



CC1 391.01
EFFECTIVE DATE: 14 August 2007

By Order of the Assistant Secretary for Health:

ADM John O. Agwunobi

SUBJECT: Appointment Boards

1. **PURPOSE:** This Instruction lists the responsibilities and functions of the appointment boards that make recommendations regarding appointment to the Regular and Reserve Corps with the exception that Section 8 does not apply to boards that are convened under the Regular Corps assimilation program (See [CC23.3.7](#), "Regular Corps Assimilation Program"). As noted in CC23.3.7, it is the policy of the Commissioned Corps of the U.S. Public Health Service (Corps) to initially appoint officers to the Reserve Corps.
2. **APPLICABILITY:**
 - 2-1. This Instruction applies to candidates seeking appointment to the Regular and Reserve Corps.
 - 2-2. This Instruction does not apply to candidates seeking appointment through the Junior Commissioned Officer Student Training and Extern Program (See [CC25.2.4](#)) or the Senior Commissioned Officer Student Training and Extern Program (See [CC25.2.5](#)) unless otherwise noted in this Instruction or other provisions of the electronic Commissioned Corps Issuance System (eCCIS). This Instruction does not apply to candidates seeking admission to the Uniformed Services University of the Health Sciences (See [CC45.2.3](#), "University of the Health Sciences") unless otherwise noted in this Instruction or other provisions of the eCCIS.
 - 2-3. This Instruction does not apply to officers recalled from the Inactive Reserve Corps unless otherwise indicated in the eCCIS (See [CC23.5.9](#), "Short Tours of Active Duty").
3. **AUTHORITY:**
 - 3-1. Section 203 of the PHS Act ([42 USC 204](#)).
 - 3-2. Section 207 of the PHS Act ([42 USC 209](#)).
 - 3-3. Section 209(a) of the PHS Act ([42 USC 210b\(a\)](#)).
 - 3-4. Section 215 of the PHS Act ([42 USC 216](#)).
 - 3-5. [42 CFR 21.21-21.58](#).

- 3-6. Section D. of [CC43.7.1](#), "Involuntary Separations," places Corps officers under the security requirements set forth in [Executive Order No. 10450](#), as amended.
- 3-7. Section D. of [CC43.4.1](#), "Promotions."
- 3-8. The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the Assistant Secretary for Health (ASH) and the ASH has re-delegated this authority to the Surgeon General (SG), 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).
4. PROPONENT: The proponent of this Instruction is the ASH.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005. This Instruction replaces the appointment board information from CC23.3.4, and creates a stand alone Instruction within the eCCIS. This revision incorporates the delegation of authority to administer the Oath of Office contained in PPM 07-002 dated 23 October 2006.

6. POLICY: The Corps utilizes an appointment board system to assess the fitness and qualification of candidates for appointment to the Regular and Reserve Corps. Appointment boards are charged with the responsibility of assuring that only qualified candidates are recommended for appointment as Corps officers.
7. RESPONSIBILITIES:
 - 7-1. The SG is responsible for assuring the day-to-day management of the Corps.
 - 7-2. The Director, Office of the Commissioned Corps Operations, (OCCO), reports to the SG and provides advice on the management and operations of the Corps. The Director, OCCO, implements the policies established by the ASH for Corps operations and manages the systems required for selecting personnel for appointment ([68 FR 70507](#) dated 18 December 2003).
 - 7-3. The authority to appoint individuals in the Reserve Corps pursuant to 42 USC 204 is hereby delegated to the SG and may be re-delegated through a Personnel Operations Memorandum (POM) to the Director, OCCO, when serving as a Regular Corps officer.
 - 7-4. The authority to approve initial temporary grade promotions, including special circumstances temporary grade promotions, for officers upon appointment in the Reserve Corps pursuant to [42 USC 211](#)(a),(k), and (l) is hereby delegated to the SG and may be re-delegated through a POM to the Director, OCCO, when serving as a Regular Corps officer. The authority to approve all other temporary grade promotions shall reside with the ASH.
8. PROCEDURES:
 - 8-1. The Director, OCCO, shall appoint a panel of officers to serve as appointment board members for a period of 1 year. Appointment board membership is documented by a personnel order for inclusion in each officer's Official Personnel Folder. In making such appointments, the Director, OCCO, may seek the advice of the Chief Professional Officer (CPO) for the category to which the candidate is being considered. Appointment board members are:
 - a. Appointed to the Regular Corps;
 - b. At the senior grade (O-5) and above; and
 - c. Experienced with at least 5 years of Corps active duty. In addition, the majority of board appointment members are in the same category of the candidate being considered.
 - 8-2. The Director, OCCO, or his/her designee, shall select three or more officers to serve on each appointment board. At least one officer shall have served on a previous appointment board.
 - 8-3. When an appointment board is convened, the senior officer of the board is designated as the 'Chairperson.' The Chairperson is in the same category as the candidate being considered. The Chairperson's duties consist of:
 - a. Calling the appointment board to order;
 - b. Governing the general conduct of the board; and
 - c. Overseeing the duties of the executive secretary assigned to the board.

- 8-4. The Director, OCCO, or his/her designee, shall assign a non-voting executive secretary to each appointment board that is convened. The executive secretary's duties include, but are not limited to:
- a. Arranging the time and place of all meetings;
 - b. Furnishing the agenda and applicable information to the appointment board;
 - c. Preparing the board's recommendation(s) for submission to the Director, OCCO; and
 - d. Performing other duties as required by the Chairperson or the Director, OCCO.
- 8-5. Upon request from the appointment board, consultative services concerning the appointment process and/or other relevant matters are provided by the professional staff of OCCO and/or the CPO.
- 8-6. The Director, OCCO, or his/her designee, shall make every effort to ensure that the selection process for appointment board members complies with the Department of Health and Human Services' rules, regulations, and policies on nondiscrimination in the workplace.
- 8-7. Officers with pending disciplinary action(s) or who have been under disciplinary action(s) within the past 2 years cannot serve on an appointment board. Officers who do not comply with the Corps' licensure, security clearance, or readiness policies or do not have a current Commissioned Officers' Effectiveness Report on file with OCCO may not serve on an appointment board.
- 8-8. An appointment board's recommendation are based upon all available information in the candidate's file. The phrase "all available information" includes, but is not limited to, information contained in the candidate's application and curriculum vitae, responses to requests for additional information by OCCO including those submitted through e-mail or other electronic medium, and references. The responsibility for producing information shall at all times remain with the candidate.
- 8-9. Under guidance by the Director, OCCO, when additional information is needed to assess a candidate's suitability for appointment as a Corps officer, a formal interview (either in person or by telephone) may be conducted by:
- a. One or more appointment board members;
 - b. One or more officers assigned to OCCO; or
 - c. One or more officers specifically designated by the Director, OCCO.
- 8-10. Upon completion of the board's review of all available information, the board shall determine whether or not the candidate is professionally qualified for appointment to the Corps. Upon such determination, the board shall:
- a. Recommend appointment and validate the Training and Experience Date;
 - b. Recommend appointment pending receipt of additional information;
 - c. Recommend that the appointment decision be deferred; or
 - d. Recommend that the candidate be rejected.

- 8-11. All recommendations by the appointment board are based upon a majority vote of the members. A minority report by a dissenting opinion may be filed with the recommendation. All members of the board shall have equal voting rights.
- 8-12. The final decision for or against appointment of any candidate is made by the SG or his/her designee when delegated pursuant to Section 7.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005. This Instruction replaces the appointment board information from CC23.3.4, and creates a stand alone Instruction within the eCCIS.