

**U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES**

COMMISSIONED CORPS DIRECTIVE



**CCD 121.07
EFFECTIVE DATE: 12 June 2020**

By Order of the Secretary of Health and Human Services:

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SUBJECT: Ready Reserve

1. 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.
2. APPLICABILITY: This Directive applies to all members of the Ready Reserve Corps.
3. AUTHORITY:
 - 3-1. [42 U.S.C. §204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. §217](#), "Use of Service in time of war or emergency"
 - 3-3. [78 F.R. 20225](#), "Delegation of Authority to Appoint Commissioned Officers of the Ready Reserve Corps of the Public Health Service," memorandum of 29 March 2013
4. PROPONENT: The proponent of this Directive is the Secretary of the Department of Health and Human Services (HHS or the Department).
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Directive within the electronic Commissioned Corps Issuance System (eCCIS).

6. POLICY:

- 6-1. The purpose of the Ready Reserve Corps is to fulfill the need to have additional Corps personnel available on short notice to assist Regular Corps officers with routine public health and emergency response missions, duties, or assignments. Ready Reserve Corps officers may augment officers or backfill deployed officers at any HHS Operating Division (OPDIV), Staff Division (STAFFDIV), or non-HHS organization to which Regular Corps officers are assigned, detailed, or otherwise covered under a Memorandum of Agreement/Understanding (MOA/MOU) or supplement deployment teams. Ready Reserve Corps officers may also be assigned or detailed to participate in routine training to meet the general and specific needs of the Corps or to support isolated, hardship, and medically underserved community to improve access to health services.
- 6-2. Appointments.
- a. Appointments. Unless specified by other Directive or regulation, individuals under consideration by the Corps for appointment to the Ready Reserve Corps are subject to the same physical, mental, training, education, and other standards as Regular Corps officers under [42 C.F.R. Part 21, Subpart B, "Appointment."](#)
- (1) Secretary. Pursuant to [78 F.R. 20225](#), an appointment to the Ready Reserve Corps by the Secretary HHS is limited to 6 months except for commissions that place officers in the Centers for Disease Control and Prevention's Epidemiological Intelligence Service, the Senior Commissioned Officer Student Training and Extern Program, the Indian Health Service Pharmacy Residency Program, the Indian Health Service Health Professions Scholarship Program, or the National Health Service Corps Scholarship Program, which may not be for a term longer than 2 years. The Director, Commissioned Corps Headquarters (CCHQ), will terminate the officer's commission on the anniversary of the officer's 2-year appointment, unless the officer is appointed to the Ready Reserve Corps by the President prior to the expiration of the 2 years.
 - (2) President. An appointment to the Ready Reserve Corps by the President is not time limited.
- b. Appointment of a Ready Reserve Corps Officer to the Regular Corps.
- (1) To be placed on extended active duty in the Regular Corps, a Ready Reserve Corps officer must submit an application according to guidance by the Surgeon General (SG), Director, CCHQ, or their designees;
 - (2) A Ready Reserve Corps officer must meet all Regular Corps general appointment standards including, but not limited to, age, medical, and security requirements;
 - (3) The officer must meet the requirements of Commissioned Corps Directive (CCD) [111.03](#) "Conditions of Service," and
 - (4) The officer must have completed officer leadership training in accordance with policy issued by the Assistant Secretary for Health (ASH).

- 6-3. Ready Reserve Structure/Organization. Ready Reserve Corps officers may be placed on official personnel orders in one of the following statuses:
- a. Individual Ready Reserve (IRR). The IRR consists of officers who have had military and/or Corps training. Such officers are not required to participate in training or other Corps activities. However, they are subject to involuntary recall to active duty under certain circumstances (see Section 6-6.).
 - b. Selected Ready Reserve (SELRES). The SELRES consists of officers who are required to train, in accordance with policies issued by the ASH, for a minimum of at least 15 days active duty per year and 1 weekend per month or equivalent. Such officers also must be prepared for active duty mobilization within 24 hours to respond to an urgent or emergency public health care need, which may be voluntary or involuntary calls to active duty. Members of the SELRES may also volunteer for additional training or active duty assignments.
 - c. Ready Reserve on Active Duty (Active Reserve). While on orders to active duty, officers are subject to all regulations and Directives that apply to active duty officers. In addition, such officers are subject to policies relating to discipline and conduct at all times.
- 6-4. Members of the Ready Reserve Corps shall:
- a. Participate in routine training to meet the general and specific needs of the Corps;
 - b. Be available and ready for involuntary calls to active duty during a time of war or during an urgent or emergency public health care need (see [CCD 121.02](#), "Deployment and Readiness");
 - c. Be available for backfilling critical positions left vacant during deployment of Regular Corps officers, as well as for deployment to respond to public health emergencies, both foreign and domestic; and
 - d. Be available for assignments in isolated, hardship, and hard to fill assignments in medically underserved communities to improve access to health care services.
- 6-5. In time of war, or of emergency proclaimed by the President:
- a. The President may utilize the Service, including the Ready Reserve Corps, to such extent and in such manner as shall, in the President's judgment, promote the public interest.
 - b. In time of war, or of emergency involving the national defense, the President may by Executive Order declare the Corps, which includes the Ready Reserve Corps, to be a military service. Upon such declaration, during such period of war or emergency or such part thereof as the President shall prescribe, the Corps shall:
 - (1) Constitute a branch of the land and naval forces of the United States;
 - (2) To the extent prescribed by regulation of the President, be subject to the Uniform Code of Military Justice ([10 U.S.C. §801 et seq.](#)); and
 - (3) Continue to operate as part of the Service except to the extent that the President may direct as Commander-in-Chief.

- 6-6. Length of Tours on Active Duty. The length of time that a Ready Reserve Corps officer may serve on continuous active duty is limited as follows:
 - a. 180 days for training;
 - b. 365 days for involuntary service;
 - c. 5 years for voluntary service that is not for the purposes of training;
 - d. 24 months for involuntary service during a period of a national emergency declared by the President; and
 - e. In time of war or of national emergency declared by Congress, or when otherwise authorized by law, when the President has declared the Corps to be a military service (see Section 6-5.), an officer may be involuntarily ordered to active duty for the duration of the war or emergency and for six months thereafter. An order to active duty under this subsection may only occur for the duration of the period for which the Corps is declared a military service and for six months thereafter.
 - f. Unless approved by the ASH, without further delegation, an officer may not serve on active duty for more than a total of 30 years.

- 6-7. Training. All members of the Ready Reserve Corps must complete the Officer Basic Course (OBC) as well as any other training required by the ASH, SG, or their designees.

- 6-8. Ready Reserve Corps officers must, at all times, even when not on active duty, meet and maintain all requirements of service and conduct as established by the ASH for officers of the Regular Corps (e.g., conduct, license, force readiness standards, and medical readiness).

- 6-9. Terminations of Commission. The SG, without further delegation, may terminate a Ready Reserve Corps officer's commission for any of the reasons outlined in [CCD 123.01](#), "Involuntary Separation."
 - a. The SG will, except when an officer's appointment expires, terminate Ready Reserve officers' commissions using the same processes outlined in CCD 123.01, "Involuntary Separation," for the separation of a Regular Corps officer from the Corps (e.g., probationary period or Involuntary Termination Board). However, the provisions of CCD 123.01 regarding the three-year file review does not apply to Ready Reserve officers.
 - b. The SG may not:
 - (1) Involuntarily separate a Ready Reserve Corps officer based on a physical disability that the officer incurred in the line of duty for which the officer may be eligible for processing under medical separation or retirement.
 - (2) Separate a Ready Reserve Corps officer from the Corps in a manner that is contrary to any Directive issued by the Secretary or Instruction issued by the ASH that specifically applies to a Ready Reserve Corps officer.

- 6-10. The ASH or his/her designee may issue additional guidelines for waiving one or more of the medical requirements for a Ready Reserve Corps officer who is not able to meet the Corps' medical accession standards or the medical readiness standards.

7. RESPONSIBILITIES:

7-1. The Secretary may appoint officers to the Ready Reserve Corps as delegated by the President.

7-2. The ASH shall issue the necessary policy instructions for the administration and management of the Ready Reserve Corps including but not limited to organizational structure, appointments, calls to active duty, workforce, capabilities, training, service commitments, special and incentive pays, and separations and terminations. To the extent practicable, the instructions related to the Regular Corps and the Ready Reserve Corps should be the same. The ASH may also exercise and/or limit the SG's authority to terminate a Ready Reserve Corps officer's commission.

7-3. The SG is responsible for the day-to-day management of the Ready Reserve Corps.

8. HISTORICAL NOTES: This is the first issuance of this Directive within the eCCIS.