



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

AUG 27 2004

TO: Surgeon General

FROM: Acting Assistant Secretary for Health

SUBJECT: **Commissioned Corps Personnel Policy Memorandum (PPM) 04-004**
Revisions and Policy Clarifications for Subchapter CC23.3,
INSTRUCTION 4, "Appointment Standards and Appointment Boards."

This PPM revises and provides policy clarification for Subchapter CC23.3, INSTRUCTION 4, "Appointment Standards and Appointment Boards." The revisions and policy clarifications are as follows:

1. Section G.2 of Subchapter CC23.3, INSTRUCTION 4, states that the maximum number of years of training and experience date (TED) credit that may be awarded upon appointment to the PHS Commissioned Corps (Corps or the Service) is 17 years. However, the TED credit limit may be waived if an Agency/Operating Division/Program Head submits a written request for such a waiver and the Corps approves the request prior to the candidate's call to active duty. Effective immediately, the authority to grant waivers of the TED credit limit set forth in Section G.2 of Subchapter CC23.3, INSTRUCTION 4, will no longer reside with the Director, Division of Commissioned Personnel, as the INSTRUCTION currently provides. Instead, the waiver authority may only be exercised by the Surgeon General (SG) or, when acting in his/her absence, the Deputy SG.

To assist the Assistant Secretary for Health (ASH), through the Office of Commissioned Corps Force Management (OCCFM) in tracking the application or waiver of the TED credit limit, I request a monthly report of the waiver requests made by candidates during the previous month and if granted, the justification for doing so. I also request that the report contain the health care discipline of the applicant and if a waiver is granted, the years of allowed active-duty service. In addition, the report should be submitted through the Office of the Executive Secretariat to the Office of Public Health and Science.

2. When the Corps issued Exhibit XI of Subchapter CC23.3, INSTRUCTION 4, on March 19, 2003, the Service introduced a new policy that required officers who were applying for assimilation into the Regular Corps as Health Services officers to possess a master's degree in a scientific or health-related field. This policy has not changed. However, there continues to be some confusion as to what educational requirements are necessary for officers to become eligible for assimilation into the Regular Corps if they were appointed to the Service with a

qualifying bachelor's degree, e.g., dental hygienist, physician assistants. Therefore, this PPM is to advise all candidates who are seeking assimilation into the Regular Corps as a Health Services officer that:

- a. In order to assimilate into the Regular Corps pursuant to Section 5.b.(2), a candidate must possess a master's degree or higher in computer science or an information technology related discipline, or possess a master's degree or higher in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category. For purposes of Section 5.b of Subchapter CC23.3, INSTRUCTION 4, a degree in computer science or an information technology related discipline continues to be considered by the Corps as one of the physical science disciplines.
- b. In order to assimilate into the Regular Corps pursuant to Sections 5.c.(3), 5.d.(3), 5.e.(3), and 5.g.(3), a candidate must possess a master's degree or higher in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category.

This PPM will remain in effect for 36 months from the effective date unless rescinded or incorporated into Subchapter CC23.3, INSTRUCTION 4.

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