

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

PERSONNEL OPERATIONS MEMORANDUM



**EFFECTIVE DATE: POM 14-002
16 June 2016**

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

VADM Vivek H. Murthy, Surgeon General

TO: Ready Reserve Officers Seeking Appointment to the Regular Corps of the Commissioned Corps of the United States Public Health Service (Corps)

SUBJECT: Officers of the Ready Reserve Corps Transition to the Regular Corps

1. This Personnel Operations Memorandum (POM) sets forth the process for officers appointed to the Ready Reserve to request appointment in the Regular Corps. This POM does not apply to officers in the Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP).
2. Ready Reserve Corps officers seeking an appointment into the Regular Corps must submit a request to the Division of Commissioned Corps Personnel and Readiness (DCCPR). All requests must be signed originals and received by DCCPR no later than 6 months prior to the anticipated appointment date. This request must include the following information.
 - a. Officer's Name;
 - b. PHS Serial and Direct Access Number;
 - c. Professional Category; and
 - d. Personal Statement, based upon pre-identified questions as determined by DCCPR.
3. In addition to a request, a review of a Ready Reserve Officer's Official Personnel Folder will be completed to evaluate performance in the current tour of duty. Verification of current tour will be evaluated to include, but will not be limited to, the following factors:
 - a. Current or Pending Administrative/Disciplinary Actions;
 - b. Commissioned Officers' Effectiveness Report (COER) evaluations;
 - c. Current, valid, unrestricted license/certificate, per category specific requirements;
 - d. Compliance with Basic Force Readiness standards;
 - e. Medical Standards;

- f. Suitability/Security Standards;
 - g. Recommendation from current or previous duty station, Operating Division (OPDIV), Staff Division (STAFFDIV) or non-Department of Health and Human Services (HHS or the Department).
4. Subject to force strength limitations outlined in Commissioned Corps Directive (CCD) 122.02 "Force Management," candidates are nominated by the Secretary and forwarded to the President for appointment.
 5. All current General and Category Specific Appointment Standards must be met before an appointment to the Regular Corps is made.
 6. An OPDIV/STAFFDIV or non-HHS organization must submit a PHS Form 1662 on behalf of the Ready Reserve Officer to request placement into a general duty position.
 7. All active service in the Ready Reserve and/or uniformed service(s) will be credited under Title 42 USC section 212 (d), and Title 37 USC section 205 for the purposes of retirement credit and base pay credit, respectively.
 8. TED credit will be consistent with the regulations and policies governing appointments to the Regular Corps set forth in 42 U.S.C. Part 21 and the electronic Commissioned Corps Issuance System.
 9. Temporary and Permanent grade appointments to the Regular Corps will be made in accordance with current Corps policies as if the Regular Corps appointment was an initial appointment. Training and Experience will be credited to Ready Reserve Corps officers upon completion of their respective programs and appointment into the Regular Corps.
 10. The conditions and requirements outlined in item #3, excluding medical standards and suitability/security standards, are at the discretion of the Surgeon General and/or his/her designee and may be changed at any time based on the needs of the Service. The Corps reserves the right to deny the Regular Corps appointment of any Ready Reserve officer who does not meet the current general or category specific appointment standards or needs of the Service.

-signed-

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