



PPM 811.79
EFFECTIVE DATE: 6 November 2024

By Order of the Assistant Secretary for Health:

ADM Rachel M. Levine, M.D.

TO: All Ready Reserve Corps Officers

SUBJECT: Supplement to Ready Reserve Corps Management

1. This Personnel Policy Memorandum (PPM) applies to members of the Ready Reserve Corps (RRC) who are in the Selected Reserve (SELRES) on the effective date of this PPM. This PPM outlines policy for the transfer or separation of a member of the Ready Reserve Corps, which is established in Commissioned Corps Directive (CCD) [121.07](#), "Ready Reserve," and Commissioned Corps Instruction (CCI) [322.06](#), "Ready Reserve Corps Management." This PPM takes precedence over other policy Instructions, PPMs, and Personnel Operations Memorandum (POM) when this PPM conflicts with these policy Instructions.
2. In the event the Surgeon General (SG) or designee determines there are circumstances (e.g., lack of sufficient funding) preventing a member from meeting the SELRES satisfactory participation standards (e.g., Active Duty Training (ADT) and Inactive Duty Training (IDT) requirements) as outlined in [CCI 322.06](#), "Ready Reserve Corps Management," the:
 - a. Director, Commissioned Corps Headquarters (CCHQ) may, based on the SG's strategic direction and the policy outlined in this PPM:
 - (1) Voluntarily or involuntarily transfer a member between the SELRES and the Standby Individual Ready Reserve (IRR);
 - (2) Approve or disapprove a member's request for an inter-component transfer to the Regular Corps of the U.S. Public Health Service (USPHS) Commissioned Corps;
 - (3) Approve or disapprove a member's request for an inter-service transfer to a reserve component of another uniformed service; or
 - (4) Approve or disapprove a member's request to terminate their commission in the RRC.
 - b. Surgeon General (SG) or designee:
 - (1) Establishes the strategic direction of the RRC; and
 - (2) May terminate the commission of a member of the RRC as outlined in Section 6.b. of this PPM.

3. Transfer to Standby IRR. Unless already in the IRR or requesting an inter-service transfer to a reserve component of another uniformed service, a member of the SELRES may request a voluntary transfer to the Standby IRR. The Director, CCHQ, may also involuntarily transfer a SELRES member to the Standby IRR.
 - a. Standby IRR. A member that the Director, CCHQ, transfers to the Standby IRR is a mobilization resource. Such a member:
 - (1) May be involuntarily recalled to active duty;
 - (2) May not train for pay or retirement points;
 - (3) Will be ineligible for promotion or advancement;
 - (4) Will not accrue credit for qualifying years towards a non-regular retirement, except when the member accrues sufficient points for a qualifying year through a call to active duty; and
 - (5) Will remain in the Standby IRR until transferred to a class of the Ready Reserve Corps, transferred to the Regular Corps or their commission is terminated.
 - b. Requirements. Standby IRR member must:
 - (1) Answer all official correspondence and accountability reports in the required timeframe;
 - (2) Promptly update information regarding changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
 - (3) Maintain compliance with the USPHS Commissioned Corps' license requirements (see [CCI 251.01](#), "Professional Licensure and Certification");
 - (4) Maintain required uniform components and comply with the uniform appearance standards (see [CCI 421.01](#), "Uniforms for Male Officers," [CCI 421.02](#), "Uniforms for Female Officers," and [CCI 412.01](#), "Uniforms and Appearance"); and
 - (5) Meet the USPHS Commissioned Corps medical retention standards (see [CCI 221.02](#), "Medical Readiness").
 - c. Active Duty/Deployments. With the issuance of official personnel orders (Form PHS-7063) by CCHQ, in accordance with [42 U.S.C. § 204\(c\)\(2\)](#), a member will be:
 - (1) Available and ready for involuntary calls to active duty during national emergencies and public health crises;
 - (2) Available for backfilling critical positions left vacant during deployment of Regular Corps officers during such emergencies, as well as for deployment to respond to public health emergencies, both foreign and domestic; and
 - (3) Available for assignments in isolated, hardship, and medically underserved communities.

- d. Officer Permanent Grade/Rank and Service Credit Grade/Rank.
- (1) Grade, Base Pay Entry Credit (BPED). A member transferred to the Standby IRR retains the grade they held in their previous status. Also, a member's time in the Standby IRR is creditable towards their BPED.
 - (2) Active Status. The USPHS Commissioned Corps does not include time in the Standby IRR as an active status.
- e. Commissioned Service Obligations.
- (1) Notwithstanding Section 6-2.a.(2) of [CCI 322.06](#), "Ready Reserve Corps Management," if a member is transferred to the Standby IRR due to the circumstances specified in Section 2. of this PPM, their time in the Standby IRR will serve towards fulfilling their SELRES commissioned service obligations (CSOs).
 - (2) In the event the SG or designee determines that the conditions in Section 2. of this PPM no longer exist, the Director, CCHQ, may involuntarily transfer a member who has any remaining SELRES CSO back to the SELRES. All requirements of [CCI 322.06](#), "Ready Reserve Corps Management," will resume upon transfer back to the SELRES.
 - (3) A member who has completed their CSO in the Standby IRR may remain in the IRR if eligible, return to the SELRES if eligible, or request separation. Requests to remain or separate must be in writing (e.g., email, memorandum) to Ready Reserve Affairs.
- f. Special Pays. A member who is transferred to the Standby IRR will not be paid the remaining balance of their AB, CWS-AB, or RB. The SG, without further delegation authorized, may waive the repayment of any unserved portion of an AB, CWS-AB, or RB upon a determination that requiring such repayment would be inequitable or would not be in the public interest.
- g. Request for Transfer to the Standby IRR. A member who wishes to transfer to the Standby IRR must submit the request in writing (e.g., e-mail, memorandum) to Ready Reserve Affairs at: usphsreserveaffairs@hhs.gov.
- (1) A Form PHS-1662, Request for Personnel Action will be used to initiate a transfer.
 - (2) The completed Form PHS-1662 will be routed to Separations and Assignments Branch (SAB), CCHQ via email at: PHSCCSeparations2@hhs.gov.
 - (3) Personnel Orders. If the Director, CCHQ, approves the transfer to the IRR, SAB will issue a personnel order with the effective date of transfer as approved by the Director, CCHQ.
- h. Return to the SELRES. The member transferred to the Standby IRR may, if eligible and when the circumstances in Section 2. of this PPM no longer exist, request a transfer to the SELRES. A member can do this regardless of any remaining CSO. Requests for transfer must be submitted in writing (e.g., e-mail or memorandum) to Ready Reserve Affairs at: usphsreserveaffairs@hhs.gov. However, the Director, CCHQ may involuntarily transfer a member to the SELRES.
- (1) Form PHS-1662, Request for Personnel Action will be used to initiate a transfer.

- (2) The completed Form PHS-1662 will be routed to Separations and Assignments Branch (SAB) via email at: PHSCCSeparations2@hhs.gov.
 - (3) Personnel Orders. If the Director, CCHQ, approves the transfer to the SELRES, SAB will issue a personnel order with the effective date of transfer as approved by the Director, CCHQ.
 - (4) Basic Readiness Requirements. Upon return to the SELRES, basic force readiness requirements (i.e., Annual Physical Fitness Test (APFT), Deployment Preparation Plan (DPP), Periodic Health Update (PHU), new waivers) will need to be completed within three (3) months of their return to the SELRES. Once those three months have elapsed, officers in the SELRES are subject to the requirements outlined in the USPHS Commissioned Corps' readiness compliance policies and Ready Reserve Corps policies."
4. Transfer (Inter-Component) to the Regular Corps of the Commissioned Corps.
- a. A member of the RRC, including members of the IRR, may apply to the Regular Corps of the USPHS Commissioned Corps.
 - (1) At time of application, all applicants must meet the conditions of service and must be in good standing with the RRC.
 - (2) To be appointed to the Regular Corps, a member must complete all steps of the commissioning process as would any other candidate to the Regular Corps.
 - (3) The appointment of a member to the Regular Corps is contingent on the President's approval of the appointment and the member meeting the appointment standards of the Regular Corps.
 - (4) Waivers. A waiver received while in the RRC or for commissioning to the RRC will not be in effect when performing an inter-component transfer.
 - (5) Medical Requirements. A member of the RRC must meet the medical retention standards (see [CCI 221.02](#), "Medical Readiness").
 - b. Officer Permanent Grade/Rank and Service Credit Grade/Rank.
 - (1) Maximum Entry Grade/Rank Upon Transfer. The USPHS Commissioned Corps will appoint an officer transferring from the RRC to the Regular Corps at the rank/grade the officer held in the RRC on the day prior to their appointment to the Regular Corps.
 - (a) CCHQ will not recalculate such an officer's TED.
 - (b) Officers' seniority credit will remain the date that they were promoted to the grade in the RRC.
 - (2) Determination of Service Credit Upon Transfer.
 - (a) Promotion Credit Date. The USPHS Commissioned Corps will determine the promotion credit date of officers transferring from the RRC to the Regular Corps who have an appointment in the Regular Corps at the permanent O-2 grade and above in accordance with [CCD 122.01](#), "Promotions."

- (b) Seniority Credit.
 - (i) For officers whose grade remains the same, the seniority credit date remains the same as it was in the RRC.
 - (ii) For officers appointed to the Regular Corps at a higher grade than the officer held in the RRC, their Seniority Credit Date is the date of their appointment to the Regular Corps (see Section 4.b(1)).
 - (iii) For officers appointed to the Regular Corps at a grade that is lower than the grade the officer held in the RRC, the Seniority Credit Date is the date the officer was appointed or promoted to that grade in the RRC (or the date of the officer's appointment in the RRC if they did not hold that grade in the RRC), unless the officer is a former member of the Regular Corps and meets the circumstance outlined in Section 7. of [POM 821.42](#), "Reappointment to Corps."
- c. Commissioned Service and Active-Duty Obligations. If the President approves their appointment and CCHQ issues personnel orders calling a member to active duty in the Regular Corps, a member will incur a CSO as follows:
 - (1) If a member has served less than three (3) years of the SELRES CSO, their CSO upon appointment to the Regular Corps will be eight (8) years.
 - (2) If a member has served at least three (3) years of the SELRES CSO, their CSO upon appointment to the Regular Corps will be the remaining years of their SELRES CSO (see [POM 821.85](#), "Commissioned Service Obligation").
 - (3) If the member, however, is joining one of the special programs identified in Section 4. of POM 821.85, "Commissioned Service Obligations," the CSO in that policy prevails over this PPM.
- d. Request for Inter-Component (Regular Corps) Transfer.
 - (1) A member who seeks to transfer to the Regular Corps must apply as a new applicant through the regular active-duty application process on the [USPHS Commissioned Corps](#) website.
 - (2) Active Reserve. CCHQ may call a member of the RRC, who has secured a position with a federal government agency to which PHS officers are routinely assigned, to extended active reserve duty pending completion of their appointment to the Regular Corps. Such appointments are normally for two (2) years but must not exceed five (5) years. However, CCHQ can transfer the member to the Regular Corps if the Regular Corps appointment process is completed before these timeframes.
- 5. Transfer (Inter-Service) to a Reserve Component of Another Uniformed Service. Notwithstanding Section 6-2.a.(2) of CCI 322.06, "Ready Reserve Corps Management," a member of the RRC who does not desire to transfer to the Standby IRR or Regular Corps, may request an inter-service transfer to a Reserve component of another uniformed service. Members may refer to [DoDI 1300.04](#), "Inter-Service and Inter-Component Transfers of Service Members" for guidance. However, transfers will be made only within the authorized strength limitations of the gaining uniformed service.

- a. Officer Permanent Grade/Rank and Service Credit Grade/Rank. A member transferring from the USPHS Commissioned Corps to another uniformed service will be processed for an original appointment in accordance with the rules of the gaining uniformed service. Also, the officer's appointment grade and date of rank will be determined by the uniformed service concerned.
- b. Commissioned Service Obligations.
 - (1) A successful inter-service transfer to another uniformed service will constitute a release from or fulfillment of any Commissioned Corps commissioned service obligation (CSO).
 - (2) The gaining uniformed service may have additional CSO obligations to which a member must agree for that service to appoint the member.
- c. Request for Inter-Service Transfer. A member requesting a transfer to a reserve component of another uniformed service must submit the required documents or forms in Section 5.c.(1) of this PPM via Ready Reserve Affairs. Ready Reserve Affairs will forward or route these documents to SAB, CCHQ via e-mail at: PHSCCSeparations2@hhs.gov.
 - (1) Required Documents and Forms. Documents must be received by SAB as far in advance of the officer's desired transfer date as possible. The required documents include:
 - (a) Form [PHS-1373](#), "Separation of Commissioned Officer." This form must be completed and signed by both the member and Ready Reserve Affairs (e.g., Ready Reserve Commander) and must include the officer's desired transfer date. The 120-day lead time required by SAB for submitting a transfer request will not apply for the purposes of this PPM.
 - (b) [DD Form-368](#), "Request for Conditional Release." A member requesting to transfer to another uniformed service must have the gaining service submit a conditional release (Form DD-368) for the member signature; this form must be signed by both the member and the gaining command.
 - (i) If additional time beyond the member's desired transfer date is needed to complete all tasks related to the transfer, a new request for conditional release must be submitted to SAB.
 - (ii) A new conditional release request will reset the transfer date.
 - (iii) If the Director, CCHQ, approves the conditional release, the member will forward a copy to the gaining uniformed service concerned.
 - (c) Memorandum. A memorandum for "Consent for Inter-Service Transfer to Another Uniformed Service" signed by the member.
 - (2) Action by Ready Reserve Affairs. Upon receipt, Ready Reserve Affairs must indicate, on Form PHS-1373, their recommendation to approve or disapprove the transfer request.
 - (3) Action by CCHQ. SAB will review the documents outlined in Section 5.c.(1) of this PPM and prepare a packet for submission to the Director, CCHQ, for a decision on the requested transfer. SAB will:

- (a) Coordinate with the gaining service to establish an agreed date on which to transfer the member to the gaining uniformed service and then issue a separation personnel order.
- (b) Issue, on or after the effective date (on the personnel order), a DD-214/DD-214-1 (see [DoDI 1336.01](#), "Certificate of Uniformed Service (DD Form 215/5 Series)").

Note: A RRC member separating from the USPHS Commissioned Corps is not eligible to receive travel and transportation entitlements, or lump sum payments for unused annual leave from the USPHS Commissioned Corps.

- (4) **Actions by Another Uniformed Service.** If the Director, CCHQ, approves and the gaining uniformed service concerned agrees to the inter-service transfer, it must provide (in addition to the information required in Section 5.c.(1)(b) of this PPM), written verification to SAB (e.g., memorandum, personnel order) via e-mail that it will appoint the member. SAB, CCHQ must receive this verification, before it can issue official personnel orders terminating the member's commission, which will permit them to transfer to the gaining uniformed service. SAB will coordinate with the gaining uniform service to establish an agreed date on which they will transfer the member to the gaining uniformed service.

6. Separation from the USPHS Commissioned Corps.

a. Voluntary Separation.

(1) Request for Separation.

- (a) **Action by Officer.** A RRC member who wishes to terminate their commission must:
 - (i) Submit a written request (e.g., e-mail, memorandum) for separation to Ready Reserve Affairs at: usphsreserveaffairs@hhs.gov.
 - (ii) Initiate Form PHS-1373 and submit the completed form to SAB at: PHSCCSeparations2@hhs.gov. This form must be completed and signed by both the member and Ready Reserve Affairs (e.g., Ready Reserve Commander).
 - (iii) Return, by regular mail, their Common Access Card (CAC) Identification (ID) Card to CCHQ upon separation. Failure to do so will result in a delay in CCHQ issuing a DD-214/DD-214-1. Return CAC to:

Commissioned Corps Headquarters
ATTN: Separations and Assignments Branch
1101 Wootton Parkway, Suite 300
Rockville, MD 20852
240-453-6000

- (b) **Action by CCHQ.** Once a request for separation (Form PHS-1373) is submitted it cannot be rescinded. A RRC member separating from the USPHS Commissioned Corps is not eligible to receive travel and

transportation entitlements, or lump sum payments for unused annual leave from the USPHS Commissioned Corps.

- (i) CCHQ will process the separation and issue a personnel order terminating the member's commission.
- (ii) CCHQ will issue a DD-214/DD-214-1 once the members CAC card is received (see Section 6.a(1)(a)(iii)). The characterization of service will be honorable.

(2) Commissioned Service Obligation.

- (a) CCHQ will not process a separation until the member completes all CSOs (e.g., member requests separation on 1 January 2025 but the CSOs end on 22 May 2025, then CCHQ will issue a termination personnel order that is effective on 22 May 2025) unless the SG waives the CSO upon a determination that requiring completion of the CSO would be inequitable or would not be in the public interest. A retained member may be involuntarily transferred to the Standby IRR in accordance with Section 3. of this PPM until their separation.
- (b) If the SG waives the CSO(s), the member may voluntarily separate from the RRC before the completion of their CSOs.
- (c) A member with a remaining CSO resulting from the transfer of Post-9/11 GI Bill benefits to an eligible dependent is ineligible for a waiver of this CSO and must complete this obligation resulting from the transfer of benefits before terminating their commission. The Director, CCHQ, may involuntarily transfer such member to the Standby IRR in accordance with Section 3. of this PPM.

b. Involuntary Termination.

- (1) The SG, without further delegation authorized, may involuntarily terminate a member's commission during the probationary period in accordance [CCI 341.01](#), "Probationary Period." The Director, CCHQ, may extend the probationary period for up to 12 months beyond the initial 36-month period to investigate appropriate mechanisms to fund and manage a member of the RRC.
- (2) The SG, without further delegation authorized, may terminate the commission of a member of the RRC in accordance with [CCD 111.02](#), "Disciplinary Action" or [CCI 382.03](#), "Involuntary Termination of Commission."
- (3) Absent Without Leave (AWOL).
 - (a) The Director, CCHQ, may place a member(s) into an AWOL status when the member(s) fails to respond to USPHS Commissioned Corps correspondence, including failure to complete the required annual screening questionnaire, within the timeframe specified in the correspondence or submission timeframe for the annual screening questionnaire. The AWOL will end on the date CCHQ receives a response or when the SG terminates the member's commission (see Section 6.b.(3)(b)) of this PPM, whichever occurs first.
 - (b) The SG, without further delegation authorized, may terminate a member's commission when the member is in an AWOL status for 30 or more

consecutive days or when the member is AWOL for 90 or more nonconsecutive days. Such a member will be “dropped from the rolls” and their service will be characterized as “uncharacterized.”

- (4) Special Pays. A member whose commission is terminated will not be paid the remaining balance of their AB, CWS-AB, or RB. The SG, without further delegation authorized, may waive the repayment of any unserved portion of an AB, CWS-AB, or RB upon a determination that requiring such repayment would be inequitable or would not be in the public interest.
7. This is the first issuance of this PPM, which is effective immediately. This PPM only applies to a member of the RRC who is in the SELRES on the effective date of this PPM. This PPM will remain in effect until it is amended or rescinded, whichever occurs first.