



DATE: FEB 28 2018

TO: Alex Azar II, Secretary

THROUGH: Paula M. Stannard, Senior Counselor
Ann C. Agnew, Executive Secretary

FROM: Assistant Secretary for Health

SUBJECT: Commissioned Corps Directive 111.03, "Conditions of Service" - **DECISION**

ISSUE

The Commissioned Corps of the U.S. Public Health Service (Corps) seeks approval of Commissioned Corps Directive (CCD) 111.03, "Conditions of Service."

BACKGROUND

CCD111.03 outlines the general requirements that officers in the Commissioned Corps of the U.S. Public Health Service (Corps) must adhere to while on active duty. It describes the Corps' conditions of service as they relate to: professional competence; career growth and advancement; deployment readiness; security and suitability; health standards; and weight requirements to be eligible for retention on active duty. It also sets forth the potential ramifications for officers who do not meet these conditions of service, which include administrative action, involuntary separation, and termination of commission.

CCDs or Directives are broad policy issuances containing what is required by legislation, the President, or the Secretary of HHS to initiate, govern, or regulate actions or conduct by HHS organizational components or personnel within specific areas of responsibility. The Secretary will issue Directives to establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities.

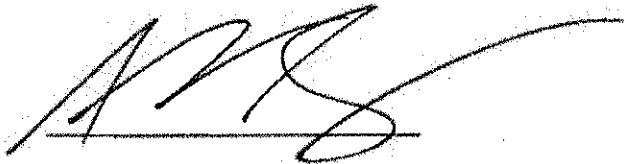
RECOMMENDATION

I recommend that you approve the attached Commissioned Corps Directive (CCD) 111.03, "Conditions of Service."

Brett P. Giroir, M.D.
ADM, USPHS

DECISION

Approved ✓ Disapproved _____ Need more Information _____



Alex M. Azar II, Secretary

MAR 28 2018

Date

Attachment

TAB A – Commissioned Corps Directive 111.03, “Conditions of Service”

**U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES**

COMMISSIONED CORPS DIRECTIVE



**CCD 111.03
EFFECTIVE DATE: 28 March 2018**

By Order of the Secretary of Health and Human Services:

Alex M. Azar II

SUBJECT: Conditions of Service

1. **PURPOSE:** This Directive outlines the general requirements to which officers in the Commissioned Corps of the U.S. Public Health Service (Corps) must adhere while on active duty in the Corps. It defines duty as it relates to professional competence; career growth and advancement; deployment readiness; security and suitability; health standards; and weight requirements to be eligible for retention on active duty. It also outlines the potential ramifications for officers if the conditions of service are not met.
2. **APPLICABILITY:** This Directive applies to all Regular and Ready Reserve Corps officers unless excluded by the Assistant Secretary for Health (ASH).
3. **AUTHORITY:**
 - 3-1. [42 U.S.C. §216](#), "Regulations"
 - 3-2. [42 U.S.C. §204a](#), "Deployment readiness"
4. **PROPONENT:** The proponent of this Directive is the Secretary of the Department of Health and Human Services (HHS or Department).
5. **SUMMARY OF REVISIONS AND UPDATES:** This is the first issuance of this Directive.

6. POLICY:

6-1. General Requirements. As members of a Uniformed Service, Corps officers have a continuing duty and responsibility for effective performance, growth and professional development, proper conduct, dedication to duty, professionalism, flexibility, and willingness to accept new assignments.

- a. Conditions of service are predicated on the requirement that while appointed to the Corps all officers will comply with and obey all rules, regulations, policies, guidance, and established procedures for the Corps and Department, as well as for the Operating Division, Staff Division, or non-HHS organization to which the officer is assigned.
- b. In addition, Corps officers are required to adhere to standards of conduct, policies, and regulations governing the Corps and its officers. The Corps' personnel policies regulate the high standards of ethics, good order, performance, daily uniform wear, discipline, and professionalism that are the essence of uniformed service.

6-2. Duty Requirements.

- a. Professional Competence. All officers are required to maintain competence including licensure, and progression in the profession that served as his/her qualifying degree on appointment to the Corps.
- b. Career Growth and Advancement. All officers are required to demonstrate career progression by preparing for, seeking, and accepting assignments of increased responsibility that are commensurate with or greater than his/her grade.
- c. Deployment Readiness. All officers are required to continually meet the Corps' basic force readiness standards established by the ASH, absent a waiver under policy established by the ASH, an officer who has a permanent medical condition that prevents him/her from being deployed, or a condition that prevents the officer from engaging in the physical activities associated with deployments, that officer does not meet the deployment readiness requirement.
- d. Security and Suitability. All officers are required to retain continual eligibility to obtain a Defense Security Service Tier 3 (Secret) security clearance and must conduct themselves both personally and professionally in a manner that reflects credit upon the officer and the Corps.
 - (1) The ASH may issue policies establishing random drug and alcohol testing of all officers.
 - (2) The Director, Division of Commissioned Corps Personnel and Readiness (DCCPR), may direct an officer to undergo drug and/or alcohol testing if there is reasonable belief that the officer may be abusing such substances.
- e. Health Standards. All officers are required to meet the medical retention standards established by the ASH. All officers are required to promptly inform Medical Affairs of any significant new medical/mental health diagnoses which could potentially affect their long term health status (i.e., not likely to resolve within one year). An officer who does not meet the standards or who refuses to

supply the necessary medical documentation to Medical Affairs, DCCPR, will have his/her records referred to the appropriate separation process.

- f. Weight Standards. All officers are required to maintain the Corps' weight standards established by the ASH.

6-3. Failure to meet all of the requirements of this Directive may result in administrative action. As determined by the ASH, an officer who fails to meet any of the requirements of this Directive may have his/her records referred to an Involuntary Termination Board, Administrative Separation Board, Involuntary Retirement Board, Medical Review Board, or other involuntary separation process.

7. RESPONSIBILITIES:

7-1. The ASH may promulgate policies and make delegations as necessary to implement this Directive. The ASH may also establish additional conditions of service in order to maintain the high standards of ethics, good order, performance, discipline, and professionalism of Corps officers.

7-2. All officers are responsible for adhering to the requirements established in this Directive.

8. HISTORICAL NOTES: This is the first issuance of this Directive within the electronic Commissioned Corps Issuance System (eCCIS) and creates a standalone Directive.