



CCI 322.06
EFFECTIVE DATE: 14 June 2021

By Order of the Assistant Secretary for Health:

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SUBJECT: Ready Reserve Corps Management

1. PURPOSE: This Instruction outlines the policy for the management of members of the Ready Reserve Corps of the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Instruction applies to all members of the Ready Reserve Corps, except individuals appointed to the Junior Commissioned Officer Student Training and Extern Program (COSTEP) and Senior COSTEP (Commissioned Corps Instructions (CCI) [371.02](#), "Junior COSTEP," and [CCI 371.03](#), "Senior COSTEP").
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
 - 3-2. [42 U.S.C. § 213](#), "Military benefits"
 - 3-3. [42 U.S.C. § 213a](#), "Rights, benefits, privileges, and immunities for commissioned officers or beneficiaries; exercise of authority by Secretary or designee"
 - 3-4. [37 U.S.C. § 204](#), "Entitlement"
 - 3-5. [37 U.S.C. § 206](#), "Reserves; members of National Guard: inactive-duty training"
 - 3-6. Commissioned Corps Directive (CCD) [121.07](#), "Ready Reserve"
4. PROPONENT: 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 USPHS Commissioned Corps.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction in the electronic Commissioned Corps Issuance System (eCCIS).

6. POLICY:

6-1. General Policy.

- a. Members of the Ready Reserve Corps (RRC) are members of the USPHS Commissioned Corps' reserve force. They are in duty status when they are on active duty (AD) (including active duty for training (ADT) and Active Reserve duty) or inactive duty training (IDT) status. The RRC is comprised of newly commissioned officers who are directly appointed to the RRC and officers who have previously served in an Active or Reserve Component of the Uniformed Services and who have transferred to the RRC either at the end of their commissioned service obligation (CSO) or to complete the remainder of their CSO.
- b. All members of the RRC are subject to immediate involuntary recall to active duty during national emergencies, public health crises, and times when the President has declared the USPHS Commissioned Corps to be a military service. (42 U.S.C. §§ 204(c) and 212(c))
- c. Eligible survivors of members may be entitled to a death gratuity in accordance with [10 U.S.C. § 1475](#) should the member die while performing AD, IDT or ADT, in transit to or from their AD/IDT/ADT duty station, or while staying overnight between successive days of inactive duty.

6-2. According to the strategic direction of the SG, the Director, CCHQ, will assign members of the RRC into one of the following classes of RRC organization based on the needs of the USPHS Commissioned Corps. Such class assignment may be made at a member's request, which is validated by the Director, CCHQ, or his/her designee, based on the needs of the USPHS Commissioned Corps:

- a. Selected Ready Reserve (SELRES). The USPHS Commissioned Corps requires SELRES members to train for mobilization by participating in IDT and ADT periods for the purpose of fulfilling individual mobilization or unit readiness training requirements.
 - (1) Training. The USPHS Commissioned Corps generally authorize SELRES members to perform 48 paid IDT drills and 15 paid ADT days per fiscal year (FY) (see Sections 6-3.b. and 6-4.c.). The Director, CCHQ, may authorize additional IDT drills, ADT days, and necessary travel days based on the needs of the USPHS Commissioned Corps and availability of funding.
 - (2) SELRES CSO.
 - (a) Upon an individual's initial appointment to the SELRES, he/she must agree to remain in the SELRES for a minimum of six years.
 - (i) If the Director, CCHQ, transfers the member to the Active Individual Ready Reserve (IRR) as authorized in Section 6-2.b.(1)(a) and (b) before he/she completed the SELRES CSO, the CSO is placed in hiatus until the member transfers back into the SELRES.
 - (ii) Notwithstanding Subsection 6-2.a.(2)(a)(i), the Director, CCHQ, may allow medical officers who have a remaining statutory CSO due to their attendance at the Uniformed Services University of Health Sciences (USUHS) and who have completed less than 10 years, of their active duty

obligation (ADO) to serve for a minimum number of years as follows:

<u>Period of Service on Active Duty</u>	<u>SELRES Obligation</u>
8 years or more, but less than 9	4 years
9 years or more, but less than 10	2 years

- (b) Upon a member’s transfer into the SELRES (e.g., from the Regular Corps or IRR), he/she must agree to serve for a minimum period as specified by the SG, or his/her designee. Under no circumstances may that service be for a period of less than one year.
 - (c) A member must agree to the specified period by execution of an agreement that outlines the SELRES obligation.
- b. Individual Ready Reserve (IRR). Members of the IRR are individuals who have had military and/or USPHS Commissioned Corps training and/or service. Such members are not required to participate in individual mobilization or unit readiness training or other USPHS Commissioned Corps activities. The two categories of IRR are Active IRR and Standby IRR.
- (1) Active IRR. The Director, CCHQ, may assign members of the Active IRR to an Individual Augmentation Duty (IAD) position and authorize the member to participate in IDT. Unless waived by the SG, members of the Active IRR must participate in ADT for a period of not more than 30 days. The Director, CCHQ, may authorize pay for such training (to the extent provided for by appropriations) or without pay (with the member’s consent) to allow the member to receive retirement points. The Director, CCHQ, will authorize training as required by the mission. Individuals may be assigned to the Active IRR for no more than two years, after which the Director, CCHQ, must transfer the member to the SELRES, consider the member for separation or retirement, or seek a waiver from the SG for an additional two years (such extensions may not exceed four years unless approved by the SG). Additionally, the SG, without further delegation, may approve the promotion consideration of a member of the active IRR if the USPHS Commissioned Corps’ force management needs warrant such a promotion. To be eligible for promotion while maintaining membership in the Active IRR, the member must meet one of the following conditions:
 - (a) Members who transferred from the SELRES for a period of no more than two years because of temporary hardship, or for reasons to be approved by the Director, CCHQ, such as accepting public office, further education, pregnancy or childbirth, temporary physical disability of less than six months; a well-documented temporary family or personal hardship; reside overseas, etc., and who intend to return to the SELRES. At the end of two years, the Director, CCHQ, may transfer the members back to the SELRES (provided that the hardship for transferring to the Active IRR is resolved), or consider the member for separation or retirement. The SG may grant a waiver for an additional two-year period;
 - (b) Members occupying critical positions or have critical skills in the Federal Government who the SG or his/her designee has transferred from the SELRES to ensure the continuity of the Federal Government’s operations and the surge workforce capacity of the USPHS Commissioned Corps during mobilization; or

- (c) Members who the SG or his/her designee retain for reasons other than those specified in Subsections (a) and (b) above, due to the USPHS Commissioned Corps' needs.
- (2) Standby IRR. Such members are an additional mobilization resource who the Director, CCHQ, can involuntarily recall to active duty if he/she determines that there are not enough qualified members of the SELRES and Active IRR available to meet the USPHS Commissioned Corps' requirements. Membership in the Standby Reserve is limited to individuals having training and skills that may be needed in the circumstances in which the USPHS Commissioned Corps may be called to respond. These members may not train for pay or retirement points, are ineligible for promotion or advancement, and do not accrue credit for qualifying years for retirement. The Director, CCHQ, will maintain such members on an inactive status list. Such members may include:
 - (a) Members, not required by law or regulation to remain in an active status, who possess requisite skills the USPHS Commissioned Corps may require in a mobilization;
 - (b) Members of the SELRES or Active IRR who fail to meet the applicable participation standards outlined in Section 6-6.a. or b., subject to the conditions in Section 6-6.d.; and
 - (c) Members who decline or fail to comply with SELRES Permanent Change of Station (PCS) orders.
- c. Retired Reserve. The Retired Reserve consists of RRC members who meet the qualifying years of service requirements for retirement eligibility. Such members fall into one of the following categories:
 - (1) Retired with Pay. RRC members who completed the requisite years of qualifying service and applied for, and are receiving, non-regular retired pay at, or after age 60, in accordance with [10 U.S.C. Chapter 1223](#).
 - (2) Retired Awaiting Pay. RRC members who completed the requisite years of qualifying service for non-regular retired pay and are not yet 60 years of age or have not applied for non-regular retirement pay. The SG or his/her designee will place such an individual on an inactive status list and will not require him or her to participate in any training or other program prescribed for his/her component while in this status.
- d. Retired Reserve Recalled to Active Duty.
 - (1) Involuntary Recall. The SG or his/her designee may order members of the Retired Reserve to active duty involuntarily when the USPHS Commissioned Corps constitutes a branch of the land or naval military forces of the United States. Furthermore, the SG, without further delegation, may recall a retired member to active duty involuntarily in order to face a Board of Inquiry (BOI) for serious misconduct that occurred while the member was in an active status, but was not discovered until after the member's placement in a retired status (see Section 6-4.g.).
 - (2) Voluntary Recall. The SG or his/her designee may, with the member's consent, order a member of the Retired Reserve to active duty.

- (3) Promotion. Members of the Retired Reserve who the SG or his/her designee recalls to active duty are ineligible for promotion.
- (4) Limitation on Recalls. The SG or his/her designee may only order a member of the Retired Reserve to active duty when there are not enough qualified members of the RRC in a non-retired status available to meet the USPHS Commissioned Corps' requirements.

6-3. Inactive Duty.

- a. General. Inactive duty is authorized training, or other duty, performed by members of the RRC who are not on active duty or active reserve duty. The primary purpose of inactive duty is to provide individual mobilization and unit readiness training.
 - (1) Inactive duty is a period of duty, under orders, scheduled and approved for the performance of:
 - (a) Qualification training that must focus on developing the skills, knowledge, and competencies required to mobilize;
 - (b) Augmentation (on-the-job) or formal training, in support of the USPHS Commissioned Corps' readiness (mission support may be a key element in developing training programs, but training for mobilization must be the paramount consideration); or
 - (c) Readiness administration and maintenance (e.g., Periodic Health Update (PHU)).
 - (2) A member may not perform inactive duty in designated Imminent Danger Areas (see 37 U.S.C. § 310 or § 351(a)).
 - (3) A member may not perform any form of inactive duty on the same day as any type of active duty or while in a travel status as part of that duty (e.g., a member may not perform IDT on a Sunday and then report for ADT on the same Sunday evening).
 - (4) Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping, does not count toward the four-hour minimum training period requirement for IDT.
- b. Inactive Duty Training (IDT) Drill. Periods scheduled for the performance of formal training, unit training, or augmentation training. A drill must be a minimum of four hours to receive retirement points and pay. In unusual circumstances the Director, CCHQ, may approve a drill period of no less than two hours (receives retirement points, but no pay).
 - (1) IDT drills are scheduled throughout the fiscal year (typically four drills per month), but may be batched subject to approval by the Director, CCHQ, and funds availability. Except as specifically provided by the SG or his/her designee, the authorized number of paid IDT periods for a member of the SELRES is 48 drills per fiscal year. Unless otherwise specified

(e.g., continuing resolution) members may batch up to their quarterly IDT allowance, at the discretion of the Director, CCHQ.

- (a) The Director, CCHQ, approves scheduled IDT drills.
 - (i) The Director, CCHQ, may authorize non-paid drills when the nature of duty performed is equivalent to that for authorized paid drills. IDT without pay is always voluntary duty.
 - (ii) The USPHS Commissioned Corps does not use unscheduled IDT drills without prior authorization from the Director, CCHQ.
- (2) Members serving on active duty for a period of 30 days or more are not eligible to make up drills for that period of active duty.
- (3) The SG or his/her designee may authorize IDT drills outside the United States and its territories and possessions when the officer possesses unique skills required by the USPHS Commissioned Corps. However, under no circumstances may the SG or his/her designee approve IDT drills in an area designated as eligible for Imminent Danger Pay or Hazardous Duty Pay (37 U.S.C. § 310 or § 351(a), respectively).
- (4) Drills.
 - (a) Paid IDT drill periods will not be less than four (4) hours and must be performed in one calendar day. No more than two IDT periods may be performed in any calendar day. A training period is typically 4 hours in duration (no less than 2 hours if training must be interrupted for unusual circumstances (e.g., inclement weather)).
 - (b) The length of each IDT normally coincides with the local duty hours. Base IDT on a 4-hour minimum for the award of one point, not to exceed two points per calendar day. Each member is required to be present for duty at the start of each training period. The 4-hour period does not include meal breaks. Paid IDT periods shall not be under 4 hours. Points only IDT periods shall not be under 2 hours.
 - (c) Under exceptional circumstances, a member may be credited with attendance at a Drill for pay purposes as long as he or she has participated in the scheduled Drill for at least 2 hours.
 - (d) Each IDT drill period will earn one retirement point.
- c. Additional Training Period (ATP). Periods of additional inactive duty authorized to provide SELRES sufficient time, in addition to scheduled IDT and ADT, to qualify for competencies and meet training requirements for mobilization. The Director, CCHQ, determines the fiscal year allocation of ATPs based on the availability of funds. The number of ATPs performed in a fiscal year by any member must not exceed 36. The Director, CCHQ, will schedule and approve ATPs in the same manner as IDTs.
- d. Readiness Management Period (RMP). SELRES or Active IRR members can use RMPs to support the following functions in preparing their unit for training: the

ongoing day-to-day operation of the unit, unit administration, training preparation, support activities, and maintenance functions.

- (1) The number of RMPs performed in a fiscal year by any member may not exceed 36, and an individual may not perform more than one RMP in one calendar day.
 - (2) The Director, CCHQ, may only authorize these training periods when sufficient full-time support personnel are not available or are specifically assigned to accomplish the required duties.
 - (3) Members may not be placed in a leave status to enable them to perform duty in a RMP status. Additionally, a member may not perform duty in an RMP status to accomplish activities that are within the normal requirements and workload of the member's job description.
 - (4) The Director, CCHQ, may approve RMPs with pay or without pay (with the member's consent).
 - (5) The Director, CCHQ, will not approve RMPs for medical or dental care/treatment, completion of required training, training for qualifications to meet currency recertification requirements, attendance at ceremonies (e.g., change of command, retirement), unit augmentation, etc.
 - (6) A RMP:
 - (a) Can be used even when members have not completed authorized IDT periods;
 - (b) Is equivalent to a single IDT drill for pay or one retirement point;
 - (c) Must be a minimum of four hours in duration per period and may not exceed 8 hours in one calendar day;
 - (d) Must be approved by the Director, CCHQ, before the member performs the duty.
 - (7) RMP Pay Authorization. The Director, CCHQ, will determine the fiscal year allocation of RMPs based on the availability of funds. The USPHS Commissioned Corps can cancel any RMPs not performed in accordance with this Instruction and recoup of any payment made.
- e. Inactive Duty Orders. The Director, CCHQ, will approve and schedule IDT drills, ATP, and RMP in advance of members reporting for duty. The Director, CCHQ, will issue written orders as soon as possible before the scheduled duty period or periods to allow the member time to provide notification to civilian employers. The Director, CCHQ, must issue official orders for members to be protected under laws pertaining to a member's employment and reemployment rights, and rules for medical and pay entitlements resulting from injury while traveling to and from duty. Orders are also required for the member to receive any pay and points. The Director, CCHQ, may issue verbal orders in time-critical or emergency situations, but written orders must follow as soon as possible. Written orders for a member will include the following:
- (1) Identification of the member by name;
 - (2) Dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill/ATP/RMP) of each period of duty;

- (3) Purpose of duty; and
 - (4) Location of where the member is to perform each period of duty.
- f. Inactive Duty Without Pay. Members normally perform inactive duty in a paid status. However, the Director, CCHQ, may approve inactive duty without pay with the member's consent for enhanced training of members or readiness management. The Director, CCHQ, may not use inactive duty without pay as a form of discipline or punishment. The nature of duty performed during non-paid drills must be equivalent to that for authorized paid drills.
- g. Absences.
 - (1) Members who are unable to perform scheduled inactive duty must immediately inform the Director, CCHQ, or his/her designee. If the member had requested IDT temporary lodging, the member must notify lodging staff immediately. The command and the member must work out schedule conflicts. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the Director, CCHQ, may only reschedule the drill if the conflict is a result of:
 - (a) Illness or injury of the member;
 - (b) Serious or unusual hardship due to unforeseen emergency;
 - (c) Accident or illness of a family member requiring presence or other action by the member;
 - (d) Death, or imminent death, of a member of the member's immediate family; or
 - (e) Director, CCHQ, discretion, after appropriate consultation with the SG or his/her designee.
 - (2) If a member is absent from a scheduled drill for any other reason than those listed in Section 6-3.g.(1), above, the USPHS Commissioned Corps will record the absence as unexcused and will not reschedule it (e.g., if a member is authorized 48 paid drills in a fiscal year and is reported as having an unexcused absence for two IDT drill periods, then the number of authorized paid drills for the year is reduced to 46). The Director, CCHQ, may grant an excused absence based on a member's prompt notification and submission of adequate justification for the absence.
- h. Travel While on Inactive Duty. The Director, CCHQ, may not authorize members to receive reimbursement for travel between their place of residence and their normal drill site when under inactive duty orders. If the Director, CCHQ, orders a member to a location other than their normal drill site, then the Director, CCHQ, may place the member on Temporary Duty (TDY) orders and the member can receive entitlements in accordance with the Joint Travel Regulations (JTR).
- i. Temporary Lodging While on Inactive Duty. Lodging is not an entitlement. Depending on availability of funds, the Director, CCHQ, may authorize lodging for members performing IDT, ATP, or RMPs in accordance with [Paragraph 032304](#) of the JTR regarding inactive duty outside the normal commuting distance. The Director, CCHQ, may not authorize lodging for members who are performing duty for retirement points only (no pay).

- 6-4. Active Duty. Active duty means full-time duty in the USPHS Commissioned Corps and includes full-time training duty, annual training duty, active reserve, and attendance, while on active duty, at a school designated as a Service school by law or by the ASH. ([10 U.S.C. Chapter 1223](#))
- a. General.
- (1) Members who also work as civilian employees for the Department of Health and Human Services (HHS) or organizations to which Regular Corps officers are detailed may not perform active duty for the same chain of command that evaluates them as a civilian employee or contractor.
 - (2) The USPHS Commissioned Corps does not authorize combining partial days of work for payment (e.g., the USPHS Commissioned Corps cannot pay a member for one day of active duty who performs a total of eight hours of duty over two days).
 - (3) The USPHS Commissioned Corps requires a physical examination, as determined by the SG, within 12 months for a member who was on active duty for 30 or more days and who is returning to the SELRES, Active IRR, or Standby IRR.
- b. Active Reserve.
- (1) The Active Reserve consists of RRC members whom the SG or his/her designee, orders to Active Duty for Operational Support (ADOS). The USPHS Commissioned Corps uses the Active Reserve for a variety of purposes and authorities (both operational and administrative) to provide operational support to either Regular Corps or RRC missions. Such tours of active duty provide the necessary skilled resources that temporarily supports existing or emerging requirements.
 - (2) Such duty is in a non-training status and may be for short tours of 30 days or less (see Commissioned Corps Instruction (CCI) [322.01](#), "Short Tours of Active Duty") or may be for longer periods. The length of ADOS is limited as follows:
 - (a) 365 days for involuntary service, except during a period of a national emergency declared by the President in which case it may be 24 months;
 - (b) 5 years for voluntary service; and
 - (c) The duration of a war or emergency declared by Congress or otherwise authorized by law, when the President has declared the USPHS Commissioned Corps to be a military service. Such call to duty may be voluntary or involuntary and may extend for six months after the President returns the USPHS Commissioned Corps to a non-military service.
- c. Training.
- (1) Initial Active Duty for Training (IADT). All members of the RRC must complete the USPHS Commissioned Corps' Officer Basic Course (OBC) (see [CCI 325.05](#), "Officer Development Training"). Members directly appointed to the RRC (i.e., not transitioning from the Regular Corps) must attend the OBC prior to performing IDT/ATP, other ADT, or any type of

Inactive Duty outlined in Section 6-3. Members also must complete any other IADT prescribed by the SG or his/her designee.

- (2) Active Duty for Training - Annual Training (ADT-AT). The minimum period of active duty, exclusive of travel time, a member must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. For members of the SELRES ADT-AT may not be less than 15 days. The Director, CCHQ, may approve ADT in the form of on-the-job training (OJT) to support Regular Corps operational missions and requirements. However, the member may not perform such training in an Imminent Danger Area.
 - (3) Active Duty for Training-Other Training Duty (ADT-OTD). Authorized training in addition to IADT or ADT-AT, to include OJT, for members or units. ADT-OTD:
 - (a) Provides for specialized skill training, refresher and proficiency training or professional development to attend formal courses of instruction;
 - (b) Must have a clear end-result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. The training must be related to the member's position, specialty, or rating;
 - (c) Is not authorized for general unit augmentation without any clear training benefit to the member; and
 - (d) May be performed in a paid or unpaid status.
 - (4) The Director, CCHQ, may not approve IADT, ADT-AT, or ADT-OTD that exceeds 180 continuous calendar days. However, such tours for the purpose of training should normally not exceed 30 days, except in unusual circumstances approved by the SG, because such members are not eligible for disability benefits in accordance with 42 U.S.C. § 213a(a)(2).
- d. Disciplinary Duty. The SG, without further delegation, may order a member to active duty involuntarily to face a Board of Inquiry (BOI) in accordance with [CCD 111.02](#), "Disciplinary Action."
- e. Unsatisfactory Participation or Performance of Prescribed Training. The SG, or his/her designee, may activate members of the SELRES who fail to satisfactorily perform scheduled training (IDT and ADT) or who have unsatisfactory participation (see Section 6-6.). Such call to active duty may not exceed 30 days.
- f. Active Duty Orders. The Director, CCHQ, will issue orders to active duty in writing and in advance of a member reporting for duty. The Director, CCHQ, should issue such orders at least 30 days before the scheduled duty to allow the member time to notify civilian employers and family members. Laws pertaining to a member's employment and reemployment rights, and rules for medical and pay entitlements resulting from injury while traveling to and from duty require official orders. The USPHS Commissioned Corps also requires orders for travel, per diem allowances, and advances, if applicable. The Director, CCHQ, may issue verbal orders in time-critical or emergency situations, but written orders must follow as soon as possible.
- (1) The Director, CCHQ, will not retroactively amend orders to change entitlements for duty already performed, unless all facts and circumstances

clearly demonstrate that some provision previously determined and definitely intended was omitted through error. Retroactive amendments of travel entitlements require documentation concerning original intent, facts, and circumstances, in accordance with the JTR.

- (2) The Director, CCHQ, will not issue voluntary or involuntary active duty orders, except for ADT-AT to members who are not in compliance with the USPHS Commissioned Corps' conditions of service (see [CCD 111.03](#), "Conditions of Service"). However, the Director, CCHQ, may issue active duty orders to members who do not meet the basic force readiness standards only when there are insufficient officers to meet requirements during periods when the President declares a national emergency or has declared the USPHS Commissioned Corps to be a military service.
 - (3) Active Duty for Operational Support (ADOS). The USPHS Commissioned Corps calls members to active duty for short tours of ADOS in accordance with [CCI 322.01](#), "Short Tours of Active Duty."
- g. Active Duty Without Pay. The USPHS Commissioned Corps does not authorize compensation for members on active duty without pay, but they remain under official orders. The Director, CCHQ, may authorize active duty without pay with the member's consent. Such duty accrues retirement points the same as active duty with pay.
 - h. Members with Over 18 Years of Cumulative Active Duty Service. The USPHS Commissioned Corps will not involuntarily release a member from active duty (except ADT-AT) who accumulates 18 years of cumulative active duty (other than for physical disability or for cause) until the member has accrued 20 years of active duty and become entitled to retirement.
- 6-5. Pay for Active and Inactive Duty. A member of a Reserve component may be paid the equivalent total of more than 365 days' pay in a year, when so directed, if this total is based on a combination of active duty pay and inactive duty training pay.
- a. Active Duty. Members who perform active duty are entitled to basic pay in accordance with 37 U.S.C. § 204 and allowances in accordance with 37 U.S.C. Chapter 7. With the member's consent, active duty may be performed without pay (10 U.S.C. § 12315).
 - b. Inactive Duty. Unless the inactive duty is performed without pay (with the member's consent), each period of inactive duty is paid at a rate of 1/30th of the monthly basic pay of the officer's pay grade held on the date that the officer performs IDT (37 U.S.C. § 206).
- 6-6. Participation Standards. The RRC requires a workforce that is fully trained, properly equipped, and ready to mobilize on short notice. As a result, members must balance their operational, administrative, and personal readiness and be available for unrestricted worldwide mobilization. The USPHS Commissioned Corps defines satisfactory participation as the fulfillment of CSOs, training requirements, and other requirements as described in this Instruction. Rating and Reviewing Officials must consider satisfactory participation when completing a member's performance evaluation.
- a. SELRES Satisfactory Participation. Members of the SELRES must:
 - (1) Satisfactorily complete all prescribed IADT;
 - (2) Report in accordance with orders;

- (3) Attend 90% of scheduled authorized IDT drills with pay per fiscal year.
 - (a) The USPHS Commissioned Corps will not use absences for member's fiscal year IDT drill requirement. However, if the member is excused from the drill (see Section 6-3.g.), then a rescheduled drill may be substituted for the excused drill.
 - (b) Members on any form of active duty for 31 or more continuous days and who are released from active duty to the SELRES must resume IDT drills upon their release from active duty except as outlined in Section 6-6.a.(3)(c).
 - (c) Members who serve 90 or more continuous days of involuntary active duty may participate in, but are not required to resume, IDT drills in the first 60 calendar days after release from active duty. Such members must resume IDT drills within 90 days of their release from active duty.
- (4) Satisfy the AT requirement of not less than 15 days for each fiscal year, exclusive of travel time.
 - (a) The member may meet the AT requirement through the completion of IADT, ADT-AT, ADT-OTD, and by short tours of active duty.
 - (b) Members who enter the SELRES after completing 30 or more days of active duty are not required to complete the 15 days AT requirement within the same fiscal year. However, the USPHS Commissioned Corps does not prohibit them from performing ADT-AT or any other type of active duty if funds are available.
 - (c) The SG or his/her designee may waive the AT requirements. Such waivers only excuse completion of the AT for participation standards. They do not waive, replace, nor count for points required for a qualifying year of service for retirement. Reasons for such waivers include: members experiencing a documented temporary physical disability of less than six months; a well-documented temporary family or personal hardship; and members who reside overseas provided they have an approved assignment waiver. The USPHS Commissioned Corps will not consider civilian employment conflict as a sufficient cause for waiver of the ADT-AT requirement.
- (5) Answer all official correspondence in the required timeframe;
- (6) Complete an annual screening questionnaire, prescribed by the SG in a Personnel Operations Memorandum (POM), in the timeframe specified by the SG or his/her designee;
- (7) Promptly update information regarding changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
- (8) Maintain the USPHS Commissioned Corps basic force readiness requirements (see [CCI 241.01](#), "Readiness and Duty Requirements" and [POM 821.75](#), "Readiness Compliance");

- (9) Maintain compliance with the USPHS Commissioned Corps' conditions of service standards (see [CCD 111.03](#), "Conditions of Service");
 - (10) Accrue a minimum of 50 retirement points in an anniversary year (see Section 6-13.c.);
 - (11) Maintain required uniform components and comply with the uniform appearance standards (see [CCI 421.01](#), "Uniforms for Male Officers," [CCI 421.02](#), "Uniforms for Female Officers," and [CCI412.01](#), "Uniforms and Appearance");
 - (12) Annually verify their BAH, dependency, beneficiaries, SGLI, and emergency contacts;
 - (13) Members who are single parents, dual-member couples with dependents, or primarily responsible for dependent family members must annually validate that they have adequate, proper dependent care arrangements and maintain an accurate Deployment Preparation Plan (see [CCI 241.01](#), "Readiness and Duty Requirements");
 - (14) Satisfactorily complete all required mandated training courses; and
 - (15) Submit a PHU as required by the SG in a Personnel Operations Memorandum (POM).
- b. Active IRR Satisfactory Participation. Active IRR members must:
- (1) Unless waived by the SG, members of the Active IRR must participate in ADT for a period of not more than 30 days.
 - (2) Answer all official correspondence in the required timeframe;
 - (3) Complete an annual screening questionnaire, prescribed by the SG in a POM, in the timeframe specified by the SG or his/her designee;
 - (4) Promptly update information regarding changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
 - (5) Maintain the USPHS Commissioned Corps basic force readiness requirements (see [CCI 241.01](#), "Readiness and Duty Requirements" and [POM 821.75](#), "Readiness Compliance");
 - (6) Maintain compliance with the USPHS Commissioned Corps' conditions of service standards (see [CCD 111.03](#), "Conditions of Service");
 - (7) Maintain required uniform components and comply with the uniform appearance standards (see [CCI 421.01](#), "Uniforms for Male Officers," [CCI 421.02](#), "Uniforms for Female Officers," and [CCI412.01](#), "Uniforms and Appearance");
 - (8) Satisfactorily complete the minimum training requirements established by the SG or his/her designee; and
 - (9) Complete a PHU if actively participating (drilling for points only) or pending a SELRES assignment.

- c. Standby IRR Satisfactory Participation. Standby IRR members must:
- (1) Answer all official correspondence in the required timeframe;
 - (2) Promptly update information regarding changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
 - (3) Maintain compliance with the USPHS Commissioned Corps' license requirements (see [CCI 251.01](#), "Professional Licensure and Certification"); and
 - (4) Maintain required uniform components and comply with the uniform appearance standards (see [CCI 421.01](#), "Uniforms for Male Officers," [CCI 421.02](#), "Uniforms for Female Officers," and [CCI 412.01](#), "Uniforms and Appearance").
- d. Unsatisfactory Participation.
- (1) The Director, CCHQ, may:
 - (a) Discipline such a member and/or may refer the member for involuntary separation (see [CCD 111.02](#), "Disciplinary Action," [CCD 123.01](#), "Involuntary Separation," [CCI 382.03](#), "Involuntary Termination of Commission," and [CCI 341.01](#), "Probationary Period"); or
 - (b) Place members of the SELRES and Active IRR on an inactive status list in the Standby IRR when an individual does not meet the applicable participation standards. A member's placement in the Standby IRR is subject to the following:
 - (i) The individual must have training and skills that may be needed in the circumstances in which the USPHS Commissioned Corps may be called to respond;
 - (ii) The individual must have met the satisfactory participation standards for the Standby IRR;
 - (iii) The individual must meet the USPHS Commissioned Corps' medical retention standards (see Appendix B of CCI 221.01, "Medical Accession Standards"); and
 - (iv) The individual must not have any adverse actions in their record.
 - (2) Compliance Measures. The SG or his/her designee, may also process members who have not fulfilled their statutory CSO, special pay CSO, or other CSO whose participation is unsatisfactory as follows:
 - (a) The SG, or his/her designee, may order to active duty a member of the SELRES who has a CSO, who is not participating satisfactorily, and who has not served on active duty for a total of 24 months. The SG, or his/her designee, may require such individuals to serve on active duty until their total service on active duty equals 24 months.

If the member does not comply with the order, appropriate discipline may be imposed in accordance with approved policy of the USPHS Commissioned Corps.

- (b) The SG, or his/her designee, may order to active duty for training, for not more than 30 days, a member of the SELRES and Active IRR who fails in any year to perform the prescribed training duty satisfactorily. If the member does not comply with the order, appropriate discipline may be imposed in accordance with approved policy of the USPHS Commissioned Corps.
 - (c) If a member fails to participate satisfactorily before completing the initial six-year obligation incurred to qualify for education benefits (Post 9/11 GI Bill, Reserve Educational Assistance Program or Montgomery GI Bill for the SELRES (MGIB-SR)), and received educational benefits, such entitlements shall be suspended. The SG, or his/her designee, may order the member to active duty for up to two-years, or for the period of obligated service remaining, whichever is less, or recoup funds from the member in accordance with Montgomery GI Bill–Selected Reserve Educational Assistance Program.
 - (d) Transfer the member to, or retain the member in, the IRR for the balance of their CSO, if they have no remaining SELRES obligation, when the member still meets service standards and has current qualifications for service within the USPHS Commissioned Corps.
- 6-7. Assignments and Transfers. The SG or his/her designee, in consultation with the ASH, will determine the mission requirements that the USPHS Commissioned Corps needs in the RRC. Based on this determination, budget availability, and authorized strength limitations, the Director, CCHQ, will assign officers to the SELRES, Active IRR, and Standby IRR.
- a. The Director, CCHQ, must assign members with a statutory CSO or a special pay CSO to the SELRES. The Director, CCHQ, may temporarily assign such individuals to the Active IRR as outlined in Section 6-2.b.(1)(a).
 - b. Reasonable Commuting Distance (RCD).
 - (1) To the extent possible, the Director, CCHQ, will assign members of the SELRES to units or duty location with suitable vacant positions that are within RCD from their permanent home address.
 - (2) As the USPHS Commissioned Corps promotes a member in rank or grade, the opportunities for assignments within RCD become reduced. Due to the limited number of SELRES positions in pay grades O-4 to O-6, members may be assigned to a duty location beyond RCD of their residence if they want to continue to serve in a SELRES status at these senior grades.
 - c. The Director, CCHQ, will assign officers to positions that are appropriate for their grade. Officers are not normally assigned to positions below their grade, but in unusual circumstances, the Director, CCHQ, may assign a member to a position that is one grade below the member's pay grade.

- d. Change of Residence. A change of residence does not relieve a member of any statutory CSO, participation standards, or exempt him/her from a call to active duty.
- (1) Within the United States. A member may submit a request for duty location or unit transfer to the Director, CCHQ, or his/her designee, when a change of residence moves him/her outside RCD of his/her current duty location (except for changes of residence outside the United States). Such a member is obligated to continue satisfactory participation at the current duty location until a transfer to a new duty location or unit is complete.
 - (a) If the change of residence is temporary in nature, and is to a region where there is no unit available and the member cannot meet drill obligations through batching drills nor complete the annual AT requirement, then the member may submit a request to the Director, CCHQ, or his/her designee, for assignment to the Active IRR or Standby IRR.
 - (b) If the change of residence is permanent in nature, then the member may submit a request for a conditional release to the Director, CCHQ, to join another service's reserve component in order to fulfill the remainder of their CSO. The USPHS Commissioned Corps expects members to meet the SELRES satisfactory participation requirements until their separation from the USPHS Commissioned Corps.
 - (2) Outside the United States. The USPHS Commissioned Corps does not have any SELRES positions outside of the United States and its territories and possessions. The Director, CCHQ, may transfer a member who is currently residing or intending to reside outside the United States and its territories and possessions to a component of the IRR. The SG may separate the member from the IRR depending on his/her remaining service obligation and expected duration of the change in residence.
- e. Failure to Comply with SELRES Assignment Orders.
- (1) The Director, CCHQ may transfer to the Active or Standby IRR for a minimum of 12 months any member who declines to comply with SELRES assignment orders;
 - (2) The SG, without further delegation, may, for the good of the USPHS Commissioned Corps, separate such members from the USPHS Commissioned Corps; or
 - (3) Members who decline to comply with SELRES assignment orders, have met all Service obligations, and no longer wish to be affiliated with the RRC, may voluntarily separate from the USPHS Commissioned Corps.
- 6-8. Medical Readiness and Healthcare. All members of the RRC must meet the USPHS Commissioned Corps' medical retention standards in Appendix B of CCI 221.01, "Medical Accession Standards." See CCI 671.10, "Health Care Benefits," for information regarding medical and dental care for members of the RRC and their dependents.
- a. The USPHS Commissioned Corps will pay a member of the RRC pay and allowances after the member's release from active duty if he/she is physically

disabled due to an illness, injury, or disease incurred while in a duty status, (See 37 U.S.C. § 204(g)). as follows:

- (1) Such pay and allowances is the amount paid to a Regular Corps officer who has the same corresponding grade and length of service. The USPHS Commissioned Corps will reduce such pay by the amount of any earned income the member receives from non-USPHS Commissioned Corps employment or self-employment performed in any month in which the member would otherwise receive pay and allowances under this Subsection.
- (2) Before the USPHS Commissioned Corps authorizes such payment, the Chief, Medical Affairs Branch (MAB), must convene a Medical Review Board (MRB) to determine the member's fitness for duty after which the SG will either separate the member, with or without benefits, or find the member fit for duty and cease the member's pay and allowances (see [CCI 393.01](#), "Medical Review Board").
- (3) The member must have incurred such physical disability:
 - (a) In line of duty while performing active duty;
 - (b) In line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the USPHS Commissioned Corps);
 - (c) While traveling directly to or from such duty or training; or
 - (d) In line of duty while remaining overnight immediately before the commencement of inactive-duty training, or while remaining overnight, between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training.
- (4) Upon a member's request, the USPHS Commissioned Corps will pay a member, who is physically able to perform his USPHS Commissioned Corps duties, a portion of monthly pay and allowances for each month in which the member demonstrates a loss of earned income from non-USPHS Commissioned Corps employment or self-employment due to an injury, illness, or disease incurred or aggravated while in a duty status (as outlined in Section 6-8.a.(3)) (See 37 U.S.C. § 204(h)), as follows:
 - (a) Such pay and allowances is the amount paid to a Regular Corps officer who has the same corresponding grade and length of service.
 - (b) The monthly pay and allowance may not exceed the member's demonstrated loss of earned income from non-USPHS Commissioned Corps or self-employment. In calculating such loss of income, the USPHS Commissioned Corps will include income from an income protection plan, vacation pay, or sick leave that the member elects to receive.

b. Payments under Section 6-8.a. is subject to the following:

- (1) Prior to the USPHS Commissioned Corps paying a member, the Chief, MAB, will conduct a line of duty determination (LODD) for a member who

identifies as having incurred or aggravated an illness, injury, or disease while they were in a duty status.

- (2) The USPHS Commissioned Corps will not pay a member for a period of more than six months unless the ASH extends this period if the ASH determines that it is in the interests of fairness and equity to do so.
 - c. **Weight Non-Compliance.** The Director, CCHQ, will transfer members to the Standby IRR who do not meet the USPHS Commissioned Corps' weight standards. Members may remain in that status for no more than one year. If during the year they attain their proper weight, they may submit a request to the Director, CCHQ, for transfer back to their previous status. The SG will terminate the commission of those members who have not attained their proper weight. (see [POM 821.66](#), "Retention Weight Standards")
 - d. The Director, CCHQ, will not transfer a member involuntarily out of the SELRES if the member becomes pregnant. A pregnant member may request assignment restrictions due to the pregnancy and for a period of 84 consecutive days that begin the day following the day of hospital discharge (not the day of delivery). The member may also request a temporary reassignment to the Active IRR.
- 6-9. **Membership Points.** The USPHS Commissioned Corps credits 15 membership points to members of the SELRES and Active IRR for each full year of satisfactory participation (see Section 6-6.). The USPHS Commissioned Corps will prorate membership points for each year with less than a year in an active status.
- 6-10. **Promotion.**
- a. **SELRES.** The USPHS Commissioned Corps will consider members of the SELRES for promotion in accordance with [CCI 331.01](#), "Permanent Grade Promotions" for information regarding promotion of a member of the RRC. Such members are not eligible for a temporary promotion except as provided in [CCI 322.03](#), "Flag Grade Positions and Promotion."
 - b. **Active IRR.** The SG or his/her designee may approve the consideration of a member of the Active IRR for permanent promotion if the USPHS Commissioned Corps' force management needs warrant such consideration.
 - c. **Standby IRR and Retired IRR.** Members of the Standby IRR and members of the Retired Reserve who the SG or his/her designee recalls to active duty are ineligible for promotion.
- 6-11. **Uniform Allowance.** Members of the SELRES and Active IRR (if they participate in inactive duty training) are eligible for no more than one uniform allowance of \$250 in their career, including time in the Regular Corps and the Reserve Corps. Therefore, if a USPHS Commissioned Corps officer received a uniform allowance at any time previously, the USPHS Commissioned Corps cannot authorize another allowance for him or her. (See [CCI 612.03](#), "Uniform and Equipment Allowance")
- 6-12. **Uniform Code of Military Justice (UCMJ).** The Director, CCHQ, may detail members of the RRC to other Uniformed Services in accordance with a Memorandum of Agreement (MOA) with the Service. When detailed for duty with the Army, Air Force, Navy, or Coast Guard the member is subject to the laws of that Service, including the UCMJ. In such circumstances, the Director, CCHQ, must inform the member prior to the commencement of a detail, which may take the form of a statement on the member's orders.

6-13. Separations and Retirement.

- a. Voluntary. A member who has completed all CSOs may request voluntary separation or retirement (if he/she has a minimum of 20 years of qualifying service) by submitting form [PHS-1373](#), "Separation of Commissioned Officer." The member must submit the request to the Director, CCHQ, or his/her designee, no later than 120 days prior to the requested date of separation or retirement (all retirements must be on the first day of the month).
- b. Involuntary. The USPHS Commissioned Corps may involuntarily separate or retire a member in accordance with [CCD 111.02](#), "Disciplinary Action," [CCD 123.01](#), "Involuntary Separation," [CCD 124.01](#), "Retirement," [CCI 382.03](#), "Involuntary Termination of Commission," [CCI 341.01](#), "Probationary Period," and CCI 384.02, "Mandatory, Voluntary, and Involuntary Retirement."
- c. Establishing the Service Requirement for a Satisfactory Year of Service for Non-Regular Retirement.
 - (1) Qualifying Years of Satisfactory Service. In accordance with 10 U.S.C. Chapter 1223, a qualifying year of creditable service toward a non-regular retirement is a full year, as described in Sections 6-13.c.(2) and (3), during which a member of the Regular Corps or RRC is credited with at least 50 retirement points. Accumulating 20 such years, except as otherwise provided by law, is one requirement necessary to qualify for non-regular retired pay.
 - (2) Establishing an Anniversary Year.
 - (a) The USPHS Commissioned Corps bases anniversary dates on full-year periods to determine a creditable year of qualifying service toward a non-regular retirement.
 - (b) Except as noted in Section 6-13.c.(2) for prior service members, the USPHS Commissioned Corps calculates anniversary year periods from an anniversary date. The date the member entered into active service or active status in an RRC establishes the anniversary year.
 - (c) See Department of Defense Instruction (DoDI) 1215.07, "Service Credit for Non-Regular Retirement," for the rules regarding service as a cadet or midshipman at a Service academy, or in a Senior Reserve Officers' Training Corps (Senior ROTC) program.
 - (3) Adjusting Anniversary Years.
 - (a) The start date month and day for each successive anniversary year will not change unless the member has a break in service. The USPHS Commissioned Corps does not consider an officer who transitions directly (next day) from the Regular Corps to the RRC to have had a break in service; accordingly, that officer's anniversary date will not change.
 - (b) An individual who returns to an active status in the RRC after a break in service will have a revised anniversary year. The anniversary year start date will change to the return or reentry date.

- (4) Credit for Partial Years of Service.
- (a) The USPHS Commissioned Corps credits an RRC member who has a break in service that occurs during an anniversary year with a partial creditable year of qualifying service toward a non-regular retirement.
 - (b) An RRC member with a break in service must meet the minimum retirement point requirements set out in this Instruction to earn a partial qualifying year. The USPHS Commissioned Corps calculates credit for a partial year according to the schedule in Appendix B.
 - (c) The USPHS Commissioned Corps combines and credits partial qualifying years towards total qualifying service.
 - (d) The USPHS Commissioned Corps credits membership retirement points for any partial year according to the schedule in Appendix C.
 - (e) The USPHS Commissioned Corps credits an RRC member with points, including prorated membership retirement points, as outlined above. Retirement points credited for a partial year may not exceed the retirement point credit limits as follows:
 - (i) 60 days in any one year of service before the year of service that includes 23 September 1996.
 - (ii) 75 days in the year of service that includes 23 September 1996, and in any subsequent year of service before the year of service that includes 30 October 2000.
 - (iii) 90 days in the year of service that includes 30 October 2000, and in any subsequent year of service before the year of service that includes 30 October 2007.
 - (iv) 130 days in the year of service that includes 30 October 2007, and in any subsequent year of service.

6-14. Employment and Gifts by a Foreign Government. The restrictions regarding employment and gifts by a foreign government apply to all members of the Ready Reserve Corps regardless of status. (See [CCI 211.05](#), "Civil Employment by a Foreign Government," and [CCI 212.01](#), "Acceptance of Gifts and Decorations from Foreign Governments")

7. RESPONSIBILITIES:

7-1. The ASH is responsible for establishing policies related to the Ready Reserve Corps.

7-2. The SG is responsible for ensuring the day-to-day supervision of the USPHS Commissioned Corps and may issue POM to implement this Instruction. The SG may not further delegate the authority to terminate the commission of an officer.

- 7-3. Under the direction of the SG, the Director, CCHQ, is responsible for the overall administration and management of all the personnel processes listed in this Instruction and any operational guidelines established by the SG.
 - a. The Director, CCHQ, is authorized to update the cross-references in Appendix D of USPHS Commissioned Corps policies that are applicable to Ready Reserves Corps.
 - b. The Director, CCHQ, may further delegate the authorities in this Instruction, unless otherwise prohibited.
- 7-4. Each member is responsible for adhering to the guidelines established in this Instruction and any operational guidelines established by the SG or his/her designee, or their designees.
 - a. It is the member's responsibility to be familiar with the published policies that apply to all members of the USPHS Commissioned Corps and maintain an ongoing awareness of updates and changes to USPHS Commissioned Corps policies
 - b. A member is required to maintain 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 member.
 - c. A member is required to inform his/her chain of command and the Director, CCHQ, or his/her designee, in a timely manner of any change in his/her status to include, but not limited to, availability for mobilization and training.
 - d. A member is required to notify CCHQ/Financial Services Branch (FSB) within 7 days of any overpayment, underpayment, discrepancy, or error in his/her pay.
8. HISTORY: This is the first issuance of this Instruction within the eCCIS.

Appendix A

Definitions

The following definitions apply for the purposes of this Instruction:

1. Active Duty Training (ADT). Training duty that a member of the Ready Reserve Corps performs while on active duty. Included in the ADT duty status are: Initial Active Duty Training (IADT), Annual Training (ADT-AT), and other Training Duty (ADT-OTD)
2. Commissioned Service Obligation (CSO). An obligation that an officer may serve on active duty or in the SELRES.
3. Drill. Drills are periods scheduled for the performance of formal training, unit training, or augmentation training. A drill is typically a minimum of four hours to receive retirement points and pay.
4. Active Service. Included in "active service" are services performed in the following duty statuses:
 - a. Active Duty. Full-time duty in an active uniformed service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in an active uniformed service, at a school designated as a service school by law, the ASH, or by the Secretary of the uniformed service concerned. Such term does not include full-time National Guard duty.
 - b. Active Duty for a Period of More than 30 Days. Active duty under a call or order that does not specify a period of 30 days or less.
 - c. Active Reserve. A Ready Reserve Corps member who is ordered to Active Duty for Operational Support to either the Regular Corps or RRC missions.
 - d. Full-Time National Guard Duty. Training or other duty, other than inactive duty, performed by a member of the Army National Guard or the Air National Guard in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under 32 U.S.C. §§ 316, 502, 503, 504, or 505 for which the member is entitled to pay from the United States or for which the member has waived pay.
5. Active Status. Included in "Active Status" are memberships in the following classes of the USPHS Commissioned Corps Organizations. This term does not include members while placed on the Temporary Disability Retired List (TDRL), an inactive status list, in the inactive Army National Guard or inactive Air National Guard, or in a retired status:
 - a. Regular Corps.
 - b. Selected Ready Reserve (SELRES).
 - c. Active Individual Ready Reserve (IRR).
6. Inactive Duty Training (IDT). Training that a member of the Ready Reserve Corps performs while in an active status for which the USPHS Commissioned Corps pays the member or, with the member's consent, is performed without pay.
7. Individual Augmentation Duty (IAD) Position. A position to which a member of the Active IRR is temporarily assigned in order to cover a shortage of personnel or to provide specialist skills to an established SELRES unit.

8. Individual Ready Reserve (IRR). The IRR consists of officers who have had military and/or USPHS Commissioned Corps training. Such officers are not required to participate in training or other USPHS Commissioned Corps activities. However, they are subject to involuntary recall to active duty under certain circumstances.
 - a. Active IRR. Members of the IRR who the Director, CCHQ, has assigned to an Individual Augmentation Duty (IAD) position.
 - b. Standby IRR. Members of the IRR who are an additional mobilization resource for the USPHS Commissioned Corps and who the SG or his/her designee, can involuntarily recall to active duty if he/she determines that there are not enough qualified members of the SELRES and Active IRR available to meet the USPHS Commissioned Corps' requirements.
9. Line of Duty Determination (LODD). A determination regarding a member's duty status at the time an injury, illness, disability, or death. Based on the LODD, the member may be entitled to benefits administered by the USPHS Commissioned Corps, or exposed to liabilities. The key is the nexus between the injury, illness, disability, or death and the member's duty status.
10. Points. Points are a unit of measurement for tracking a reservist's participation. They are also used to calculate the amount of participation for retirement purposes. The number of earned points determine a reservist's eligibility for retention in SELRES and Active IRR.
11. Qualifying Year or Qualifying Service. A year in which an officer of the Ready Reserve Corps has earned a minimum of 50 points through service in the USPHS Commissioned Corps or an armed force. All years in which an officer has earned at least 50 points counts towards qualifying the officer for a non-regular retirement.
12. 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 fiscal year and 4 drill periods 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.
13. The Uniformed Services. The Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service. ([10 U.S.C. § 101](#))

Appendix B

Minimum Requirement Point Credit Chart for Partial Years

From (days)	Through (days)	Minimum Points Required
0	8	1
9	14	2
15	21	3
22	29	4
30	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24
176	182	25
183	189	26
190	197	27
198	204	28
205	211	29
212	219	30
220	226	31
227	233	32
234	240	33
241	248	34
249	255	35
256	262	36
263	270	37
271	277	38
278	284	39
285	292	40
293	299	41
300	306	42
307	313	43
314	321	44
322	328	45
329	335	46
336	343	47
344	350	48
351	357	49
358	365 (366 leap year)	50

Appendix C

Pro-Rating Membership Points for Partial Years

Number of Days in an Active Status		Membership Points To Be Credited Points
From (days)	Through (days)	
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

Appendix D

Cross-References: USPHS Commissioned Corps Policies Applicable to Ready Reserves Corps

Commissioned Corps Directives (CCD):

[CCD 111.01, "Equal Opportunity"](#)
[CCD 111.02, "Disciplinary Action"](#)
[CCD 111.03, "Conditions of Service"](#)
[CCD 121.01, "Titles"](#)
[CCD 121.02, "Deployment and Readiness"](#)
[CCD 121.07, "Ready Reserve"](#)
[CCD 128.01, "Medical Fitness for Duty"](#)
[CCD 128.02, "Corps Care"](#)
[CCD 129.01, "Board for Correction of Records"](#)
[CCD 131.01, "Uniform Regulations"](#)
[CCD 151.05, "Health Professions Special Pays"](#)
[CCD 151.06, "Assignment Pay"](#)
[CCD 161.01, "Travel and Transportation Allowances"](#)

Commissioned Corps Instructions (CCI):

[CCI 211.01, "Standards of Conduct"](#)
[CCI 211.07, "Accountability for Conduct and Performance"](#)
[CCI 221.01, "Medical Accession Standards"](#)
[CCI 221.02, "Medical Readiness"](#)
[CCI 231.01, "General Appointment Standards"](#)
[CCI 231.03, "Category Specific Appointment Standards"](#)
[CCI 231.04, "Security Suitability Investigation Requirements"](#)
[CCI 241.01, "Readiness and Duty Requirements"](#)
[CCI 241.02, "Deployment of Corps Officers"](#)
[CCI 311.03, "Request for Personnel Action"](#)
[CCI 311.05, "Corps Care Program"](#)
[CCI 322.01, "Short Tours of Active Duty"](#)
[CCI 384.01, "Creditable Service for Retirement"](#)
[CCI 391.01, "Appointment Boards"](#)
[CCI 393.01, "Medical Review Board"](#)
[CCI 393.02, "Medical Appeals Board"](#)
[CCI 411.01, "Required Wear of the Uniform"](#)
[CCI 431.01, "Insignia and Devices"](#)
[CCI 442.01, "Public Health Service Flags"](#)
[CCI 511.01, "Awards Program"](#)
[CCI 512.01, "Wear of Ribbons and Medals"](#)
[CCI 633.01, "Special Pays"](#)
[CCI 633.06, "Assignment Duty Pay"](#)
[CCI 661.01, "Computation of Retired Pay"](#)

Personnel Operations Memorandums (POM)

[POM 821.65, "Annual Physical Fitness Test \(APFT\) – Revised"](#)
[POM 821.66, "Retention Weight Standards"](#)
[POM 821.70, "HPSP Submission, Effective Dates, and Subspecialty Rates"](#)
[POM 821.72, "Waiver of a Disqualifying Medical or Dental Condition"](#)
[POM 821.74, "Promotion Precepts and Criteria"](#)
[POM 821.75, "Readiness Compliance"](#)
[POM 821.76, "Deployment Procedures"](#)
[POM 821.77, "Certification of Practice Hours"](#)
[POM 821.79, "Assignment Pay Locations & Rates"](#)

Appendix E

USPHS Commissioned Corps Reserve Categories Based on Reserve Status

Ready Reserve Corps (RRC)				
Active Status		Inactive Status		
Selective Reserve (SELRES)	Individual Ready Reserve (IRR)		Retired Reserve	
<ul style="list-style-type: none"> - Required Initial CSO obligation on appointment to SELRES; - Required to train or participate in USPHS Commissioned Corps activities; - Authorized (by CCHQ) for 48 IDT drills; - Authorized (by CCHQ) for 15 paid ADT days; - IRR members may seek transfer into SELRES. 	Active IRR	Standby IRR	Retired awaiting pay	Retired with pay
	Placement in active IRR may be: <ul style="list-style-type: none"> - Voluntarily, for temporary hardships and other valid reasons (Section 6-2.b.(1)(a)); or - Involuntarily – for temporary hardships and other valid reasons. 	Placement in standby IRR may be: <ul style="list-style-type: none"> - Voluntarily; or - Involuntarily - other RRC members who fail to comply to USPHS Commissioned Corps satisfactory participation standards 	-	
<ul style="list-style-type: none"> - Subject to involuntary call to active duty; 	<ul style="list-style-type: none"> - Subject to involuntary call to active duty - May train for points if approved by CCHQ 	<ul style="list-style-type: none"> - Subject to involuntary call to active duty; - May not train for pay or retirement points; - Ineligible for promotion; 	<ul style="list-style-type: none"> - Not eligible for promotion; - Subject to involuntary & voluntary recall on special circumstances. 	

Appendix F

Ready Reserves Corps Participation Chart

Participation Table					
Are members:	U. S. Public Health Service Commissioned Corps (USPHS) Ready Reserve Component (RRC)				
	Active	Inactive		Retired	
	SELRES	IRR		Retired Reserve	
		Active IRR	Standby IRR	Awaiting Pay	Retired w/pay
Required to perform IDT/ ADT with pay	Yes	No	No	N/A	N/A
Eligible to perform IDT/ ADT without pay	Yes	Yes ¹	Yes	N/A	N/A
Eligible for Active Duty for Operational Support (ADOS)	Yes	Yes	Yes ²	N/A	N/A
Eligible retirement points	Yes	Yes	No	N/A	N/A
Eligible for promotion	Yes	Yes ³	No	No	No
Eligible for membership points	Yes	Yes	No	N/A	N/A
Subject to involuntarily call to active duty (non-militarized)	Yes	Yes	Yes	No	No
Subject to involuntary recall per 42 U.S.C. § 217 (militarized)	Yes	Yes	Yes	Yes	Yes
Eligible for voluntary recall per 42 U.S.C. § 212	N/A	N/A	N/A	Yes	Yes

¹ The Director, CCHQ, may assign members of the IRR to an Individual Augmentation Duty (IAD) position and authorize the member to participate in IDT and/or ADT.

² If the Director, CCHQ, determines that there are not enough qualified members of the SELRES and Active IRR available to meet the USPHS Commissioned Corps' requirements.

³ If the SG or his/her designee determines that the USPHS Commissioned Corps' force management needs warrant such consideration.

Appendix G

Ready Reserve Corps Structure

