



POM 12-004
EFFECTIVE DATE: 6 January 2012

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: Position (Billet) Implementation Grade Changes

1. This Personnel Operations Memorandum (POM) identifies the procedures for position (billet) grade changes that occur as a result of the new position (billet) grading classification system and transformation of Commissioned Corps of the United States Public Health Service (Corps) billet system. Position (Billet) Implementation Grade Changes are in accordance with CC23.5.4, "Billet Program," dated 27 May 1992 as amended by Personnel Policy Memorandum (PPM) 11-001 dated 25 May 2011, "Revision to Billet Program."
2. This POM does not apply to flag grade positions (billets).
3. PROCEDURES:
 - a. During the two-year period following the transformation of an officer's billet to positions, any position (billet) experiencing a grade change shall be reported in the officer's Promotion Information Report (PIR) as the higher graded of the old billet or new position.
 - b. The Office of the Surgeon General (OSG) initiates official notification of the transformed position (billet) by issuance of a personnel order.
 - (1) The personnel order is submitted to the officer's electronic Official Personnel Folder (OPF).
 - (2) Personnel orders establish the effective date of the position (billet).
 - (3) No amendments or modifications are authorized to the original billet after the personnel orders are issued. However, amendments to the transformed position may be made when appropriate and requested by the OPDIV.
 - c. Officers requiring a grace period and remaining in a position (billet) graded lower through the billets transformation process must recognize the potential impact of a decreased position (billet) grade from that point forward.

- (1) The effective date of the personnel order initiates the beginning of the two-year grace period if there is a decrease in the position (billet) grade.
 - (2) The position (billet) grade becomes permanent at the end of the two-year grace period.
 - (3) A lower position (billet) grade may potentially impact promotion competitiveness.
- d. Officers transferring to a transformed position (billet) will not be granted a grace period. The officer is assigned to the position (billet) at the transformed grade.
- e. OSG will maintain a historical record and reports of transformed billets and positions, along with any related changes of grade.

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VADM, USPHS
Surgeon General