

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL POLICY MEMORANDUM



EFFECTIVE DATE: **PPM 08-016**
08 May 2008

By Order of the Assistant Secretary for Health:

Joxel Garcia, M.D., M.B.A.

TO: All Regular and Reserve Corps Officers on Extended Active Duty

SUBJECT: Amendments – Promotion/Readiness

1. Pursuant to 42 USC 204a ([Public Law 109-417](#), Sec 203A), officers who fail to meet or maintain force readiness standards established by the Assistant Secretary for Health without an approved waiver, are subject to disciplinary action for misconduct based on the recommendation of the Director, Office of Force Readiness and Deployment, to the Director, Office of Commissioned Corps Operations (See 42 USC 204a, [CC43.7.1](#), "Involuntary Separation", [CC46.4.1](#), "Disciplinary Action", and Section 6.e. of [PPM 07-001](#), "Extension of Manual Circular 377"). In addition, failure to meet or maintain force readiness standards also constitutes grounds for:
 - a. Involuntary retirement under [CC43.7.1](#) and [CC23.8.4](#), "Involuntary Retirement (20 Years)"; and
 - b. Involuntary termination during the probationary period pursuant to [CC23.7.1](#), "Involuntary Separation (Probation Period)".
2. To ensure consistency in the administration of the temporary and permanent grade promotion programs, Section 8-1 of [CC23.4.2](#), "Temporary Promotions" and Section H of [CC23.4.1](#), "Permanent Promotions" are revised by adding new subsections Section 8-1.m and H.5, respectively. The new subsections shall both read as follows: "Notwithstanding the recommendation of the promotion board, the Surgeon General (SG), or as delegated to the Director, Office of Commissioned Corps Operations (OCCO), may rescind a board's promotion recommendation of "not recommend" when upon evaluation it is determined that the officer's record does not support such a recommendation. In addition, the SG, or Director, OCCO, may rescind a "not recommend" for failure to meet and maintain force readiness and/or rescind an automatic referral to the Retention Review Board when upon evaluation it is determined that the officer's record does not support such a recommendation and/or referral."

Note: The impact on an officer who has a "not recommend" for temporary grade promotion rescinded will be that the officer will not be referred to a retention board or removed from the promotion list. Officers whose names are "above the line" on the temporary grade promotion list will not be removed from the list based on the rescission of one or more officers' "not recommend" status.

3. Unless inconsistent or superseded by other Instructions or Personnel Policy Memorandums, [PPM 04-003](#), “Revisions of Manual Circular No. 377,” is hereby renewed and extended until further notice (See [MC 377](#), “Force Readiness Standards”).
4. This PPM shall remain effective until further notice.

/s/

Joxel Garcia, M.D., M.B.A.
Assistant Secretary for Health