

U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

PERSONNEL OPERATIONS MEMORANDUM



EFFECTIVE DATE: POM 09-001  
18 March 2009

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

RADM Steven K. Galson, M.D., M.P.H.

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

SUBJECT: Regular Corps Assimilation Program

1. The purpose of this memorandum is to rescind Personnel Operations Memorandum (POM) 07-002, dated 11 June 2007, and to describe the Regular Corps Assimilation Program standard operating procedures for active duty officers of the Commissioned Corps of the U.S. Public Health Service (Corps).
2. Eligibility requirements for application and before consideration by the assimilation boards are described in Commissioned Corps Instruction (CCI) 324.01, "Regular Corps Assimilation Program" (old CCPM: [CC23.3.7](#)).
3. Officers submitting accepted applications will receive acknowledgement of the receipt of their application for assimilation via e-mail notification when the document is posted in their electronic Official Personnel Folder (eOPF).
4. Any deficiencies in the application or the ineligibility of the applicant will be communicated to the officer via memorandum mailed to the officer with the returned application.
5. Reserve Corps officers must complete 3 consecutive years of continuous active duty by 1 March of the assimilation board year in which the officer is eligible for consideration.
6. Two multidisciplinary boards will be convened to consider candidates as described in CCI 324.01, "Regular Corps Assimilation Program" (old CCPM: [CC23.3.7](#)).
7. Following the assimilation board evaluation, officers recommended for assimilation and sufficiently high on the rank-order list for the nomination list will be reviewed for the following administrative requirements:
  - a. Disciplinary and administrative actions; and
  - b. Meeting force readiness standards (See [Manual Circular \(MC\) 377](#), [Personnel Policy Memorandum \(PPM\) 04-003](#), [PPM 04-006](#), [PPM 06-004](#), [PPM 07-001](#), [PPM 07-007](#), and [PPM 08-016](#)).

8. Potential nominees found non-compliant with post-board administrative requirements will be removed from the nominee list prior to it being forwarded to the President for nomination. Officers removed will be managed as if they were not sufficiently high on the rank-order list.
9. If an officer is removed from the nominee list prior to it being forwarded to the President, the next officer on the assimilation board rank order list holding the same permanent grade will be selected as a replacement nominee.
10. The nomination list will comply with prescribed Regular Corps vacancy and permanent grade allowances as determined by the Office of Commissioned Corps Force Management (OCCFM) and approved by the Assistant Secretary for Health (ASH).
11. Officers not recommended for assimilation or not sufficiently high on the rank-order list will be managed according to CCI 324.01, "Regular Corps Assimilation Program" (old CCPM: CC23.3.7).
12. The Director, Office of Commissioned Corps Operations (OCCO), will notify officers of their individual board results via a memorandum placed in their eOPF. Officers will receive e-mail notification that an assimilation memorandum was posted in the Personnel Orders section of their eOPF. Officers will also receive e-mail notification that their assimilation board score sheet and the Promotion Information Report reviewed by the assimilation board were posted in the Confidential Documents section of their eOPF.
13. Following U.S. Senate confirmation, officers on the assimilation list will be verified as meeting medical standards for assimilation described in CCI 221.02, "Medical Examination Requirements" (old CCPM: [CC29.3.5](#)).
14. Confirmed officers will also be reviewed for the following administrative requirements:
  - a. Disciplinary and administrative actions;
  - b. Meeting basic force readiness standards (See MC 377, PPM 04-003, PPM 04-006, PPM 06-004, PPM 07-001, PPM 07-007, and PPM 08-016);
  - c. Suitability (security clearance) investigation completed;
  - d. Compliance with professional licensure/certification/registration (See CCI 251.01); and
  - e. Completion of current Commissioned Officers' Effectiveness Report (COER).
15. Officers found non-compliant with post-confirmation administrative requirements will be notified by OCCO via e-mail and provided 60 days to correct the deficiency.
16. Officers remaining non-compliant after 60 days will be removed from the assimilation list and required to reapply for assimilation. A memorandum from the OCCO Assimilation Coordinator will be placed in the officer's eOPF documenting the circumstances for removal, requirement to reapply, and compete again for assimilation. Officers will receive e-mail notification when the document is posted in their eOPF.
17. After OCCO confirms administrative requirements are met, officers will be notified by the OCCO Assimilation Coordinator via e-mail to execute a Regular Corps Appointment Affidavit (oath of office) attached to the e-mail.

18. Officers will be allowed 30 days to return the executed Regular Corps appointment affidavit to the OCCO Assimilation Coordinator following notification. If the appointment affidavit is mailed, it must be postmarked prior to the 30 days expiration date. Officers will be removed from the assimilation list and required to reapply for assimilation if the affidavit is postmarked after the 30 day period. A memorandum from the OCCO Assimilation Coordinator will be placed in the officer's eOPF documenting the circumstances for removal and requirement to reapply and compete again for assimilation. Officers will receive e-mail notification when the document is posted in their eOPF.
19. Extenuating circumstances (e.g., sea duty or overseas duty) will be considered on an individual case basis to allow additional time for post-confirmation requirements, including executing the Regular Corps Appointment Affidavit. The decision to allow extensions is made by the Director, Division of Commissioned Corps Officer Support.
20. After the Regular Corps appointment affidavit is executed and returned to the OCCO Assimilation Coordinator, a credit computation record will be completed. The credit computation record and executed appointment affidavit are provided to OCCO, Division of Commissioned Corps Assignments, to process Regular Corps appointment personnel orders.
21. A Regular Corps appointment certificate and ribbon will be mailed to the payroll address of the newly appointed Regular Corps officer after personnel orders are issued.
22. Officers must maintain their current contact information, including e-mail address, in the Commissioned Corps Management Information System (CCMIS), <http://dcp.psc.gov/>, at all times during the assimilation process. Officers can check their contact information by accessing the CCMIS Secure Area.
23. The distribution of permanent grades for active duty officers in the Regular Corps shall be as set forth in Commissioned Corps Directive (CCD) 122.02, "Force Management" (old CCPM: [CC43.4.2](#)).
24. It is requisite that all Corps officers comply with the assimilation program standard operating procedures prescribed in this POM and CCI 324.01 (old CCPM: CC23.3.7) throughout the entire assimilation process.

NOTE: The Omnibus Act of 2009 increased the Regular Corps officer end-strength from 2,800 to 4,000. Electronic Commissioned Corps issuances cited in this POM, such as [CC43.4.2](#) and [CC23.3.7](#), as well as other references to assimilation of Corps officers, are currently being reviewed and revised.

/s/

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Acting Surgeon General