



EFFECTIVE DATE: **CCI 325.05**
13 August 2008

By Order of the Assistant Secretary for Health:

ADM Joxel Garcia, USPHS

SUBJECT: Officer Development Training

1. PURPOSE: This Instruction furthers the transformation of the Commissioned Corps of the U.S. Public Health Service (Corps) by establishing requirements for officer development training during an officer's career.
2. APPLICABILITY:
 - 2-1. This Instruction applies to all Regular Corps officers and Reserve Corps officers serving on extended active duty for more than 120 days, including those officers detailed to an organization outside the Department of Health and Human Services (HHS or Department). The mandatory requirements of the Officer Basic Course (OBC) apply to officers who are appointed and called to active duty after 30 September 2008.
 - 2-2. This Instruction does not require officers appointed under the Junior or Senior Commissioned Officer Student Training and Extern Programs to attend OBC prior to being called to extended active duty after obtaining their qualifying degrees (See [CC25.2.4](#) "Junior Commissioned Officer Student Training and Extern Program (COSTEP)" and [CC25.2.5](#) "Senior Commissioned Officer Student Training and Extern Program (Senior COSTEP)," respectively). If supported by their assigned Operating Division (OPDIV)/Staff Division (STAFFDIV) or non-HHS organization, Senior COSTEP officers may start their Corps training by attending OBC prior to qualifying for extended active duty.
 - 2-3. This Instruction applies to all students attending the Uniformed Services University of the Health Sciences (USUHS) in a full or part-time status.
 - 2-4. This Instruction does not apply to officers in an inactive status.
 - 2-5. This Instruction is not applicable to professional training and development pursuant to [42 USC 218a](#).
3. AUTHORITY:
 - 3-1. 42 USC 204a ([Public Law 109-417](#)).
 - 3-2. [42 USC 209\(a\)\(2\)](#).

- 3-3. [Executive Order 11140](#), dated 30 January 1964, as amended.
- 3-4. Reorganization Plan No. 3 of 1966, dated 25 June 1966.
- 3-5. [Secretary's Transformation Implementation Plan](#), dated 19 October 2006.
- 3-6. The Secretary of HHS has delegated the authority to administer the Corps to the Assistant Secretary for Health (ASH) (See also [68 FR 70507](#) dated 18 December 2003).
4. PROPONENT: The proponent of this Instruction is the ASH. The responsibility for day-to-day management of the Corps is the Surgeon General (SG).
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS).

6. POLICY:

- 6-1. Training Requirements for Officers. The primary mission of the Corps is protecting, promoting, and advancing the health and safety of the Nation. In fulfilling this mission, officers serve in various public health assignments and staff and leadership positions throughout Federal, State, and local governments and the military services. These responsibilities require officers to be well-trained and have a strong foundation upon which to start and continue their careers. Therefore, consistent with the other uniformed services and 42 USC 204a, officers are expected to successfully complete a continuum of training and career development programs throughout their careers including:
- a. The 2-week Officer Basic Course (OBC) which is mandatory for all officers called to extended active duty after 30 September 2008; and
 - b. Additional training and career development programs as established by the ASH including:
 - (1) Officer Intermediate Course;
 - (2) Officer Advanced Course;
 - (3) Executive Course; and
 - (4) Retirement Seminar.

Note 1. The time requirements for completing OBC set forth in this section do not apply to full-time students attending USUHS. The SG shall ensure that students attending USUHS are able to complete OBC prior to the initiation of training, prior to graduation, or prior to reporting to their first duty station after graduation or completion of medical residency.

Note 2. Officers who are serving on extended active duty and have completed a Corps basic training course (i.e., Basic Officer Training Course (BOTC)) as approved by the SG are deemed to have satisfied the requirements of Section 6-1.a.

Note 3. Officers called to extended active duty after 30 September 2008 must complete the 2-week OBC prior to or within 90 days of reporting to their initial duty station unless waived by the SG for a period not to exceed 180 days.

- 6-2. Requirements of OBC. OBC shall provide an orientation to HHS, the Corps, and life in the uniformed services. In addition, OBC shall provide training and information including, but not limited to:
- a. The values and skills necessary for officers to fulfill the Department's public health mission; and
 - b. Officer competency standards and career development as well as general officer information including, but not limited to, customs and courtesies, pay and allowances, awards, promotion, force readiness and deployment.
- 6-3. Failure to Complete OBC.
- a. Reserve Corps officers who fail to successfully complete OBC as required by this Instruction may have their commissions terminated by the SG, through the Director, Office of Commissioned Corps Operations (OCCO). Officers terminated under this section:

- (1) Are not entitled to have their case reviewed by a board of officers;
- (2) Shall be divested of entitlements for travel and transportation allowances, shipment of household goods, and transfer of, use of, or payment for unused annual leave; and
- (3) May remain indebted to the Federal government for any financial obligations incurred for training and education and/or special and incentive pay contracts.

b. Regular Corps officers who fail to complete OBC shall be referred to the Secretary, through the ASH, in consultation with the SG, for a decision on corrective actions.

Note. Officers serving on extended active duty who have not completed OBC or the BOTC as of the effective date of this policy may be required by the SG to complete additional training requirements prior to enrollment in additional training and career development programs as established by the ASH.

6-4. Notification. Officers shall be notified by the SG prior to being called to extended active duty that failure to successfully complete OBC may result in termination of their commissions.

6-5. Recall to Active Duty. After 30 September 2008, officers holding an appointment in the Corps who consent to being voluntarily recalled to extended active duty either from the retired rolls or from inactive status and who have not completed BOTC or OBC shall be required to complete OBC pursuant to Section 6-1 (See Section 6-1, Note 2).

6-6. Those officers called to active duty on or before the effective date of this Instruction who have not completed BOTC are encouraged to complete OBC. Officers on extended active duty for more than 2 years as of the effective date of this Instruction should enroll in the next level course (Officer Intermediate Course) when the course is available.

7. RESPONSIBILITIES:

7-1. Pursuant to 68 FR 70507 and consistent with the Secretary's Transformation Implementation Plan dated 19 October 2006, the Director, Office of Commissioned Corps Force Management (OCCFM), through the Director, Workforce Policy and Plans Division (WFPPD), in collaboration with the Office of the Surgeon General (OSG), shall:

- a. Be responsible for developing professional and officer competency standards and career development guidelines for use in officer training programs.
- b. Form and appoint members to a Corps Steering Committee consisting of the Director, WFPPD, and other individuals designated by the SG and as identified in the Secretary's Transformation Implementation Plan. The committee shall carryout the objectives listed in the Secretary's Transformation Implementation Plan, including, but not limited to:

- (1) Assisting in the initial and continued development of professional and officer competency standards, career development guidelines for use in officer training and materials, and intermediate, advanced, and executive officer training courses;
- (2) Recommending content for a central repository of training opportunities that can be accessed by officers; and

- (3) Recommending training to ensure the readiness of the Corps to respond to urgent or emergency public health care needs that cannot otherwise be met at the Federal, State, and local level.
 - 7-2. OSG shall be responsible for the operation of Corps officer training and the day-to-day operations related to training and career development.
 - 7-3. The Director, OCCFM, through the Director, Program Evaluation and Oversight Division, shall provide continuing evaluation and oversight of Corps training in collaboration with OSG and consistent with guidance from the Director, WFPPD, and the Corps Steering Committee.
 - 7-4. The officer's immediate supervisor and administrative chain through the HHS OPDIV/STAFFDIV or non-HHS organization Commission Corps Liaison shall assure that the officer is scheduled to attend OBC either prior to reporting to the duty station or within the timeframes outlined in this policy. The Office of Commissioned Corps Operations (OCCO) shall provide for the logistics and travel costs associated with OBC.
 - 7-5. OCCO shall be responsible for preparing the travel orders and funding the costs associated therewith for those officers who attend OBC in compliance with this Instruction. HHS OPDIVs/STAFFDIVs or non-HHS organizations may be required to pay these costs in the case of officers on active duty in excess of 90 days or in the case of an officer who fails to attend OBC as scheduled.
 - 7-6. Officers are responsible for responding to all orders to attend training as scheduled in accordance with this Instruction. Officers encountering obstacles to completing OBC and other Corps training should communicate their concerns to their supervisor, Commissioned Corps Liaison, Chief Professional Officer, and Career and Assignment Manager.
8. PROCEDURES:
 - 8-1. Commissioned Corps Liaisons, working with OPDIV/STAFFDIV/non-HHS organization supervisors, determine the officers who are eligible and available to attend specific training and career development programs.
 - 8-2. Commissioned Corps Liaisons initiate the registration process by providing the officers with training course information, and forwarding OPDIV/STAFFDIV/non-HHS organization approvals to OCCO.
 - 8-3. Step-by-step instructions for registering for training and career development programs will be transmitted in an associated Personnel Operations Memorandum.
9. HISTORICAL NOTES: This is the first instruction pertaining to training within the electronic Commissioned Corps Issuance System (eCCIS).