

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL OPERATIONS MEMORANDUM



EFFECTIVE DATE: POM 13-002
30 April 2013

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

VADM Regina M. Benjamin, Surgeon General

TO: All Former Officers Seeking Reappointment to the Commissioned Corps of the United States Public Health Service (Corps)

SUBJECT: Reappointment to the Corps

1. This Personnel Operational Memorandum (POM) identifies the processes required for reappointment of a former Corps Officer.
 - a. This POM applies to all former Corps officers.
 - b. Applications may not be accepted from former Corps officers who were involuntarily separated due to performance, misconduct; lack of professionalism; unsuitability; failure of permanent promotion; failure to maintain and/or produce an unrestricted valid professional license/certification; failure to meet security and/or background investigation requirements; refusal to stand examination; or involuntarily separated as a result of a board process.
2. Former Corps officers seeking reappointment must meet current standards for appointment to extended active duty:
 - a. Must meet current general and categorical appointment standards as prescribed in the eCCIS ([CCI 231.01](#), "General Appointment Standards" and [CCI 231.03](#), "Category Specific Appointment Standards").
 - b. Must provide required medical documentation and meet all medical accession requirements of [CCI 231.01](#).
 - c. Must complete security related requirements of [CCI 231.01](#).
 - d. Must meet current license requirements of [CCI 231.01](#).
 - e. Must be 44 years of age (44 years, 00 months, 00 days) or younger, unless the former officer has to his/her credit the number of years of active service, as defined in [42 U.S.C. §212\(a\)\(3\)](#), "Retirement of Commissioned Officers", for

retirement purposes equal to the number of years by which his/her age exceeds 44.

3. Former Corps officers seeking reappointment shall provide the following documentation:
 - a. Letter of request for reappointment, which contains the date that they are available for call to active duty and PHS Serial Number (SERNO).
 - b. A current Curriculum Vitae (CV) or Resume.
 - c. A current license and/or Board certification, if applicable.
 - d. Any additional information required by the Director, Commissioned Corps Personnel and Readiness (DCCPR).
4. The Director, DCCPR will review information from the former officer's previous tour(s) of duty to determine suitability for reappointment to the Corps. Information reviewed includes, but is not limited to the following:
 - a. Administrative or disciplinary actions;
 - b. Performance;
 - c. Licensure compliance;
 - d. Readiness compliance;
 - e. Uniform wear compliance;
 - f. Fulfillment of service and contractual obligations; and
 - g. Separation documentation (e.g., Form PHS-1373, Reason for Separation).
5. Applications for reappointment remain active for 1 year, 0 months, and 0 days from date of receipt of the application, after which the application is closed. If an application is closed, the former Corps officer must submit a new application to the Corps.
6. Except as noted in item 7, credit for training and experience and resulting temporary and permanent grade on reappointment is determined in accordance with [POM 11-005](#), "Entry Grade on Appointment to the Corps," dated 3 June 2011.
7. For former Regular Corps officers who apply for reappointment within 2 years, 0 months, 0 days from the last day of active service in the Regular Corps:
 - a. Reappointments are at the temporary and permanent grade held at the time of the last separation from active duty in the Regular Corps.
 - b. Credit for service for the purpose of basic pay (longevity of service), promotion (includes Training and Experience Date) and seniority in grade will be exactly what they were as of the day of the last separation from active duty in the Regular Corps.
 - c. Former Regular Corps officers that apply after this time period are considered new applicants to the Corps and must meet all standards and policies that apply to all other applicants.

8. The Director, DCCPR, is authorized to deny the reappointment of any applicant that does not meet the standards outlined in item 2, does not meet current needs of the service, or where upon a review of previous tours, as outlined in item 4.

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Surgeon General