP) and the procedures for processing contracts and making payments. The purpose of ESCCP is to aid HHS, and the programs to which the USPHS officers are assigned, in recruiting and retaining officers with special critical shortage skills training."

CCI 641.01: Aviation Pay for Flight Surgeons

Effective date: 01Jan90

Purpose: “This Instruction provides information concerning the conditions under which Aviation Career Incentive Pay (ACIP) for participation in aerial flight as a flight surgeon or flight-surgeon trainee may be paid to USPHS Commissioned Corps officers and procedures for reporting aerial flight performed. This Instruction does not apply to officers who have been designated to receive Incentive Pay for Hazardous Duty under 37 U.S.C. 301(a)(2). (See [CCI 641.02](#))”

CCI 641.02: Non-Crew Flight Pay

Effective date: 13Apr82

Purpose: “This Instruction provides information concerning the conditions under which hazardous duty incentive pay for participation in aerial flight pay) may be paid to eligible USPHS Commissioned Corps officers. This Instruction does not apply to officers who have been designated flight surgeons or to any officer who is otherwise eligible to receive aviation career incentive pay under 37 U.S.C. 301a (see [CCI 641.01](#))”

CCI 642.01: Hazardous Duty Pay (Viruses/Bacteria)

Effective date: 09Apr84

Purpose: “This Instruction provides information concerning the conditions upon which hazardous duty incentive pay (HDIP) will be authorized for USPHS Commissioned Corps officers who are assigned to duties involving laboratory work that utilizes live dangerous viruses or bacteria.”

CCI 642.02: Hazardous Duty Pay (Toxic Pesticides)

Effective date: 25Sep84

Purpose: “This Instruction provides information concerning the conditions upon which hazardous duty incentive pay (HDIP) will be authorized for USPHS Commissioned Corps officers who are assigned to duties involving toxic pesticides.”

CCI 651.01: General Deductions

Effective date: 17May82

Purpose: “This Instruction sets forth the conditions under which deductions are made from the pay and allowances of a USPHS Commissioned Corps officer serving on active duty, or may be made upon request of the officer.”

CCI 652.01: Allotments

Effective date: 17May82

Purpose: “This Instruction establishes the conditions and procedures under which USPHS Commissioned Corps officers may allot a portion or all of their pay and allowances to a qualified individual or institution.”

CCI 653.01: Social Security (FICA) Taxes

Effective date: 05May80

Purpose: “This Instruction sets forth the requirements for deduction of Social Security (FICA) taxes from pay of USPHS Commissioned Corps officers serving on active duty.”

CCI 653.02: Withholding of State Income Tax

Effective date: 12Nov85

Purpose: “This Instruction sets forth the requirement and procedures for withholding State income tax from the pay of USPHS Commissioned Corps officers.”

CCI 653.03: Program Aid to Families with Dependents

Effective date: 25Sep84

Purpose: “This Instruction establishes the conditions and procedures under which collections are made from the pay and allowances of USPHS Commissioned Corps officers for delinquent Federal taxes and for unpaid child support under the Aid to Families with Dependent Children Program (AFDCP).”

CCI 654.01: Child Support and Alimony Obligations

Effective date: 17May82

Purpose: “This Instruction establishes the conditions under which collections are made from the pay of USPHS Commissioned Corps officers for enforcement of child support and/or alimony payments as required by court order.”

CCI 654.02: Collection for Indebtedness

Effective date: 17Jul78

Purpose: “This Instruction sets forth procedures and responsibilities for the collection of USPHS Commissioned Corps officer indebtedness to the Government, incurred as a result of failure to complete a period of obligatory service, upon separation.”

CCI 661.01: Computation of Retirement Pay

Effective date: 26May87

Purpose: “This Instruction explains how retired pay for USPHS Commissioned Corps officers is computed at the time of retirement. This Instruction also explains how retired pay is adjusted after retirement based on: (1) when the officer first entered a uniformed service; (2) cost of living increases; and (3) later active duty.”

CCI 661.02: Taxation of Retired Pay

Effective date: 02Feb82

Purpose: “This Instruction provides information on the taxation of retired pay payable to USPHS Commissioned Corps officers.”

CCI 661.03: Blended Retirement System

Effective date: 03Apr18

Purpose: “This Instruction implements The Uniformed Services’ Blended Retirement System (BRS) for USPHS Commissioned Corps officers.”

CCI 662.01: Thrift Savings Plan (TSP)

Effective date: 03Apr18

Purpose: “This Instruction explains how to enroll, participate, and contribute to the TSP and how contributions are to be accrued and calculated for USPHS Commissioned Corps officers.”

CCI 671.01: Education Allowances for Dependents

Effective date: 20Aug15

Purpose: “The purpose of this Instruction is to provide policy and procedures for payment of the education and transportation allowances which are authorized for the primary and secondary schooling of eligible dependents of members of the USPHS Commissioned Corps who are stationed in foreign areas. These allowances are designed to assist in defraying those costs necessary to obtain American-type educational services which are ordinarily provided without charge (tuition-free) by the public schools in the U.S.”

CCI 671.02: Burial in National Cemeteries

Effective date: 23Nov82

Purpose: “This Instruction states the eligibility requirements, procedures, and other information related to burial in a national cemetery.”

CCI 671.03: Voluntary Insurance Plan

Effective date: 02Jun93

Purpose: “This Instruction sets forth information on The Uniformed Services Voluntary Insurance Plan (USVIP) for USPHS Commissioned Corps officers separating from active duty (other than retirement).”

CCI 671.04: Psychiatric Care

Effective date: 13May97

Purpose: “This Instruction outlines the policies and procedures governing the provision of long-term, non-emergent psychiatric outpatient care, at HHS expense, to active-duty USPHS Commissioned Corps officers by private, non-Government sources.”

CCI 671.05: Civilian Health Program

Effective date: 26Mar84

Purpose: “The purpose of this Instruction is to provide information to administrative personnel concerning the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), and to alert them to the availability of the CHAMPUS Regulation (DoD 6010.8-R), issued jointly by DoD and HHS, and available for inspection in all Uniformed Services facilities.”

CCI 671.06: Veterans Affairs (VA) Disability Compensation

Effective date: 01Feb82

Purpose: “This Instruction provides information about disability compensation, which is payable by the Veterans Administration (VA), and the prohibition against receipt of such compensation while serving on active duty or receiving retired pay as a USPHS Commissioned Corps officer.”

CCI 671.07: Educational Benefits

Effective date: 02Oct85

Purpose: “This Instruction provides information on educational benefits provided by the Veterans Administration (VA) to individuals on active duty with any of the uniformed services and to individuals who have been released from active duty. The three VA-administered educational programs for which USPHS Commissioned Corps officers generally qualify are: A. The Old GI Bill, for officers who initially entered on active duty with a uniformed service before 01Jan77; B. The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), for officers who initially entered on active duty with a uniformed service from 01Jan77, through 30Jun85; and C. The New GI Bill, for officers who initially enter on active duty with a uniformed service on or after 01Jul85, but before 01Jul88.”

CCI 671.08: Life Insurance

Effective date: 28Apr87

Purpose: “This Instruction describes insurance available to USPHS Commissioned Corps officers under the Servicemens' Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI) programs. This Instruction also contains information on procedures by which USPHS Commissioned Corps officers may participate in the SGLI or VGLI programs (including designation of beneficiaries, conversion of SGLI to VGLI upon separation or retirement, and collection by beneficiaries of insurance proceeds upon the death of the insured individual.”

CCI 671.09: Soldier's and Sailors' Civil Relief Act

Effective date: 23Jul80

Purpose: "The purpose of this Instruction is to provide information concerning the rights, privileges, immunities, and benefits available to active duty USPHS Commissioned Corps officers under the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (hereinafter cited as the SSCR Act). This Instruction provides general information on the major provisions of the SSCR Act and is not intended to be utilized as a source of legal reference or authority. Specific legal matters that may arise involving the SSCR Act should be discussed with an attorney. For reference purposes, United States Code (U.S.C.) citations for the various sections of the SSCR Act are contained in Exhibit I."

CCI 671.10: Health Care Benefits

Effective date: 13May97

Purpose: "The purpose of this Instruction is to establish policy and procedures covering the provision of health care services for active-duty USPHS Commissioned Corps officers. For additional information on Health Care Services for active-duty USPHS officers, please see Commissioned Corps Personnel Manual (CCPM), pamphlet #65, "Information on Health Care Services.""

CCI 672.01: Death Gratuity

Effective date: 12Jan93

Purpose: "This Instruction sets forth the provisions of the death gratuity payable by the US Public Health Service to certain survivors of USPHS Commissioned Corps officers who die while on active duty or who die because of service-connected disease or injury within 120 days after separation from active duty."

CCI 672.02: Death of a Retired Officer

Effective date: 19Dec85

Purpose: "This Instruction: a. Establishes procedures to be used in reporting the death of a retired USPHS Commissioned Corps officer; b. Discusses the burial entitlements payable by the USPHS towards burial of the deceased retired officer; and c. Establishes procedures for extending assistance to the survivors."

CCI 672.03: Domestic/Family Violence and Treatment

Effective date: 10Aug17

Purpose: "This Instruction sets forth the policy and procedures of the USPHS Commissioned Corps for addressing domestic/family violence incidents involving active duty Corps officers who have been identified as either the offender or victim. The Corps seeks to reduce and prevent the incidence of domestic/family and workplace violence by intervention response with local community resources, Military Treatment Facilities (MTF), Family Advocacy Program and/or the Employee Assistance Program (EAP)."

CCI 672.04: Dependence and Indemnity Compensation

Effective date: 18Jan94

Purpose: “This Instruction provides information on compensation payable by the Department of Veterans Affairs (VA) to survivors of an active duty, retired, inactive reserve corps, or former (terminated) officer whose death is determined to be the result of active, service-connected disease or injury. This type of compensation is called Dependency and Indemnity Compensation (DIC).”

CCI 672.05: Survivor Benefit Plan

Effective date: 06May87

Purpose: “This Instruction provides information concerning the Survivor Benefit Plan (SBP), an annuity program which permits members of the uniformed services who reach retirement eligibility to leave a portion of their retired pay to their survivors. It states the essential provisions of the law governing SBP and establishes administrative procedures as they apply to the USPHS Commissioned Corps.”

CCI 711.01: Home of Selection

Effective date: 30Oct92

Purpose: “This Instruction sets forth USPHS Commissioned Corps policy and procedures for travel and transportation of a USPHS officer and his/her dependents and household goods (HHG) to the home of selection.”

CCI 712.01: Travel Incident to Duty as a Trainee

Effective date: 13Nov92

Purpose: “This Instruction sets forth the policy for travel and transportation for USPHS Commissioned Corps officers whose personnel orders assign them to training status.”

CCI 712.02: Change of Station Travel Time

Effective date: 13Apr78

Purpose: “The purpose of this Instruction is to provide general information regarding the computation of travel time for commissioned officers incident to a permanent change of station (PCS). The Joint Travel Regulations contain the basic rules and regulations that govern computation of travel time incident to PCS for members of the uniformed services. Therefore, in the event of conflict or differences between the provisions of this Instruction and the provisions of the Joint Travel Regulations and any amendments thereto, the provisions of the Joint Travel Regulations are controlling.”

CCI 712.03: Modes and Types of Transportation

Effective date: 17May91

Purpose: “This Instruction provides information concerning the principal modes and types of transportation available for use in the shipment of household goods and personal effects.”

CCI 712.04: Space-Available Travel

Effective date: 18Jun93

Purpose: “This Instruction provides a general description of the Space-Available (Space-A) air transportation program operated by the Department of Defense (DoD), and prescribes USPHS policy concerning the use of the Space-A program.”

CCI 712.05: Space-Required Travel

Effective date: 06Jun89

Purpose: “This Instruction provides a general description of the Space-Required (Space-R) air transportation program operated by the Department of Defense (DoD), and prescribes general procedures for use of this facility by USPHS agencies and programs.”

CCI 713.01: Shipment of Household Goods

Effective date: 17May91

Purpose: “This Instruction provides general information about transportation of household goods and personal effects, both domestic and foreign, of members of the USPHS Commissioned Corps when moving at Government expense on Government bills of lading. It provides for the establishment of household goods shipping officers within USPHS.”

CCI 713.02: Shipment of Privately-Owned Vehicles

Effective date: 13Nov92

Purpose: “This Instruction sets forth USPHS policies and procedures for the shipment of privately-owned vehicles (POV) between the United States and points outside the United States by USPHS Commissioned Corps officers when such shipment is specifically authorized on personnel orders.”

CCI 713.03: Special Items and Unaccompanied Baggage

Effective date: 17May91

Purpose: “This Instruction provides USPHS policies and procedures for the shipment of household goods and personal effects of USPHS Commissioned Corps officers via expedited modes, shipment of articles of extraordinary value, and unaccompanied baggage.”

CCI 713.04: Shipment of Household Goods Time Limit

Effective date: 17May91

Purpose: “This Instruction establishes USPHS policy concerning time limits for the shipment of household goods and personal effects (HHG) of USPHS Commissioned Corps officers at Government expense, pursuant to permanent changes of station (PCS), for calls to active duty, inactivations (i.e., changes from active duty to inactive reserve status) and terminations (i.e., release from active duty with termination of the commission). Procedures are established for requesting an extension of the time limit in certain cases.”

CCI 713.05: Excess Shipment Costs

Effective date: 17May91

Purpose: “This Instruction provides USPHS policy and procedure for determining and collecting costs, in excess of authorized allowances, incurred in connection with the shipment or drayage of household goods and personal effects at Government expense.”

CCI 713.06: Government Bills of Lading

Effective date: 17May91

Purpose: “This Instruction provides an explanation of the use of Government bills of lading and guidance for their preparation and distribution.”

CCI 713.07: Shipments Between the U.S. and Overseas

Effective date: 17May91

Purpose: “This Instruction prescribes USPHS policies and procedures governing the transportation of household goods and personal effects of USPHS Commissioned Corps officers at Government expense when one or both of the shipping points is outside the 48 contiguous states.”

CCI 713.08: Rates and Services

Effective date: 17May91

Purpose: “This Instruction establishes USPHS policy concerning use of special rate tenders and negotiations with carriers for special rates applicable to shipments of household goods and personal effects of USPHS Commissioned Corps officers at Government expense.”

CCI 714.01: Temporary Storage

Effective date: 17May91

Purpose: “This Instruction prescribes Service policy with respect to authorization of an initial 90-day period of temporary storage for household goods and an additional 90 days of temporary storage time incident to a permanent change of station (PCS).”

CCI 714.02: Non-Temporary Storage

Effective date: 17May91

Purpose: “This Instruction prescribes USPHS policy and procedure for the nontemporary storage of household goods and personal effects of USPHS Commissioned Corps officers when authorized at Government expense.”

Personnel Policy Memorandums (PPMs)

CCI 811.05: Optometrist Special Pay

Effective date: 19Aug04

Purpose: "This PPM implements Section E.3 of Subchapter CC42.2, Instruction 11, "Optometrist Retention Special Pay," (ORSP) by prescribing the policies and procedures governing the payment of ORSP to active-duty officers in the USPHS Commissioned Corps."

CCI 811.07: Transportation Allowance Committee

Effective date: 19Oct04

Purpose: "Duties and Responsibilities Involving the Per Diem, Travel, and Transportation Allowance Committee."

CCI 811.14: Change in Rating Period for COER

Effective date: 26Apr05

Purpose: "Change in Rating Period for Commissioned Officers' Effectiveness Report."

CCI 811.16: Nurse Special Pay Increase

Effective date: 26Apr05

Purpose: "Increase in Nurse Accession Bonus."

CCI 811.18: Vaccine Administration in Emergencies

Effective date: 09Jun05

Purpose: "Vaccine administration by Dental officers in emergencies."

CCI 811.20: Nurse Special Pay Increase Extension

Effective date: 08Aug05

Purpose: "Extension of Nurse Accession Bonus increase."

CCI 811.25: Non-Physician Board Certified Pay

Effective date: 20Apr06

Purpose: "Non-physician Board Certified Pay (NBCP) for Nurse officers."

CCI 811.30: Delegation to Administer the Oath

Effective date: 23Oct06

Purpose: "Delegation of authority to administer the Oath of Office."

CCI 811.33: Retired Pay Changes

Effective date: 23Apr07

Purpose: “This PPM establishes policy for implementation of section 642 of the National Defense Authorization Act for Fiscal Year 2007 (NDAA FY 07), Public Law 109-364, which amends 10 United States Code (USC) sections 1409 and 12739. Additionally, this memorandum addresses two other provisions of Public Law 109-364 regarding the retired pay base for senior officers (section 641) and the extension of the basic pay table to 40 years of service (section 601(c)).”

CCI 811.36: Dental Officer Accession Bonus

Effective date: 06Aug07

Purpose: Amendment of [CCI 621.01](#) to provide for Dental officer accession bonuses.

CCI 811.37: Clarification of PPM 07-008

Effective date: 15Aug07

Purpose: “PPM 07-008 authorizes the Dental Officer Accession Bonus (DOAB) in an amount that shall not exceed \$60,000. Effective immediately, the DOAB amount to be paid to eligible dental officers shall be \$60,000.”

CCI 811.38: Extension of Optometrist Special Pay

Effective date: 22Aug07

Purpose: “Personnel Policy Memorandum (PPM) 04-005, dated 19Aug04, implemented Section E.3 of CC42.2.11, “Optometrist Retention Special Pay (ORSP),” which authorized the payment of ORSP to active-duty USPHS Commissioned Corps officers. This PPM extends PPM 04-005 so that eligible active-duty optometrists may continue to receive ORSP.

CCI 811.44: Annual COER

Effective date: 11Sep07

Purpose: “This PPM supplements [Manual Circular PHS No. 383 \(MC 383\)](#), dated 30Jun06, by establishing the dates for the Commissioned Officers’ Effectiveness Report (COER) reporting cycle beginning with the 2007 cycle. Effective immediately, the COER reporting cycle will begin on 1 October and end on 30 September of each fiscal year. For example, the COER reporting cycle for 2007 is 01Oct06 through 30Sep07.”

CCI 811.45: Dental Special Pay

Effective date: 04Oct07

Purpose: “Effective immediately, a Dental officer who is entitled to variable special pay under 37 USC 302b(2) or 302b(3) is entitled to additional special pay for any 12- month period during which an agreement executed under 37 USC 302b(b) is in effect with respect to the officer. This repeals the requirement that Dental officers cannot receive additional special pay while undergoing dental internship or residency training (See 37 USC 303a and Section D.2.c of CC22.2.2, “Dental Officer Additional Special Pay”). Payment of additional special pay while in training or internship shall be effective no earlier than the date of this PPM.”

CCI 811.46: FY 2008 Dental Officer MRB

Effective date: 02Nov07

Purpose: “This Personnel Policy Memorandum (PPM) authorizes the Dental Officer Multiyear Retention Bonus (DOMRB) for Fiscal Year (FY) 2008 (See attached Appendix A for DOMRB Rates). The purpose of the DOMRB is to enhance the ability of HHS in retaining qualified Dental officers in the USPHS Commissioned Corps. The authorized rates by dental specialty are based upon the retention needs of the Commissioned Corps.”

CCI 811.49: Clarification – DOAB PPM 07-008/07-009

Effective date: 13Dec07

Purpose: “PPM 07-008 authorizes the Dental Officer Accession Bonus (DOAB) in an amount that shall not exceed \$60,000. The DOAB amount to be paid to eligible USPHS Commissioned Corps Dental officers is currently \$60,000. Until further notice, Dental officers assigned to the Indian Health Service (IHS) or the Federal Bureau of Prisons (BOP) may be paid in either a lump sum or two equal installments of \$30,000.” The PPM also contains further information on the DOAB as it pertains to Dental officers.

CCI 811.51: Temporary Promotions – Dental Officers

Effective date: 15Jan08

Purpose: “To aid in retention and recruiting of USPHS Commissioned Corps Dental officers, Dental officers shall be treated as Medical officers under the Temporary grade promotion program starting in Promotion Year (PY) 2009 (See [CC23.4.2, “Temporary Promotions”](#)). To facilitate a transition to this policy, for PY 2008 there shall be a 100 percent promotion rate for Dental officers to the Temporary Full Grade (O-4), subject to the terms and conditions that would otherwise apply to officers eligible for competitive temporary promotion; e.g., must meet force readiness standards, etc.”

CCI 811.52: Dental Officer Accession Bonus

Effective date: 29Jan08

Purpose: “Effective immediately, Section F. of [CC22.2.7](#), “[Accession Bonus](#),” and Personnel Policy Memorandums (PPMs) [07-008](#), [07-009](#), and [08-005](#), are amended to provide that USPHS Commissioned Corps officers eligible to receive the Dental Officer Accession Bonus (DOAB) shall be paid an accession bonus of \$75,000. The terms and conditions governing the payment of the DOAB set forth in [37 USC 302\(h\)](#) and CC22.2.7 shall continue to apply with the exceptions set forth in this PPM.”

CCI 811.53: Clarification – DOAB PPM 08-008

Effective date: 30Jan08

Purpose: “[PPM 08-008](#) authorizes the Dental Officer Accession Bonus (DOAB) in an amount that shall not exceed \$75,000. Only USPHS Commissioned Corps Dental officers who enter into a special pay contract after 29Jan08 are eligible to receive the \$75,000.”

CCI 811.54: Nurse Accession Bonus

Effective date: 19Feb08

Purpose: “Recruitment of qualified nurse officers is critical to meeting the mission of HHS and the USPHS Commissioned Corps. Therefore, in order to ensure that the Corps is able to recruit Nurse officers to meet the public health needs of the Nation, the nurse accession bonus shall be increased to \$20,000 for a 36-month active duty service obligation and \$25,000 for a 48-month active duty service obligation (See [37 USC 302d](#) and [CC42.2.3](#), “Nurse Category Special Pays”).”

CCI 811.55: Pharmacy Special Pay

Effective date: 21Feb08

Purpose: “Pursuant to [37 USC 302i\(d\)](#) and Section D.1 of [CC42.2.8](#), “Pharmacist Special Pays,” officers appointed to the USPHS Commissioned Corps and assigned to the Pharmacy category are authorized retention special pay (RSP) (also known as variable special pay). In 2002, 37 USC 302i(d) was amended by replacing the schedule of rates for RSP with authority to pay RSP in an amount not to exceed \$15,000 for any 12-month period (See [Pub.L 107-314](#), § 615(g)(3)). Retention of qualified Pharmacy officers is critical to meeting the public health mission of HHS and the Commissioned Corps. Therefore, in order to ensure that the Corps is able to retain qualified pharmacists to meet the public health needs of the Nation, RSP for Pharmacy officers shall be paid at the rate of \$15,000 per year for all eligible pharmacists serving on active duty regardless of the officer’s years of creditable service.

CCI 811.59: ISP for Oral and Maxillofacial Surgeons

Effective date: 23Apr08

Purpose: “Subject to authorization under Title 37 U.S. Code, a Dental officer who is an oral and maxillofacial surgeon (OMFS) may be paid Incentive Special Pay (ISP) under [37 USC 302b\(a\)\(6\)](#) under the same terms and conditions as ISP available for medical officers under [37 USC 302\(b\)](#).” Eligibility requirements are outlined in the PPM.

CCI 811.60: Amendments – Promotion/Readiness

Effective date: 08May08

Purpose: “Pursuant to 42 USC 204a ([Public Law 109-417](#), Sec 203A), officers who fail to meet or maintain force readiness standards established by the Assistant Secretary for Health without an approved waiver, are subject to disciplinary action for misconduct based on the recommendation of the Director, Office of Force Readiness and Deployment, to the Director, Office of Commissioned Corps Operations (See 42 USC 204a, [CC43.7.1, “Involuntary Separation”](#), [CC46.4.1, “Disciplinary Action”](#), and Section 6.e. of [PPM 07- 001, “Extension of Manual Circular 377”](#)).”

CCI 811.61: Dental Additional Special Pay Revision

Effective date: 21May08

Purpose: “As a result of the enactment of [Public Law 110-181](#), the rates of payment for the Dental Additional Special Pay (ASP) in [37 USC 302b\(a\)\(4\)](#) are increased as follows: A. For less than 3 years, the rate has changed from \$4,000 to \$10,000; and B. For 3 to 9 years, the rate has changed from \$6,000 to \$12,000.”

CCI 811.66: Global Health Campaign Medal

Effective date: 18Dec08

Purpose: “This PPM amends Commissioned Corps Instructions [CC27.1.1, “Awards Program,”](#) and [CC26.3.3, “Wear of Ribbons and Medals,”](#) by creating a new award for wear by officers of the USPHS Commissioned Corps or for members of other uniformed services who meet the specified eligibility criteria.”

CCI 811.67: Global Health Initiative Service Medal

Effective date: 18Dec08

Purpose: “This PPM amends Commissioned Corps Instructions [CC27.1.1, “Awards Program,”](#) and [CC26.3.3, “Wear of Ribbons and Medals,”](#) by creating a new award for wear by officers of the USPHS Commissioned Corps or for members of other uniformed services who meet the specified eligibility criteria.”

CCI 811.68: Medical Officer Pay Plan 2009

Effective date: 11Feb09

Purpose: “Incentive Special Pay (ISP) for USPHS Commissioned Corps Medical officers is authorized in [37 USC 302\(b\)](#) and implemented through Federal regulation (Directive) [CC42.2.1](#), “[Medical Officer Special Pays.](#)” ISP may be paid to Medical officers based on clinical specialty skills training and to meet special staffing requirements such as those in certain isolated or hardship duty stations and priority programs for HHS and the USPHS Commissioned Corps (CC42.2.1 and [CC22.2.10](#), “[Incentive Special Pay](#)”). In addition to ISP, a Multiyear Retention Bonus (MRB) for Medical officers is authorized in [37 USC 301d](#) and CC42.2.1. The rate of MRB is based on clinical specialty and is used by the Commissioned Corps as an additional recruitment and retention tool for highly trained medical officers.”

CCI 811.71: Revision to Incentive Awards Program

Effective date: 05Apr10

Purpose: “This PPM announces and authorizes a revision to Section C., ‘General’ of the “Commissioned Officers’ Incentive Awards Program; Cash Awards for Inventions, Suggestions, and Scientific Achievements” (see [CC27.1.5](#)).”

CCI 811.72: Transfer of Post 9/11 Education Benefits

Effective date: 05Dec11

Purpose: “This Personnel Policy Memorandum (PPM) permits eligible members of the USPHS Commissioned Corps to transfer unused Post-9/11 GI Bill benefits to family members in accordance with DoD policies and procedures, per the Appendix of this PPM. The Surgeon General may issue a Personnel Operations Memorandum (POM) consistent with or more restrictive than the DoD Instruction.”

CCI 811.75: Amendment to Uniform Policies

Effective date: 29Apr14

Purpose: “This PPM amends several Corps uniform policies, as applicable: A. Commissioned Corps Instruction (CCI), [CC26.3.4](#), “[Uniforms for Male Officers](#)”; B. [CC26.3.5](#), “[Uniforms for Female Officers](#)”; C. [CC26.3.6](#), “[Insignia and Devices](#)”; D. [CC26.3.7](#), “[Special Uniform Situations](#)”; E. [CC26.3.9](#), “[Description of Articles of the Uniform: PHS Sword and Accessories](#)”.”

CCI 811.76: Revisions to Manual Circular 377 and PPM 04-003

Effective date: 04Jun14

Purpose: “This PPM amends Manual Circular (MC) MC377, “Basic Level of Force Readiness Standards for the Corps”, dated 02Jul04, and PPM 04-003, dated 04Oct04.”

CCI 812.04: Force Readiness Standards

Effective date: 04Jun14

Purpose: “This Manual Circular supplements Subchapter CC26.1, Instruction 8, “PHS Readiness Standards”, by providing officers with the standards for meeting and maintaining the Basic level of force readiness as defined by the Assistant Secretary for Health (ASH). In addition, this Manual Circular sets forth the policies and procedures governing the Medical Waiver Program explaining how officers obtain time-limited or permanent waivers for medical conditions and/or immunization(s).”

Personnel Operations Memorandums (POMs)

CCI 821.01/ POM 2006-001: [Uniform Cover – Emergency Assembly Areas](#)

Effective date: 25Aug06

Purpose: “The purpose of this uniform directive is to avoid hazards that may be associated with retrieving your cover during an evacuation. For any safety situation, you should ensure that you know the location of your assigned assembly point and know the name and identity of your assembly point coordinator.”

CCI 821.14/ POM 2008-003: [Commissioned Corps Awards Processing](#)

Effective date: 31Mar08

Purpose: “The purpose of this POM is to streamline the Corps Awards approval process by ensuring the timely recognition of officers while maintaining the integrity of the awards review process.”

CCI 821.18/ POM 2008-007: [Promotions Eligibility Criteria](#)

Effective date: 11Aug08

Purpose: “This Personnel Operations Memorandum modifies the “Temporary Promotion Eligibility Criteria” (Appendix, CC23.4.2, “Temporary Promotions”) for officers eligible for competitive temporary-grade promotion to O-4, requiring 6 months of Time-in-Service (TIS) on current tour in the USPHS Commissioned Corps.”

CCI 821.21/ POM 2009-001: [Regular Corps Assimilation Program](#)

Effective date: 18Mar09

Purpose: “The purpose of this memorandum is to rescind Personnel Operations Memorandum (POM) 07-002, dated 11Jun07, and to describe the Regular Corps Assimilation Program standard operating procedures for active duty officers of the USPHS Commissioned Corps.”

CCI 821.28: [Promotion Precept Weights](#)

Effective date: 01Jun11

Purpose: “Annual promotion boards score the records of promotion eligible officers based on five precepts in accordance with CC23.4.1 “Permanent Promotions” and CC23.4.2 “Temporary Promotions”. This Personnel Operations Memorandum (POM) establishes revised relative weights for the promotion precepts.”

CCI 821.29: [Entry Grade on Appointment to the Corps](#)

Effective date: 03Jun11

Purpose: “In accordance with Commissioned Corps Instruction (CCI) CCI 231.01, this Personnel Operations Memorandum (POM) establishes the maximum entry grade credit and guidelines for determining a candidate’s grade upon appointment to the USPHS Commissioned Corps.”

CCI 821.30: Billet Description Collection

Effective date: 10Jun11

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the collection of billet descriptions from all officers of the USPHS Commissioned Corps in accordance with Personnel Policy Memorandum (PPM) PPM11-001, “Revision to Billet Program”, dated 25May11.”

CCI 821.33: Temporary Promotion Eligibility Criteria

Effective date: 25Oct11

Purpose: “This Personnel Operations Memorandum (POM) modifies the “Temporary Promotion Eligibility Criteria” (Appendix, Commissioned Corps Instruction (CCI) CC332.01, “Temporary Promotions”) for competitive Temporary grade promotion to O-4 for officers called to active duty into the Officer Basic Course (OBC) in September 2011.”

CCI 821.34: Position (Billet) Implementation Grade Changes

Effective date: 06Jan12

Purpose: “This Personnel Operations Memorandum (POM) identifies the procedures for position (billet) grade changes that occur as a result of the new position (billet) grading classification system and transformation of USPHS Commissioned Corps billet system. Position (Billet) Implementation Grade Changes are in accordance with CC23.5.4, “Billet Program,” as amended by Personnel Policy Memorandum (PPM) 11-001, “Revision to Billet Program.” “

CCI 821.42: Reappointment to the Corps

Effective date: 30Apr13

Purpose: “This Personnel Operational Memorandum (POM) identifies the processes required for reappointment of a former Corps Officer.”

CCI 821.43: Guidance for Officers who are Breastfeeding

Effective date: 30May13

Purpose: “This Personnel Operations Memorandum (POM) provides suggested guidance for female USPHS Commissioned Corps officers who breastfeed their children.”

CCI 821.46: Clarification of Category Specific Appointment Standards: Accreditation of Engineering Programs and Minimum Curriculum

Effective date: 03Sep13

Purpose: “This Personnel Operations Memorandum (POM) clarifies the accreditation criteria for the Engineer Category Appointment Standards as prescribed in the eCCIS (CCI 231.03, “Category Specific Appointment Standards”, Section 6-4.b). This POM also clarifies the minimum engineering coursework required as part of the engineering baccalaureate or as supplemental to the master’s degree curriculum.”

CCI 821.49: Officers of the Ready Reserve Corps Transition to the Regular Corps

Effective date: 16Jun16

Purpose: “This Personnel Operations Memorandum (POM) sets forth the process for officers appointed to the Ready Reserve to request appointment in the Regular Corps.”

CCI 821.50: Delegation of Authority for Recommendation for Appointment to the Corps

Effective date: 24Jun14

Purpose: “This Personnel Operations Memorandum (POM) delegates the final decision for or against appointment of any USPHS Commissioned Corps candidate as prescribed in CC391.01.”

CCI 821.51: 2014 Annual COER

Effective date: 07Aug14

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the 2014 Commissioned Officers’ Effectiveness Report (COER) in accordance with CC25.1.1, “Commissioned Officers’ Effectiveness Report,” and Personnel Policy Memorandum (PPM) 07-016, “Annual COER.””

CCI 821.52: JRCOSTEP Clarification

Effective date: 05Sep14

Purpose: “This POM clarifies the CC25.2.4 “Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP), “Section E(8)-Criteria for Student Participation.” “

CCI 821.54: Post-Deployment Respite Absence

Effective date: 10Dec14

Purpose: “Corps officers returning from a public health emergency or other national crisis deployment need time to rest and recuperate from the physical and psychological effects of such deployment, prior to returning to their permanent duty station. This Personnel Operations Memorandum (POM) addresses this concern.

CCI 821.55: Uniform of the Day – Spring and Summer 2015

Please note that the above hyperlink does not open a policy document; although still listed in the CCIS Table of Contents, this Personnel Operations Memorandum (POM) has been removed from CCIS, as of March 2019.

CCI 821.56: Annual Physical Fitness Test (APFT)

Effective date: 14May15

Purpose: “This Personnel Operations Memorandum (POM) establishes the revised Annual Physical Fitness Test (APFT) effective 1 January 2016. Until 01Jan16, the current APFT will remain in effect; however, the President’s Challenge will not be available after 30Jun15.”

CCI 821.57: Uniform of the Day – Fall and Winter 2015

Please note that the above hyperlink does not open a policy document; although still listed in the CCIS Table of Contents, this Personnel Operations Memorandum (POM) has been removed from CCIS, as of March 2019.

CCI 821.59: 2016 Annual COER

Effective date: 06Sep16

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the 2016 Commissioned Officers’ Effectiveness Report (COER) in accordance with Commissioned Corps Instruction CCI351.01, “Commissioned Officers’ Effectiveness Report,” and Personnel Policy Memorandum (PPM) 07-016, “Annual COER.”

CCI 821.61: Uniform of the Day – Spring and Summer 2017

Effective date: 03Apr17

Purpose: “In accordance with Commissioned Corps Instruction (CCI) CCI411.01 “Required Wear of the Uniform,” this Personnel Operations Memorandum (POM) prescribes the spring and summer uniform of the day for officers of the USPHS Commissioned Corps.”

CCI 821.62: 2017 Annual COER

Effective date: 25Sep17

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the 2017 Commissioned Officers’ Effectiveness Report (COER) in accordance with Commissioned Corps Instruction CCI351.01, “Commissioned Officers’ Effectiveness Report,” and Personnel Policy Memorandum (PPM) CCI811.44 “Annual COER.”

CCI 821.63: Promotion Precept Weights

Effective date: 10Oct17

Purpose: “Annual promotion boards score the records of promotion eligible officers based on five precepts in accordance with CCI 331.01, “Permanent Promotions,” and CCI 332.01, “Temporary Promotions.” This Personnel Operations Memorandum (POM) establishes the relative weights for the promotion precepts.”

CCI 821.64: Exceptional Proficiency Promotion

Effective date: 12Oct17

Purpose: “This Personnel Operations Memorandum (POM) sets forth additional Corps eligibility requirements that an officer must meet in order to be eligible for a nomination for an Exceptional Proficiency Promotion (EPP) in accordance with CCI 332.01, “Temporary Promotions,” Section 6-8.b.(5). This POM also establishes the operational procedures by which potential nominations for an EPP are accepted by the Division of Commissioned Corps Personnel and Readiness (DCCPR).”

CCI 821.65: Annual Physical Fitness Test (APFT)

Effective date: 11Jul18

Purpose: “This Personnel Operations Memorandum (POM) updates the Annual Physical Fitness Test (APFT) effective 01Oct18.”

CCI 821.66: Retention Weight Standards

Effective date: 12Jul18

Purpose: “This Personnel Operations Memorandum (POM) outlines the implementation and enforcement of Retention Weight Standards, as a condition of service, per Commissioned Corps Directive (CCD) CCD 111.03, “Conditions of Service,” and Commissioned Corps Instruction (CCI) CCI 241.01, “Readiness and Duty Requirements.”

CCI 821.67: Reapplication to the Regular Corps

Effective date: 25Jun18

Purpose: “This Personnel Operations Memorandum (POM) identifies the circumstances under which a candidate may submit a subsequent application for appointment to the Regular Corps after: A. The candidate’s initial application is closed by the Division of Commissioned Corps Personnel and Readiness (DCCPR). B. A recommendation to reject the candidate’s initial application by an Appointment Board (see Commissioned Corps Instruction (CCI) CCI 391.01, “Appointment Boards”); or C. A determination by DCCPR that the candidate does not meet the appointment criteria in CCI 231.01, “General Appointment Standards,” Section 6-1.”

CCI 821.68: 2018 Annual COER

Effective date: 11Oct18

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the 2018 Commissioned Officers’ Effectiveness Report (COER) in accordance with Commissioned Corps Instruction CCI 351.01, “Commissioned Officers’ Effectiveness Report,” and Personnel Policy Memorandum (PPM) CCI 811.44 “Annual COER”.”

CCI 821.69: Readiness Compliance

Effective date: 01Jan19

Purpose: “This Personnel Operations Memorandum (POM) outlines the enforcement of the Corps’ basic force readiness standards, as established by the ASH; and specifies the progressive adverse action(s) that may occur if a USPHS Commissioned Corps officer, absent a waiver under policy established by the ASH, fails to maintain continual compliance with the basic level of force readiness requirements in accordance with Commissioned Corps Directive (CCD) CCD 111.03, “Conditions of Service,” and Commissioned Corps Instruction (CCI) CCI 241.01, “Readiness and Duty Requirements.””

CCI 821.70: HPSP Submission, Effective Dates, and Subspecialty Rates

Effective date: 18Jan19

Purpose: “This Personnel Operations Memorandum (POM) sets forth the procedures that an officer and the OPDIV, STAFFDIV, or non-HHS organization to which the officer is assigned must follow in submitting a Health Professions Special Pays (HPSP) agreement. This POM also establishes the criteria used by the Division of Commissioned Personnel and Readiness (DCCPR) in setting the effective date of an HPSP agreement. This POM is issued in accordance with CCI 633.01, “Special Pays.””

Pamphlets (PAMs)

CCI 831.01/ PAM11: Shipment of Household Goods

Effective date: May04

Purpose: “This pamphlet provides information on procedures and officers’ responsibilities incident to the packing, storage, and transportation of household goods (HHG) in connection with calls-to-active-duty, transfers, temporary duty travel, separations, and retirements.”

CCI 831.04/ PAM51: Temporary Duty Travel

Effective date: Aug99

Purpose: “As a USPHS Commissioned Corps officer who performs temporary duty travel (TDY) on official Government travel orders, you should use this pamphlet for information and guidance in the following circumstances: A.) Official assignments for a temporary period away from your permanent duty station (PDS) in connection with Government business; B.) Attendance at approved short-term training courses, meetings, and conferences away from your PDS; C.) Duty as a witness in connection with your official Government position or to participate in security hearings; or D.) Other officially approved situations as authorized by the regulations of the Operating Division or major program to which you are assigned.”

CCI 831.05/ PAM56: Overseas Duty

Effective date: Dec01

Purpose: “Commissioned Corps Personnel Manual (CCPM) Pamphlet No. 56, "Information on Overseas Duty," provides information that will be useful to you in preparing for a temporary or permanent assignment Outside the Continental United States. Many of the forms you need to claim special allowances payable to you as an officer stationed overseas are included in the folder containing this pamphlet.”

CCI 831.06/ PAM 58: Guide to the Personnel System

Effective date: 21May99

Purpose: “This pamphlet is published as part of the Commissioned Corps Personnel Manual (CCPM) for USPHS Commissioned Corps officers’ supervisors and is for informational purposes only.”

CCI 831.08/ PAM 63: Survivors Benefits

Effective date: Mar00

Purpose: “This pamphlet provides basic information about survivor benefits for USPHS Commissioned Corps officers. Since benefits vary with duty status, topics are grouped into sections according to duty status, i.e., active duty, retired, and inactive reserve.”

CCI 831.09/ PAM 64: JRCOSTEP

Effective date: May03

Purpose: “CCPM Pamphlet No. 64 provides: A.) JRCOSTEP officers and their dependents with an overview of the PHS Commissioned Corps system; B.) JRCOSTEP officers with information covering the significant statutes, regulations, and policies affecting them; and C.) Agencies/Operating Divisions (OPDIVs)/Programs and JRCOSTEP preceptors with a document that can be used for orientation of JRCOSTEP officers, as well as others who need information about the commissioned corps.”

CCI 831.10/ PAM 67: Awards

Effective date: Jan16

Purpose: “The purpose of the Commissioned Officers’ Awards Program (COAP) is to: A.) Recognize officers for outstanding or unique achievement or service; B.) Encourage exemplary performance; C.) Improve Espirit de Corps among officers.”