



CCI 231.01
EFFECTIVE DATE: 11 June 2018

By Order of the Assistant Secretary for Health:

ADM Brett P. Giroir, M.D.

SUBJECT: General Appointment Standards

1. PURPOSE: This Instruction provides the eligibility standards for appointment to the Commissioned Corps of the U.S. Public Health Service (Corps).
2. APPLICABILITY: This Instruction applies to candidates seeking appointment to the Corps, except:
 - 2-1. Students appointed in accordance with [42 C.F.R. §21.54](#).
 - 2-2. Candidates appointed in accordance with [42 C.F.R. §21.52](#).
3. AUTHORITY:
 - 3-1. [42 U.S.C. §204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. §209](#), "Appointment of personnel"
 - 3-3. [42 U.S.C. §210b\(a\)](#), "Professional categories"
 - 3-4. [42 U.S.C. §216](#), "Regulations"
 - 3-5. [42 C.F.R. §§21.21-21.58](#), "Commissioned Officers"
 - 3-6. [Executive Order No. 10450](#), "Security requirements for Government employment," as amended
 - 3-7. Commissioned Corps Directive (CCD) [CCD 122.01](#), "Promotions"
 - 3-8. [77 FR 30005](#) and [77 FR 60996](#), "Office of the Assistant Secretary for Health, Statement of Organization, Functions, and Delegations of Authority"
 - 3-9. [5 U.S.C. §2903](#), "Oath; authority to administer"
 - 3-10. [Public Law 111-148](#), Section 5209, "Patient Protection and Affordable Care Act" eliminates the cap on Regular Corps officers

4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for assuring the day-to-day management of the Corps.
5. SUMMARY OF REVISIONS AND UPDATES: This is the fifth issuance of this Instruction within the Commissioned Corps Issuance System (CCIS) and replaces CCI 231.01, dated 28 October 2014.
 - 5-1. Clarifies age and prior uniformed service standards for waivers and how a waiver may be requested and obtained.
 - 5-2. Revises the waiver provision of the grade point average standard and of the maximum entry grade credit authorized.
 - 5-3. Establishes a clearer process and standard for appointment of candidates with extraordinary qualifications to the higher temporary grades through the special-circumstances temporary grade promotion upon a call to extended active duty. Aligns the approval authority for these promotions with that for active duty officer promotions.
 - 5-4. Clarifies SG's authority to approve a change of an officer's category and when such changes are authorized.
 - 5-5. Authorizes the SG to determine circumstances when a rejected candidate may reapply for a commission.

6. POLICY:

6-1. Appointment Criteria. In order to be eligible for appointment to the Corps, candidates must meet the following criteria.

a. Citizenship Requirements. Only citizens of the United States are eligible for appointment to the Corps. Any person born outside the United States shall provide the SG or his/her designee with proof of citizenship.

b. Age Requirements.

(1) Minimum Age Requirements for All Candidates by Grade. A candidate may not be appointed to Corps unless:

(a) The candidate is at least 18 years of age at the time of appointment to the junior assistant grade (O-1); or

(b) The candidate is at least 21 years of age at the time of appointment to the assistant grade (O-2) or higher.

(2) Maximum Age Limitation for All Candidates. A candidate who is 44 years of age (44 years, 00 months, 00 days) or older shall not be appointed to the Regular Corps, or called to active duty in the Ready Reserve for a period in excess of 1 year, except under the following conditions:

(a) The candidate has to his/her credit the number of years of active service, as defined in [42 U.S.C. §212\(d\)](#), for retirement purposes equal to the number of years by which his/her age exceeds 44;

(b) An Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization identifies an individual with exceptional and unique qualifications and makes a request to the SG or his/her designee, who determines that the candidate possesses exceptional qualifications not readily available in the Corps for performance of duties with the service.

(3) Additional Age Limitations exist for Appointments into the Regular Corps per [42 C.F.R. §21.28](#). No candidate shall be appointed to the Regular Corps, except in the Nurse category, in excess of this limitation; however, the SG or his/her designee may waive the age limitation.

The age limitations for candidates who have had prior active service in the Commissioned Corps of the Public Health Service shall be increased by the period of such service.

(4) Application to the Corps may not be accepted by the Division of Commissioned Corps Personnel and Readiness (DCCPR) within 6 months prior to the applicant reaching the age limitations noted in Section 6-1.b.(2) and (3).

c. Medical Requirements. All candidates for appointment to the Corps must undergo a medical examination and be found medically qualified prior to appointment. An individual is expected to be medically qualified, currently and in the foreseeable future, to perform the duties of his/her rank and category in various climates and work assignments without endangering his/her health or the health of others. Further, pursuant to [42 U.S.C. §204a\(a\)](#), candidates must be medically qualified and ready to

respond to urgent, or emergency public health needs at the Federal, state, and local levels, including deployments that are outside the continental United States (OCONUS). [CCI 221.02](#), "Medical Examination Requirements," contains more detailed information regarding medical qualifications.

- d. Academic Requirements. In order to be appointed to the Corps, candidates must have:
- (1) Completed a qualifying academic or professional degree program (qualifying degree). See [CCI 231.03](#), "Category Specific Appointment Standards," for category and discipline-specific academic requirements; and
 - (2) Achieved a cumulative grade point average (GPA) of at least 2.8 on a 4.0 grading scale in his/her qualifying degree (without rounding).
 - (a) The Director, DCCPR is authorized to make a determination for other grading scales (e.g., pass/fail system).
 - (b) A candidate for the Nurse, Engineer, Environmental Health, Dietitian, Therapy, and Health Services categories who possesses a qualifying Bachelor's degree with a GPA below 2.8 may use a qualifying Master's or Doctoral degree in the respective profession provided the Bachelor's degree has a cumulative GPA of at least 2.5 and the Master's or Doctoral degree has a cumulative GPA of at least 2.8 on a 4.0 grading scale.
- e. Licensure/Credentials Requirements. All candidates required to be licensed must possess a current and unrestricted license from a U.S. State, as defined in [42 U.S.C. §201\(f\)](#), except new graduates appointed into approved Corps training programs.
- f. Security Requirement. A favorably adjudicated security/suitability investigation with an additional state criminal history, child care check and any additional requirements are required for appointment and/or continued service on extended active duty as an officer in the Corps.
- All candidates being appointed in the Corps must fully complete and submit all required investigative documents prior to being appointed to the Corps, and obtain a favorably adjudicated investigation, to be retained on active duty. Under no circumstances will an officer be retained without a favorably adjudicated security/suitability investigation. Candidates may be commissioned prior to obtaining a favorably adjudicated security/suitability clearance if the candidate:
- (1) Completes and submits all required investigative documents, obtains a favorable fingerprint check, and completes an investigation with the Office of Personnel Management prior to being appointed to the Corps; except in the case when security and/or suitability issues arise upon investigation.
 - (2) Submits written acknowledgement to the SG or his/her designee that the candidate's commission will be terminated if the investigation is adjudicated unsatisfactorily.
- g. Leadership. All candidates seeking appointment to the Corps must demonstrate the potential for leadership. Evaluation is based on a variety of assessment factors including, but not limited to adaptability, resilience, and initiative.

- h. Suitability. All candidates seeking appointment to the Corps must be found suitable for life as a uniformed officer in the Corps. Candidates will be evaluated based on the Corps' core values as determined by the SG. Evaluation is based on a variety of assessment factors including, but not limited to, a candidate's willingness to serve where the needs of the Corps dictate, integrity, experience and training, character, professional competency, prior history of service, demonstration of a commitment and attitude of service, and their ability to effectively communicate and collaborate.
 - i. Members of Other Uniformed Services. Applications from members of the Armed Forces and officers in the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA) may be referred to an Appointment Board only after receipt by the SG or his/her designee of:
 - (1) A valid conditional release;
 - (2) A statement of resignation from the candidate's current Service or documentation of discharge; or
 - (3) In the case of a candidate seeking an inter-service transfer, permission from the Secretary of the losing uniformed service approving the inter-service transfer.
 - j. Prior Active Duty Service in the Uniformed Services. Candidates with more than 8 years (8 years 00 months 00 days) of active duty service in one of the uniformed services, other than the Corps, shall not be appointed to the Corps.
 - (1) An application to the Corps may not be accepted by DCCPR within the 6 months prior to the candidate reaching prior active duty limitations noted in this subsection.
 - (2) The SG or his/her designee, may waive this requirement for candidates in professions in which the Corps is experiencing a shortage or there is an inadequate number of candidates to meet the Corps' needs. In this case, an application for appointment may be accepted from candidates who have 7 years 6 months 1 day or more of active duty service in the uniformed services provided the candidate satisfies any additional requirements that are mandated by law, regulation, and/or the SG. However, the SG is not authorized to waive service in excess of 15 years 00 months 00 days.
 - k. Uniform and Appearance Requirements. All candidates seeking appointment to the Corps must be able to meet all applicable uniform and appearance requirements contained in CCI 412.01, "Uniforms and Appearance." This includes, but is not limited to, limitations regarding tattoos/body art/brands, mutilation, dental ornamentation, and a willingness to comply with the appearance standards (e.g., body piercing, hair length, facial hair, jewelry).
- 6-2. Credit for Training and Experience.
- a. Training and Experience Date (TED).
 - (1) General. The TED reflects the undergraduate education, graduate training, and experience considered to be professionally qualifying for appointment to a particular category. The amount of TED credit awarded to candidates shall be based solely on the TED information provided by each candidate on either form PHS-50, "Application for Appointment as a Commissioned Officer in the PHS Commissioned Corps," or form PHS-50 as supplemented by an

accompanying curriculum vitae or other acceptable documentation. In either case, form PHS-50 must be submitted by each candidate for use in calculating a candidate's TED.

- (2) Determining the TED. In addition to meeting the general requirements for appointment as set forth in this Instruction, the candidate must also meet the category specific requirements set forth in CCI 231.03, "Category Specific Appointment Standards."
- (3) Purpose of Calculating the TED. A candidate's TED determines the permanent entry grade at the time of the candidate's appointment. In addition to the time in grade and time in service requirements, the TED is also used to establish eligibility for temporary promotion to all grades in the Corps including when a Regular Corps officer is considered for a permanent promotion to the assistant grade (O-2).
- (4) Establishing the TED. As indicated below, a candidate's TED shall be established as of the first day of the first month in the quarter following the month to which credit has been constructed and computed.

<u>Computed/Calculated Quarterly</u>	<u>TED Established From</u>
1 st - January, February, March	April 1
2 nd - April, May, June	July 1
3 rd - July, August, September	October 1
4 th - October, November, December	January 1

- (5) Responsibility for Providing Information Concerning the TED. Candidates have the burden of providing both complete and accurate information. Failure to comply with the requirement to provide complete and accurate information may result in a loss of TED credit, a delay in the candidate's appointment, if approved, or a failure to be appointed.
- b. General Information for Awarding TED Credit.
- (1) Creditable Education and Training. TED credit may be awarded for a qualifying degree and/or other creditable education and training as recommended by a category specific Appointment Board and approved by the SG or his/her designee.
 - (2) Accreditation.
 - (a) Accreditation Requirement for Education and Training. To be creditable as a candidate's qualifying degree or otherwise creditable for purposes of awarding TED credit, the education and/or training must have been obtained from an accredited institution at the time of a candidate's graduation.
 - (b) Limitations on Accreditation Requirement. The SG or his/her designee may require that certain education and/or training programs be accredited by specific accrediting bodies in order to be creditable as a candidate's qualifying degree or otherwise creditable for purposes of awarding TED credit (See [CCI 231.03](#), "Category Specific Appointment Standards").

- (c) Category Specific Requirements. The SG or his/her designee may provide for specific exceptions to the accreditation requirement as set forth in CCI 231.03, "Category Specific Appointment Standards."
 - (3) Creditable Work Experience. TED credit may be awarded for creditable work experience as provided in Subsections 6-2.d. and 6-2.e.
- c. Awarding TED Credit for Education and Training.
- (1) Credit for a Qualifying Academic or Professional Degree. Unless otherwise provided for in [CCI 231.03](#), "Category Specific Appointment Standards," Subsection 6-2.a.(4) of this Instruction shall be used to calculate the TED credit for a candidate's qualifying degree.
 - (2) Credit for Qualifying Bachelor's Degree.
 - (a) If a bachelor's degree is the qualifying degree for a category, it must be either in the field specified for that category or accompanied by a certificate or diploma in the appropriate field.
 - (b) Candidates who are appointed to the Corps based upon the possession of a qualifying bachelor's degree shall be awarded 4 years of TED credit regardless of length of time needed to complete the program.
 - (3) Credit for a Qualifying Master's Degree.
 - (a) If a master's degree is the qualifying degree for a category, the degree must be in the field specified for that category or accompanied by a certificate or diploma in the appropriate field.
 - (b) Candidates who are appointed to the Corps based upon the possession of a qualifying master's degree shall be awarded ~~6~~ years TED credit for the completion of the related master's degree, regardless of length of time needed for completion.
 - (4) Credit for a Qualifying Doctoral Degree.
 - (a) If a doctoral degree is the qualifying degree for a category, the degree must be in the field specified for the category.
 - (b) Candidates who are appointed to the Corps based upon the possession of a qualifying doctoral degree shall be awarded 8 years TED credit for the completion of the related doctoral degree, regardless of length of time needed for completion.
 - (5) Credit for Graduate Education and Training Obtained Prior to the Qualifying Degree. TED credit for graduate education and training obtained prior to a candidate's qualifying degree shall not be awarded.
 - (6) TED credit may be awarded for only one degree each at the Bachelor, Master or Doctoral degree level.
 - (7) Credit for Graduate Education and Training Obtained After the Qualifying Degree. TED credit shall be awarded for accredited graduate education and training obtained after a candidate's qualifying degree if:

- (a) The graduate degree has been conferred;
 - (b) The graduate degree is from an accredited institution. In the case that the additional degree is a degree that the Corps considers one of its qualifying degrees, the degree must conform to the discipline specific accreditation standards as found in the Category Specific Appointment Standards;
 - (c) The graduate education and training is in the category, field, and/or specialty for which the candidate is being appointed and is otherwise creditable; or
 - (d) The graduate education and training is in a closely allied and relevant field of study to the candidate's category, field, and/or specialty and is otherwise creditable; and
 - (e) The Appointment Board recommends that TED credit be granted and the SG or his/her designee concurs with the recommendation.
 - (f) TED credit granted under this section shall be awarded as follows:
 - i. A qualifying baccalaureate degree plus a masters level degree will receive 6 years of TED credit.
 - ii. A qualifying baccalaureate degree or masters degree plus a doctorate degree will receive 8 years of TED credit.
- (8) Overlapping Periods of Education, Training, and Work Experience. TED credit shall not be awarded twice for overlapping periods of education, training, and/or work experience under any circumstances.
- (9) Specialty Board Certification. The years of education and training taken in residency preparation for the specialty board are credited.
- d. Awarding TED Credit for Education, Training, and Concurrent Work Experience. A candidate may receive TED credit for education, training, and concurrent work experience as follows:
- (1) In the University. TED credit of 1 year shall be given for each year of concurrent professional or graduate education and training and professional work experience in the field of the degree. If the education, training or work experience is on a full-time basis, no more than 1 year's TED credit shall be given. If either the education, training, or work experience is not in the field of the degree or a closely allied and relevant field of study, TED credit shall be given only for that percentage of the education, training, and work experience that is in the proper field, i.e., creditable.
 - (2) Outside the University.
 - (a) Full-time Education and Training. If professional or graduate education and training is on a full-time basis, a candidate shall not receive TED credit for part-time concurrent professional work experience outside of the university since the candidate shall receive full TED credit for the education and training.

- (b) Part-time Education and Training. If professional or graduate education and training is part-time and the concurrent work experience is part-time, TED credit shall be awarded for each based upon the following:
 - i. Professional or graduate education and training shall be credited on the basis of acceptable semester hours earned and work experience shall be credited in terms of the percentage of time spent engaged in such activity based on a 40-hour week. However, the amount of time that may be credited in any single year may not exceed 1 year of TED credit, i.e., cannot receive 13 months TED credit for a 1 year period of time; and
 - ii. If professional or graduate education and training is part-time and work experience is full-time, only the work experience shall be credited. However, if completion of professional or graduate education and training occurs beyond the termination of the work experience, TED credit may be awarded in terms of the percentage of an academic year on a semester hour basis.

- e. Awarding TED Credit for Work Experience.
 - (1) Credit for Work Experience.
 - (a) Starting Point for Awarding TED Credit for Work Experience. TED credit shall only be awarded for work experience performed after completion of a candidate's qualifying degree.
 - (b) Credit for Work Experience Obtained in the Corps. TED credit for work experience may be awarded for active duty service as an officer in the Corps, when the officer changes his/her category or upon the return to a different category after additional training which leads to such change.
 - (c) Credit for Full-Time Work Experience. Month-for-month TED credit shall be awarded for full-time work experience which is fully creditable.
 - (d) Credit for Work Experience in the other uniformed services. A candidate who has completed the education and training necessary to enter his/her professional category prior to entering the other uniformed services, shall be awarded:
 - i. Full TED credit for full-time work experience that meets the requirements of creditable work experience listed in this Instruction;
 - ii. Part-time TED credit for part-time work experience that meets the requirements of creditable work experience listed in this Instruction. The amount of part-time TED credit shall be determined based upon the percentage of time per 40-hour week.

- (e) Credit for Only Creditable Work Experience. When a candidate's time is divided between creditable and non-creditable work experience, TED credit shall be given only for that portion of time spent in creditable work experience unless it is otherwise authorized in this Section.
- (2) Guidance for Awarding TED Credit for Work Experience.
- (a) Creditable Work Experience. Subject to any exceptions listed in [CCI 231.03](#), "Category Specific Appointment Standards," TED credit for work experience may be awarded to candidates in any category, specialty, or discipline for a variety of work experiences, including, but not limited to:
 - i. Private, clinic, or group practice as is appropriate for the particular category, specialty, or discipline in question. For example, a candidate who practiced as a physician in private practice would be eligible for TED credit for that work experience in the Medical category;
 - ii. Employment in the candidate's field, specialty, or discipline, at the appropriate professional level and by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.
 - iii. Employment in a closely allied and relevant field of study provided the work experience is at the appropriate professional level based upon the candidate's qualifications and category/specialty, performed in a suitable, recognized organization, and is considered so relevant or essential to the stipulated category that the experience may be substituted fully for that obtained in the field itself;
 - iv. Teaching in the candidate's field or a closely allied and relevant field of study at the college or professional school level. Teaching at the 2-year college level is acceptable if allowed by the category (See CCI 231.03, "Category Specific Appointment Standards");
 - v. Research in the candidate's field or a closely allied field at the professional level. However, the research must be more than just routine laboratory work such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
 - vi. Editing or writing in the professional field;
 - vii. Whenever possible, active duty work experience in any category of the Corps when there is a change in category;
 - viii. An internship or residency approved or accredited by an appropriate body; or
 - ix. Counseling experience but only if it is in specialties where applicable, (e.g., psychology) and provided it is at a professional level. TED credit for counseling shall only be

awarded for the time actually spent providing professional counseling services.

(b) Non-creditable Work Experience. Unless there is a specific category exception listed in [CCI 231.03](#), "Category Specific Appointment Standards," the following are examples of non-creditable work experiences:

- i. Employment in work outside the candidate's field or outside an acceptable closely allied field;
- ii. Teaching below the college level;
- iii. Selling, fiscal, business, or other comparable types of activities outside the profession;
- iv. Non-professional administrative activities or administration activities outside the candidate's field; and
- v. Routine laboratory duties such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision.

(3) Credit for Periods While Seeking Employment. A one-time credit of no more than 3 months TED credit may be applied following achievement of the initial qualifying degree.

6-3. Determination of Entry Grade.

- a. Entry Grade Determination. Candidates for original appointment to the Regular Corps generally will be appointed at the permanent O-1 or O-2 grades. Appointments at permanent grades above O-2 shall be reserved for specific professions needed to meet the critical needs of the Service, as determined by the SG or his/her designee. Not more than 10 percent of the candidates for appointment may be called to active duty at permanent grades above O-3 annually.
 - b. Maximum Entry Grade Credit. The maximum number of years of TED credit that may be awarded upon appointment is 17 years. The SG may establish maximum entry grade credit of less than 17 years for specific professions, as necessary to meet the needs of the Service.
 - c. Permanent Grade on Appointment. A candidate for appointment to the Regular Corps shall be appointed at the permanent grade approved by the President. Candidates for appointment to the Ready Reserve shall be appointed at the permanent grade approved by the President or Secretary.
 - d. Temporary Promotion on Appointment. In addition to the permanent grade, a candidate may be promoted to a temporary grade, not to exceed the temporary O-4 grade, on appointment as specified by the SG.
- (1) Prior to the appointment of a candidate in a profession for which the SG has not established maximum entry grade credit of less than 17 years, an OPDIV/STAFFDIV/non-HHS organization Head may recommend the candidate for a special-circumstance temporary grade promotion above the temporary O-4 grade upon call to extended active duty, if the candidate meets the TED requirement, but not the number of years of service. Such candidates must

possess exceptional qualifications not readily available in the Corps. The Director, DCCPR, will consult with the category's Chief Professional Officer (CPO) and if the CPO concurs with the recommendation, obtain the recommendation of an Appointment Board and approval of the SG. Then the candidate's record is reviewed by the regularly scheduled categorical temporary promotion board that corresponds to the candidate's profession. If the promotion board recommends promotion and ranks the candidate in the top five percent of individuals recommended by the promotion board, and the promotion is approved by the ASH, the candidate may be called to extended active duty at his/her permanent grade with a temporary grade promotion to the approved grade.

- (2) Once called to extended active duty, an officer becomes eligible for consideration for temporary promotion in accordance with [CCI 332.01](#), "Temporary Promotions."
- 6-4. Category Changes. A change of an officer's category or profession within the same category may be approved by the SG when it is determined to be in the best interest of the Corps or if the SG determines that the officer's appointment to the current category or profession was in error.
- a. A change in an officer's category or profession is not authorized in the following circumstances:
 - (1) Due to the officer's failure or inability to obtain and/or maintain the license or certification requirements of his/her current category or profession.
 - (2) In order to qualify for specialty and/or retention pays. An officer approved for a category or profession change is not eligible to receive an accession bonus that is otherwise authorized for the category and/or profession.
 - (3) In order to obtain an advantage in the promotion process or after an unsuccessful promotion attempt in his/her current category or profession.
 - b. The OPDIV/STAFFDIV/non-HHS organization to which the officer is assigned must submit a justification to the SG to change an officer's category or profession. The SG will consult with the proposed category's CPO and the officer's current CPO to obtain their recommendation on the request to change the category or profession. If the SG concurs with the CPOs' recommendation to change the category, the Director, DCCPR, will convene an Appointment Board that will make a final recommendation to the SG. The officer must meet all requirements of the new category, including category specific appointment standards and the standards of this Instruction (e.g., GPA and accreditation standards).
 - c. If the SG approves the change in category or profession, the officer will be placed into the new category or profession effective the date of the SG's decision. The officer will retain his/her time in grade, and time in service. TED and all other dates that are determined based on the profession will be adjusted based on the officer's actual experience or training.
- 6-5. A candidate who is not recommended for an appointment by an Appointment Board or who is found to not meet the criteria in Section 6-1 is ineligible to reapply to the Corps except under the conditions determined by the SG.

7. RESPONSIBILITIES:

- 7-1. The SG is responsible for assuring the day-to-day management of the Corps. The SG or his/her designee shall manage the appointment process listed in this Instruction. The following authorities may not be re-delegated by the Surgeon General:
- a. To waive the maximum entry grade credit; to waive the maximum age limitations in section 6-1.b. (2); and to waive the GPA requirements in section 6-1.d. (2) when an OPDIV/STAFFDIV/non-HHS organization identifies an individual with exceptional and unique experience or qualifications;
 - b. To approve referral of candidates for a special circumstances temporary grade promotion upon appointment; and
 - c. To approve the change of an officer's category or profession within the same category.
- 7-2. The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the ASH and the ASH has re-delegated this authority to the Surgeon General, Deputy Surgeon General, and Assistant Surgeons General and to all active duty Regular Corps officers who hold the Permanent Director grade (O-6).

8. PROCEDURES:

- 8-1. Appointment Boards (See [CCI 391.01](#), "Appointment Boards") are routinely convened to assess a candidate's qualifications and their suitability for appointment to the Regular Corps and Ready Reserve.
- 8-2. The SG or his/her designee may establish additional guidance and procedures for managing the appointment process, including but not limited to the circumstances under which a candidate may submit an application to the Corps after a determination has been made that the candidate does not meet the appointment criteria, is not suitable or qualified for appointment, or the application has been closed.
- 8-3. The Director, DCCPR, shall determine which documents and information must be submitted by a candidate in order to determine their eligibility for appointment and in order to assess their suitability for appointment. This includes establishing limits on the number of candidates and which professions are accepted for consideration for appointment as well as assuring that the most qualified candidates are processed for appointment.
- 8-4. To request the appointment of a candidate to their organization, OPDIV/STAFFDIV and non-HHS organizations must complete a form [PHS-1662](#), "Request for Personnel Action," in accordance with guidance provided by the Director, DCCPR.

9. HISTORICAL NOTES: This is the fifth issuance of this Instruction within the CCIS and replaces CCI 231.01 dated 11 April 2011.

- 9-1. CCI 231.01, "General Appointment Standards," dated 28 October 2014.
- 9-2. CCI 231.01, "General Appointment Standards," dated 11 April 2011.
- 9-3. CCI 231.01, "General Appointment Standards," dated 31 March 2010.
- 9-4. CCI 231.01, "General Appointment Standards," dated 14 August 2007.

Appendix

Permanent Grade on Appointment

Corps Grade	Navy Grade Equivalent	Pay Grade	Required Years of TED Credit
Junior Assistant	Ensign	O-1	Minimum 4 years bachelor's degree
Assistant	Lieutenant Junior Grade (LTJG)	O-2	At least 7 years
Senior Assistant	Lieutenant (LT)	O-3	At least 10 years
Full	Lieutenant Commander (LCDR)	O-4	At least 17 years (see Note 1)
Senior	Commander (CDR)	O-5	At least 24 years (see Note 2)
Director	Captain (CAPT)	O-6	At least 28 years

Note 1: Appointments are limited to permanent Full grade in restricted categories: Pharmacy, Environmental Health, Nurse, Dietitian, Therapy, and Health Services.

Note 2: Appointments are limited to permanent Senior grade in non-restricted categories: Medical, Dental, Scientist, Engineer, and Veterinary.