



Navigating Promotions: USPHS Directives and Instructions Resource Guide

The Career Progression Resource Team has developed the “Navigating Promotions: USPHS Directives & Instructions Resource Guide” to better equip Health Services Officers during the promotion cycle. Below you will find key Directives and Instructions endorsed by the Secretary, which have been implemented as part of the Commissioned Corps Modernization efforts. The primary purpose of this guide is to provide pertinent information related to promotion that may impact Health Services Officers.

FORCE DISTRIBUTION and MANAGEMENT – REVISED - CCD 122.02

- Adds force distribution percentages authorized for the Ready Reserve Corps and new percentages for the Regular Corps;
- Establishes the maximum number of Regular Corps and Ready Reserve Corps officers authorized at the beginning of any fiscal year to be 8,000 and 3,000, respectively;
- Combines the percentages for the O-1, O-2, and O-3 grades into a single grouping with one percentage to provide greater flexibility for the USPHS Commissioned Corps in managing the percentage of officers in these grades and authorizes the USPHS Commissioned Corps to “borrow” excess numbers in higher grades to cover inadequate numbers in lower grades;
- Clarifies the force distribution limitations for temporary grades;
- Establishes service obligations for all newly appointed officers to the USPHS Commissioned Corps.

OFFICER GRADE PROMOTIONS - CCD 122.01

- For the purpose of determining eligibility for promotion review, the USPHS Commissioned Corps will consolidate categories of officers’ specialties from 11 to 5. The new combined categories: Applied Public Health, Allied Health, and Medical Services are effective 1 September 2023;
- Adds promotion credit to officers appointed at the O-3 level or higher;
- Clarifies non-competitive and competitive examinations and adding precepts;
- Clarifies policy on promotion lists, promotion allocation by grade, and failure to be promoted;
- Limits the use of temporary promotions and, by 1 September 2023 with the approval of the President, moving all qualified officers (except for flag officers) to a permanent grade equivalent to their temporary grade;
- Defines the effective date of promotion; and
- Adds more responsibilities to Assistant Secretary for Health (ASH) and Surgeon General (SG).

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DISCIPLINARY ACTION - CCD 111.02

- Establishes the disciplinary action that can be taken against an Officer;
- Defines the policy of adherence to the requirements of conduct and performance by an Officer established statues, regulations by the Corps directives and instructions;
- Identifies the types of Disciplinary Action that can be taken and the designated authority authorized;
- Defines the investigation process where misconduct or marginal/unsatisfactory performance have been made but are not immediately verifiable;
- ***Officers who do not meet requirements, will not be considered for promotion, resulting in a “failure to promote” status for that year.**

COMMISSIONED OFFICERS’ EFFECTIVENESS REPORT (COER) - CCI 351.01

- Identifies applicability to all members of the Regular Corps and the Ready Reserve Corps;
- Removes manual and transfers COERs;
- Defines the annual and interim COER process;
- Clarifies the responsibilities of all parties within the COER process.

DEPLOYMENT and READINESS - CCD 121.02

- Authorizes the Assistant Secretary for Health (ASH) to establish requirements to ensure the readiness of officers in the Commissioned Corps of the Public Health Service (Corps);
- Requires Public Health Service officers who are below the minimum or exceed the maximum BMI limits;
- Defines the requirements of the PHU.
- ***Officers who do not meet requirements, will not be considered for promotion, resulting in a “failure to promote” status for that year.**

INVOLUNTARY SEPERATIONS - CCD 123.01

- Governs the termination of the commission of an Officer in the Corps s without consent of the officer concerned;
- Applicable to all Officers with less than 20 years of creditable service for retirement eligibility;
- Defines and authorizes CCHQ to convene an Involuntary Termination Board and Separation Boards;
- Clarifies failure of promotion for all Grades.

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PERMANENT PROMOTIONS – CCI 331.01

- Governs the permanent grade promotion program for Officers in the Regular Corps and Ready Reserve Corps of the U.S. Public Health Service (USPHS) Commissioned Corps;
- Adds that after 31 August 2023, the following Regular Corps promotion category groups are restricted: Applied Public Health, Allied Health, and Medical Services
- Changes the promotion eligibility criteria to be based on an officer's seniority credit date, with seniority credit reflecting how long an Officer has served in a particular grade;
- Adds new Below the Zone (BTZ), In the Zone (ITZ), and Above the Zone (ATZ);
- Adds a new Section that authorizes the reduction in an officer's permanent grade through a specially convened Permanent Promotion Reduction Board (PPRB);
- Authorizes officers who are eligible for an examination by a PPB to request a deferral of (i.e., opt-out of) promotion in accordance with the eligibility criteria and procedures issued by the SG in a Personnel Operations Memorandum (POM);
- Adds a new Section that specifies that officers who graduate from the Uniformed Services University of the Health Sciences (USUHS) as a medical doctor are promoted to the permanent O-3 on the date of their appointment to the Medical category or the date of the President's approval of the promotion, whichever is later.