



**HEALTH SERVICES
PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**
Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Policy & Procedures Subcommittee

Reference Guide for USPHS Commissioned Corps Policies

2023 Update

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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.

2023 Updates: The 2023 edition of this document includes the following changes:

- New policies issued since January 2022 are highlighted in green
- Updated policies since January 2022 are highlighted in yellow
- FAQs have been added to applicable policies

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 Memorandum (POM) is 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 Strategic or Operational Plans (ST-PLAN or OP-PLAN) are a series of steps to be carried out or goals to be accomplished. Strategic Plans are issued by the ASH after development by the Office of the Surgeon General (OSG) and/or Division of Commissioned Corps Personnel and Readiness (DCCPR). Operational Plans may be issued by the ASH or the SG when the subject matter deals with Corps operational issues.

Commissioned Corps Pamphlets (PAMs or Pamphlets) are a brief formal operational account that sets forth the meaning or intent on a specific subject and are published in booklet form. PAMs are issued by the OSG and/or DCCPR.

Commissioned Corps Handbooks (HAN or Handbooks) are concise references providing specific information about a subject. Handbooks are issued by the OSG and/or DCCPR.

Commissioned Corps Directives (CCDs)

CCD 111.01: [Equal Opportunity](#)

Effective date: 16Jul20

Purpose: “This Directive 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: 16Jul20

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: 16Jul20

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 Practice 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: 16Jul20

Purpose: “This Directive establishes the category titles of USPHS Commissioned Corps officers, other than Medical officers. The Directive also sets forth the conditions under which officers may use specialty designations and military titles.”

CCD 121.02: [Deployment and Readiness](#)

Effective date: 16Jul20

Purpose: “This Directive 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) deployed to respond to urgent or emergency public health care needs that cannot otherwise be met at the Federal, State, and local levels. It also authorizes the ASH to deploy officers in certain circumstances without further action required by the Secretary and authorizes the Surgeon General to organize officers and establish appropriate

procedures for the deployment of officers.”

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: 10Feb22

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

[Frequently Asked Questions on CCD 121.06](#)

CCD 121.07: [Ready Reserve](#)

Effective date: 12Jun20

Purpose: “This Directive establishes the Ready Reserve Corps within the Commissioned Corps of the U.S. Public Health Service (Corps) to be available and ready for involuntary calls to active duty during national emergencies and public health crises, similar to the uniformed service reserve personnel.”

CCD 122.01: [Promotions](#)

Effective date: 10Feb22

Purpose: “This Directive prescribes regulations governing the permanent and temporary grade promotions of the U.S. Public Health Service (USPHS) Commissioned Corps officers .”

[Frequently Asked Questions on CCD 122.01](#)

CCD 122.02: [Force Distribution and Management](#)

Effective date: 10Feb22

Purpose: “This Directive prescribes regulations to manage the grade distribution of Ready Reserve Corps and Regular Corps officers in the U.S. Public Health Service (USPHS) Commissioned Corps, establishes service obligations for members appointed to the USPHS Commissioned Corps, and dictates the number of USPHS Commissioned Corps promotions authorized by the force distribution limitations imposed by the Secretary of Health and Human Services (Secretary).”

[Frequently Asked Questions on CCD 122.02](#)

CCD 123.01: [Involuntary Separation](#)

Effective date: 06Jul20

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

[Frequently Asked Questions about CCD 123.01](#)

CCD 124.01: [Retirement](#)

Effective date: 10Feb22

Purpose: “This Directive sets forth basic regulations governing the retirement of U.S. Public Health Service (USPHS) Commissioned Corps officers.”

[Frequently Asked Questions on CCD 124.01](#)

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: [Uniformed Services University of the Health Sciences](#)

Effective date: 30Jul20

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) the commissioned service obligation (CSO).”

CCD 125.04: [Fellowships, Scholarships, and Grants](#)

Effective date: 10Feb22

Purpose: “The Instruction sets forth regulations governing (1) the receipt of fellowships, scholarships, or grants by members of the U.S. Public Health Service (USPHS) Commissioned Corps; (2) the policy and assignment of responsibilities under which the Public Health Service (PHS) 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.”

[Frequently Asked Questions on CCD 125.04](#)

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 Fitness for Duty](#)

Effective date: 16Jul20

Purpose: “This Directive prescribes the procedures for determining an individual’s fitness for duty and establishes Medical Review Boards and Medical Appeals Boards and the powers and duties of such boards.”

CCD 128.02: [Corps Care](#)

Effective date: 16Jul20

Purpose: “This Directive establishes policy and assigns responsibilities for a Corps Care Program supporting the officers in the U.S. Public Health Service Commissioned Corps (Corps). Similar to the Armed Services, the Corps Care Program shall be based on recognition that resiliency is imperative to operational readiness.”

CCD 129.01: [Board for Corrections of PHS Commissioned Corps Records](#)

Effective date: 16Jul20

Purpose: “This Directive establishes the procedures for making application for the correction of personnel records of an officer in 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: 16Jul20

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 151.05: Health Services Special Pays

Effective date: 31Dec20

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: 08Jan21

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

[Frequently Asked Questions for CCD 151.06](#)

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 157.01: [Transfer of Education Benefits](#)

Effective date: 9Jul2019

Purpose: “This Directive sets forth the regulations regarding the transfer of education benefits to a dependent of an officer of the Commissioned Corps of the U.S. Public Health Service (Corps).”

CCD 161.01: [Travel and Transportation Allowances](#)

Effective date: 16Jul20

Purpose: “This Directive prescribes the transportation and travel allowances which may be authorized for official travel for members of the Commissioned Corps of the U.S. Public Health Service (Corps) and their dependents. The Directive applies to members of the Regular Corps, the Ready Reserve, and officers who retired from the Corps.”

Note: 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 211.07: [Accountability for Conduct and Performance](#)

Effective date: 20Jul20

Purpose: “This Instruction implements Commissioned Corps Directive (CCD) 111.02, “Disciplinary Action.””

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 221.01: [Medical Accession Standards](#)

Effective date: 3Oct22

Purpose: “This Instruction provides the medical and dental conditions that disqualify a candidate for an appointment in the U.S. Public Health Service Commissioned Corps.”

CCI 221.02: [Medical Readiness](#)

Effective date: 18Oct21

Purpose: “This Instruction states the medical readiness requirements for officers in the U.S. Public Health Service (USPHS) Commissioned Corps and candidates for a commission in the USPHS Commissioned Corps (hereinafter referred to as “applicants”). It provides policy on the completion, review, and disposition of the medical reports.”

CCI 222.01: [Transgender PHS Officers](#)

Effective date: 22Nov21

Purpose: “This Instruction establishes the policy under which Public Health Service (PHS) officers can transition their gender while serving in the U.S. Public Health Service (USPHS) Commissioned Corps. It discusses basic readiness requirements, name change policies, guidance on the necessary medical documentation to pursue transition-related medical care, and the procedures for changing an officer’s gender marker in the Defense Enrollment Eligibility Reporting System (DEERS). It also formalizes the USPHS Commissioned Corps’ commitment to nondiscrimination with respect to officers who are transgender in order to foster a diverse, inclusive force that reflects the Nation served by PHS officers.”

[Frequently Asked Questions on CCI 222.01](#)

CCI 231.01: [General Appointment Standards](#)

Effective date: 13Jan21

Purpose: “This Instruction provides the eligibility standards for appointment to the U.S.

Public Health Service (USPHS) Commissioned Corps.”

CCI 231.03: [Category Specific Appointment Standards](#)

Effective date: 18April22

Purpose: “This Instruction provides the eligibility standards for category specific appointment to the U.S. Public Health Service (USPHS) Commissioned Corps.

[Frequently Asked Questions on CCI 231.03](#)

CCI 231.04: [National Security and Suitability Background Investigations](#)

Effective date: 02Oct20

Purpose: “This Instruction provides policy regarding the national security and suitability background investigation requirements for appointment and/or continued service as a member of the U.S. Public Health Service (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: 3Nov22

Purpose: “This Instruction establishes individual readiness standards and duty requirements that Public Health Service (PHS) officers in the U.S. Public Health Service (USPHS) Commissioned Corps must follow while on active duty in the U.S. Commissioned Corps.”

CCI 241.02: [Deployment of Corps Officers](#)

Effective date: 7Nov22

Purpose: “This Instruction establishes policy, assigns responsibilities and requirements to which officers in the U.S. Public Health Service (USPHS) Commissioned Corps must adhere while on active duty and prescribes procedures to ensure efficient deployment of the U.S. Commissioned Corps for response activities.”

[Frequently Asked Questions for CCI 241.02](#)

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: 18May2022

Purpose: “This Instruction provides general policy to officers of the U.S. Public Health Service (USPHS) Commissioned Corps regarding protection provided by the Government for lawsuits filed against officers or employees for damages resulting from the performance of their official duty activities or acting within the scope of their employment.

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: 14Jan21

Purpose: “This Instruction sets forth policy and procedures for the use of the new form [PHS-1662, ‘Request for Personnel Action - Commissioned Officer.’](#)” Commissioned Corps Headquarters (CCHQ) uses this form to prepare personnel orders which affect actions of officers in the U.S. Public Health Service (USPHS) Commissioned Corps.

CCI 311.05: Corps Care Program

Effective date: 02Jul20

Purpose: “This Instruction establishes policy and assigns responsibilities for a Corps Care Program to support the U.S. Public Health Service Commissioned Corps. The Corps Care Program shall be based on resiliency to increase operational readiness and officer well-being through the provision of education, training, and coordination of resources.

CCI 311.06: Religious Accommodations

Effective date: 24Jan22

Purpose: This Instruction establishes policy and procedures, and assigns responsibilities regarding religious accommodations for Public Health Service (PHS) officers and applicants to the U.S. Public Health Service (USPHS) Commissioned Corps.

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 and Remote Work

Effective date: 14June22

Purpose: “This Instruction establishes the policy concerning the use of telework and remote work by officers in the U.S. Public Health Service (USPHS) Commissioned Corps 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: 14Jan21

Purpose: “This Instruction defines short tours of active duty for Public Health Service (PHS) officers who are in the Ready Reserve Corps and details these officers’ entitlements and responsibilities while serving on such short tours.”

CCI 322.02: Limited Tours on Active Duty (Old CCPM: CC23.3.8)

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 Grade Positions and Promotion

Effective date: 6Apr22

Purpose: “his 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 U.S. Public Health Service (USPHS) Commissioned Corps who will be recommended for temporary promotion to the Assistant Surgeon General (ASG or “flag”) grade.

CCI 322.04: Chief Professional Officer Nomination (Old CCPM: CC23.4.6)

Effective date: 13Feb08

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

CCI 322.05: Reassignment (Old CCPM: CC23.5.2)

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: 322.06: Ready Reserve Management

Effective Date 14June21

Purpose: This Instruction outlines the policy for the management of members of the Ready Reserve Corps of the U.S. Public Health Service (USPHS) Commissioned Corps.

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 and Intramural Training and Obligation

Effective date: 20Oct21

Purpose: “This Instruction establishes the U.S. Public Health Service (USPHS) Commissioned

Corps' policy, procedures, and responsibilities regarding extramural and intramural training of Public Health Service (PHS) officers, including any resulting active duty obligation (ADO). This Instruction also provides rules for training that is not funded by the Government."

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: 12Dec19

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 Promotions

Effective date: 17Oct19

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 341.01: Probationary Period

Effective date: 20Jul20

Purpose: "This Instruction sets forth the policy regarding the probationary period which all officers called to active duty in the Commissioned Corps of the Public Health Service (Corps) are required to serve and sets forth the policies and procedures concerning an officer's involuntary separation during the probationary period."

CCI 341.02: Regular Corps Records Review

Effective date: 20Jul20

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

CCI 351.01: Commissioned Officers' Effectiveness Report (COER)

Effective date: 12Aug20

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 Commissioned Corps of the U.S. Public Health Service (Corps)."

CCI 371.02: Junior COSTEP

Effective date: 08Oct21

Purpose: "This Instruction describes the U.S. Public Health Service (USPHS) Commissioned Corps' Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) and sets forth the criteria and procedures for participation."

[Frequently Asked Questions on CCI 371.02](#)

CCI 371.03: Senior COSTEP

Effective date: 19Oct21

Purpose: "This Instruction describes the U.S. Public Health Service (USPHS) Commissioned

Corps' Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP). It details the responsibilities for the conduct of the program, the eligibility requirements for participation, the application and selection procedures, and the obligations and entitlements of individuals participating in the program.”

[Frequently Asked Questions for CCI 371.03](#)

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 PHS agencies, their component programs, and PHS 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 into the Commissioned Corps of the U.S. Public Health Service (Corps).”

CCI 374.01: [Inter-Service Transfer](#)

Effective date: 08Dec08

Purpose: “This Instruction prescribes policy and procedures governing the transfer of officers between the Commissioned Corps of the Public Health Service (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 Commissioned Corps of the Public Health Service (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 Commissioned Corps of the Public Health Service (PHS) when there is a reduction of the Public Health Service (Corps) HHS) Operating Division (OPDIV), major programs outside of HHS to which PHS commissioned officers are assigned, or the Office of the

Secretary of HHS, which requires a major reduction in the PHS Commissioned Corps strength.”

CCI 382.03: Involuntary Termination of Commission

Effective date: 20Jul20

Purpose: “This Instruction states the policies and procedures under which an officer in the Commissioned Corps of the U.S. Public Health Service (Corps) who is not retirement-eligible, may have his/her commission involuntarily terminated.”

CCI 383.01: Death of an Active Duty Officer

Effective date: 11Feb22

Purpose: “This Instruction establishes procedures for reporting the death of a U. S. Public Health Service (USPHS) Commissioned Corps officer who dies while on active duty. It discusses the entitlements that may be applicable to the deceased Public Health Service (PHS) officer and any survivors from the Commissioned Corps Headquarters (CCHQ), the U.S. Coast Guard’s (USCG) Pay and Personnel Center (PPC), Department of Veterans Affairs (VA), and Social Security Administration (SSA). Additional information about burial entitlements payable by the above entities can be found on their websites.”

[Frequently Asked Questions for CCI 383.01](#)

CCI 384.01: Creditable Service for Retirement

Effective date: 12Jan21

Purpose: “This Instruction establishes the types of service that are creditable for determining eligibility for retirement of U. S. Public Health Service (USPHS) Commissioned Corps officers.”

CCI 384.03: Mandatory, Voluntary, and Involuntary Retirement

Effective date: 09Jan23

Purpose: “This Instruction establishes the policies and procedures under which an officer of the U.S. Public Health Service (USPHS) Commissioned Corps is retired after completing 20 or more years of creditable service for retirement.”

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: 13Jan21

Purpose: “This Instruction lists the responsibilities and functions of the appointment boards that make recommendations regarding appointment of candidates to the Regular Corps and the Ready Reserve Corps of the U.S. Public Health Service (USPHS) Commissioned Corps.”

CCI 393.01: Medical Review Board

Effective date: 2Jul20

Purpose: “The purpose of this Instruction is to provide general information on separation of an officer of the Commissioned Corps of the U.S. Public Health Service (Corps) for physical disability.”

CCI 393.02: Medical Appeals Board

Effective date: 2Jul20

Purpose: “This Instruction sets forth the policy by which an officer of the Commissioned Corps of the U.S. Public Health Service (Corps) may appeal the findings and recommendations of a Medical Review Board (MRB), with respect to disability retirement, disability separation, or retention.”

CCI 411.01: Required Wear of the Uniform

Effective date: 02Jul20

Purpose: “The purpose of this Instruction is to establish requirements for the daily duty wear of the uniform of the Commissioned Corps of the U.S. Public Health Service (Corps).”

CCI 412.01: Uniforms and Appearance

Effective date: 8Aug22

Purpose: “The Instruction prescribes the official policy governing uniform regulations for officers of the U.S. Public Health Service (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: 19Oct21

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: 04Aug20

Purpose: “This Instruction prescribes the various uniforms, uniform articles, and uniform accessories to be worn by male officers of the U.S. Public Health Service (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: 04Aug20

Purpose: “This Instruction prescribes the various uniforms, uniform articles, and uniform accessories to be worn by female officers of the U.S. Public Health Service (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: 02Jul20

Purpose: “This Instruction prescribes the insignia and devices for wear with the uniforms of the Commissioned Corps of the U.S. Public Health Service (Corps) and the method of wearing them. Illustrations of the insignia and devices are included in the Appendix.”

CCI 442.01: [Public Health Service Flags](#)

Effective date: 18Oct21

Purpose: “This Instruction establishes specifications and prescribes uses and flag protocol for the Public Health Service (PHS) flag, Assistant Secretary for Health’s (ASH) flag, Principal Deputy Assistant Secretary for Health’s (PDASH) flag, Surgeon General’s (SG) flag, Deputy Surgeon General’s (DSG) flag, and Assistant Surgeon General’s (ASG) flag. The Instruction also includes specifications and uses of the U.S. Public Health Service (USPHS) Commissioned Corps Official seal.”

CCI 511.01: [Awards Program](#)

Effective date: 19Jan21

Purpose: “This Instruction prescribes the awards established under the Public Health Service (PHS) Commissioned Officers’ Awards Program (COAP). It also prescribes the authorities and responsibilities for administering this program.”

CCI 511.02: [Award of Uniformed Services Decorations](#)

Effective date: 17Jul20

Purpose: “The purpose of this Instruction is to prescribe the manner in which uniformed services ribbons, medals, and decorations are eligible to be awarded to officers of the U.S. Public Health Service (USPHS), as awarded from other Uniformed Services.”

CCI 512.01: [Wear of Ribbons and Medals](#)

Effective date: 02Jul20

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 Commissioned Corps of the U.S. Public Health Service (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 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 612.04: 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 PHS 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 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 633.01: Special Pays

Effective date: 25Jun21

Purpose: “This Instruction establishes the conditions and circumstances under which health professionals of the USPHS Commissioned Corps may be authorized to receive 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) by which each HPSP is paid.”

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: Assignment Duty Pay

Effective date: 13Jan21

Purpose: “This Instruction establishes the conditions and circumstances under which officers in the of the U.S. Public Health Service (USPHS) Commissioned Corps who are assigned to designated positions may be authorized to receive Assignment Pay (AP). It also sets forth the rates and the mechanism (lump sum or monthly payments) by which AP is paid.”

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: 13Jan21

Purpose: “This Instruction explains how retired pay for an officer in the USPHS Commissioned Corps 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.”

[Frequently Asked Questions on CCI 661.01](#)

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 January 1, 1977; b. The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), for officers who initially entered on active duty with a uniformed service from January 1, 1977, through June 30, 1985; and c. The New GI Bill, for officers who initially enter on active duty with a uniformed service on or after July 1, 1985, but before July 1, 1988.”

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. ”

CCI 671.11: Transfer Post-9/11 GI Bill Education Benefits

Effective date: 7Aug2019

Purpose: “This Instruction provides guidance on the transfer of Post-9/11 GI Bill benefits to a dependent of an officer of the Commissioned Corps of the U.S. Public Health Service (Corps).”

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 Public Health Service (PHS) policy and procedures for travel and transportation of a PHS Commissioned Corps 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 Public Health Service (PHS) 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 Public Health Service (PHS) Commissioned Corps when moving at Government expense on Government bills of lading. It provides for the establishment of household goods shipping officers within PHS.”

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 Public Health Service (PHS) policies and procedures for the shipment of household goods and personal effects of PHS commissioned 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 Public Health Service (PHS) policy concerning time limits for the shipment of household goods and personal effects (HHG) of PHS commissioned officers at Government expense, pursuant to permanent changes of station, 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 Public Health Service (PHS) 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 Public Health Service (PHS) policies and procedures governing the transportation of household goods and personal effects of PHS commissioned 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 Public Health Service (PHS) policy concerning use of special rate tenders and negotiations with carriers for special rates applicable to shipments of household goods and personal effects of PHS commissioned 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 Public Health Service (PHS) policy and procedure for the non-temporary storage of household goods and personal effects of PHS commissioned officers when authorized at Government expense.”

Personnel Policy Memorandums (PPMs)

Inst 811.07: [Transportation Allowance Committee](#)

Effective date: 19Oct04

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

Inst 811.18: [Vaccine Administration in Emergencies](#)

Effective date: 09Jun05

Purpose: “Vaccine administration by Dental officers in emergencies.”

Inst 811.30: [Delegation to Administer the Oath](#)

Effective date: 23Oct06

Purpose: “Delegation of authority to administer the Oath of Office.”

Inst 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)).”

Inst 811.66: [Global Health Campaign Medal](#)

Effective date: 18Dec08

Purpose: “This PPM amends Commissioned Corps Instructions 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.”

Inst 811.67: [Global Health Initiative Service Medal](#)

Effective date: 18Dec08

Purpose: “This PPM amends Commissioned Corps Instructions 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.”

Inst 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.”

Inst 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”](#).”

Inst 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 2 July 2004, and [PPM 04-003](#) dated 4 October 2004”

Inst 812.04: Force Readiness Standards

Effective date: 04Jun14

Purpose: “This Manual circular provides 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)

Inst 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.”

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

Effective date: 25Jun20

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.”

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

Effective date: 01May21

Purpose: “In accordance with Commissioned Corps Instruction “General Appointment Standards,” 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.”

Inst 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.”

Inst 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.

Inst 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.”

Inst 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.”

[Inst 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. This POM also clarifies the minimum engineering coursework required as part of the engineering baccalaureate or as supplemental to the master’s degree curriculum.”

[Inst 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.”

[Inst 821.52: JRCOSTEP Clarification](#)

Effective date: 05Sep14

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

[Inst 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.

[Inst 821.61: Uniform of the Day – Spring and Summer 2017](#)

Effective date: 03Apr17

Purpose: “This Personnel Operations Memorandum (POM) prescribes the spring and summer uniform of the day for officers of the USPHS Commissioned Corps.”

[Inst 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).”

Inst 821.65: Annual Physical Fitness Test (APFT)

Effective date: 23Jun20

Purpose: “This Personnel Operations Memorandum (POM) updates the Annual Physical Fitness Test (APFT) effective 1 October 2018.”

Inst 821.66: Retention Weight Standards

Effective date: 22Mar21

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.”](#)”

Inst 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.”

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

Effective date: 3Nov22

Purpose: “This Personnel Operations Memorandum (POM) sets forth the procedures that a U.S. Public Health Service (USPHS) officer and the Operating Division (OPDIV), Staff Division (STAFFDIV), or non-Health and Human Services (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 Commissioned Corps Headquarters (CCHQ) in setting the effective date of an HPSP agreement. This POM is issued in accordance with [CCI 633.01, “Special Pays.”](#)”

Inst 821.71: Physical Examination Requirements

Effective date: 24Aug22

Purpose: “As required by Commissioned Corps Instruction (CCI) 221.02, “Medical Readiness,” this Personnel Operations Memorandum (POM) establishes the physical examination requirements for active duty and Ready Reserve Corps officers and for candidates seeking a commission in the USPHS Commissioned Corps.”

Inst 821.72: Waiver of Disqualifying Medical or Dental Condition

Effective date: 23Jun20

Purpose: “This Personnel Operations Memorandum (POM) establishes the process for approving a waiver of a medical or dental condition that will disqualify a candidate for an appointment into the Corps in accordance with Commissioned Corps Instruction ([CCI 221.01](#), “[Medical Accession Standards](#).”

Inst 821.73: Annual COER for 2021 Forward

Effective date: 03Aug21

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

Inst 821.74: Promotion Precepts and Criteria

Effective date: 23Jun20

Purpose: “In accordance with Commissioned Corps Instruction (CCI) 331.01, “Permanent Promotions,” and CCI 332.01, “Temporary Promotions,” this Personnel Operations Memorandum (POM) establishes the relative weights for the promotion precepts, how an officer’s eligibility for promotion is determined, and when an officer’s name is removed from the approval list.”

Inst 821.75: Readiness Compliance

Effective date: 31Jan22

Purpose: “This Personnel Operations Memorandum (POM) outlines the enforcement of the U.S. Public Health Service (USPHS) Commissioned Corps’ basic force readiness standards, as established by the Assistant Secretary for Health (ASH); and specifies the progressive action(s) that may occur if a Public Health Service (PHS) officer, without 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) [111.03](#), “Conditions of Service,” [CCD 121.02](#), “Deployment and Readiness,” and Commissioned Corps Instruction ([CCI 241.01](#), “Readiness and Duty Requirements.”

Inst 821.76: Deployment Procedures

Effective date: 7Nov22

Purpose: “This Personnel Operations Memorandum (POM) implements Commissioned Corps Directive (CCD) [121.02](#), “Deployment and Readiness,” and Commissioned Corps Instruction (CCI) [241.02](#), “Deployment of Corps Officers,” and outlines the procedures for the deployment of officers in the U.S. Public Health Service (USPHS) Commissioned Corps.”

Inst 821.77: Certification of Practice Hours

Effective date: 28Jun21

Purpose: “This Personnel Operations Memorandum (POM) sets forth guidance and required procedures that a Public Health Service (PHS) officer and the Operating Division (OPDIV), Staff Division (STAFFDIV), or non-U.S. Department of Health and Human Services (HHS) organization to which the officer is assigned should follow to obtain the officer’s required 80 practice hours certification. There are two categories of practice hours: clinical and public

health.”

Inst 821.78: [Guidance on Non-Health and Human Services \(HHS\) Agency Returns](#)

Effective date: 31Jan20

Purpose: “This Personnel Operations Memorandum (POM) provides guidance on the process and requirements for the return of officers detailed to non-HHS agencies, pursuant to a Blanket Memorandum of Understanding/Agreement (MOU/MOA), in accordance with Commissioned Corps Directive (CCD) [121.04](#), “Non-Departmental Organization Details” and Commissioned Corps Instruction (CCI) [322.05](#), “Transfer and Reassignment of Commissioned Officers.” To the extent a specific MOU/MOA is inconsistent with this POM, the provisions of the MOU/MOA take precedence.”

[Frequently Asked Questions on POM 821.78](#)

Inst 821.79: [Assignment of Pay Locations, Rates, and Agreements](#)

Effective date: 2Aug22

Purpose: “In accordance with Commissioned Corps Instruction (CCI) 633.06, “Assignment Duty Pay,” this Personnel Operations Memorandum (POM) establishes the locations, rates, specialties, and Leadership/ Multidisciplinary Positions that are eligible for an officer to receive Assignment Pay (AP). This POM also sets forth the procedures that an officer and the Operating Division (OPDIV), Staff Division (STAFFDIV), or non-Health and Human Services (HHS) organization to which the officer is assigned must follow in submitting an AP agreement. This POM also establishes the criteria used by Commissioned Corps Headquarters (CCHQ) in setting the effective date of an AP agreement.”

Inst 821.80: [Special Annual Leave Accrual](#)

Effective date: 3Nov22

Purpose:

“This Personnel Operations Memorandum(POM) implements the provisions of Public Law 116-159, “Continuing Appropriations Act, 2021 and Other Extensions Act” (2020 Act), Public Law 117-43, “Extending Government Funding and Delivering Emergency Assistance Act” (2021 Act), and Public Law 117-180, “Continuing Appropriations and Ukraine Supplemental Appropriations Act, 2023” (2022 Act).”

Inst 821.81: [Extramural and Intramural Training](#)

Effective date: 1Aug22

Purpose: “This Personnel Operations Memorandum (POM) establishes the guidelines for the management of extramural and intramural training in accordance with Commissioned Corps Instruction (CCI) 325.01, “Extramural and Intramural Training and Obligation.” This POM identifies the procedures for applying to, processing, contracting, and continuing training, as well as for obtaining a waiver from obligations incurred from training. The procedures in this POM apply to applicants to extramural and intramural training, officers participating in training, and those who graduated from or left training.”

Inst 821.82 [Line of Duty Determination](#)

Effective date: 28April22

Purpose: These procedures outline how the U. S. Public Health Service (USPHS) Commissioned Corps determines if a Public Health Service officer's medical condition occurred or was aggravated while in the line of duty. This determination can affect the Public Health Service officer's eligibility for certain benefits.

[Inst 821.84: COSTEP](#)

Effective date: 09Dec21

Purpose: This Personnel Operations Memorandum (POM) establishes the guidelines for the management of the Commissioned Officer Student Training and Extern Program (COSTEP) in accordance with Commissioned Corps Instruction (CCI) 371.02, "Junior COSTEP," and CCI 371.03 "Senior COSTEP."

[Frequently Asked Questions on POM 821.84](#)

Inst 821.85 [Commissioned Service Obligations](#)

Effective date: 1Jun2022

Purpose: "In accordance with Commissioned Corps Directive (CCD) 122.02, "Force Distribution and Management," this Personnel Operations Memorandum (POM) establishes the guidelines for Commissioned Service Obligations (CSO) to the USPHS Commissioned Corps and the length of CSO agreements."

Inst 821.86: [Flag Board and Processes](#)

Effective date: 26May22

Purpose: "In accordance with Commissioned Corps Instruction (CCI) 322.03, "Flag Grade Positions and Promotions," this Personnel Operations Memorandum (POM) establishes the guidelines for the USPHS Commissioned Corps Flag Board. It outlines when the USPHS Commissioned Corps convenes a Flag Board, appointment and qualifications of the Flag Board's members, Public Health Service (PHS) officers' eligibility for consideration for flag grade promotion, submission of positions and officers for consideration by the Flag Board, and the process of considering a request by a non-Health and Human Services (non-HHS) agency, other than the Department of Defense (DoD), United States Coast Guard (USCG), and Federal Bureau of Prisons (BoP), for the assignment of a flag grade officer. Flag grade positions are specific positions (billets) approved by the Assistant Secretary for Health (ASH) and flag grade promotions are approved by the Secretary. These positions are similar to civilian Senior Executive Service (SES) positions and the Flag Board reviews each position and officer based upon their merit, level and magnitude of responsibility, and leadership within the Department and USPHS Commissioned Corps.

Pamphlets (PAMs)

Inst 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.”

Inst 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.”

Inst 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.”

Inst 831.06: [Supervisor’s Guide](#)

Effective date: Nov21

“The purpose of this pamphlet is to serve as a resource for personnel who supervise and manage Public Health Service (PHS) PHS officers and to provide an overview of the United States Public Health Service (USPHS) Commissioned Corps history, mission, and structure. However, anyone who offers guidance to PHS officers over the course of their careers (e.g., Chief Professional Officers, Commissioned Corps Liaisons, mentors) will find this pamphlet useful.”

Inst 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.”

Inst 831.09/ PAM 64: JR COSTEP

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.”

Inst 831.10 Awards

Effective date: May22

Purpose: “The COAP provides a means to give formal recognition to deserving officers whose accomplishments or achievements are of outstanding or unique significance to the missions of the USPHS Commissioned Corps, Department of Health and Human Services (HHS), and non-HHS organizations to which PHS officers are detailed.