

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

PERSONNEL OPERATIONS MEMORANDUM



POM821.69
EFFECTIVE DATE: 1 January 2019

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

VADM Jerome M. Adams, MD, MPH

TO: All Active Duty Corps Officers of the Commissioned Corps of the United States Public Health Service (Corps)

SUBJECT: Readiness Compliance

1. This Personnel Operations Memorandum (POM) outlines the enforcement of the Corps' basic force readiness standards, as established by the ASH; and specifies the progressive adverse action(s) that may occur if a Corps officer, absent a waiver under policy established by the ASH, fails to maintain continual compliance with the basic level of force readiness requirements in accordance with Commissioned Corps Directive (CCD) CCD 111.03, "Conditions of Service," and Commissioned Corps Instruction (CCI) CCI 241.01, "Readiness and Duty Requirements."
2. The Readiness and Deployment Operations Group (RedDOG) performs basic level of force readiness checks for the entirety of the Corps on the first day of each month, or within the first five days of the month, if the first falls on a holiday and/or a weekend. Effective 1 January 2019, the following actions will apply:
 - a. Absent an approved waiver, officers who fail to meet or maintain the basic level of force readiness ("readiness requirements") will be marked as not qualified and will have 30 days from the date the officer is so marked to meet and maintain the basic level of force readiness.
 - b. An officer who fails to meet or maintain the basic level of force readiness within 30 days from the date the officer is marked as not qualified:
 - (1) Will be non-deployable by the Corps;
 - (2) Is not eligible for promotion in accordance with CCI 331.01, "Permanent Grade Promotions," and CCI 332.01, "Temporary Promotions;"
 - (3) May have his or her records referred for disciplinary/adverse action in accordance with CCD111.02, "Disciplinary Actions," which could include involuntary separation or involuntary retirement from the Corps in accordance with CCD 123.01, "Involuntary Separation," and CCI 385.01, "Involuntary Retirement (20 Years)."

- c. If an officer believes there is an error regarding the determination of his or her readiness compliance, or if s/he has unusual or extenuating circumstances that will not allow him/her to correct and/or update his or her basic force readiness status, s/he should submit a Readiness Assistance Form via the Officer Secure Area on CCMIS. If the officer's claim is substantiated, the Readiness and Deployment Operations Group will review and correct the officer's record as appropriate.
3. Non-Compliance. Any Corps officer who fails to maintain continual compliance with the basic level of force readiness requirements will be subject to the following adverse actions:
 - a. At the point of failing to meet or maintain the basic level of force readiness (i.e., on the date the officer is marked as "Not Qualified"), the officer, his/her immediate supervisor, and Commissioned Corps Agency Liaison (Liaison) will be notified by RedDOG.
 - b. At "Not Qualified," plus 30 days, the officer, his/her immediate supervisor, Liaison, and the Adverse Actions Officer will again be notified by RedDOG. The Adverse Actions Officer will issue the officer a Letter of Counseling (LOC) which will also be forwarded to the officer's immediate supervisor and Liaison.
 - c. At "Not Qualified," plus 60 days ("Not Qualified" for two consecutive months), the officer, his/her immediate supervisor, Liaison, and the Adverse Actions Officer will be notified by RedDOG. The Director, Division of Commissioned Corps Personnel and Readiness (DCCPR), or his/her designee, will issue the officer a Letter of Reprimand (LOR) which will be active for a period of 2 years. The LOR will be shared with the officer's immediate supervisor and Liaison. During the period of the active LOR, the officer will not be eligible for awards, promotions, deployments, and possibly special pays.
 - d. At "Not Qualified," plus 90 days ("Not Qualified" for three consecutive months), the officer, his/her immediate supervisor, Liaison, and the Adverse Actions Officer will be notified by RedDOG. The officer will be sent forward to an appropriate board for action. The appropriate board may include an Involuntary Retirement Board (IRB), Involuntary Termination Board (ITB), or a Board of Inquiry (BOI).
4. Non-Consecutive Non-Compliance. Any Corps officer who fails to maintain basic level of force readiness standards and is marked as "Not Qualified" for 5 or more months in a 24-month period will be subject to the following:
 - a. Upon being marked as "Not Qualified" for the third time, the Adverse Actions Officer will issue the officer a LOC which will also be forwarded to the officer's immediate supervisor and Liaison.
 - b. Upon being marked as "Not Qualified" for the fourth time, the Director, Division of Commissioned Corps Personnel and Readiness (DCCPR), or his/her designee, will issue the officer a LOR which will be active for a period of 2 years. The LOR will be shared with the officer's immediate supervisor and Liaison. During the period of the active LOR, the officer will not be eligible for awards, promotions, deployments, and possibly special pays.
 - c. Upon being marked as "Not Qualified" for the fifth time, the officer will be sent forward to an appropriate board for action (i.e., IRB, ITB, or BOI).

5. A Corps officer who has an approved medical or administrative waiver for one or more basic readiness requirements will not be identified as “Not Qualified” for the duration of the approved waiver, however, the officer is required to continuously meet and maintain the remaining requirements for meeting the basic level of force readiness.
6. This POM is not retroactive; therefore any adverse action that has already occurred or is active will not be subject to review or change in previously adjudicated decisions.
7. This POM will remain in effect until rescinded.

-signed-
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VADM, USPHS
Surgeon General