



CCI 384.01
EFFECTIVE DATE: 12 January 2021

By Order of the Assistant Secretary for Health:

ADM Brett P. Giroir, M.D.

SUBJECT: Creditable Service for Retirement

1. PURPOSE: This Instruction establishes the types of service that are creditable for determining eligibility for retirement of U. S. Public Health Service (USPHS) Commissioned Corps officers.
2. APPLICABILITY: This Instruction applies to all Regular Corps and Ready Reserve Corps officers.
3. AUTHORITY:
 - 3-1. [42 U.S.C. § 212](#), "Retirement of commissioned officers"
 - 3-2. [10 U.S.C. Chapter 1223](#), "Retired Pay for Non-Regular Service"
 - 3-3 Commissioned Corps Directive (CCD) [124.01](#), "Retirement"
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. The Director, Commissioned Corps Headquarters (CCHQ), provides overall management of USPHS Commissioned Corps personnel operations and processes.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction in the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC23.8.1, "Types of Retirement and Creditable Service for Retirement Eligibility," dated 18 December 1980.
 - 5-1. Removes the brief explanation of the types of retirement that are available to Public Health Service officers.
 - 5-2. Clarifies service as a warrant officer and service in the Silvio O. Conte Senior Biomedical Research Service (SBRS) as creditable service for retirement eligibility determination.
 - 5-3. Clarifies the types of Civil Service appointments that are creditable service for retirement eligibility determination.
 - 5-4. Clarifies that for Civil Service employment with the Public Health Service to be creditable for USPHS Commissioned Corps retirement eligibility, the employment must have occurred

during a period when the officer met the USPHS Commissioned Corps' appointment standards (e.g., citizenship, license, receipt of the qualifying degree).

- 5-5. Specifies that the USPHS Commissioned Corps will not grant credit to a member of the Ready Reserve Corps for the purpose of determining retirement eligibility for any period of a Civil Service appointment that coincides with the member's appointment in the Ready Reserve Corps.
- 5-6. Specifies the timeframe in which applicants to the USPHS Commissioned Corps and officers on active duty must submit documentation of Civil Service employment with the Public Health Service in order for the USPHS Commissioned Corps to credit that service towards their retirement eligibility.
- 5-7. Clarifies that periods of Absence Without Leave are not creditable towards service for an officer's retirement eligibility.
- 5-8. Adds types of service that are creditable towards a Ready Reserve Corps officer's eligibility for a non-regular retirement.

6. POLICY:

- 6-1. Regular Retirement. The USPHS Commissioned Corps will grant a Regular Corps officer credit for purposes of eligibility for retirement in accordance with this Section:
- a. The USPHS Commissioned Corps will grant retirement eligibility credit for all active duty service (enlisted, warrant, and commissioned) in any of the uniformed services.
 - (1) The USPHS Commissioned Corps will not grant retirement eligibility credit for Inactive Duty Training (IDT) and membership points.
 - (a) The USPHS Commissioned Corps will grant retirement eligibility credit for all active service performed while in a reserve component.
 - (b) The USPHS Commissioned Corps will still use IDT and membership points towards determining the officer's retired pay multiplier in accordance with Commissioned Corps Instruction (CCI) [661.01](#), "Computation of Retired Pay."
 - (2) In accordance with [10 U.S.C. § 2126](#) the USPHS Commissioned Corps will not grant retirement eligibility credit to a medical officer for the period of time the officer spent as a medical student on active duty at the Uniformed Services University of the Health Sciences (USUHS) medical school. However, the USPHS Commissioned Corps will grant credit to such officers for all subsequent training programs, including residency and internship training that are performed while in an active duty status.
 - b. The USPHS Commissioned Corps may grant credit for Civil Service employment with the Public Health Service, other than as a Public Health Service officer, that is comparable to active duty service performed by an officer as determined by the Director, CCHQ, in accordance with this Subsection. Creditable service may include up to the last five years of employment as a member of the Silvio O. Conte Senior Biomedical Research Service (SBRS) and up to the last five years of employment in the Public Health Service Civil Service in professional positions (i.e., positions normally classified at two-grade intervals under the General Schedule (GS) pay system) at grade levels GS-9 and above including Senior Executive Service level positions as follows:
 - (1) Except for appointments to the SBRS, the appointment must have been to the competitive service (i.e., Career Conditional or Career appointments). Such appointments are normally documented on a Standard Form 50 (SF-50), "Notification of Personnel Action."
 - (2) Except for appointments to the SBRS, the USPHS Commissioned Corps will not credit appointments that are made without regard to the Civil Service laws and regulations (e.g., [Schedule A, B, C, or D](#) appointments and appointments under [42 U.S.C. §§ 209\(f\), \(g\), or \(h\)](#)).
 - (3) The USPHS Commissioned Corps will not grant credit to a Regular Corps officer for any period of a Civil Service appointment that coincides with the officer's appointment in the Ready Reserve Corps.
 - (4) The USPHS Commissioned Corps will only credit the periods during which the officer met the USPHS Commissioned Corps' appointment standards

(e.g., employment subsequent to receipt of a qualifying degree, license/certification, U.S. citizenship).

- (5) Employment must be in a Health and Human Services (HHS) component that is designated as a part of the Public Health Service in statute or by the Secretary. The USPHS Commissioned Corps will only credit periods during which the employment in a designated component coincides with the time period that the component is designated as part of the Public Health Service. The USPHS Commissioned Corps will not credit employment in a component that does not coincide with the component's organizational designation as part of the Public Health Service.
 - (6) Employment must:
 - (a) Be a full-time position;
 - (b) Be filled by an officer of same or similar profession if the position were occupied by a Public Health Service commissioned officer;
 - (c) Utilize the individual's qualifying degree (an individual who converts from a civil service position to the Corps in same position meets this criterion); and
 - (d) Meet any additional criteria established by the SG in a Personnel Operations Memorandum (POM).
- c. The USPHS Commissioned Corps will grant credit for service (other than service included in Section 6-2.a. and b.) that is creditable for retirement purposes under the laws governing the regular retirement of active duty members of any of the uniformed services.
- d. Required Documentation.
- (1) Applicants to the Regular Corps are required to submit suitable documentation of Civil Service employment with the Public Health Service during the appointment process or within one year of their initial appointment, after which the USPHS Commissioned Corps will not consider such requests or award credit for prior Civil Service.
 - (2) If they have not previously submitted suitable documentation, Regular Corps officers on active duty on the effective date of this Instruction must submit this proof of Civil Service employment with the Public Health Service within one year of the date of this Instruction, otherwise the USPHS Commissioned Corps will not consider such requests or award credit for prior Civil Service.
 - (3) The USPHS Commissioned Corps requires applicants to the Regular Corps and Regular Corps officers on active duty on the effective date of this Instruction to submit all documentation for SBRS and prior uniformed service, which includes active duty service as well as active and inactive service in a reserve component or a federally recognized National Guard. An officer's failure to timely submit all required documentation under this Instruction may subject an officer to disciplinary action for non-compliance with a Commissioned Corps Instruction (CCI) as specified in paragraph 27 in the Appendix of [CCD 111.02](#), "Disciplinary Action." For the purposes of

this paragraph, “timely” submission means within one year of the officer’s appointment to the USPHS Commissioned Corps.

- e. The USPHS Commissioned Corps does not allow officers service credit for time lost if, after 10 February 1996, they desert; are absent without leave or are absent from their organization, station, or duty for more than one day without proper authority, as determined by competent authority; are confined by military or civilian authorities for more than one day in connection with a trial, whether before, during, or after the trial; or are unable, as determined by competent authority, to perform their duties for more than one day because of intemperate use of drugs or alcoholic liquor, or because of disease or injury resulting from misconduct.
 - f. The USPHS Commissioned Corps does not grant credit for any of the service that is outlined in Section 6-2. towards an officer’s Regular retirement unless it is also included in this Section.
- 6-2. Non-Regular Retirement from the Ready Reserve Corps. The USPHS Commissioned Corps bases creditable service for purposes of determining eligibility for retirement for a member of the Ready Reserve Corps on whether the officer has a qualifying year of active service and service in a Reserve Component in any branches of the Uniformed Services, including the Ready Reserve Corps. The USPHS Commissioned Corps will grant an officer credit for purposes of a Ready Reserve Corps officer’s eligibility for a non-regular retirement in accordance with this Section:
- a. One point for each satisfactory attendance at a drill or period of equivalent instruction that is prescribed by the Surgeon General or designee (see [CCI 322.06](#), “Ready Reserve Corps Management”).
 - b. Points at the rate of 15 a year for membership and active service in the USPHS Commissioned Corps’ Selected Ready Reserve (SELRES) and Active Individual Ready Reserve (IRR) (see CCI 322.06, “Ready Reserve Corps Management”).
 - c. One point for each day of active duty service in any of the uniformed services.
 - d. All IDT and membership points that another uniformed service(s) has credited to the individual in accordance with [10 U.S.C. § 12732\(a\)\(2\)\(B\), or \(C\)](#).
 - e. Not more than 50 points for each year, not to exceed 4 years, credited to the individual as a member of an armed forces health professions scholarship and financial assistance program when the Secretary concerned authorizes such service in accordance with [10 U.S.C. § 2126\(b\)](#).
 - f. One point for each day of full-time service that a federally recognized National Guard has credited the officer in accordance with 32 U.S.C. §§ [316](#), [502](#), [503](#), [504](#), and [505](#) while performing annual active duty training (ADT) or while attending a prescribed course of instruction at a school designated as a service school by law or by the Secretary concerned.
 - g. All points that another uniformed service or federally recognized National Guard has credited the officer for performing funeral honors duty in accordance with [10 U.S.C. § 12503](#) or [32 U.S.C. § 115](#).
 - h. The USPHS Commissioned Corps will not use the following service nor any points associated with such service:

- (1) Service (other than active service) in an inactive section of the Organized Reserve Corps or of the Army Reserve, or in an inactive section of the officers' section of the Air Force Reserve.
 - (2) Service (other than active service) after 30 June 1949 while on the Honorary Retired List of the Navy Reserve or of the Marine Corps Reserve.
 - (3) Service in the inactive National Guard.
 - (4) Service in a non-federally recognized status in the National Guard.
 - (5) Service in the Fleet Reserve or the Fleet Marine Corps Reserve.
 - (6) Service as an inactive Reserve nurse of the Army Nurse Corps established by the Act of 2 February 1901 (ch.192, 31 Stat. 753), as amended.
 - (7) Service in any status other than that as a commissioned officer, warrant officer, nurse, flight officer, aviation midshipman, appointed aviation cadet, or enlisted member.
 - (8) Service in the screening performed pursuant to [10 U.S.C. § 10149](#) through electronic means, regardless of whether or not a stipend is paid to the member for such service under [37 U.S.C. § 433a](#).
 - (9) Service in the civil service of the Public Health Service.
- i. Although in a given year an officer may not accumulate sufficient points to serve as a qualifying year towards qualifying the officer for a non-regular retirement, the USPHS Commissioned Corps will still use those points towards determining the officer's retired pay multiplier in accordance with CCI 661.01, "Computation of Retired Pay."
 - j. Required Documentation. Applicants to the Ready Reserve Corps are required to submit all documentation for prior uniformed service, including active duty service as well as active and inactive service in a reserve component or a federally recognized National Guard. An officer's failure to timely submit all required documentation under this Instruction may subject an officer to disciplinary action for non-compliance with a Commissioned Corps Instruction (CCI) as specified in paragraph 27 in the Appendix of CCD 111.02, "Disciplinary Action." For the purposes of this paragraph, "timely" submission means within one year of the officer's appointment to the USPHS Commissioned Corps.
 - k. The USPHS Commissioned Corps does not grant credit for any of the service that is outlined in Section 6-1. for a Regular retirement towards an officer's non-Regular retirement unless it is specifically included in this Section.

7. RESPONSIBILITIES:

- 7-1. The ASH is responsible for establishing policies related to retirement.
- 7-2. The SG is responsible for ensuring the day-to-day supervision of the USPHS Commissioned Corps.
- 7-3. All officers are responsible for adhering to the guidelines and procedures listed in this Instruction.

8. HISTORICAL NOTES: This is the first issuance of this Instruction in the eCCIS and replaces CCPM CC23.8.1, dated 18 December 1980.

Appendix

Definitions

The following definitions apply for the purposes of this Instruction:

1. Active Duty Training (ADT). Annual training duty that a member of the Ready Reserve Corps performs while on active duty.
2. 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.
3. 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).
4. 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.
5. Inactive Duty Training (IDT). Training that a member of the Ready Reserve Corps performs while in an inactive status (i.e., not on active duty) for which the USPHS Commissioned Corps pays the member or, with the member’s consent, is performed without pay.
6. Qualifying Degree. An academic or professional degree that qualifies a candidate for an appointment as an officer in the USPHS Commissioned Corps in accordance with [CCI 231.03](#), “Category Specific Appointment Standards.”
7. Qualifying Year. 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.