SUBJECT: Deployment of Corps Officers

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

2. APPLICABILITY: This Instruction applies to all members of the Regular Corps and the Ready Reserve Corps except for:

   2-1. Officers who are detailed to a branch of the Armed Forces (42 U.S.C. § 215(a)) and other non-Health and Human Services (HHS) organizations. These officers are deployed in accordance with the respective Memorandum of Agreement/Understanding (MOA/MOU). The Armed Forces include the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, and U.S. Coast Guard;

   2-2. Periods that the President, by Executive order, has declared the Corps to be a military service (42 U.S.C. § 217);

   2-3. Officers in the Junior or Senior Commissioned Officer Student Training and Extern Programs (See Commissioned Corps Instruction (CCI) 371.02, “Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP),” and CCI 371.03, “Senior Commissioned Officer Student Training and Extern Program (Senior COSTEP)”; and

   2-4. Officers assigned to the Uniformed Services University of the Health Sciences (USUHS) who are attending USUHS in order to obtain their qualifying degree (see Commissioned Corps Directive (CCD) 125.03, “Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)” and officers who are in long-term training assignment (see CCI 325.01, “Extramural Training”).

3. AUTHORITY:

   3-1. 42 U.S.C. § 202, “Administration and supervision of Service”

   3-2. 42 U.S.C. § 204, “Commissioned Corps and Ready Reserve Corps”

3-4. *42 U.S.C. § 215(e)*, “Commissioned Corps officers; urgent or emergency public health care needs”


3-6. *CCD 111.03*, “Conditions of Service”

3-7. *CCD 121.02*, “Deployment and Readiness”


4. PROPOSENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for ensuring the day-to-day management of the Corps.

5. SUMMARY OF REVISIONS AND UPDATES: This is the second issuance of this Instruction in the electronic Commissioned Corps Issuance System (eCCIS). It replaces CCI 241.02, “Deployment of Corps Officers,” dated 2 October 2019. This version:

5.1 Extends applicability to the Ready Reserve Corps.
6. **POLICY:**

6-1. **Deployments: Emergency Responses.** The Secretary has authorized the ASH (in CCD 121.02, “Deployment and Readiness”) to release officers for deployment in the circumstances outlined in this Section without further action required by the Secretary. For officers assigned to a HHS Operating/Staff Division (OPDIV/STAFFDIV), such deployments may be involuntary. For officers assigned to non-HHS organizations, such deployments will be voluntary and in accordance with the respective MOA/MOU.

   a. A national emergency declared by the President under the National Emergencies Act (50 U.S.C. § 1601 et seq.);

   b. An emergency or major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5121 et seq.); or

   c. A public health emergency declared by the Secretary under 42 U.S.C. § 247d.

6-2. **Deployments: Non-Emergency Responses.**

   a. Training Responses. The SG may authorize the use of Corps officers for responses that provide public health services to underserved and vulnerable populations for the purpose of maintaining an officer’s preparedness to respond to an urgent or emergency public health care need that is declared by the President or HHS Secretary. An example of such a response is a Remote Area Medical mission. These responses for Corps officers will be led and coordinated by CCHQ.

   b. Intra-Agency Responses.

      (1) An Intra-Agency response is a response that is within the boundaries of the mission of, and managed directly by, an HHS OPDIV/STAFFDIV/non-HHS organization.

      (2) Corps officers assigned within the OPDIV/STAFFDIV/non-HHS organization who are temporarily reassigned within the same OPDIV/STAFFDIV/non-HHS organization to support the response are considered to have participated in an Intra-Agency response.

      (3) Although such responses are not managed or coordinated by CCHQ, an officer’s participation in an interagency response may be included in his/her personnel record. The Corps liaison for the OPDIV/STAFFDIV/non-HHS organization will track the response. The Director, CCHQ, or his/her designee, will establish the requirements and process for submitting this information to CCHQ.

      (4) Intra-Agency responses do not require orders or coordination by CCHQ.

   c. The SG may authorize responses under this Section to be deemed as qualified deployments for the purposes of the service awards and Field Medical Readiness Badge (FMRB). (see CCI 511.01, “Awards Program”)

6-3. **Deployment Coordination (Emergency Responses).**

   a. The SG (or his/her designee) will assign each officer to either a rapid deployment unit or to an augmentation group. The rapid deployment units and augmentation groups will be available for deployment on an established “on call” schedule. The
SG (or his/her designee) will establish the deployment timeframes for each type of unit or group that specifies the maximum amount of time between the issuance of orders to deploy and when the officer is officially in a deployment status.

b. The SG (or his/her designee) will issue orders for officers deployed by CCHQ.

c. Prior to the officers’ on call period, CCHQ will coordinate with Corps liaisons to ensure the availability of officers assigned to the respective OPDIVs/STAFFDIVs and non-HHS organizations. Adjustments to the officer’s expected availability will be made as necessary.

d. In coordination with non-HHS organizations, CCHQ will only deploy officers assigned to non-HHS organizations in accordance with the MOA/MOU between the Corps and the non-HHS organization.

6-4. General Orders. During any deployment or response operations, all officers are required to observe and promptly obey the lawful orders of all official superiors in the deployment’s chain of command. Further, all officers are expected to conduct themselves in a competent and professional manner at all times when deployed away from their assigned duty station.

a. Official superiors during a deployment will be defined by the SG (or his/her designee).

b. While on deployment orders, officers are not required to report to their home duty station leadership and cannot be in any leave status while deployed.

c. The SG (or his/her designee) will establish General Orders and conduct requirements for deployment and response operations.

6-5. Failure to Comply with Orders.

a. Officers who fail to comply with any General Order issued by the SG (or his/her designee), to respond to an urgent or emergency public health care need may be subject to disciplinary action, including separation from active duty or termination of the officer’s commission, in accordance with CCD 111.02, “Disciplinary Action,” CCD 123.01, “Involuntary Separation,” CCD 124.01, “Retirement,” CCI 382.03, “Involuntary Termination,” and CCI 385.01, “Involuntary Retirement.”

b. An officer who fails to meet or maintain the basic level of force readiness requirements is non-deployable (CCI 241.01, “Readiness and Duty Requirements”) and may have his/her records referred for disciplinary action which could include involuntary separation or involuntary retirement from the Corps in accordance with CCD 111.02, “Disciplinary Actions,” CCD 123.01, “Involuntary Separation,” and CCI 385.01, “Involuntary Retirement (20 Years).”

7. RESPONSIBILITIES:

7-1. The ASH is responsible for establishing policies related to deployment to ensure the efficient and effective deployment of Corps officers to respond to urgent or emergency public health care needs.
7-2. The SG is responsible for the day-to-day management of the Corps and may issue Personnel Operations Memoranda to implement this Instruction. The SG (or his/her designee) will also:

a. Establish deployment training that is specific to rapid deployment units or augmentation groups, as well as deployment roles for each officer.

b. Monitor and manage the deployment procedures outlined in this Instruction.

7-3. CCHQ is responsible for coordinating officer deployment training, mobilization, demobilization, and post-deployment officer follow up. The Director, CCHQ (or his/her designee) will:

a. Coordinate with HHS OPDIVs/STAFFDIVs to ensure the efficient and effective deployment of Corps officers to minimize the impact to HHS OPDIVs/STAFFDIVs as much as possible.

b. Only deploy officers assigned to non-HHS organizations in accordance with the MOA/MOU between the Corps and the non-HHS organization.

c. Create and send official orders for deployment to officers identified to deploy, and ensure communication regarding such orders with Corps liaisons.

d. Coordinate and document after action reviews for Corps leadership.

e. Coordinate and support individual officer post-deployment follow up and resource notification through the Corps Care program (CCI 331.05, “Corps Care Program”).

7-4. Corps liaisons are responsible for:

a. Ensuring that supervisory approval and OPDIV/STAFFDIV/non-HHS organization concurrence and non-concurrence are documented and communicated to CCHQ for all officers who are assigned to their respective OPDIV/STAFFDIV/non-HHS organization one month prior to officers’ on-call periods.

b. Reporting reasons for non-concurrence and/or lack of an officer’s availability to the Director, CCHQ (or his/her designee).

c. Notifying an officer’s supervisor that the officer is being deployed, as well as notifying other officials in the officer’s OPDIV/STAFFDIV/non-HHS organization as appropriate.

d. Tracking, monitoring and submitting deployment/response information in accordance with requirements established by the Director, CCHQ, on officers engaged in Intra-agency responses.

7-5. All officers are responsible for adhering to the requirements established in this Instruction. Each officer must also:

a. Maintain current and updated contact information (e.g., e-mail, phone, address) in CCHQ (in accordance with guidance by the Director, CCHQ, or his/her designee) in order to facilitate the Corps’ communication of information to the officer;

b. Maintain his/her supervisor’s current and updated contact information in CCHQ;
c. Ensure that his/her supervisor is aware of the officer’s receipt of official orders to deploy in response to an urgent or emergency public health care need and provide necessary information to his/her supervisor regarding the deployment;

d. Document availability or non-availability prior to all on-call periods; and

e. Be prepared to deploy within the timeframes established by the SG (or his/her designee) pursuant to Section 6-3.a. upon receipt of official orders to deploy in response to an urgent or emergency public health care need.

8. HISTORICAL NOTES: This is the second issuance of this Instruction in the electronic Commissioned Corps Issuance System (eCCIS).