

**U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES**

PERSONNEL OPERATIONS MEMORANDUM



**EFFECTIVE DATE: POM 11-006
10 June 2011**

By Order of the Surgeon General of the U.S. Public Health Service:

VADM Regina M. Benjamin, MD, MBA

TO: All Corps Officers on Extended Active Duty

SUBJECT: Billet Description Collection

1. This Personnel Operations Memorandum (POM) establishes the guidelines for the collection of billet descriptions from all officers of the Commissioned Corps of the U.S. Public Health Service (Corps) in accordance with Personnel Policy Memorandum (PPM) [PPM11-001](#), "Revision to Billet Program", dated 25 May 2011.
2. Background
 - a. This POM identifies the procedures for collection of billet description information from officers as part of the Billets Transformation initiative. It describes the officers' requirements and consequences of non-compliance.
 - b. This POM will only be effective during the phase in which billets currently occupied by officers is redefined using the new billet format. Once all billets currently occupied by officers have been defined using the new format, this POM will no longer be in effect.
 - c. No time frames for completion of required tasks will begin prior to the effective date of this POM. Therefore, no retroactive actions will be taken against officers who have missed deadlines prior to the effective date of this POM.
3. Procedures

Billets Transformation promises to capture more detailed information on each officer's billet requirements, duties and responsibilities than is currently available, and that information will be stored in a searchable format. This increased visibility into the positions occupied by Corps officers will better enable career planning, force management and, when necessary, reporting to Congress, the Office of Management and Budget, and Department of Health and Human Services entities. In order for the Billets Transformation initiative to be successful, each officer must engage in the collection process, and do so in a timely manner.

- a. Each officer will receive an email with an attachment from "PSC CCBILLETS" at some point during the billet collection process. When an individual officer receives the message will depend upon the officer's Professional Category and the nature of the billet currently filled by the officer. That email will direct the officer to select the billet title that most closely matches his/her current duties.
- b. Each officer will be required to select the appropriate billet title and return his/her selection to the "PSC CCBILLETS" email address (as directed in the guidance documents that accompany the initial request) within 14 calendar days of receipt of the initial request.
- c. The billet title selection will be processed by the Billet Collection System, and the officer will receive a second email message from "PSC CCBILLETS" containing a standard billet template as an attachment.
- d. Each officer will be required to add the position-specific information that describes the requirements, duties and responsibilities for his/her billet. The focus is solely on the billet and not the officer's attributes.
- e. Each officer will be required to complete adding position-specific information to the standard billet template and return the completed billet description to the "PSC CCBILLETS" email address (as directed in the guidance documents that accompany the standard billet template) within 21 calendar days of receipt of the standard billet template.
- f. The completed billet description will be processed by the Billet Collection System and the completed billet description will be forwarded to the supervisor who was identified by the officer for evaluation. The supervisor may make changes to the position-specific information that was added by the officer. The officer's supervisor will be required to include the Reviewing Official's name and contact information on the billet description.
- g. The officer's supervisor will be granted 30 calendar days in which to complete his/her evaluation of the billet description and return it to the "PSC CCBILLETS" email address (as directed in the guidance documentation) with his/her approval decision.
- h. If, after 30 calendar days, the officer's supervisor does not return the billet description to the "PSC CCBILLETS" email address, then it will be deemed to have been approved by the officer's supervisor. The Reviewing Official will be identified and the billet description will be forwarded to him/her from the "PSC CCBILLETS" email account.
- i. Once the supervisor's evaluation is complete (or once the 30 calendar day deadline has passed), the billet description will be forwarded to the billet's Reviewing Official for review. The Reviewing Official may make changes to the position-specific information that was added by either the officer or the supervisor.
- j. The Reviewing Official will be granted 30 calendar days in which to complete his/her review of the billet description and return it to the "PSC CCBILLETS" email address (as directed in the guidance documentation) with his/her approval decision.
- k. If, after 30 calendar days, the Reviewing Official does not return the billet description to the "PSC CCBILLETS" email address, then it will be deemed to

have been approved by the Reviewing Official. The officer will not be held accountable for his/her supervisor's (or Reviewing Official's) failure to meet the 30 calendar day deadline.

- l. The completed billet description will be provided for review by the appropriate Professional Advisory Committee, the agency to which the billet is assigned and the Office of the Surgeon General (OSG). These groups will review all related billets for consistency of requirements, duties and responsibilities and recommend adjustments (when necessary and appropriate) in order to insure consistency. Adjustments to the billet description will be made by the Billets Transformation Officer.
 - m. Upon completion of all reviews, the billet description will be approved by OSG, included in the catalog of approved billets and archived in Direct Access. At this point in the process, the originating officer, his/her supervisor, and his/her reviewing official will all be provided with the final, approved version of the billet.
 - n. Because 100% of the billets occupied by officers must be included in Direct Access, it is required that all officers comply with the billet collection process. Therefore, failure to comply with this POM will result in ineligibility for promotion and awards. In addition, non-compliance may prevent or delay reassignments, details, and special pay. Officers who complete steps "b" through "e" above within the prescribed timeframes will not be held accountable for the failure of respective supervisors and/or Reviewing Officials to comply with their portion of the process in a timely manner.
 - o. If an officer fails to meet the prescribed deadlines, the restrictions described in "n" above will be removed once a completed billet description is returned by the officer to the "PSC CCBILLETS" email address. It also should be noted that the OSG is prohibited from issuing certain personnel orders retroactively (e.g., promotion). Therefore, such personnel orders will be prospective from the date the completed billet description is returned by the officer. Further, all temporary grade promotions will be effective on the first day of the month following removal of restrictions.
4. This POM shall remain in effect for the life of the billet description collection process, not to exceed 31 December 2011.

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Regina M. Benjamin, M.D., M.B.A.
VADM, USPHS
Surgeon General