



HEALTH SERVICES

PROFESSIONAL ADVISORY COMMITTEE (HSPAC)

Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Policy and Procedures Subcommittee



Recent Updates to USPHS Commissioned Corps Policies

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PART I: Summary of Commissioned Corps Policy Updates and Revisions

Deployment and Readiness

Policy	Effective Date	Revisions
CCD 121.02, Deployment and Readiness	26 April 26, 2019	<ul style="list-style-type: none"> • Authorizes the ASH to establish requirements to ensure the readiness of Corps officers deployed to respond to urgent or emergency public health needs
CCI 241.02, Deployment of Corps Officers	October 2, 2019	<ul style="list-style-type: none"> • Assigns the responsibilities and requirements that Corps officers must adhere to while on active duty; and • Prescribes procedures to ensure efficient deployment of officers in response to urgent or emergency public health needs
POM 821.75, Readiness Compliance	October 16, 2019	<ul style="list-style-type: none"> • Raises the level of readiness of the Commissioned Corps and enhance accountability for all officers
POM 821.76, Deployment Procedures	October 3, 2016	<ul style="list-style-type: none"> • Specifies deployment procedures for Corps officers responding to urgent or emergency public health care needs; • CCHQ will work with Health and Human Services (HHS) Agency liaisons to notify supervisors of the procedure changes; and • Officers assigned to non-HHS Agencies will continue to be deployed in accordance with the Memorandum of Agreement/Understanding between the Corps and the non-HHS Agency.

Promotions

Policy	Effective Date	Revisions
CCI 332.01, Temporary Promotions	October 17, 2019	<ul style="list-style-type: none"> • Sets forth the policies and procedures governing the temporary grade promotion program for Regular Corps officers • Additional eligibility criteria for promotion and authorizes the Director, Commissioned Corps Headquarters (CCHQ) to refer an officer who does not meet the criteria for disciplinary action.

		<ul style="list-style-type: none"> Eliminates the Retention Review Board (RRB) and authorizes CCHQ Director to refer officers to an appropriate disciplinary process who are in the lowest decile for 3 years or who receive a non-recommendation for promotion, effective Promotion Year 2020.
POM 821.74, Promotion Precepts and Criteria	October 16, 2019	<ul style="list-style-type: none"> Establishes the relative weights for the promotion precepts, how an officer's eligibility for promotion is determined, and when an officer's name is removed from the approval list.

Medical Affairs

Policy	Effective Date	Revisions
CCD 128.01, Medical Fitness for Duty (formerly "Medical Review Board")	June 7, 2019	<ul style="list-style-type: none"> Delegates to the ASH the authority to establish medical accession and retention standards, as well as the authority to determine the circumstances in which these standards can be waived; Modifies the authorized composition of the Medical Review and Medical Appeals Boards; and Clarifies the administrative separation process for an officer being separated on the basis of unsuitability.
CCI 221.01, Medical Accession Standards (NEW POLICY)	July 2, 2019	<ul style="list-style-type: none"> Establishes the medical accession standards setting the medical qualifications to serve in the Commissioned Corps (Appendix A); and Establishes the circumstances and processes under which the Commissioned Corps can waive a medical accession standard for an individual candidate.
CCI 393.01, Medical Review Board (formerly, "Disability Retirement")	June 21, 2019	<ul style="list-style-type: none"> Specifies who may refer an officer for a fitness-for-duty (FFD) evaluation if the officer is unable to engage in the physical activities associated with deployment or if the officer cannot meet medical readiness standards; Establishes the circumstances under which the Director, CCHQ, can remove an officer from the list of officers pending a Medical Review Board (MRB); Clarifies the responsibilities of the MRB and the information they must include in their report to the SG; and Clarifies an officer's appeal rights.

CCI 393.02, Medical Appeals Board	June 21, 2019	<ul style="list-style-type: none"> • Clarifies the process of appealing a MRB recommendation; • Specifies the timeframe for submitting new documents to the Appeals Board; and • Establishes the circumstances under which an officer can withdraw his/her appeals request.
POM 821.72, Waiver of Disqualifying Medical or Dental Condition (NEW ISSUANCE)	July 12, 2019	<ul style="list-style-type: none"> • Impacts applicants to the Commissioned Corps; and • Details the procedures for the medical accession standard waiver process as established in CCI 221.01.

Special Pays and Education Benefits

Policy	Effective Date	Revisions
CCI 633.01, Special Pays	April 3, 2019	<ul style="list-style-type: none"> • Clarifies eligibility and limitations for certain specific health professions special pays (e.g., officers assigned to fellowship and training programs are not eligible for Accession Bonuses (AB), Critical Wartime Skills Accession Bonuses (CWSAB), and Retention Bonuses (RB).)
CCI 671.11, Post 911 Education Benefits	August 7, 2019	<ul style="list-style-type: none"> • Clarifies the process for officers to use in exercising this benefit.
CCD 157.01, Transfer of Education Benefits	July 9, 2019	<ul style="list-style-type: none"> • Delegates authority from the Secretary to the ASH to administer the Post 911 Transfer of Education Benefits to eligible dependents.

PART II: The Impact of New Readiness Requirements on Promotion

POM 821.74, Promotion Precepts and Criteria

- **Readiness Eligibility for Promotion:** An officer marked as “Not Qualified” for any month beginning on 1 September of the year preceding the Promotion year (PY) up to and including 1 January of the PY is not eligible for consideration for promotion by the promotion board (e.g., for PY2020 CCHQ will check 1 September 2019 and each subsequent month up to and including 1 January 2020).
- Promotion Boards will review the readiness history of officers as follows:
 - For PY2020, the boards will review the readiness history for the previous 3 years (i.e., 1 January 2017 through 31 December 2019)
 - For PY2021, the boards will review the readiness history for the previous 4 years (i.e., 1 January 2017 through 31 December 2020)
 - For PY2022 and subsequent years, the boards will review the readiness history for the previous 5 years (i.e., 1 January 2017 through 31 December 2021 for PY2022, 1 January 2018 through 31 December 2022, for PY2023, etc.)
- The Board will use officers’ readiness history as a factor in the score for promotion precept 4 (Professional Contributions, Basic Level of Force Readiness History, and Service to the Corps), as well as, the overall recommendation for promotion.
- After promotion boards have adjourned, officers marked as “Not Qualified” **for any month beginning on 1 February up to and including the first day of the month on which an officer’s promotion would be effective OR the first day of the month in which CCHQ Director forwards promotion recommendations to the Surgeon General**, will be removed from the final approval list.

POM 821.75, Readiness Compliance

- Commissioned Corps Headquarters will perform basic level of force readiness checks for the entirety of the Corps on the first day of each month.
- Consequences of readiness non-compliance for one, two and three months, and non-consecutive non-compliance for five or more months (in a 24-month period) are listed as follows:
 - At the point of failing to meet or maintain the basic level of force readiness (Not Qualified): the officer, his/her immediate supervisor, and Commissioned Corps Agency Liaison (Liaison) will be notified by Readiness and Deployment Branch (RDB).
 - Not Qualified for two consecutive months or three non-consecutive times: The CCHQ Director or a designee, will issue the officer a Letter of Counseling (LOC) which will also be forwarded to the officer’s immediate supervisor and Liaison.

- Not Qualified for three consecutive months or four non-consecutive times: CCHQ Director or a designee, will issue the officer a Letter of Reprimand (LOR) which will be active for a period of 2 years which will be shared with the officer's immediate supervisor and Liaison. During the period of the active LOR, the officer will not be eligible for awards, promotions, deployments, and possibly special pays (i.e., upon approval of a board's recommendation in accordance with CCI 633.01).
- Not Qualified for four consecutive months or five non-consecutive times: The officer will be sent forward to the appropriate separation process. The appropriate process may include a probationary separation, an Involuntary Retirement Board, Involuntary Termination Board, or a Board of Inquiry (see CCD 111.02, "Disciplinary Actions," CCD 123.01, "Involuntary Separation," and CCI 385.01, "Involuntary Retirement (20 Years)").
- Weight compliance and the implementation and enforcement of the Corps' Retention Weight Standards (see CCI 241.01) are listed as follows:
 - Officers who are not in compliance with the Retention Weight Standards are required to submit, in addition to their Annual Physical Fitness Test (APFT), a quarterly report to the Readiness Branch by the first week of January, April, July, and October until he/she reaches compliance with retention weight standards. The required quarterly reports must be submitted to the Readiness Branch on Form PHS-7044-1, "Verified Weight Report."
 - Effective 1 January 2020, an officer who fails to submit a completed Form PHS 7044-1 as required in POM 821.66 will be marked as "Not Qualified." Such officers will be marked as "Not Qualified" for each subsequent month that he/she fails to submit a completed Form PHS 7044-1 until he/she complies with the required submission.
 - Effective 1 January 2020, an officer will be marked as "Not Qualified" if he/she fails to meet the retention weight standard during the previous 12 months and failed to demonstrate acceptable progress towards meeting the standard.