



CCI 322.01
EFFECTIVE DATE: 14 January 2021

By Order of the Assistant Secretary for Health:

ADM Brett P. Giroir, M.D.

SUBJECT: Short Tours of Active Duty

1. PURPOSE: This Instruction defines short tours of active duty for Public Health Service (PHS) officers who are in the Ready Reserve Corps and details these officers' entitlements and responsibilities while serving on such short tours.
 - 1-1. This Instruction defines policies and procedures for the U.S. Public Health Service (USPHS) Commissioned Corps' Ready Reserve Corps concerning short tours of active duty service and the responsibilities and benefits of Ready Reserve Corps officers on short tours (as members of the Selected Ready Reserve (SELRES) or the Individual Ready Reserve (IRR) as defined in Commissioned Corps Directive (CCD) [121.07](#), "Ready Reserve").
 - 1-2. It also sets forth the responsibilities and procedures of Commissioned Corps Headquarters (CCHQ) and Department of Health and Human Services (HHS) Operating Divisions (OPDIV), Staff Divisions (STAFFDIV), or non-HHS organizations for officers on short tours of active duty.
2. APPLICABILITY: This Instruction applies to members of the Ready Reserve Corps who will, are, or have been serving on a short tour. This Instruction does not apply to:
 - 2-1. Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP), (see Commissioned Corps Instruction (CCI) [371.02](#), "Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)");
 - 2-2. Short tours of active duty for training; or
 - 2-3. Retired officers who are recalled to active duty (see [CCI 375.01](#), "Recall of Retirees to Active Duty").
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. § 213a](#), "Rights, benefits, privileges, and immunities for commissioned officers or beneficiaries; exercise of authority by Secretary or designee"

- 3-3. [42 U.S.C. § 216](#), "Regulations"
 - 3-4. [42 U.S.C. § 217](#), "Use of Service in time of war or emergency"
 - 3-5. [42 C.F.R. §§ 21.21-21.58](#). "Appointment"
 - 3-6. [CCD 121.07](#), "Ready Reserve"
 - 3-7. [CCI 123.01](#), "Involuntary Separation"
 - 3-8. [84 Federal Register 1752-1753](#). "Statement of Organization, Functions, and Delegations of Authority"
 - 3-9. The [Joint Travel Regulations](#) (JTR) of the Uniformed Services published by the Department of Defense (DoD) Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), implements policy and laws concerning travel allowances.
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps.
 5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC23.5, "Short Tours of Active Duty - Inactive Reserve Corps," dated 7 October 1999.

6. POLICY:

- 6-1. Utilization. The purpose of the Ready Reserve Corps is to provide the USPHS Commissioned Corps with a pool of health professionals who are held in reserve and can be utilized in the following manner:
- a. Meeting Emergency Needs (Emergency Short Tours). The USPHS Commissioned Corps may use the Ready Reserve Corps to meet the staffing needs of an OPDIV/STAFFDIV/non-HHS organization during periods of national security emergencies or major peacetime disasters (e.g., technological hazards, natural disasters, energy and material shortages, refugee influx, internal disturbances, or war). The USPHS Commissioned Corps can call a Ready Reserve Corps officer to active duty for a continuous period as authorized in CCD 121.07.
 - b. Supporting Ongoing OPDIV/STAFFDIV/non-HHS organization (Regular Short Tours). The USPHS Commissioned Corps may call on the Ready Reserve Corps to meet temporary staffing needs for a continuous period of no more than 180 days, augment permanent staff, provide expert advice, cover training or continuing education, and cover extended sick leave or annual leave situations.
 - c. Other circumstances approved by the SG in order to meet the needs of the USPHS Commissioned Corps.
- 6-2. Requirements. To be eligible for consideration for a call to active duty (CAD) for short tours Ready Reserve Corps officers must meet the licensure requirements, as well as other established appointment criteria, as set forth in [CCI 231.01](#), "General Appointment Standards," and the USPHS Commissioned Corps' conditions of service as set forth in [CCD 111.03](#), "Conditions of Service."
- 6-3. Benefits.
- a. Annual Leave.
 - (1) A Ready Reserve Corps officer who is serving on a short tour of active duty of less than 30 days does not accrue annual leave. An officer who is serving on a short tour of active duty of 30 or more days does accrue annual leave at a rate 2.5 days per month.
 - (2) Lump-sum leave payments made to officers on short tours of more than 30 days count against the 60 days maximum lump-sum leave payment(s) an officer may receive over a lifetime of service. For policies and related procedures regarding annual leave for officers, and for tables used to determine leave accrual upon CAD for 30 days or longer, see [CCI 362.01](#), "Annual Leave."
 - b. Other Benefits. Ready Reserve Corps officers called to active duty for short tours are entitled to the benefits of Regular Corps officers on active duty subject to the following:
 - (1) Credit toward retirement on the basis of one day's credit for each day served on active duty. However, while on a short tour of active duty, Ready Reserve Corps officers are not eligible for retirement under the provisions of [42 U.S.C. § 212](#); but they can retire from the Ready Reserve after the tour is over in accordance with [42 U.S.C. § 213a\(a\)\(19\)](#).

(2) Officers only receive leave and medical benefits if on a short tour of 30 or more days. However, such members are eligible for health care at a military treatment facility.

c. A member who, prior to being called to active duty, was receiving compensation from any person may, while on active duty, receive compensation from that person. (10 U.S.C. § 12601)

7. RESPONSIBILITIES:

7-1. The SG may issue Personnel Operations Memoranda (POM) related to this Instruction.

7-2. Director, CCHQ. The Director is responsible for:

- a. Processing requests for officers to participate in short tours of active duty;
- b. Assigning Ready Reserve Corps officers, subject to the SG's approval, to OPDIVs/STAFFDIVs and non-HHS organizations for short-term active duty;
- c. Issuing short-tour duty orders specifically for members of the Ready Reserve Corps, and other short-term active-duty orders as may be appropriate to Ready Reserve Corps officers;
- d. Advising OPDIVs/STAFFDIVs and non-HHS organizations of the necessary steps for requesting Ready Reserve Corps officers who will serve on active duty for short tours;
- e. Assisting in the selection of Ready Reserve Corps officers for short tours; and
- f. Informing officers about basic short tour procedures and information, including any pay issues and travel and per diem entitlements.

7-3. Ready Reserve Corps Officers. Ready Reserve Corps officers who are CAD for short tours are responsible for:

- a. Understanding the procedures for short tours in this policy;
- b. Submitting the required documentation for medical clearance;
- c. Informing CCHQ within seven calendar days of poor health, family or personal hardship potentially lasting for a period of 6 months or longer, making it extremely difficult or impossible for the officer to respond to CAD orders;
- d. Submitting the required documentation of licensure and any other documentation required by the Office of the Surgeon General;
- e. Reporting for active duty as ordered by the official personnel order;
- f. Responding compliantly to official USPHS Commissioned Corps communications within the timeframes established in the communication and understanding their responsibilities while on active duty;
- g. Maintaining current and updated contact information (e.g., e-mail, phone, address) in CCHQ in order to facilitate the USPHS Commissioned Corps' communication of information to the officer; and

- h. Submitting all required documentation for payroll purposes by the specified deadlines.

8. PROCEDURES:

8-1. OPDIV/STAFFDIV/non-HHS Organization/Program Officials. In addition to the regular procedures for Ready Reserve Corps officers specified in [CCI 322.06](#), "Ready Reserve Corps Management," the requesting OPDIV, Agency, or Program official will:

- a. Submit to Ready Reserve Operations, CCHQ, a completed [Form PHS-1662](#) (see [CCI 311.03](#), "Request for Personnel Action," and an Agency Resource Request Form (RRF) and/or a Memorandum of Agreement (MOA) for each short tour request after the selection of the officer to call the Ready Reserve Corps officer to active duty on a short tour, and to verify the availability of funds for pay, allowances, and travel for each request;
- b. Specify travel entitlements on Form PHS-1662, and in addition, include the following information for short tours:
 - (1) Beginning and termination dates of the short tour including the approximate time of day (see item 6a on Form PHS-1662);
 - (2) A statement that the tour is not to exceed 120 consecutive calendar days (see item 12 of Form PHS-1662).
- c. Ensure all leave that the officer takes is entered into the USPHS Commissioned Corps' computerized personnel management system at the end of each short tour over 30 days so that lump-sum leave may be calculated and paid to the officer.

8-2. Physical Standards and Medical Examination Requirements. In addition to the medical requirements for officers in the Ready Reserve Corps, the following apply to officers on short tours:

- a. Medical conditions which the SG deems interfere with the adequate performance of duties or that create an unacceptable risk for excessive use of sick leave or medical services, or for disability or death during the short tour, will cause the USPHS Commissioned Corps to issue a physical disqualification.
- b. For activation for short tours, the officer must be current on all medical readiness requirements including a Periodic Health Update completed and submitted within the previous year and up to date on all immunization requirements. If requested by the SG, or designee, the officer must also have completed and submitted a pre-deployment health questionnaire.
 - (1) Officers must notify the Medical Affairs Branch (MAB), CCHQ, immediately of any significant change in health occurring after completion of the forms and before CAD.
 - (2) In some cases, the SG, or designee, may grant provisional medical clearance on the condition that further specified examinations or items of medical information be received by MAB within 15 days after CAD. In such cases, either failure to provide the requested information within 15 days or the gravity of conditions disclosed by the further information may lead the Director, CCHQ, to terminate the short tour of duty prior to the planned end date.

- 8-3. Travel.
- a. General Travel.
 - (1) The personnel order may authorize travel if the officer is CAD from a location that is not within 50 miles from the officer's duty station. The government will not pay any travel and transportation allowances unless directed by personnel orders. No payment will be made for travel performed prior to the issuance of orders and verification of funding by CCHQ Budget.
 - (2) If the officer's residence and the duty station are located in the same city, town, or within a reasonable commuting distance (normally 90 minutes, but the SG may establish additional guidance/criteria for specific locations), the USPHS Commissioned Corps will consider commuting to be practicable. However, the program or Director, CCHQ, may approve travel entitlements in accordance with the JTR if the nature of the duty is such that the officer must stay at the duty station. The official in charge of the officer's assignment will determine practicability. When it is not practicable to commute and Government quarters and/or mess halls are unavailable, the officer will be entitled to the standard per diem (see Joint Travel Regulations) of the locality rate of the location as applicable. No payment will be made prior to the issuance of orders and verification of funding by CCHQ budget.
 - b. Duty Away from Short-Tour Station. If it is necessary for the officer to perform a duty at a location which is not within the local area of the one to which the officer was originally ordered to duty, the OPDIV/STAFFDIV or non-HHS organization will issue official travel orders for such duty and travel; the entitlements will be the same as those for officers on temporary duty (i.e., per diem or actual expense, transportation, and/or miscellaneous reimbursable expenses).
 - c. The OPDIV/STAFFDIV or non-HHS organization will determine which of the following items are applicable and request them on Form PHS-1662:
 - (1) Need to direct a specific mode of travel;
 - (2) Whether a rental car will be needed;
 - (3) Whether a temporary change-of-station weight allowance of household goods and/or professional books, papers, and equipment will be needed due to the nature of the assignment.
 - d. The personnel order will direct or authorize the above items, as applicable, and will also specify the CAD and reporting dates. Allowance will be made for active-duty time for travel purposes between these two dates. The actual number of days allowed will be based on the utilization of a mode of travel which is directed or authorized. No payment will be made prior to the issuance of orders and verification of funding by CCHQ Budget.
- 8-4. Pay and Allowances.
- a. Ready Reserve Corps officers called to active duty receive basic pay, housing and subsistence allowances based on their pay grade and duty location. The Director, CCHQ, or designee, can grant special, incentive, and miscellaneous pay and

allowances to Ready Reserve Corps officers who meet the conditions for such pays and allowances. CCHQ will make deductions for Federal and State income taxes relating to basic pay and special pay, if applicable, under the Federal Insurance Contributions Act (FICA), and allowances for the Servicemen's Group Life Insurance (SGLI). For information on special pay on short tours of active duty, see [CCI 633.01](#), "Special Pays," and [CCI 633.06](#), "Assignment Duty Pay."

- b. The order will also note special pays authorized. Upon issuance of the personnel order, Financial Services Branch (FSB) will furnish the officer the necessary instructions for claiming compensation for short tours of less than 30 days. The USPHS Commissioned Corps will instruct officers that they can claim pay by submitting documentation upon completion of each single period of duty. Error free vouchers received prior to the 15th of the month may be paid as part of that month's payroll. Vouchers received on or after the 15th of the month or those requiring correction may be processed in the following month's payroll. All required documentation must be completed and received by FSB within 10 calendar days of completing each period of active duty.

8-5. Privacy Act Provisions.

- a. Records of officers concerning short tours of active duty are subject to the Privacy Act of 1974. [CCI 211.02](#), "Privacy Act," sets forth procedures to be followed in the maintenance of these records.
- b. The applicable systems of records are 09-40-0001, "PHS Commissioned Corps General Personnel Records, HHS/PSC/HRS," 09-90-1402, "HHS Payroll Records, HHS/OS," and 09-40-0002, "PHS Commissioned Corps Medical Records, HHS/PSC/HRS."

9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS.

- 9-1. CCPM CC23.5 dated 7 October 1999.