



CCI 391.01  
EFFECTIVE DATE: 13 January 2021

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**By Order of the Assistant Secretary for Health:**

**ADM Brett P. Giroir, M.D.**

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SUBJECT: Appointment Boards

1. PURPOSE: This Instruction lists the responsibilities and functions of the appointment boards that make recommendations regarding appointment of candidates to the Regular Corps and the Ready Reserve Corps of the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY:
  - 2-1. This Instruction applies to candidates seeking appointment to the Regular Corps and the Ready Reserve Corps.
  - 2-2. This Instruction applies to candidates seeking appointment through the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) and the Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP), only to the extent detailed in Commissioned Corps Instruction (CCI) [371.02](#), "JRCOSTEP," and [CCI 371.03](#), "SRCOSTEP."
  - 2-3. This Instruction does not apply to candidates seeking admission to the medical school of the Uniformed Services University of the Health Sciences (see Commissioned Corps Directive (CCD) [125.03](#), "Uniformed Services University of the Health Sciences") unless otherwise noted in this Instruction or other policies in the electronic Commissioned Corps Issuance System (eCCIS).
3. AUTHORITY:
  - 3-1. [42 U.S.C. § 204](#), "Commissioned Corps and Ready Reserve Corps"
  - 3-2. [42 U.S.C. § 209](#), "Appointment of personnel"
  - 3-3. [42 U.S.C. § 210b\(a\)](#), "Professional categories"
  - 3-4. [42 U.S.C. § 216](#), "Regulations"
  - 3-5. [42 C.F.R. §§ 21.21-21.58](#), "Commissioned Officers"
  - 3-6. [68 FR 70507](#) dated 18 December 2003
  - 3-7. [CCD 122.01](#), "Promotions"

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 second issuance of this Instruction within the eCCIS and replaces CCI 391.01, "Appointment Boards," dated 14 August 2007. This revision:
  - 5-1. Extends applicability to the Ready Reserve Corps.
  - 5-2. Extends applicability to JRCOSTEP and SRCOSTEP officers only to the extent detailed in the relevant policies.
  - 5-3. Removes section on delegation of authority to administer the Oath of Office.
  - 5-4. Removes section on authority to appoint individuals in the Ready Reserve Corps and temporary grade positions.
  - 5-5. Adds Section 6-3. on remote boards.
  - 5-6. Adds Section 8-2. on nondiscrimination.

6. POLICY: The USPHS Commissioned Corps utilizes an appointment board system to assess the fitness and qualification of candidates for appointment to the Regular Corps and Ready Reserve Corps. Appointment boards are responsible for ensuring that only qualified candidates are recommended for appointment as Public Health Service (PHS) officers.
  - 6-1. An appointment board bases its recommendation on all available information in the candidate's file. The phrase "all available information" includes information contained in the candidate's application and curriculum vitae, responses to requests for additional information by Commissioned Corps Headquarters (CCHQ), references, etc. The candidate must produce all requested information unless a legal exception applies.
  - 6-2. Upon request from the appointment board, consultative services concerning the appointment process and/or other relevant matters will be provided by the professional staff of CCHQ and/or the Chief Professional Officer (CPO) of the category for which the candidate is being considered. CCHQ will notify the CPOs of the candidate's category at least three business days in advance (not including emergency appointment boards) and give them the opportunity to address the board in person or via a recording before it begins.
  - 6-3. CCHQ will determine if the appointment board will meet live (in person) or remotely (online).
    - a. If the board meets remotely, its members can be stationed anywhere and are not subject to traveling to the Washington D.C. metropolitan area.
    - b. Remote board members will have access to all documents through the Applicant Tracking System (ATS). The board members access the ATS through their Commissioned Corps Management Information System ([CCMIS](#)) login.
    - c. The live boards and remote boards are otherwise identical in process. There is no difference between the way these boards are conducted other than being conducted remotely (e.g., online or telephonically).
7. RESPONSIBILITIES:
  - 7-1. The Director, CCHQ, is responsible for managing the personnel systems for selecting individuals for appointment.
8. PROCEDURES:
  - 8-1. The Director, CCHQ, or his/her designee will appoint a panel of three or more officers to serve as appointment board members for a period of one year. Appointment board memberships are documented by a personnel order for inclusion in each officer's electronic Official Personnel Folder (eOPF). In making such appointments, the Director, CCHQ, may consult with the CPO for the category to which the candidate is being considered. Appointment board members must:
    - a. Be appointed to the Regular Corps. The Director, CCHQ, may appoint up to two officers who are a member of the Ready Reserve Corps' Selected Reserve (SELRES) to consider candidates for appointment to the Ready Reserve Corps, however, the chairperson must be a member of the Regular Corps;
    - b. Be at the senior grade (O-5) or above; and
    - c. Have at least five years of USPHS Commissioned Corps active duty experience and/or have at least five years of active status (for Regular Corps officers) or have at least five years of active service in the SELRES (for Ready Reserve Corps officers) in the SELRES. In addition, the majority of appointment board members must be in the same category for which the candidate is being considered.

- 8-2. The Director, CCHQ, or designee, will ensure that the selection process for appointment board members complies with the Department of Health and Human Services' (HHS) rules, regulations, and policies on nondiscrimination in the workplace. At least one officer must have served on a previous appointment board.
- 8-3. Officers with pending disciplinary action(s) or who have been under disciplinary action(s) within the past two years cannot serve on an appointment board. Officers who do not comply with the USPHS Commissioned Corps' licensure or security clearance requirements, who do not currently meet basic readiness standards and readiness policies (or who fail a readiness check after they are appointed to the board), and/or who do not have a current Commissioned Officers' Effectiveness Report (COER) on file with CCHQ may not serve on an appointment board.
- 8-4. When an appointment board is convened, the senior officer of the board is the 'Chairperson.' The Chairperson must be in the same category for which the candidate is being considered. The Chairperson's duties consist of:
- a. Calling the appointment board to order;
  - b. Governing the general conduct of the board; and
  - c. Ensuring that each board member submits recommendations and signs Training and Experience forms before the board concludes.
- 8-5. The Director, CCHQ, or designee, will assign a non-voting executive secretary to each appointment board. The executive secretary:
- a. Arranges the time and place of all meetings;
  - b. Sets the agenda and furnishes it to the board;
  - c. Provides applicable information to the appointment board;
  - d. Prepares the board's recommendation(s) for submission to the Director, CCHQ; and
  - e. Performs other duties as required by the board's chair or the Director, CCHQ.
- 8-6. Under guidance from the SG or the Director, CCHQ, when the appointment board determines it needs additional information to assess a candidate's suitability for appointment as a PHS officer, it may require a formal interview (either in person or by telephone) conducted by:
- a. One or more appointment board members;
  - b. One or more officers assigned to CCHQ; or
  - c. One or more officers specifically designated by the SG or Director, CCHQ.
- 8-7. The members of the appointment board have the following duties:
- a. Ensuring their availability for the duration of the board(s);
  - b. Reviewing all available information;
  - c. Participating in all board discussions and any assigned candidate interviews;

- d. Signing and returning all documentation in a timely manner (if the board is conducted remotely); and
  - e. Maintaining confidentiality.
- 8-8. Upon completion of its review of all available information, the board will determine whether or not the candidate is professionally or otherwise qualified for appointment to the USPHS Commissioned Corps. Based on this determination, the board will:
- a. Recommend appointment and validate the candidate's Training and Experience Date;
  - b. Recommend appointment pending receipt of additional information before the board concludes;
  - c. Recommend that the appointment decision be deferred; or
  - d. Recommend that the candidate be rejected.
- 8-9. The appointment board must base all recommendations on a majority vote of the members. Dissenters can file a minority report with the board's recommendation. All members of the board have equal voting rights.
- 8-10. At the conclusion of the appointment board, the Director, CCHQ, or designee will approve or disapprove all board recommendations.
- 8-11. The SG, or designee, makes the final decision for or against the appointment of any candidate.
9. HISTORICAL NOTES: This is the second issuance of this Instruction within the eCCIS.
- 9-1. CCI 391.01, "Appointment Boards," dated 14 August 2007.