

U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

PERSONNEL POLICY MEMORANDUM



PPM 11-001  
EFFECTIVE DATE: 25 May 2011

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**By Order of the Assistant Secretary for Health:**

**Howard K. Koh, M.D., M.P.H.**

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TO: All Corps Officers on Extended Active Duty

SUBJECT: Revision to Billet Program

1. This PPM announces revisions to Section E. of "Billet Program" (See CC23.5.4). As part of the recommendations of the Transformation of the Corps, all billets will be updated. This process requires the joint efforts of officers, supervisors, Reviewing Officials and the Corps. Effective immediately, the following amendments are authorized.
2. Section E.2., "Key Line Management Officials", of Commissioned Corps Instruction 321.01 (CC23.5.4), "Billet Program," is hereby expanded to include the following:
  - "c. completing the billet description collection process as directed by the Surgeon General."
3. Section E.3., "Immediate Supervisors," of Commissioned Corps Instruction 321.01 (CC23.5.4), "Billet Program," is hereby expanded to include the following:
  - "c. completing the billet description collection process as directed by the Surgeon General.."
4. Section E. "Responsibilities" of Commissioned Corps Instruction 321.01 (CC23.5.4), "Billet Program," is amended to include Section E.5., "Officers," as follows:
  - "5. Officers. When directed by the SG or his/her designee, Officers will provide complete and accurate position attributes data for the position/billet that they encumber. This includes but is not limited to:
    - a. description of responsibilities;
    - b. essential duties
    - c. special/unique descriptions for each position;
    - d. specific duty station information;

- e. qualification for the position; and
  - f. Officers will, as practicable, be held harmless from any and all personnel repercussions with regard to billet grade changes occurring due to the billet collection process.”
5. This PPM shall remain in effect for the life of the billet description collection process, not to exceed 31 December 2011.
  6. The Proponent of this memorandum is the ASH. The responsibility for the day-to-day management of the Corps is the Surgeon General.

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Howard K. Koh, M.D., M.P.H.  
Assistant Secretary for Health