



CCD 125.03
EFFECTIVE DATE: 30 July 2020

By Order of the Secretary of Health and Human Services:

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SUBJECT: Uniformed Services University of the Health Sciences

1. PURPOSE: This Directive sets forth regulations for the assignment of officers of the Commissioned Corps of the U.S. Public Health Service (Corps) to the Uniformed Services University of the Health Sciences (USUHS). This Directive addresses regulations governing: assignments of Corps officers as students to USUHS; graduate medical education assignments for Corps medical officers upon graduating from USUHS; the active duty obligations (ADO) incurred by officers due to such assignments; and, the commissioned service obligation (CSO).
2. APPLICABILITY:
 - 2-1. The regulations in this Directive apply to civilian applicants to USUHS, transfers from other uniformed services, existing Corps officers attending USUHS, and to former students at USUHS whose pay and allowances while at USUHS was paid by the Corps and its affiliated Operating Divisions (OPDIV), Staff Divisions (STAFFDIV), and non-Department of Health and Human Services (HHS) organizations to which Corps officers are assigned.
 - 2-2. Nothing contained in these regulations shall be construed to compromise any legal actions or remedies which may be available to the Corps against any commissioned officer who fails to fulfill an Active Duty Obligation (ADO).
3. AUTHORITY:
 - 3-1. [10 U.S.C. Chapter 104](#), "Uniformed Services University of the Health Sciences."
 - 3-2. [32 C.F.R. Part 242](#), "Admissions Policy and Procedures for the School of Medicine, USUHS."
 - 3-3. [42 U.S.C. §218a](#), "Training of Officers."
 - 3-4. [84 Federal Register 1752-1753](#), "Statement of Organization, Functions, and Delegations of Authority."
4. PROPONENT: The proponent of this Directive is the Secretary of the Department of Health and Human Services (HHS).

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Directive within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC45.2.3, "Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)," dated 10 September 1991. This version:
- 5-1. Clarifies which regulations apply to both medical and non-medical students.
 - 5-2. Expands, in Section 6-1.b., the definition of graduates' Commissioned Service Obligation (CSO) and details how time in medical residency does not count toward a graduate's CSO from attending USUHS.
 - 5-3. Expands officer's ADO in return for USUHS training to include both the Corps and the program/agency/OPDIV that funded the officer's training, in Sections 6-1 and 6-4.
 - 5-4. Removes language on different rules for those graduating before December 1991.
 - 5-5. Includes a new Section 6-2, "Selection of Civilian Candidates for Assignment."
 - 5-6. Clarifies, in Section 6-4, how officers wishing to transfer to the Ready Reserve to finish their ADO must transfer to a military service first (until the Corps is ready to staff its own long-term Ready Reserve).
 - 5-7. Explains, in Section 6-4, how officer's time at USUHS medical school does not count years of active duty service for the purpose of determining eligibility for retirement, but does count for the purpose of computing retirement pay.
 - 5-8. Deletes references to HHS intramural residency programs in Section 6-4 and details the ADO from Graduate Medical Education (GME)/Residency.
 - 5-9. Includes, in Section 6-5, the ADO for full- and part-time students who are not pursuing a medical doctorate (M.D.)
 - 5-10. Clarifies, in Section 8-1, current officers' rate of pay while attending the University.
 - 5-11. Clarifies, in Section 8-2, that the Corps does not require a second review by an Appointment Board after an officer's graduation, and specifies that graduates of USUHS medical school are promoted to the temporary grade of O-3 and a permanent grade of O-2, upon graduation.
 - 5-12. Requires, in Section 8-3, graduates of USUHS medical school to obtain a state license to practice while in residency, but adds that this does not have to be an unrestricted license. It also clarifies when an officer must obtain an unrestricted license.

6. POLICY:

6-1. Definitions.

- a. Active Duty Obligation (ADO). The period of time that an officer is obligated to serve on active duty in return for service support of long-term training or other extramural education activities. Officers serve the ADO to the Corps at the agency that sponsored their training.
- b. Commissioned Service Obligation (CSO). The active service and any reserve service the officer is obligated to serve in return for service support of long-term training or other extramural education activities. With respect to an officer who is a medical school graduate of the University, the period of a commissioned service obligation begins on the date of the appointment of the officer in the Regular Corps after graduation and ends on the tenth anniversary of that appointment plus any time that the ADO/CSO is in hiatus while the officer undergoes internship/Graduate Medical Education (GME). Officers serve the CSO to the Corps at the agency that sponsored their training.
- c. Initial Residency Training. The period of time spent by an officer in medical residency training prior to the officer first becoming eligible to take a specialty board examination administered by an American medical examining board. Time in residency/GME does not count toward fulfillment of the officer's ADO/CSO.

6-2. Selection of Civilian Candidates for Assignment.

- a. All civilians applying to USUHS programs that are for members of the uniformed services must first join one of the seven U.S. uniformed services. During the application process, candidates selected for interviews must rank these services by their preference of assignment upon graduation.
- b. After civilian candidates are accepted to USUHS, agencies/programs within the Corps will select the students they wish to sponsor and fund. These students must meet all of the Corps' medical and security requirements for commissioning in the Regular Corps, and must agree to join the Corps before enrolling in USUHS and to serve in the sponsoring agency/program for the period of obligation after graduating or leaving USUHS without a degree.
- c. Once the civilian candidate agrees to attend USUHS, the Corps will arrange for his/her commission as a Junior Assistant Health Services Officer (O-1) and issue orders assigning the new officer to the University.
- d. Civilian candidates with prior service experience in a uniformed service who are applying to USUHS medical school will serve as Junior Assistant Health Services Officers (O-1) during their tenure at USUHS, regardless of any previous rank.

6-3. Selection of Corps Officers for Assignment as Students to USUHS.

- a. Corps officers who apply to USUHS medical school must obtain approval, in writing, from the Surgeon General (SG), or his/her designee, after submitting a formal application to USUHS, but before admission. Corps officers who apply to USUHS to obtain a non-medical degree must have approval, in writing, from the Commissioned Corps Headquarters (CCHQ). In both cases officers must obtain approval from their agency or OPDIV/STAFFDIV.

- b. The SG or his/her designee (or the Director, CCHQ for non-medical students), will consider requests for approval to apply to USUHS from Corps officers who meet all of the following qualifications:
- (1) All requirements established by USUHS;
 - (2) Good moral character;
 - (3) Medical requirements for appointment into the Corps;
 - (4) Basic force (deployment) readiness standards for service in the Corps;
 - (5) Security requirements for appointment into the Corps; and
 - (6) No remaining ADO as a result of current or prior participation in programs of study or training supported by the Corps. This requirement may be waived by the SG if he/she determines such waiver to be in the best interest of the Corps.
- c. USUHS will review and approve/disapprove applications from a Corps officer on active duty, who is approved to apply to USUHS, in accordance with the criteria and procedures contained in the laws and regulations governing USUHS.

6-4. Corps Officers Assigned as Students Seeking a Medical Degree at USUHS.

- a. Prior to assignment as students to USUHS, Corps officers (including newly appointed former civilians) must sign an agreement which sets forth the officers' ADO or CSO to the Corps and to the agency that sponsors the officers' education. It also specifies what happens if they are dropped from the school, voluntarily withdraw from enrollment, or graduate.
- (1) The agreement will set forth the payment obligations for failure to fulfill an ADO and CSO to the Corps and the sponsoring agency.
 - (2) The agreement also will specify conditions under which such officers will be permitted to participate in graduate medical education upon graduating from USUHS.
- b. The CSO (beginning with the ADO) for officers seeking medical degrees from USUHS, will start immediately upon completion of their medical internship/residency or their withdrawal from Graduate Medical Education (GME) or residency.
- (1) Time in a medical internship and initial residency training does not count toward fulfilling the ADO.
 - (2) A Corps officer assigned as a medical student to USUHS will incur a 10-year service commitment to the Corps and the sponsoring agency, unless extended by additional training or a transfer to the Ready Reserve as described in Section 6-4.d. below).
 - (3) An officer who completes his/her internship and begins to serve the Corps as a medical officer begins fulfilling his/her ADO. If the officer then chooses to return to an initial residency training or other full-time long-term training, fulfillment of the ADO is suspended while in such training.

- c. Corps officers selected for full-time enrollment at USUHS School of Medicine, must resign their present commissions and be reappointed as Junior Assistant Health Services Officers (O-1) in the Regular Corps during their tenure at USUHS.
- d. The CSO can include reserve service if the officer elects to leave active duty after a minimum of 7 years, but before completing 10 years in the active duty service. In this case, the officer will serve in the Ready Reserve for additional time according to the table set forth in this Section. Otherwise, the full period of obligated service incurred for the 4 years of medical school will not exceed the amount set forth below, except in the case of repeated work as noted in Section 8-2.a. below.

(1) As established by [10 U.S.C. §2114\(c\)](#), upon completion of, or release from, the active-duty obligation after at least seven years, but before completing 10 years, the officer shall serve in the Ready Reserve (as defined in Section 6-4.c.(2)) for the period specified in the following table.

<u>Period of Service on Active Duty</u>	<u>Ready Reserve Obligation</u>
Less than 8 years	6 years
8 years or more, but less than 9	4 years
9 years or more, but less than 10	2 years
10 years or more	none

(2) Unless otherwise determined by the SG, or until the Corps is ready to staff its own long-term Ready Reserve, officers who are required to serve in the Ready Reserve because they have been released from active duty service in the Corps without completing their full ADO (as specified above) must first transfer to the regular service of the U.S. Army, U.S. Navy, U.S. Air Force, or U.S. Coast Guard (according to the provisions in [CCI 374.01, "Inter-Service Transfer,"](#) and Department of Defense ([DoD Instruction 1300.04, "Inter-Service and Inter-Component Transfers of Service Members."](#)) Upon inter-service transfer, the officer may then send a request to the receiving service to serve their CSO in the receiving service's Ready Reserve. However, if the receiving service declines this request, the officer must serve the remaining ADO on active duty in the receiving service.

- e. Upon graduating from the School of Medicine, Corps officers will be appointed in the Corps, if otherwise qualified, as medical officers with the temporary rank of O-3 (See Section 8-2).
- f. In accordance with [10 U.S.C. 2114](#) and [2126](#), the Corps will not credit time spent in an officer's assignment as a full-time medical student to USUHS as years of active duty service in determining eligibility for retirement from the Corps under [42 U.S.C. §212](#). However, years of service at USUHS as a medical student do count for computing an officer's retired pay multiplier. Moreover, because the officer was on active duty while attending USUHS and his/her internship, when calculating service years for the retired pay multiplier the officer may not receive additional years of constructive credit under [42 U.S.C. §212\(a\)\(4\)\(ii\)](#) for attending medical school/internship .

- g. Residency or Other Graduate Medical Education (GME) upon Receipt of Medical Degree from USUHS. An officer may apply to participate in a residency or graduate medical education program administered by DoD, or, if not selected by a DoD program, an Agency- or OPDIV-supported extramural residency or GME. In both cases, the SG or his/her designee must agree that this training would benefit the Corps as well as the officer.
 - (1) An officer approved for DOD or extramural GME/residency will incur an ADO, in addition to the 10 year ADO from assignment to USUHS, of six months or twice the period of training, whichever is greater, as specified in [CCI 325.03, "Extramural Training Obligation."](#)
 - (2) The officer can serve an ADO incurred from participation in Agency- or OPDIV-supported residency or training concurrently with his/her ADO from attending USUHS. Participation in an Agency- or OPDIV-supported extramural graduate medical education program will not count toward fulfillment of an ADO from attending USUHS.
- h. Assignment Subsequent to Initial Residency Training. Upon the officer's completion of the initial residency training, the Corps will place the USUHS graduate in an assignment at the sponsoring agency or program for a minimum of two years before the Corps will permit him or her to pursue any additional GME, unless the SG or his/her designee, determines that this requirement should be waived in the best interests of the Corps.

6-5. Corps Officers Assigned as Students, Other Than as Medical Students, to USUHS.

- a. A Corps officer assigned as a full-time student to USUHS, other than as a medical student, must follow the rules and requirements in CCI 325.01, "Extramural Training," and CCI 325.03, "Extramural Training Obligations." He/she will incur an ADO to the Corps (and to the agency funding the training) of 6 months or twice the period of training, whichever is greater. The ADO will commence immediately upon cessation of the officer's participation in the training program at USUHS.
- b. A Corps officer attending USUHS part-time, as a non-medical student, will incur an ADO to the Corps according to [CCI 325.03, "Extramural Training Obligation,"](#) as follows:

<u>Length of P/T Training</u>	<u>ADO</u>
70 hours or less	None
71 – 209 hours	6 months
210 hours or more	Divide total hours by 2.3 to convert to days, Multiply days by 2 to calculate ADO

- c. An officer attending USUHS full-time who earns multiple degrees simultaneously (without taking additional semesters) will not incur any additional ADO. However, taking class(es) for any additional semesters will add to the officer's ADO according to Section 8-2.a., as if the officer needed extra time to graduate. An officer who earns multiple degrees simultaneously part-time will incur an ADO according to the training hours as defined in Section 6-5.b. above.

7. RESPONSIBILITIES:

- 7-1. The ASH may promulgate any additional Instructions necessary to implement the provisions of this Directive.

- 7-2. The Surgeon General (SG) is responsible for ensuring the day-to-day management of the Corps and may issue a Personnel Operations Memorandum (POM), through the eCCIS, to address specific issues.
- 7-3. All officers are responsible for adhering to the guidelines listed in this directive.
8. PROCEDURES:
- 8-1. Corps Officers Assigned to USUHS
- a. Corps officers assigned as to USUHS must follow the rules and regulations applicable to all other such USUHS students unless the Corps establishes different rules and regulations relating specifically to Corps officers.
 - b. USUHS students who are in the Corps must meet the standards and requirements of all other Corps officers unless specifically excluded in other policies (for instance, the Commissioned Officer Effectiveness Report (COER) policy).
 - c. Time served as a commissioned officer while a full-time student at USUHS will not count as creditable service for purposes of computing basic pay or eligibility for retirement.
 - d. Corps officers assigned as full-time students to USUHS are not entitled to any special or incentive pay for which they otherwise would have been eligible under [Title 37 of the U.S. Code](#), unless the Corps specifically authorizes this special or incentive pay for students at USUHS.
- 8-2. Corps Officers Assigned to USUHS as Medical Students
- a. Previous service in the Corps before assignment as a medical student to USUHS will be counted for basic pay longevity purposes while a student at USUHS. An officer who is selected from the active-duty roles to be a full-time USUHS student is paid basic pay based on the former grade and years of service until the officer's basic pay for his/her current grade and years of service is a larger amount (see [10 U.S.C. §2114](#)).
 - b. Review by Appointment Board.
 - (1) Individuals who are accepted into the USUHS medical school are reviewed by a medical category Appointment Board prior to commissioning in the Corps to evaluate their suitability to serve as a medical officer in the Corps.
 - (2) A second review of an officer's records by a medical category Appointment Board after his/her graduation from USUHS medical school is not required. Such officers are granted eight years of Training and Experience (T&E) as well as any time-in-grade or time-in-service credit authorized by the ASH, and are promoted to the temporary grade of O-3 and permanent grade of O-2 to take effect upon graduation.
- 8-3. Licensing Requirements for Graduates of USUHS Medical School.
- a. Officers must obtain a state license to practice while in residency, under the guidelines of the state.

- b. The Corps does not require officers who graduated from USUHS to maintain an unrestricted license as mandated by CCI 251.01, "Professional Licensure and Certification," for the duration of their internship and initial residency provided that they maintain an appropriate state license as required in Section 8-3.a.
 - (1) This initial residency (Post-Graduate Year Two and greater) has to start immediately after finishing their internship (Post-Graduate Education Year One).
 - (2) If the officer leaves the internship or residency for a general medical officer position, s/he must obtain, and submit to CCHQ, an unrestricted license within 6 months of leaving the program.
- c. Officers must obtain, and submit to CCHQ, an unrestricted license within 6 months of completing their initial residency.

8-4. ADO Procedures.

- a. In all cases, officers who repeat a year or a portion of a year at USUHS or who require extra time to graduate, will incur an additional ADO of one-half year for each additional one-half year or portion thereof for such repeated work.
- b. Starting with the first class of USUHS students admitted after the signing of this Directive, officers must serve their ADO at the OPDIV/STAFFDIV/non-HHS organization/component (for example, the U.S. Coast Guard, rather than the whole Department of Homeland Security) that sponsored their training unless the ASH, or his/her designee, determines that a transfer to a different agency would serve the best interests of the Corps.
- c. Failure to complete an ADO and CSO to the Corps and to the OPDIV/STAFFDIV/non-HHS organization/component sponsoring the officer's training as specified in Section 8-4.b. above will obligate the officer to pay the Corps an amount equal to two times the total amount of the tuition, fees, and other training expenses and two times any compensation (to include but not limited to pay, allowances, special pays, travel, transportation, and shipment of household goods) received by or paid on behalf of the officer in connection with the officer's assignment as a student to USUHS.
 - (1) For the purposes of computation of a monetary obligation under this Subsection, in the absence of a tuition charge by USUHS, the Corps will calculate the tuition cost as the average of the tuition charges for comparable training programs imposed by educational institutions within a 25-mile radius of USUHS during the period the officer attended USUHS.
 - (2) In conformity with the Treasury Fiscal Requirements Manual, the U.S. Government may assess late charges for payments made after the due date on amounts owed to the U.S. Government. Furthermore, the Corps will terminate an officer's commission and not authorize his/her travel and transportation allowances or lump-sum payment or transfer of unused annual leave in connection with his/her separation.
 - (3) Waiver of Payment Obligations. The SG may waive payment by a Corps officer for not meeting his or her ADO, in whole or in part, upon determination that such payment would be inequitable or would not be in the public interest.

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

9-1. CCD 125.03 replaces CCPM CC45.2.3, "Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)," dated 10 September 1991.