

United States Public Health Service

New Officer's Guide



Developed by the

Junior Officer Advisory Group (JOAG)

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Welcome!

Welcome to the United States Public Health Service (USPHS) Commissioned Corps! We hope you find the following information useful as you start your first assignment.

I. ORGANIZATION OF THE USPHS COMMISSIONED CORPS

The USPHS is an essential component of the United States Department of Health and Human Services (HHS), which employs both civil servants and Commissioned Corps officers. In addition to being assigned within the various Operating Divisions/Agencies of the Department, Commissioned Corps officers can be assigned/detailed to non-HHS Federal Agencies and programs offering professional opportunities in the areas of disease control and prevention; environmental and public health; biomedical research; regulation of food, drugs, and medical devices; mental health and drug abuse; health care delivery; and international health.

For more information on HHS and non-HHS offices and agencies in which Commissioned Corps officers serve, visit <http://www.usphs.gov/aboutus/agencies/>.

The following information is meant to give a high level overview of the organizational structure of the USPHS, within HHS.

A. The United States Department of Health and Human Services (HHS)

Headed by the HHS Secretary, HHS is the principal agency for protecting the health of all Americans. Commissioned Corps officers are assigned throughout HHS and designated non-HHS Federal Agencies and programs. HHS is comprised of the Office of the Secretary (OS), which contains 14 Staff Divisions and 11 Operating Divisions/Agencies. These agencies perform a wide variety of tasks and services, including: research, public health, food and drug safety, grants and other funding, health insurance, and many others.

For more information on HHS and its Operating Divisions and Staff Divisions, visit <http://www.hhs.gov/about/>.

To view the DHHS Organizational Chart, visit <http://www.hhs.gov/about/orgchart/>.

B. Office of the Assistant Secretary for Health (OASH)

Headed by the Assistant Secretary for Health (ASH), OASH is a Staff Division under the Office of the Secretary within HHS. The OASH is comprised of 12 core public health offices including the Office of the Surgeon General (OSG).

For more information, visit <http://www.hhs.gov/ash>.

C. Office of the Surgeon General (OSG)

Under the direction of the Surgeon General (SG), the OSG oversees the operations of the Commissioned Corps and provides support for the SG. The SG is a political appointee and reports to the OASH. The SG may or may not be a previous Public Health Service (PHS) officer. Once commissioned, the SG assumes the rank of Vice Admiral (VADM, O-9). The SG is tasked with protecting and advancing the health of the nation. The SG serves as “America’s Doctor” and is responsible for providing the best scientific information available on how to improve health and reduce the risk of illness and injury.

For more information, visit <http://www.surgeongeneral.gov/>.

D. Division of Commissioned Corps Personnel and Readiness (DCCPR)

DCCPR is a division of OSG. DCCPR is responsible for all readiness and response operations for the Commissioned Corps of about 6,700 officers. In this role, DCCPR conducts recruitment, initiates calls to active duty, handles Commissioned Corps boards; issues personnel orders, maintains Commissioned Corps Officer payroll and records, manages medical actions and evaluations, oversees the performance, discipline and conduct of commissioned officers, and develops and implements policies and regulations.

See **Appendix A** for organizational charts. For more information on the OASH, visit <https://www.federalregister.gov/articles/2012/05/21/2012-12173/office-of-the-assistant-secretary-for-health-statement-of-organization-functions-and-delegations-of>

DCCPR is comprised of the following branches:

- **Immediate Office of the Director**
 - Provides overall management of active duty Commissioned Corps personnel and PHS processes pertinent to retired Corps officers
 - Develops, issues, implements and maintains all personnel policy issuances and directives related to Corps operations, personnel, training, readiness, assignment, deployment, promotion, and retirement
 - Manages the process for disciplinary actions and decisions involving Corps officers
 - Establishes precepts for appointment, promotion, assimilation, retirement, fitness for duty, awards and commendations, discipline, grievance, and other such matters
 - Conducts force planning, including working with agencies, and advises OSG and ASH on Commissioned Corps strategic long-term readiness planning
 - Maintains liaison with all other relevant Federal Services as appropriate, including with components of the Departments of Defense and Veterans Affairs
 - Advises the OSG on mission nature, size, duration and usage of Corps officers
 - Serves as a central point of contact and prepares necessary communications for all Corps Agency Liaison Offices
 - Oversees the determination of fitness-for-duty and disability evaluations; administers the Service Members' Group Life Insurance and Traumatic

- Serviceman's Group Life Insurance Programs; and oversees Line of Duty determinations of the evaluation and issuance of medical waivers
- Manages the Corps readiness and response activities to include establishing, maintaining and ensuring compliance with force readiness standards; ensuring members of the Corps are trained, equipped and otherwise prepared to fulfill their public health and emergency response roles; and managing the timely, effective and appropriate response to urgent or emergency public health care needs
- **Ready Reserve Branch**
 - Advises the SG on activities related to the preparedness and activation of the Corps' Ready Reserve personnel assets
 - Develops and maintains Ready Reserve components or assets, except for officers assigned for extended active duty periods
 - Conducts force management planning of all elements of the Ready Reserve assets and recommends personnel policy issuance to support the mission and goals of the Corps' Ready Reserve

For more information on the Ready Reserve Corps, visit <https://dcp.psc.gov/osg/pharmacy/documents/reserve.pdf>

- **Recruitment Branch (RB):**
 - Implements programs to recruit new health professionals to the Regular and Ready Reserve Corps components, including the management of an Associate Recruiter Program
 - Develops recruitment strategies, programs, materials, and other resource to market and/or promote the use of the Corps for specific programs
- **Assignments & Career Management Branch**
 - Addresses short- and long-term force management of Corps officers by assessing placement requirements in conventional and emergency response assignments, including the issuance of personnel orders
 - Develops, evaluates and grades personnel billets using the Commissioned Corps Billet Management System to assure that assignments match officer profiles to the requirements identified in the position billet
 - Implements, manages, and monitors approved blanket personnel agreements and individual details to non-HHS governmental and non-governmental organizations
 - Implements and administers Corps officer training, leadership, and career development programs and provides individual career counseling, pre-retirement, death benefit, and survivor benefit counseling
 - Coordinates the Commissioned Officers Student Training Extern Program (COSTEP)
 - Establishes and monitors Commissioned Corps officer training and education requirements
 - Ensures compliance and periodic evaluation of professional credentialing, licensing, and other regulatory compliance of Regular and Ready Reserve Corps officers

- Conducts periodic officer personnel reviews and performance evaluations to assure that Corps standards are maintained
- Maintains the official Officer Personnel Folders (OPFs) and records for Regular and Ready Reserve Corps, excluding health (medical/dental/mental) records

2) Division of Systems Integration (DSI)

The Division of Systems Integration (DSI) is responsible for all Commissioned Corps specific information technology systems and activity. This includes certifying and transmitting the monthly Commissioned Corps payroll processed by Compensation. The following functions will migrate to Direct Access in 2016: All Active Duty Payroll, Leave Request and Tracking and Personnel Orders.

II. USPHS COMMISSIONED CORPS LEADERSHIP

For more information, visit <http://www.usphs.gov/aboutus/leadership.aspx>.

A. Secretary of Health and Human Services

The Secretary of Health and Human Services leads the U.S. Department of Health and Human Services (HHS).

Current Secretary: Sylvia Mathew Burwell
<http://www.hhs.gov/secretary/about/index.html>

B. Assistant Secretary for Health (ASH)

The Assistant Secretary for Health (ASH) oversees the USPHS Commissioned Corps, providing strategic and policy direction. The ASH is a political appointee and may be appointed as a civil servant or as a USPHS Commissioned Corps officer. As an officer, this individual assumes the rank of Admiral (O-10). The ASH may or may not have been a prior Commissioned Corps officer.

Under the supervision of the ASH, the Surgeon General of the USPHS provides operational command of the Commissioned Corps. The ASH serves as the primary advisor to the Secretary of HHS on matters involving the Nation's public health and science. The ASH runs the Office of Public Health and Science and helps coordinate the activities of the USPHS agencies on behalf of the Secretary. The ASH serves as the primary advisor to the Secretary of HHS on matters involving the nation's public health.

Current Acting ASH: Karen B. DeSalvo, MD, MPH, MSc
<http://www.hhs.gov/ash/index.html>

C. Surgeon General (SG)

The SG, through the OSG, oversees 6,700 officers of the USPHS Commissioned Corps. The SG is America's chief health educator, responsible for giving Americans the best scientific information available on how to improve their health and reduce the risk of

illness and injury. The SG is appointed by the President of the United States, with the advice and consent of the United States Senate for a four-year term of office.

Current SG: Vice Admiral Vivek H. Murthy, M.D., M.B.A.
<http://www.surgeongeneral.gov/about/biographies/biosg.html>

D. Deputy Surgeon General (DSG)

The Deputy DSG of the United States serves as the principal assistant and advisor to the SG regarding the development and implementation of programs, priorities, and initiatives.

The DSG maintains effective relationships and collaborations with executive leadership within the Federal Government and serves as Chief Executive Officer of 6,700 officers of the USPHS Commissioned Corps.

DSG: Rear Admiral Sylvia Trent-Adams, Ph.D., R.N., F.A.A.N.
<http://www.surgeongeneral.gov/about/biographies/bio-dsg.html>

E. Chief of Staff

The Chief of Staff to the SG is responsible for the direction and management of the OSG, including Science and Communications and Systems Integration.

The Chief of Staff implements and evaluates management operations of the OSG to ensure that program objectives are met, and provides advice and recommendations on Commissioned Corps policy and operations to the SG, the Deputy DSG and the ASH. In addition, the Chief of Staff represents the SG and DSG at regional, national, and international health and professional meetings and collaborates and communicates on matters regarding OSG activities with federal agencies.

Current Chief of Staff: CAPT Robert DeMartino, M.D.
<http://www.usphs.gov/newsroom/features/leadership/chiefofstaff.aspx>

F. Chief Professional Officer (CPO)

Each of the 11 professional categories within the Commissioned Corps is represented by a CPO. These officers provide leadership and coordination of their professional category for the OSG and HHS. CPOs offer guidance and advice to the SG and administrative committees on matters such as recruitment, retention, and career development of officers within their professions.

See Appendix B for links to additional information and biographies for each CPO.

G. Professional Advisory Committee (PAC)

USPHS officers belong to one of 11 professional categories. Officers are placed in a

professional category based on their educational degree. Each professional category has a PAC. The PAC provides advice on professional and personnel matters to the SG, CPO, and officers within the category. To access a category-specific PAC, please visit <http://dcp.psc.gov/osg/default.aspx>.

Several PACs contain subgroups within the committee that are dedicated to a specific profession, known as a Professional Advisory Groups (PAGs). PAGs elect officers and conduct meetings independent of the PAC.

See Appendix C for a list of PACs and PAC-specific websites.

H. Commissioned Corps Liaisons

Agencies employing Commissioned Officers have Commissioned Corps Liaisons who serve as the primary contact for operational Commissioned Corps matters. Liaisons provide assistance and information to officers assigned to their respective Agency.

Agency Liaisons may be civil servants or USPHS Commissioned Corps Officers. Your Liaison is an important source of information when you have questions about the Commissioned Corps.

For information on Commission Corps Liaisons, visit <http://ccmis.usphs.gov/ccmis/>, click on “Commissioned Corps Leadership, Groups & Associations” from the left vertical navigational bar, then click on “SG PAC and Commissioned Corps Agency Liaison Listing.”

III. IMPORTANT WEBSITES

For the appropriate points of contact for DCCPR staffing, visit http://dcp.psc.gov/ccmis/DCCPR_about_m.aspx

For more information on the various Commissioned Corps Help Desk(s), visit http://ccmis.usphs.gov/ccmis/DSI_helpdesk_m.aspx.

A. Commissioned Corps Management Information System (CCMIS)

CCMIS, <http://dcp.psc.gov>, is the primary information website for the Commissioned Corps. It contains links to policies on topics ranging from awards to promotions to uniform wear. There is a public domain portion and a secured portion to the website. You will need to obtain a log-on identification (ID) and password to enter the secure areas of the site. To obtain an ID and password, e-mail cchelpdesk@psc.gov or call 888-225-3302 or 301-594-0961.

Officers are highly encouraged to sign up for the CCMIS Listserv to keep abreast of important updates. Please visit:

<https://public.govdelivery.com/accounts/USOPHSCC/subscriber/new> and enter your

contact information.

We recommend checking the CCMIS website regularly. The “Updates” section on the main page is frequently updated with new items relevant to Commissioned Corps officers (policies, USPHS news, etc.). Officers should monitor the “Issuances” section of the page. The following is a list of topics/secure sites/portals you can access from the CCMIS site (this is not an exhaustive list):

- **Login:** Provides you access to your secured electronic Official Personnel Folder (eOPF), Commissioned Officer Leave-Tracking System (COLTS), and Direct Access. It is important to check your eOPF and COLTS information on a regular basis to make additions, changes, or corrections.
Note: Your eOPF and COLTs can be accessed by clicking on “Officer Secure Area” from the “Log In” menu on the homepage.
- **Assignments:** Provides information about details and allows a search for different positions.
- **Compensation:** Provides information on various topics related to payroll, Service Members Group Life Insurance, and the Thrift Savings Plan. On January 1, 2016, Direct Access will migrate to a new system. This migration places the Commissioned Corps pay and personnel processing under one system with the United States Coast Guard. The following functions will migrate to Direct Access on January 1, 2016: All Active Duty Payroll, Leave and Request and Tracking and Personnel Orders.
- **Officer Support:** Provides information such as FAQs on various topics including promotions, Commissioned Officers’ Effectiveness Report (COER), awards, and the GI Bill. Additionally, under “Forms” you can find official USPHS forms you may need (e.g., leave slips, insurance, payroll, etc.).
- **Policy:** This section provides access to the Commissioned Corps Issuance System (electronic manual of Commissioned Corps policies), and information on Equal Opportunity and Disciplinary Actions.
- **Readiness:** Provides information on Readiness and Deployment Operations Group (RedDOG), roster schedule, training information, and awards.
- Other helpful information on the website: Telephone Directory under the “About Us” menu.

B. DCCPR: Readiness and Deployment Operations Group (RedDOG)

NOTE: Formerly the Office of Force Readiness and Deployment (OFRD)

For more information, visit:

http://ccmis.usphs.gov/ccmis/RedDOG/REDDOG_essentials_m.aspx.

The Readiness section is the primary information site for current readiness standards. It is a publicly available website containing a secure area to view individual readiness status, personal contact information, and roster assignment. Officers can obtain information on training modules, physical training requirements, and necessary forms. Information about the various deployment teams and instructions on how to join a deployment team can also be found in this section.

- **Direct Access Login:** Officers can check readiness status on the Direct Access website: http://dcp.psc.gov/ccmis/LOGIN_da_resources_m.aspx. Active Duty officers automatically have site access. Click the “Login” button at the top of the page. The officer’s PHS number is the user name. The password is the first initial of your first name, the first initial of your last name, and the last 4 digits of your SSN (e.g., lc4435). After the initial log in, there is a prompt to change the password. Officers are encouraged to keep their contact information current. It is recommended to check readiness status at least quarterly to make sure Basic Readiness rating is maintained. A lapse of readiness may impact your career advancement. Expect to receive emails from PHS or your Agency Liaison, outlining which areas you need to complete to become Basic ready. Be sure to keep your information accurate and up-to-date in Direct Access. See Section III (C) below for more information about Direct Access.
- **Basic Readiness:** Click on “Essentials,” then “READINESS, Down-To-Basics” to keep track of information needed to obtain and maintain basic readiness.
- **Deployment Roles:** In order to meet Basic readiness standards and be placed on a Ready Roster, officers must be current in their professional role. Officers must practice a minimum of 80 hours per year to deploy in a particular clinical role. There are currently 12 deployment roles. View “READINESS, Down-To-Basics” section for detailed information on proper completion of each readiness requirement.
- **Deployment Teams:** Information on the different types of deployment teams, the teams’ functions and instructions on how to join a team can be found under “Response Teams.”
- **Training Modules:** Access readiness modules and Field Medical Readiness Badge (FMRB) modules by going to Responder e-Learn (<https://respondere-learn.hhs.gov>), the electronic training platform.

For more information, see Section V. Basic Readiness.

C. Direct Access (DA)

Direct Access Self-Service allows you to view and/or update various information including your personal contact information, supervisor’s contact information, awards, education, licenses, and certifications security clearance documents, readiness status, immunizations, Annual Physical Fitness Test (APFT) results, deployment roles, and curriculum vitae (CV). It is imperative that you keep this information up-to-date. This

information is used to generate travel orders for deployments.

On January 1, 2016, you will be able to navigate the new DA system. DCCPR will update its webpage and send communication directly to Corps officers and Liaisons regarding upcoming changes and how to prepare for those changes.

D. Professional Advisory Committees (PACs)

PACs provide mentoring, professional advice (how to write your CV, category specific promotion benchmarks, career development) and advice on personnel matters specific to each category. Category-related concerns should be brought to the attention of the PAC. The PAC may forward the concern to the CPO if necessary.

For more information, go to www.usphs.gov/profession/ and click on the link for your category's website.

See Appendix C for PAC Specific websites

IV. UNIFORMS

As one of America's seven uniformed services, PHS requires all Commissioned Corps officers to wear the prescribed uniform of the day. The prescribed uniform of the day is set by the SG, who serves as the Uniform Authority. For some duty stations/locations, the SG designates an officer to serve as the Local Uniform Authority (LUA).

To assist junior officers with proper wear of the uniform, JOAG has prepared a presentation titled, “*JOAG's Proper Uniform Wear Slides.*” These slides can be accessed from the Junior Officer Resource section of the JOAG website, at: <http://dcp.psc.gov/osg/JOAG/resources.aspx>.

All officers are required to maintain the service dress blue (SDB) and operational dress uniform (ODU).

Although not a required uniform, officers are encouraged to maintain at least one (1) to two (2) sets of the service khaki uniforms, as these are most commonly worn in the office.

For uniform allowance information, contact the Compensation Branch (CB) at 301-427-3280. A uniform allowance memorandum may be filled out, which can be downloaded at: http://dcp.psc.gov/PDF_docs/uniform_allowance.pdf.

A. Uniform Policies

Information on the latest Uniform of the Day Issuance can be found on CCMIS website (<http://dcp.psc.gov>), under “Issuances”. Officers should contact their Agency Commissioned Corps Liaison with questions concerning the uniform of the day.

For uniform protocol, please refer to Book 4 in the eCommissioned Corps Issuance System (eCCIS), which is available online at:

<http://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>.

For information about the proper placement of ribbons and medals, please refer to:
http://dcp.psc.gov/eccis/documents/CCPM26_3_3.pdf

B. Purchasing Uniforms

Uniforms may be purchased via several routes:

- At your local installation's military clothing store
- By calling the Navy Exchange at 800-368-4088
- Online at <https://www.mynavyexchange.com/nex/uniforms>

Note: A guidance explaining where to obtain the Operational Dress Uniform (ODU) is available on the CCMIS. Visit:

[https://dcp.psc.gov/ccmis/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20\(3\).pdf](https://dcp.psc.gov/ccmis/PDF_docs/Directions%20%20Guidance%20for%20Ordering%20ODU%20online_31Aug12%20(3).pdf)

Name tags are available at Ultra-Thin <http://www.ultrathin.com/index.htm> and the NEX Uniform Support Center 1-800-368-4088.

Prior military awards and other non-PHS awards may be worn on the uniform after authorization for wear by the Awards Coordinator. To obtain authorization, submit a memorandum requesting the authorization and appropriate documentation (DD-214) to the PHS Awards Coordinator http://ccmis.usphs.gov/ccmis/officer_support.aspx.

V. BASIC READINESS

Maintaining basic readiness is a requirement for all PHS officers. Non-compliance may affect officers for promotion, special assignments, awards, and retention.

The most updated information on readiness guidelines and attaining basic readiness can be found on the RedDOG website (http://dcp.psc.gov/ccmis/MENU_readiness_m.aspx). Additionally, this website contains information on required training, physical fitness requirements, immunizations, clinical service hours, and deployment roles.

A "READINESS, Down-To-Basics" checklist has been developed to assist officers with basic readiness. This checklist outlines all requirements and appropriate steps an officer must take to maintain basic readiness. Officers should review the checklist at least bi-annually and follow all appropriate steps to attain basic readiness. Access the checklist by going to the Essentials section on the RedDOG website:

http://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx.

Officers have one (1) year from the date of commissioning to become Basic Ready and must continuously maintain basic readiness. Those officers failing to meet and maintain standards and who are not in probationary status will be referred to a Retention Review Board for a recommendation on retention, termination, and/or other appropriate action.

NOTE: RedDOG conducts quarterly assessments of officer readiness status on March 31, June 30, September 30, and December 31. Your readiness status will only be updated when RedDOG

conducts these assessments (e.g., if you have completed all requirements on March 12, your displayed status will not be updated until the March 31 RedDOG readiness assessment).

For questions related to basic readiness, a list of contacts can be found at:

http://dcp.psc.gov/ccmis/DCCPR_readiness_and_deployment_m.aspx

Other helpful websites with information related to officer basic readiness include:

- Important Forms: http://ccmis.usphs.gov/ccmis/MENU_forms_m.aspx
- Basic Readiness Level Training Requirements:
http://ccmis.usphs.gov/ccmis/RedDOG/REDDOG_training_page_roll_out_m.aspx
- Deployment Roles: http://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx
- Basic Life Support (BLS):
http://dcp.psc.gov/ccmis/RedDOG/REDDOG_bls_training_m.aspx
- Annual Physical Fitness Test:
http://ccmis.usphs.gov/ccmis/RedDOG/REDDOG_APFT_overview_m.aspx
- National Incident Management System (NIMS) online training:
<http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
- Responder Learning Management System (Responder e-Learn) online training:
<https://respondere-learn.hhs.gov>
 - It is an integrated medical, public health, preparedness and response educational curriculum sponsored by HHS. It is designed to enhance the knowledge, skills, and abilities of Federal responders to prepare for and provide a unified response to disasters, incidents, and special missions.
 - To obtain username/password, go to the link provided above and click the green LOGIN Instructions caption at the top right hand corner of the main page, which will direct accordingly

VI. PROMOTION & CAREER DEVELOPMENT

General Information: Information on promotion can be found under “Promotions Information” from the menu bar of the CCMIS webpage (<http://dcp.psc.gov/>).

For up-to-date promotion related information, visit

http://dcp.psc.gov/ccmis/MENU_promotions_m.aspx

Eligibility: Current-year promotion eligibility can be found on the main page of your eOPF (See Section III, Important Websites). You may also calculate the year you will be eligible based on Time in Grade, Time in Service, and Training and Experience Credit. Use temporary and permanent promotion eligibility criteria guidelines to determine the officer’s eligibility, so promotion preparations may begin in a timely manner. More information can be found in the Promotion Information section of the CCMIS website to include promotion process, promotion results, EPP & Competitive Promotion eligibility.

A. Policies

From the CCMIS webpage, select “Commissioned Corps Issuance System” from the “Policy” menu at the top of the page, then “Table of Contents” on the far right side, then “Book 3: Personnel Management (CCI 300 Series), then Chapter 3: Promotions and Reductions. Select temporary or permanent grade promotions to access electronic copies of the policies, which provide useful information regarding promotions.

B. Promotion Criteria & Requirements

A Promotion Checklist with instructions and important due dates can be accessed from the Promotion Information website

http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_2016_checklist_m.aspx

C. Category Benchmarks/Precepts

Each professional category has established promotion benchmarks for each rank, providing guidelines for career progression (see note above). Officers should refer to their individual PAC’s webpage (listed previously) to find additional information. It may be useful to research information on other PACs for general promotion hints the officer’s category may not have posted.

Curriculum Vitae (CV) and Cover Page: Submit a current CV and CV cover page (if applicable) to your eOPF. Guidelines and requirements for format and content for the CV and CV cover page **varies by professional category** and can be found on the PAC websites. Officers are recommended to maintain an updated CV. Updated CVs and Cover Page should be faxed to the officer’s eOPF (fax numbers: 301-480-1436 or 301-480-1407).

D. Officer Statement (OS) and Reviewing Official Statement (ROS)

Complete an OS on a current-year form and fax it to eOPF. Information on these documents can be found in the “Promotions” webpage.

Obtain examples of an OS from mentor(s) and fellow officers prior to creating your own. Ensure that an ROS is prepared on a current-year form and was submitted for you. It may be helpful to have a list or summary of your accomplishments and activities ready

to share with your reviewing official, if they request it. You can also provide your reviewing official with a sample or draft ROS to assist them in developing a final version for you.

E. Basic Readiness

All officers are required to maintain basic readiness status to be eligible for promotion. Refer to the Promotion section for details (http://dcp.psc.gov/ccmis/promotions/PROMOTIONS_force_readiness_m.aspx).

VII. MANAGE YOUR CAREER

Create a personnel “maintenance schedule” to help manage your career.

The following is a list of suggested scheduled tasks an officer can perform to help manage their career (each officer’s schedule will be unique):

- *Weekly*: Activities & job duties log (used to complete CV, COER, award nominations, officer statement, etc.)
- *Monthly*: Check RedDOG website & CCMIS website for New Information Updates & Readiness Status.
- *Quarterly/Semi-Annually*: Update CV & CV Cover Page/Summary Sheet (Following category specific guidelines). Review the RedDOG website to confirm basic readiness before each quarterly check.
- *Annually*: Professional Licensure, Basic Life Support (BLS)/Advanced Cardiovascular Life Support (ACLS) Renewals, Immunizations, Report of Medical History, and Annual Physical Fitness Test (APFT).

VIII. OFFICERSHIP: GET INVOLVED

Why should you get involved in activities supporting the Commissioned Corps? Getting involved will assist the PHS Commissioned Corps in fulfilling its mission and enhance career development. In addition, professional contributions and services to the Commissioned Corps (officership) are an important promotion benchmark. Here are a few ways to get involved:

A. Junior Officer Advisory Group (JOAG)

JOAG is a vibrant and knowledgeable group of PHS junior officers (rank of LCDR/O-4 and below) who seek to enhance their professional experience by getting involved in group activities furthering the JOAG mission. JOAG’s mission is to “provide advice and consultation to the SG and other Corps and non-Corps entities on interests and concerns specific to junior officers in the USPHS Commissioned Corps.”

JOAG members belong to various professional categories throughout PHS agencies and non-PHS programs. JOAG is governed by Voting Members who serve as the leadership of the organization. JOAG serves as the voice for junior officers in the

Commissioned Corps, and is responsible for advising the SG on matters affecting junior officers.

Junior officers who participate in bi-monthly JOAG General Membership meetings are automatically considered a general member. In addition to general participation, junior officers are encouraged to actively participate by joining a committee or workgroup.

All junior officers are encouraged to get involved. *Everyone is welcome to join!*

For more information, visit <http://dcp.psc.gov/osg/JOAG/Default.aspx>

B. Professional Advisory Committees (PACs)

Get involved with your PAC. PACs provide information critical to success in the Commissioned Corps and provide many opportunities to get involved. Visit your category's PAC website for more information (see Appendix C).

C. Minority Officers Liaison Council (MOLC)

The MOLC serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to ethnic minority officers in the PHS. The MOLC is comprised of the four (4) Core Minority Advisory Groups (CMAGs):

- American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC)
- Asian Pacific American Officers Committee (APAOC)
- Black Commissioned Officers Advisory Committee (BCOAG)
- Hispanic Officers Advisory Committee (HOAC)

For more information on MOLC and individual CMAGs, visit:
<http://dcp.psc.gov/osg/molc/Default.aspx>

D. Commissioned Officers Association (COA)

COA strives to improve and protect the public health of the United States by advocating for the Commissioned Corps and its officers. Members include active and retired commissioned officers. COA has over 90 local branches throughout the United States and two (2) international branches. Local chapters may be involved in various community service and public health awareness projects.

For more information on COA and opportunities to get involved locally or nationally, visit <http://www.coausphs.org>

Note: COA is a lobbying group for the USPHS and is not considered an official government entity. Involvement in this organization must be conducted on personal time and requires membership dues.

IX. BENEFITS

As an officer in the USPHS, you are entitled to a wide range of benefits afforded to other uniform services. Please note that the information listed below can change, therefore, officers should follow up with the appropriate office/contact.

A. Compensation

The uniformed service pay scale is used for determining base salaries for Commissioned Corps officers. There are three types of pay all USPHS officers receive:

- **Basic Pay:** Basic Pay is the fundamental component of an officer's pay. All officers receive it and is typically the largest component of pay. Rank and years of service determines the amount of basic pay received.
- **Basic Allowance for Housing (BAH):** BAH depends upon location, pay grade and whether an officer has dependents. BAH rates are set each year and are determined by surveying the cost of rental properties in each geographic region. Therefore, BAH rates in high-cost areas will be much greater than those in low-cost areas.
- **Basic Allowance for Subsistence (BAS):** This allowance is based in the historic origins of the military in which the military provided room and board (or rations) as part of a member's pay. Although BAS was originally meant to offset costs related to meals, this allowance is not intended to offset the costs of meals for family members.

Additionally, some officers may be eligible for a special pay and/or incentive pay depending on profession. To discuss your earning statements and special/incentive pay, officers need to contact the Commissioned Corps Compensation Branch.

For information on the Compensation Branch, visit:

http://dcp.psc.gov/ccmis/DCCPR_compensation_m.aspx

For a detailed list of pay scales (Basic, BAH and BAS), visit:

<http://militarypay.defense.gov/>.

For the DoD salary calculator, visit:

<http://militarypay.defense.gov/Calculators/ReserveRetirement/RMCCalculator.aspx>

Note: The above pay scales and salary calculator do not include information for special/incentive pays for which an officer may qualify.

B. Life Insurance

Service-members Group Life Insurance (SGLI) is term life insurance available to active duty officers and their spouses. Contact the Compensation Branch at 301-427-3280, 800-638-8744 or compensationbranch@psc.gov to enroll.

For more information on SGLI, visit <http://www.insurance.va.gov>.

C. Leave

Commissioned Corps officers are subject to duty 24 hours each day, every day of the year. Furthermore, an officer on leave, including station, sick, and annual leave, is subject to recall to duty any time. Because an officer is subject to duty 24 hours a day, an officer is not entitled to overtime pay or compensatory time when he or she works longer than eight (8) hours a day or more than 40 hours a week. An officer must be either on duty or on approved leave at all times. Except in cases of an emergency, leave taken by the officer MUST be approved in advance by the officer's leave granting authority. Form PHS-1345, Request and Authority for Leave of Absence, is used to request leave http://dcp.psc.gov/ccmis/forms/FORMS_leave_m.aspx.

For more information about types of leave(annual, sick, station, court, and administrative leave), as well as leave without pay and absent without leave (AWOL) visit <http://dcp.psc.gov/eccis/documents/CC361.01.pdf>.

Corps officers are eligible for the following types of leave:

- **Annual Leave:** Any period of one (1) workday or more during which an officer is relieved from his/her scheduled working hours (other than sick, administrative, or court leave) including all non-workdays within such period.
 - May only be taken in full-day increments.
 - Accrues at a rate of 2.5 days per month or 30 days per year.
 - Officers may carry over 60 days of leave per year.
 - “**Bookends**” days occurs when an officer takes annual leave right before and right after a weekend and/or holiday. When this occurs, the weekend and or holiday counts as annual leave. (e.g., if officer takes leave on both Friday and Monday, Saturday and Sunday count as leave, and thus four (4) full days of annual leave is deducted).
 - Leave for funerals or bereavement is typically considered annual leave. However, officers are highly encouraged to check with their Agency's liaison regarding the bereavement policy for officers at their particular duty station.

- **Sick Leave:** Leave granted when an officer is in need of medical services or is incapacitated for the performance of duties by sickness, injury, or pregnancy and recovery after delivery.
 - Does not accrue.
 - Is granted as needed to cover a period of illness.
 - Includes maternity leave (six (6) weeks for a routine delivery or eight (8) weeks for caesarean section delivery).

- A supervisor may request a medical statement when an illness is longer than three (3) days or abuse is suspected.
- **Paternity Leave:** Ten (10) consecutive days of non-chargeable leave is available within 45 days after the birth of a child and may be used in conjunction with annual leave.
- **Court Leave:** Court leave is applicable when an officer is:
 - On jury service
 - A witness for the U.S. or District of Columbia (D.C.) Government
 - A witness on behalf of State or local government
 - A witness on behalf of a private party in an official capacity; or
 - A witness on behalf of a private party when U.S., D.C., or State government is a party in the suit
- **Station Leave:** Station leave is any absence from duty for a period of less than one (1) full workday. When an officer is not scheduled for duty (i.e., weekends, holidays, days off, etc.), they are technically in station leave.
 - It must be approved in advance by the leave granting authority.
 - Station leave is **NOT** a right; it is a privilege which will be granted **prudently and only for legitimate reasons.**
 - Station leave during scheduled work hours should be approved only when such leave is necessary to permit an officer to carry out activities that would be difficult or impossible, to conduct during non-work hours, such as emergency repairs to plumbing. It should **never** be granted to reduce the work hours of an officer.
- **Administrative Leave:** Any absence for a full workday or more is normally charged to annual leave. However, there may be situations in which an officer may be excused from duty for a full workday or more without charge to annual leave. Such absence may be authorized as "administrative leave" under circumstances which are in the interest of HHS as well as the officer, as determined by the leave-granting authority.
 - Does not accrue.
 - Is granted on a discretionary basis up to five (5) days per year.
 - Is typically used for professional training and examination.

For more information on leave policies, visit <http://dcp.psc.gov/>, and click on FAQs located at the top of the webpage.

D. Healthcare: Preparing You and Your Family

The following section contains information on DEERS, TRICARE (medical insurance program), and dental care.

Note: Please check the sites listed below for the most up-to-date information, as some of the details listed may change.

Defense Enrollment Eligibility Reporting System (DEERS)

DEERS is a database maintaining information for active duty service members, retirees of the seven (7) uniformed services, their family members, and any others who are eligible to receive military benefits. To register a family member, visit a uniformed services ID card-issuing facility.

An *Application for Department of Defense Common Access Card and DEERS Enrollment* (DD Form 1172) must be completed along with submission of appropriate documentation such as marriage or birth certificates.

For an ID card-issuing facility near you, visit the RAPIDS site locator: <http://www.dmdc.osd.mil/rsl/>.

For information on enrollment, including forms, eligibility requirements, and updating personal information, visit <http://www.tricare.mil/DEERS> or call 1-800-538-9552.

For questions regarding your DEERS ID card and dependent enrollment information, send an email to phsdeers@hhs.gov or call 1-877-INFO-DCP.

Medical Insurance Program - TRICARE

TRICARE is the medical insurance program for the uniformed services. Officers and their dependents must be registered in DEERS and have a valid uniformed services identification card for TRICARE eligibility, including the TRICARE Dental Program. If any of the officer's information is incorrect or outdated, coverage may be denied. Remember, registered family members may update personal information such as addresses and phone numbers, but only the sponsor (active duty service member) can add or delete family members in DEERS.

- Primary source of healthcare is TRICARE, the military's health plan.
- Active duty service members must enroll in one of the four (4) TRICARE Prime options: TRICARE Prime, TRICARE Prime Remote, TRICARE Prime Overseas, or TRICARE Global Remote Overseas.
- You must fill out a TRICARE Prime enrollment application form based on the region where you are located, which may be downloaded at: <http://www.tricare.mil/enrollment/>. For assistance in completing the form, call 1-877-874-2273 (North Region), 1-800-444-5445 (South Region), and 1-888-874-9378 (West Region).
- If you are stationed near a military hospital/clinic you are required to use that military treatment facility (MTF), under the TRICARE Prime health plan. If your duty station is more than 50 miles from an installation, you may be eligible for the TRICARE Prime Remote program and see TRICARE health care providers in your area.

For more additional information about TRICARE benefits, visit <http://www.tricare.mil>.

For more information on TRICARE medical plans available to you and your family member(s), visit <http://www.tricare.mil/plans/enroll.aspx>.

Dental Care

Active duty service members receive dental care through the Active Duty Dental Program (ADDP) which is administered by Delta Dental of California. *For more information about active duty dental benefits, visit <http://phsaddp.com/>*

Active duty family members receive dental care through the TRICARE Dental Program (TDP) which is a voluntary, premium-based dental insurance plan administered by MetLife. ***For more information*** on eligibility, premium cost, or for more information, visit <http://www.tricare.mil/tdp/> customer service at 1-855-638-8371 for the CONUS service area, and 1-855-638-8372 for the OCONUS service area.

E. Educational and Training Opportunities

USPHS officers are eligible for a variety of educational benefit programs administered by the Department of Veterans Affairs (VA). New call-to-active duty (CAD) officers will receive information on these programs, the Post 9/11 GI Bill and the Montgomery GI Bill (MGIB), during the Officers Basic Course (OBC). After which point, officers will need to select the GI Bill Program they intend to enroll in.

Officers called to active duty prior to the establishment of the Post 9/11 GI Bill and enrolled in the Montgomery GI Bill, are eligible to switch to the Post 9/11 GI Bill. Additionally, officers who did not enroll in the Montgomery GI Bill during their initial CAD, are also eligible to sign up for the Post 9/11 GI Bill.

For the most up-to-date information on the GI Bill programs, visit <http://www.gibill.va.gov> or contact 1-888-442-4551.

Post 9/11 GI Bill

The Post 9/11 GI Bill became effective on August 1, 2009 and provides financial support for education and housing. Benefits under this program are free, unlike MGIB which cost \$1,200 to enroll. Additionally, the Post 9/11 GI Bill also offers some service members the opportunity to transfer their GI Bill to dependents.

Montgomery GI Bill (MGIB)

In addition to the Post 9/11 GI Bill, officers are also eligible to sign up for the Montgomery GI Bill (MGIB).

Additional resources on GI Bill Programs:

Benefit Resources (Rate Tables, Benefit Comparison Tools/Chart):
http://www.benefits.va.gov/gibill/comparison_tool.asp

Educational Resources (Education Programs, Choosing a School, Tillman Scholarships, Verifying Attendance, Student handouts, brochures, and regulations): http://gibill.va.gov/resources/education_resources/index.html

Uniformed Services University of the Health Sciences (USU)

USU has a worldwide reputation as a center of excellence for military and public health professions education and research. Programs offered at USU are unique, related directly to force health protection, tropical diseases, disaster medicine, military and public health medical readiness and adaptation to extreme environments. USU prepares outstanding scientists and health care practitioners for careers in service to the nation. USU provides training to active duty health professionals.

For more information about description of programs, policies, staff and faculty, and student information, visit <http://www.usuhs.mil>.

F. VA Home Loan Program

As an active duty officer, you may be eligible to apply for and receive a VA Home Loan. A VA loan is a mortgage loan available to members of the uniform services/military that is guaranteed by VA and may be issued by qualified lenders.

Additional information on the VA Home Loans:

- No down payment is required in most cases.
- Loan maximum may be up to 100 percent of the VA-established reasonable value of the property. Due to secondary market requirements, however, loans generally may not exceed \$417,000 (\$625,500 for loans in Hawaii, Alaska, Guam and U.S. Virgin Islands). This figure is subject to change each year.

No monthly mortgage insurance premium to pay. The VA funding fee is what the VA charges to process the loan. The funding fee can range from 0.5 percent for Interest Rate Reduction Refinancing Loans (IRRRLs) to 3.3 percent. Rate is dependent upon frequency of use of the VA home loan program.

***Note:** The information listed above is meant as a brief overview of the VA Home Loan program. This information may change.*

For the most up-to-date information on VA Loan programs, visit <http://www.benefits.va.gov/homeloans/>.

G. Military Space-Available (Space-A) Travel

Space-Available flights, better known as **Space-A** or “military hops,” are a unique privilege afforded to service members, retirees, and their families. Under this

program, unused seats on board U.S. military aircraft are made available to eligible passengers on a space-available basis. Unused seats on DoD-owned or controlled aircraft are made available once all the space-required (duty) passengers and cargo have been accommodated.

- Space-A travelers must be on Leave before signing up for Space-A travel and may sign up for travel 60-days in advance of the desired travel date.
- Passengers are categorized by priority of travel and are processed in priority order by their sign-in time; official duty passengers have priority over Space-A travelers.
- At times, there will be a minimal or no charge for personnel traveling in government-owned aircraft. However, if a Space-A flight is made on a commercial contract carrier, a fee will be assessed (approximately \$15-30) depending on the port. There may also be a fee for meals served aboard military aircraft.
- You are not guaranteed a seat, even when a flight is scheduled. Space-A is a privilege not an entitlement. Those using Space-A should remain flexible and plan ahead for changes in departure dates/times.

For more information on Space-A travel visit <http://www.amc.af.mil/amctravel/index.asp>, <http://pepperd.com/>, or contact the nearest military passenger terminal.

H. Retirement

Commissioned officers are vested and eligible for retirement after 20 years of service. They may request voluntary retirement once they've reached this length of service.

Voluntary retirements require HHS OPDIV and Commissioned Corps approval. The Commissioned Corps grants most voluntary requests for retirement. The mandatory retirement for Commissioned Corps officers is 30 years, although the Commissioned Corps may grant an extension on a case-by-case basis. After 20 years you may receive 50% of your highest monthly basic pay (usually your current basic pay) and after 30 years you may receive 75% of your highest monthly basic pay.

*For more information on retirement, visit http://dcp.psc.gov/ccmis/separations/ASSIGNMENTS_separations_m.aspx
All questions concerning Retirement should be directed to a Separations Counselor at PHSCCSeparations@hhs.gov.*

I. Other Corps Benefits

- Paid Federal holidays
- Thrift Savings Plan (TSP) (retirement savings and investment plan similar to a 401(k))
- Paid moving expenses

- Access to military base lodging and recreational facilities
- Shopping privileges at military base grocery and department stores
- VA benefits, such as survivor and disability benefits and burial allowances
- Ease of transfer to other federal jobs

For more information on benefits, visit

<http://www.usphs.gov/questionsanswers/compensation.aspx>.

X. APPENDICES

Appendix A. Organizational Structures

Appendix B. Chief Professional Officers of the USPHS

Appendix C. Professional Advisory Committees (PACs)

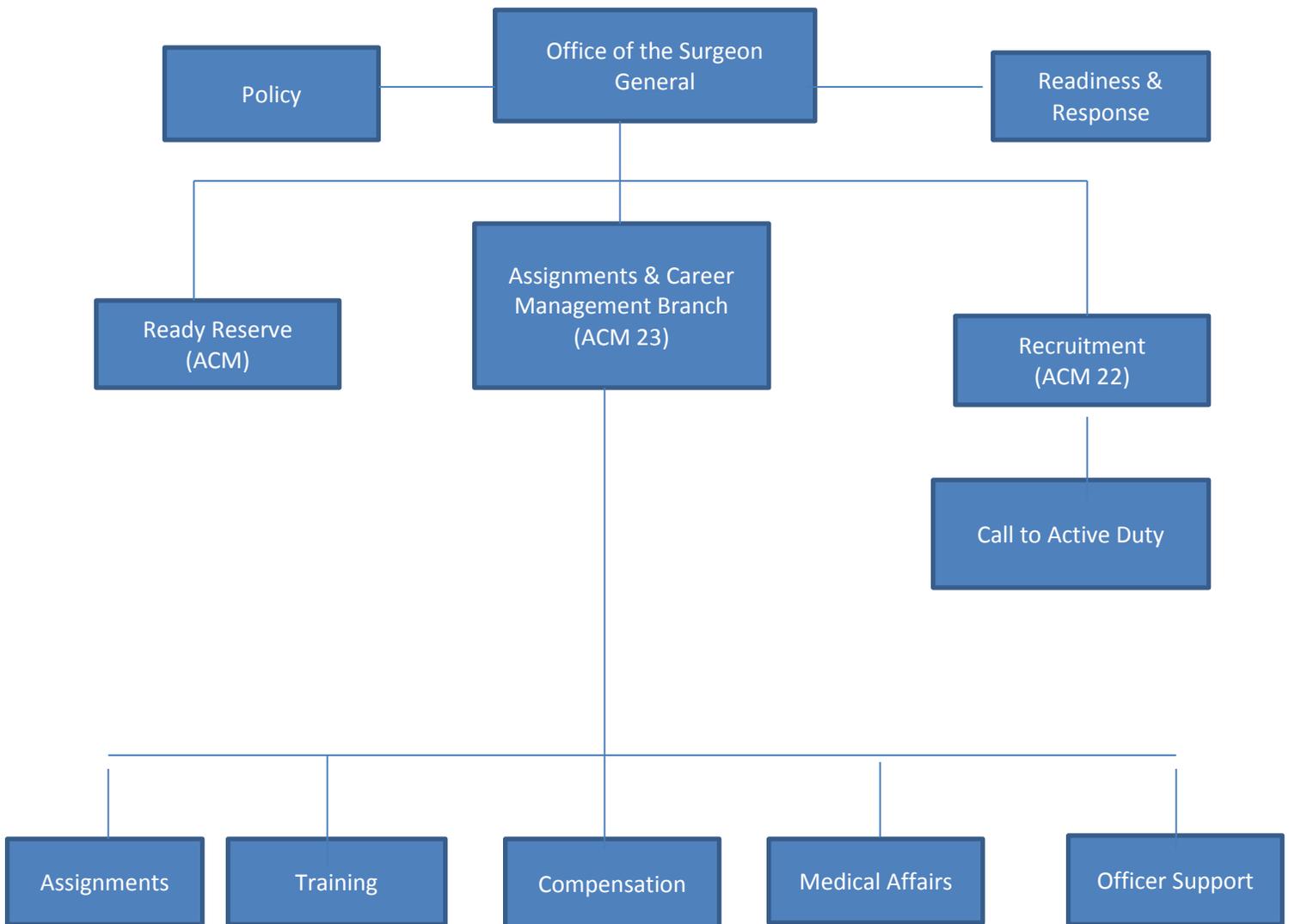
Appendix D. Acronyms

Appendix E. Promotion Calculation

Appendix A: Organizational Structures

Figure 1. Office of the Surgeon General: Accountability Structure

Office of the Surgeon General: Accountability Structure



Appendix B: Chief Professional Officers of the USPHS

Chief Dental Officer: <http://www.usphs.gov/profession/dentist/cpo.aspx>

Chief Dietitian Officer: <http://www.usphs.gov/profession/dietitian/cpo.aspx>

Chief Engineer Officer: <http://www.usphs.gov/profession/engineer/cpo.aspx>

Chief Environmental Health Officer:
<http://www.usphs.gov/profession/environmental/cpo.aspx>

Chief Health Services Officer:
<http://www.usphs.gov/profession/healthservices/healthinformation/cpo.aspx>

Chief Medical Officer: <http://www.usphs.gov/profession/physician/cpo.aspx>

Chief Nurse Officer: <http://www.usphs.gov/profession/nurse/cpo.aspx>

Chief Pharmacy Officer: <http://www.usphs.gov/profession/pharmacist/cpo.aspx>

Chief Scientist Officer: <http://www.usphs.gov/profession/scientist/cpo.aspx>

Chief Therapist Officer: <http://www.usphs.gov/profession/therapist/cpo.aspx>

Chief Veterinarian Officer: <http://www.usphs.gov/profession/veterinarian/cpo.aspx>

Appendix C: Professional Advisory Committees (PACs)

Dental: <http://www.phs-dental.org/depac/newfile.html>

Dietitian: <http://www.usphs.gov/corpslinks/dietitian/>

Engineer: <http://www.usphsengineers.org/>

Environmental Health Officer (EHO): <http://ehopac.org/>

Health Services Officer (HSO): <http://usphs-hso.org/>

Nurse: <http://phs-nurse.org/>

Pharmacy: <http://www.usphs.gov/corpslinks/pharmacy/>

Physician: <http://usphs-ppac.net/>

Scientist: <http://usphs-scientist.org/>

Therapist: <http://usphs.gov/corpslinks/therapist-current/tpac.htm>

Veterinarian: <http://www.usphs.gov/corpslinks/veterinarian/>

Appendix D: Acronyms

ACLS: Advanced Cardiac Life Support

APFT: Annual Physical Fitness Test

ASH: Assistant Secretary for Health

BAH: Basic Allowance for Housing

BAS: Basic Allowance for Subsistence

BLS: Basic Life Support

BOTC: Basic Officer Training Course (course replaced by Officer Basic Course)

CB: Compensation Branch

CCMIS: Commissioned Corp Management Information System

eCCIS: electronic Commissioned Corp Issuance System

COA: Commissioned Officers Association

COER: Commissioned Officer Effectiveness Report

COLTS: Commissioned Officer Leave Tracking System

COTA: Commissioned Officer Training Academy

CPO: Chief Professional Officer

DCCPR: Division of Commissioned Corps Personnel and Readiness

DEERS: Defense Enrollment Eligibility Reporting System

DHHS: Department of Health and Human Services

DoD: Department of Defense

EMI: Emergency Management Institute

FEMA: Federal Emergency Management Agency

FMRB: Field Medical Readiness Badge

Group LMS: Learning Management

MAB: Medical Affairs Branch

MGIB: Montgomery GI Bill

NIMS: National Incident Management System

OASH: Office of the Assistant Secretary for Health

OBC: Officer Basic Course

OPDIV: Operating Division

ORA: Office of Reserve Affairs

OS: Officer Statement

OSG: Office of the Surgeon General

eOPF: electronic Official Personnel Folder

PAC: Professional Advisory Committee

PAG: Professional Advisory Group

PHS: Public Health Service

PIR: Promotion Information Report

ROS: Reviewing Official Statement

SG: Surgeon General

SGPAC: Surgeon General Policy Advisory Council

SGLI: Servicemembers' Group Life Insurance

TDY: Temporary Duty Assignment

USUHS: Uniformed Services University of the Health Sciences

VA: Veterans Affairs

VGLI: Veterans' Group Life Insurance

Appendix E: Promotion Calculation

Temporary Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	T&E Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	None
O-3	8 years	None	None
O-4	12 years	6 months on current tour as officer in the PHS Commissioned Corps (as of <i>March 1st</i> of the year reviewed by prom board)	None
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	2 years as O-4
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5

T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2016 (PY16). Promotion Boards meet in Spring 2016 to consider officers eligible for promotion from 7/1/16 - 6/1/17.

1. Time In Service (TIS):

- a. At the O-4 grade TIS must be during current tour and must be met by 3/1 of the year reviewed by the promotion board (**3/1/16**). In other words, for officers to meet the TIS criteria, they must be called to active duty no later than 9/1 of the prior year **9/1/15**.
- b. At the O-5 and O-6 grades, total TIS can be a combination of current and previous tours in the PHS Commissioned Corps and must be met on or before **6/1/17**.
- c. All officers may use prior active duty military time towards TIS at the O-5 and O-6 grades (up to 3 years and up to 6 years respectively) as noted in the table.

2. Time In Grade (TIG):

Time in grade must be during current tour and must be met during the promotion year with an effective date of promotion on or before **6/1/17**.

3. Temporary Promotion Effective date:

The effective date of the promotion will be July 1 of the promotion year or the first day of the month following the officer's date of eligibility, whichever is later (meets all T&E, TIS, and TIG requirements) with the following exception. If the officer's eligible date is the first day of the month, then his/her effective date will be the same (first day of the month) as the eligible date.

- Examples:
- 1) Meets all requirements 9/15/16, promotion effective date will be 10/1/16.
 - 2) Meets all requirements 10/1/16, promotion effective date will be 10/1/16.
 - 3) Meets all requirements 1/1/17, promotion effective date will be 1/1/17.

4. Inter-service transfers must serve at least 6 months in PHS prior to any promotion, in addition to meeting specified Time in Service requirements.

5. Administrative requirements for temporary promotion:

- a. A current, satisfactory COER (overall score of S)
- b. All required annual COERS on file.
- c. Valid license, if required, on file in the eOPF;
- d. No current or pending adverse or disciplinary actions; and
- e. Meet and maintain basic level of readiness;

This reference is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 & 332.01 (old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance.

Permanent Promotion Eligibility Criteria

(Applies to all officers including new CADs, recalls to extended active duty and inter-service transfers.)

Eligible Grade	Credit Required for Regular Corps Officers
O-2	7 years T&E
O-3	3 years Promotion Credit
O-4	10 years Promotion Credit
O-5 Restricted	7 years Seniority Credit
O-5 Non-Restricted	17 years Promotion Credit
O-6	4 years Seniority Credit

T & E, Promotion and Seniority Credit dates are located on the officer's PIR. Promotion Year 2016 (PY16). Promotion Boards meet in Spring 2016 to consider officers eligible for promotion from 7/1/16 - 6/30/17.

1. **Restricted** = Nurse, EHO, Pharm, Diet, Ther, HSO
2. **Non-Restricted** = Med, Dent, Eng, Sci, Vet
3. **Seniority Credit Date** - Regular Corps: The later date of a) permanent grade credit date established at the time of appointment to the Regular Corps or b) last permanent grade promotion.
4. **Promotion Credit Date establishes eligibility to P-O3 and P-O4 for all categories and P-O5 for Non-Restricted categories.**

For officers appointed into the Regular Corps under 42 USC §209(a) & (b), Promotion Credit Date = Seniority Credit Date minus years of constructive credit awarded related to P Grade held when originally appointed to the Regular Corps (P1 =0; P2 =0; P3 =3 years; P4 =10 years; P5 =17 years).

For officers deemed Regular Corps by the Affordable Care Act under 42 USC §204(b), constructive credit = 0 for all permanent grades; therefore Seniority Credit Date = Promotion Credit Date.

5. Inter-service transfers must serve at least 6 months in PHS prior to any promotion (CCI 374.01, [Old CCPM 23.3, INST 5], "Inter-Service Transfer of Commissioned Officers," Section G.2.c., found in Book: 3, Chapter: 7, Section: 4, Instruction: 01 of the eCCIS).
6. Permanent promotion Effective Date: The effective date of the promotion will be July 1 of the promotion year or the officer's date of eligibility, whichever is later.
7. Administrative requirements for permanent promotion:
 - a. A current, satisfactory COER (overall score of S);
 - b. Annual COERS on file, as applicable;
 - c. Valid license, if required, on file in the eOPF;
 - d. No current or pending adverse or disciplinary actions;
 - e. Meet and maintain basic level of readiness;
 - f. Current 5 year physical on file with MAB; and
 - g. Current 1 year Report of Medical History with signed Disclosure Statement on file with MAB;

This reference is provided for informational purposes only; it is not an official policy document. Consult CCI 331.01 and 332.01 (Old CCPM, Subchapter CC23.4, INSTRUCTIONS 1 & 2), for official policy guidance.

Non-Competitive Promotions

1. Who is Eligible for a Non-Competitive Promotion?

All Officers eligible for Temporary O-2 or O-3, and Medical and Dental Officers eligible for Temporary O-4 do not go to a promotion board, but are promoted through an administrative review (non-competitive) process.

2. Requirements for promotion:

- a. A current, satisfactory COER (overall score of S);
- b. Valid license, if required, on file in the eOPF;
- c. No current or pending adverse or disciplinary actions;
- d. Meet the basic level of readiness;
- e. For Medical and Dental officers eligible for temporary O-4, a letter of recommendation to the Surgeon General from the Agency must be submitted when a current COER is not on file.

3. Unsatisfactory COERs or other Administrative Issues

Officers with unsatisfactory COERs (overall Unsatisfactory) are reviewed by the annual promotion boards. Also, officers with other identified reasons to submit the record to the board (e.g., past, present, or pending adverse action) will be reviewed by the annual promotion boards.

4. Effective Date of Promotion

Effective date of a non-competitive promotion is the first day of the month on or following the date of eligibility contingent upon all required administrative documentation being received in DCCPR by the 15th of the month prior to the effective date.

Examples: 1) Meets all requirements prior to 11/15/15, promotion effective date will be 12/1/15
2) Meets all requirements 11/16/15-12/15/15, promotion effective date will be 1/1/16.

5. Notification of Non-Competitive Promotion

It is the officer's responsibility to ensure that all administrative requirements are met before the date of eligibility. When all requirements are met and all necessary documentation is received in DCCPR, officers will be notified of the promotion via a personnel order (P.O.) A copy will be scanned and indexed into the Personnel Orders section of the eOPF. When the P.O. is placed into the eOPF, the officer will receive an automated e-mail informing him/her of that action. This is the officer's only notification of a non-competitive promotion. Non-competitive promotions are not posted on the CCMIS website.

*Questions may be directed to the Non-Competitive Promotions Coordinator,
PHSPromotions@hhs.gov.*

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Exceptional Proficiency Promotions
(Must meet TIG; can meet TED or TIS, but not BOTH)

Eligible Grade	TED Credit Required	Time in service requirement	Time in grade requirement during current PHS tour
O-2	4 years	None	1 year as O-1 (as of 3/1)
O-3	8 years	None	1 year as O-2 (as of 3/1)
O-4	12 years	6 months on current tour as officer in the PHS Commissioned Corps (as of March 1 st of the year reviewed by prom board)	1 year as O-3 (as of 3/1)
O-5	17 years	5 years (2 years must be as officer in the PHS Commissioned Corps)	1 year as O-4 (as of 3/1) <u>and</u> a total of 2 years as O-4 during the promotion year
O-6	24 years	9 years (3 years must be as officer in the PHS Commissioned Corps)	3 years as O-5 during the PY

T & E Date and Time in Service are located on the officer's PIR. Bolded dates provided are for Promotion Year 2016 (PY16). Promotion Boards meet in Spring 2013 to consider officers eligible for promotion from 7/1/16 - 6/1/17.

1. Eligibility Requirements:
 - a. Not eligible in their own right during the promotion year (**6/1/17**).
 - b. Has held their current Temporary grade for at least 1 year as of 3/1 of the year reviewed by the promotion board (**3/1/16**). Important note: current means current tour.
 - c. Is in a billet grade at or above the grade of the proposed promotion.
 - d. Meets TIG requirements outlined in the promotion eligibility criteria table.
 - e. Has a valid license if required, satisfactory COER, no current or pending adverse actions, and meets applicable basic readiness standard.
 - f. Has not been reviewed by a promotion board for an EPP to the same temporary grade previously. Officers only receive one opportunity for EPP review per grade.

2. Quotas - agencies are limited to not more than 5% of the total number of officers eligible for EPPs in their agency. Nominations may be submitted for any category and/or temporary grade. All agencies will be allowed to nominate at least one officer regardless of agency size, assuming they have at least one officer who is eligible for the EPP.

Officers who transfer from the nominating agency before the promotion results are finalized will be removed from the promotion list if the receiving agency does not support the EPP nomination or has reached its quota.

1. Promotion Effective date: Officers are promoted on either the date established by the ASH or the date the officer meets the TIG requirement, whichever is later. All promotions are effective on the 1st day of the month.

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COMMISSIONED · OFFICER'S · CODE · OF · CONDUCT

1. I am a United States Citizen and a uniformed Commissioned Officer serving my country, protecting national public health interests and security.
2. I am a Commissioned Officer, responsible and accountable for my actions by virtue of this special trust accorded to me by the President of the United States of America.
3. I represent all other officers – past, present and future – and they represent me. Together we are the Corps.
4. I am a leader. I constantly maintain and improve my state of professional capability and physical readiness to set the example as a public health officer.
5. I wear my uniform to honor the Uniformed Service members who came before me and to acknowledge their sacrifice and commitment in securing the freedoms and benefits I enjoy.
6. I render appropriate courtesies in accordance with Uniformed Service traditions, and convey respect to all with whom I may have contact.
7. As a leader, in the absence of orders, I pledge to act independently and honorably to preserve, protect and defend the national public health interests and security.
8. I follow the right path, not the easy path, regardless of personal hardship or discomfort, and will seek selfless motivations for the actions and decisions I render.
9. I selflessly credit and recognize the achievements of others.
10. When privileged by executive order or legislative act to serve as a member of the Armed Forces, I will abide by the Armed Forces Code of Conduct.

Developed by: The Junior Officer Advisory Group Professional Development Committee, September 2002, updated December 2009