

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL POLICY MEMORANDUM



EFFECTIVE DATE: PPM 07-002
23 October 2006

By Order of the Assistant Secretary for Health:

ADM John O. Agwunobi

TO: Surgeon General
Director, Office of Commissioned Corps Operations
Active Duty Officers at the Director (O-6) Grade and Above
Applicants to the Reserve Corps
Applicants for Assimilation into the Regular Corps

SUBJECT: Delegation to Administer the Oath

1. On 8 September 2006, the Secretary, Health and Human Services, delegated to the Deputy Secretary, Assistant Secretary for Health (ASH) and the Assistant Secretary for Administration and Management the authority to administer the Oath of Office incident to entrance into the executive branch or any other oath required by law in connection with employment in the executive branch pursuant to [5 USC Section 2903\(b\)](#) and for purposes of [5 USC Section 3331](#). This authority may be exercised with respect to all types of appointments or work schedules, and is to be exercised on or before the date on which employees report to duty, as required by 5 USC Section 3331 et seq. The Secretary further authorized the re-delegation of this authority by the ASH with respect to the Commissioned Corps of the U.S. Public Health Service (Corps), so long as such delegation designates in writing specific positions within the Corps, the incumbents of which are authorized to administer the Oath of Office to appoint Corps officers, as well as certain ranks of officers within the Corps who are authorized to administer the Oath of Office to appoint Corps officers.
2. Pursuant to the authority delegated to the ASH to administer the Oath of Office and to re-delegate that authority as specified above, I hereby re-delegate this authority to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6). These authorities may not be re-delegated.
 - a. CCI 231.01 of the electronic Commissioned Corps Issuance System (eCCIS), formerly [CC23.3.4](#), "Appointment Standards and Appointment Boards," Section B, "Authorities," is hereby amended by adding Subsection B.9. to read as follows:

"The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the ASH and the ASH has re-delegated this authority to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the

Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).”

- b. CCI 324.01 of the eCCIS, formerly [CC23.3.7](#), “Regular Corps Assimilation Program,” Section B, “Authority,” is hereby amended by inserting the following language as the fourth paragraph:

“The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the ASH and the ASH has re-delegated this authority to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).”

- c. CCI 611.02 of the eCCIS, formerly [CC26.1.3](#), “Officers’ Responsibilities for Submission of Personnel and Pay and Allowances Information,” Section B, “Authorities,” is hereby amended by inserting the following language as a second paragraph.

“The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the ASH and the ASH has re-delegated this authority to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).”

- d. The NOTE sections on forms [PHS-5141-1](#), “Appointment Affidavit, Reserve Corps,” [PHS-5141-2](#), “Appointment Affidavit, Regular Corps,” and [PHS-5141-3](#), “Appointment Affidavit, Assistant Surgeon General” is hereby amended to state:

“The oath of office must be administered by a person specified in 5 USC Section 2903 or as delegated by the Secretary to the Deputy Secretary, Assistant Secretary for Health, the Assistant Secretary for Administration and Management, or as re-delegated by the Assistant Secretary for Health to the Surgeon General, Deputy Surgeon General, Assistant Surgeons General or to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).”

3. This re-delegation will remain in effect indefinitely, unless further modified or rescinded by the Secretary or the ASH.

/s/

John O. Agwunobi
ADM, USPHS
Assistant Secretary for Health