



Office of the Director

Office of Commissioned Corps Personnel

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Important 2005 Assimilation Information

This message is to address a recent Assimilation Powerpoint presentation with attachments that is currently being circulated throughout the Commissioned Corps. These documents are not official material from the Office of Commissioned Corps Operations, and while they are well intentioned, there are inaccuracies in the documents. In particular, please note the following important information:

ALL applications for the 2005 assimilation year must be **postmarked by 11 February 2005**. Applications postmarked after that date will be processed the following year. *ALL applications should be sent to ATTN:*

Assimilation Coordinator,
Office of Commissioned Corps Operations (OCCO),
1101 Wootton Parkway,
Plaza Level, Suite 100,
Rockville, MD, 20852.



An OCCO approved example of an officer's statement for assimilation and an Assimilation Checklist is now available by request from your agency liaison, chief professional officer or the OCCO Assimilation Coordinator, LCDR Hawkins (Camille.Hawkins@hhs.gov). Officers who have applied recently and used the example statement provided with the Powerpoint presentation are encouraged to submit a new statement using the OCCO approved example.

[OCCO Approved Assimilation Checklist \(MS Word, 36 KB\)](#)

[OCCO Approved Sample Assimilation Statement \(MS Word, 25 KB\)](#)

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Last Reviewed: February 7, 2005



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APPLICATION FOR ASSIMILATION INTO THE REGULAR CORPS*

I hereby apply for consideration for assimilation into the Regular Corps of the Public Health Service Commissioned Corps. I qualify for such consideration in accordance with the requirements stated in INSTRUCTION 4, Subchapter CC23.3 of the Commissioned Corps Personnel Manual, by virtue of the following training:

	Degree	Major	Date Awarded (Month and Year)
Bachelors Degree			
Masters Degree			
Doctorate			
	Type	Issuing Organization	Expiration Date (Month and Year)
License			
Certificate			
Other Credentials: _____			

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that my statements may be investigated and that any false representation is sufficient cause for disciplinary action pursuant to INSTRUCTION 1, Subchapter CC46.4 of the Commissioned Corps Personnel Manual. Further, I understand that any false statement herein may be punished as a felony under Section 1001, Title 18, U.S. Code.

APPLICANT'S SIGNATURE		PHS SERIAL NUMBER		DATE
APPLICANT'S NAME <i>(Please type or print)</i>				
AGENCY/OPERATING DIVISION/PROGRAM	BUILDING	ROOM NO. / MAIL STOP	E-MAIL ADDRESS	
STREET ADDRESS	CITY	STATE	ZIP CODE	
DUTY STATION'S AREA CODE AND PHONE NUMBER ()				
SUPERVISOR'S ENDORSEMENT				
SUPERVISOR'S SIGNATURE		SUPERVISOR'S NAME <i>(Please type or print)</i>		DATE

- * 1. This application must be accompanied by a statement about the officer's reasons for requesting appointment to the Regular Corps and his/her commitment to a career in the Public Health Service Commissioned Corps.
- 2. Any officer who is eligible for assimilation at the permanent O-4 grade or higher may, at his/her option, attach to the application a statement from his/her immediate supervisor justifying and supporting the application.

All applications must be endorsed by the officer's immediate supervisor and forwarded to the address to the right. NOTE: If you have not previously submitted evidence in the form of final transcripts of the award of any degrees listed, you should request such transcripts immediately, indicate all those documents which will be forwarded (e.g., masters degree, doctorate, certificate, and/or license), and forward all documents to the address to the right.

Office of Commissioned Corps Operations
ATTN: Assimilation Coordinator, DCCOS
1101 Wootton Parkway, Suite 100
Rockville, MD 20852

Officer Statement

From: LT Nu Officer

SUBJECT: Officer Statement for Assimilation Application

Provide one or two short paragraphs that elaborate on how you see the relevant aspects of your career. You may add a couple of items of interest about you, specifically things that make you a unique officer if you want. There is no real format for this except; there must be a statement by you regarding your commitment to the commissioned corps.

In the final paragraph you should include your request for appointment to the regular corps. Some people add a few lines regarding their understanding of what this means. It is **unnecessary** to include the following statement: (I qualify for such consideration in accordance with the requirements stated in the Commissioned Corps Personnel Manual INSTRUCTION 4, Subchapter CC23.3, by virtue of the training shown on my 2004 Assimilation Application). Please do not write it!

Similar to the officer's statement provided during promotions, the idea of this statement is to give the board members a little peek into you, the officer.

12 NOV 2004

(Signature) (PHS No.) (Date)

LT Nu Officer

Name (Printed or Typed)

Agency, Division, Section, and Branch

(Organization)

ASSIMILATION Checklist (USPHS)

DATE: ___/___/20__

NAME: _____

COMPLETED	TASK INFO
	<p>1. Reviewed the <u>criteria</u> to be eligible for appointment to the (USPHS) Regular Corps on the CCMIS website (http://dcp.psc.gov). Under the "Policies", use link to Commissioned Corps Personnel Manual, CC23.3, Instruction 4, Appt Standards and Appt Boards and under the "Publications", use link to Regular Corps Assimilation Program.</p>
	<p>2. Per #1 above, if criteria are met, downloaded the application (PHS-7034 "Application for Assimilation into the Regular Corps") under "Services" and then "Official Forms" on the CCMIS website.</p> <p>NOTE: Officers may not apply until after TWO continuous years of active duty service. If this criterion is not met by the application deadline date, the officer MUST wait until the two-year date arrives and then apply.</p>
	<p>3. In addition to #2 above submit a "<u>statement</u> about the reasons for requesting appointment to the Regular Corps and the officer's commitment to a career in the Corps" along with the completed application form.</p> <p>NOTE: An example of the officer's statement can be received by request by contacting your agency liaison, chief professional officer or the assimilation coordinator at the Office of Commission Corps Operation (OCCO).</p>
	<p>4. If at permanent O-4 grade or higher, officer MAY attach to the application a "supervisor's support statement"—justifying and supporting the application. Decision on whether or not to submit is a personal decision.</p> <p>NOTE: The supervisor statement is similar to the officer's statement; it simply has the supervisor input regarding the officer.</p>
	<p>5. Some agency liaisons recommend submitting completed applications by interoffice mail to them for review prior to submission to OCCO. While this is okay it is not a requirement of OCCO.</p> <p>NOTE: ALL 2007 applications are due to OCCO by ___ Feb 2007!</p>
	<p>6. Verified assimilation application in eOPF 30-90 days after submission. PIR will reflect date application was received complete.</p> <p>NOTE: This date is not necessarily the date on the application, as some applications are signed and not sent for months!</p>
	<p>7. Received letter verifying OCCO's receipt of assimilation application normally within 30-90 days after submission.</p>
	<p>8. Obtained OCCO's 2007 guidance, once released, to compare against this checklist for updates or changes.</p>



Assimilation



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- PPM 06-003 "Nonphysician Board Certified Pay (NBCP for Officers)," available in the CCPM Section.
- Spring/Summer 2006 Metro DC Uniform of the Day Memo available.
- Subchapter CC23.1, INSTRUCTION 6, "Associate Recruiter Program," available in the CCPM Section.
- Manual Circular 382, "Implementation of an Associate Recruiter Lead Badge (ARLB) and Public Health Service (PHS) Recruitment Service Ribbon (RSR) for the Commissioned Corps of the U.S. Public Health Service," available in the CCPM Section.
- The U.S. Public Health Service Commissioned Corps Customer Service Satisfaction Survey began 24 March and will end on 25 April. Please see the March Commissioned Corps E-Bulletin for complete information.
- Subchapter CC43.4, INSTRUCTION 2, "Force Management of Permanent Grade Distribution of Regular Corps Officers," available in the CCPM Section.
- Subchapter CC22.2, INSTRUCTION 14, "Nurse Category Special Pays," now available in the CCPM section
- The COA Used Uniform Shop has moved from the Park Building to Room 4B-20 of the Parklawn Building. Open Wednesdays only - 12 noon to 1 p.m. Checks and cash only; no credit cards. Phone: 301-443-9704.
- Manual Circular 381, "Annual Leave - Implementation of Special Leave Accrual Policy," now available in the CCPM Section.
- In order to ensure that the Commissioned Corps is able to quickly and efficiently contact officers, you are reminded that you are required to keep your contact information current at <http://dcp.psc.gov> and at <http://ccrf.hhs.gov/ccrf>.
- PPM 06-002, "Authorization of Medical Officer Multiyear Retention Bonus and Medical Officer Incentive Special Pay Effective 1 January 2006," is now available in the CCPM section.
- New TSP Information . Effective January 1, 2006, the percentage limits on contributions to TSP are eliminated. However, total contributions to TSP are restricted by the Internal Revenue Code to \$15,000 for 2006.

COMPARISON OF RESERVE CORPS VERSUS REGULAR CORPS

TOPIC & CCPM CITATION	RESERVE CORPS	REGULAR CORPS
Application Process CC23.3, INST 4 CCPM PAMPHLET 46	Original Appointment Standards apply. Initial oath of office and physical required. Must meet citizenship, age, professional, and medical requirements.	Eligible to be considered after 3 years on active duty in the current tour as a reserve officer. See Appointment Standards for category-specific requirements. Additional oath of office and physical required for appointment into the Regular Corps. If an officer wishes to be reconsidered for assimilation after he/she withdraws his/her name from the nomination list, or declines appointment in the Regular Corps following Senate confirmation, he/she must reapply.
Appointment CC23.3, INST 4 CC23.3, INST 7	Under delegation of authority, appointment made by Director, DCP. Applications for the Reserve Corps remain active for 1 year.	Appointment requires Presidential nomination and Senate confirmation. Original appointment to the Regular Corps at the permanent O-4 grade and above who apply after 3 1/2 years of continuous active service limited to 10% of the total number.
Appointment Grade CC23.3, INST 4 CC23.3, INST 7	Officers appointed at grade for which eligible based on Training and Experience (T&E) calculation done at call-to-active-duty in accordance with Appointment Standards. See Appointment Standards for grade and service requirement.	Temporary grade retained upon appointment to the Regular Corps. Officers appointed at the permanent grade at which confirmed by the Senate.
Base Pay Entry Date (BPED) Calculation CC22.1, INST 1	BPED established at the time of call-to-active-duty.	Constructive credit for pay and promotion may be given based on grade at the time of Senate confirmation if statutory constructive credit exceeds actual creditable service. BPED may be adjusted to reflect additional years depending on permanent grade appointment.
Corps Size	Size established by the Secretary or his/her designee.	Corps limited to 2,800 as set by Congress.
Probationary Period CC23.7, INST 1 CC43.7, INST 1	Officer's record subject to review during the first 3 years after initial appointment into the Reserve Corps. Officer's appointment may be terminated pursuant to INSTRUCTION 1, Subchapter CC23.7 of the CCPM.	Regular Corps officer reviewed for retention during the first 3 years following appointment into the Regular Corps. Officer may be terminated with severance pay, if found not qualified for further service.
Promotions CC23.4, INST 1 CC23.4, INST 2	Permanent promotions approved by Director, DCP. Temporary promotions approved by Director, DCP.	Permanent promotions require Presidential nomination and Senate confirmation. Temporary promotions approved by Director, DCP.
Failure of Permanent Promotion CC23.4, INST 5	Determined by permanent grade, category, and length of service. No severance pay.	Determined by grade, category, and length of service. Severance pay provided for P-O2 and P-O3 grades. Retirement provided for P-O4 grade.
CPO Eligibility CC23.4, INST 6	Officers are NOT eligible for consideration for appointment as a Chief Professional Officer.	Officers are eligible for consideration for appointment as a Chief Professional Officer.
Flag Grade Eligibility CC23.4, INST 7	Officers are NOT eligible for consideration for promotion to temporary grades above the O-6 grade.	Officers are eligible for consideration for promotion to temporary grades above the O-6 grade.
Reduction in Strength CC23.7, INST 3	Less retention rights than Regular Corps.	Retention rights: Regular Corps officers have retention priority over similarly situated Reserve Corps officers.
Career Length CC23.8, INST 3 Memo to Agency Repts dated 4/18/92	Reserve Corps Officers are NOT eligible to serve beyond 30 years.	Officers are eligible to stay beyond 30 years if a completed justification is made by their Operating Division/Program, and recommendations of a 30-year retirement board are approved.
Inactivation CC23.0, INST 1	Officer may request inactivation, and upon inactivation reverts to permanent grade. May be recalled as a reserve officer. Officer may request assimilation into Regular Corps after 2 years of continuous active duty in the current tour in the Reserve Corps.	Officer may request inactivation. If later returned to active duty, will be recalled as a reserve officer. Officer may request restoration back into Regular Corps if reapplication is made within 2 years.
Post-Retirement Employment CC23.8, INST 10	Currently, No post-retirement compensation restrictions for federal civilian service	Currently, No post-retirement compensation restrictions for federal civilian service

SUMMARY OF PRECEPTS

- I. **Performance Reflected by COERs and Based Upon Performance History.**
Emphasis is to be placed upon the more recent COERs and evaluated against the expectations of an "average" officer in that grade.

FACTORS:

1. Performance on annual COERs
2. Performance on other COERs
3. Performance history over time
4. Consider agency recommendation for assimilation and compare to performance

- II. **Career Progression**
Emphasis should be placed upon the officer's contribution to his/her category and progression to positions which require increasing responsibilities

FACTORS:

1. Billet grade
2. Level of responsibility / impact of position
3. Independence - Autonomy
4. Management/supervisory duties
5. Contributions to PHS
6. Contributions to category
7. Impact and/or accountability of actions

- III. **Assignment or Geographic Mobility**
Reasonable expectations of mobility is based upon category, specialty, career track, length of service, and personal reasons such as educational activities. Second, career progression in relation to the frequency of transfers, whether infrequent or too frequent, may adversely affect the officer's overall usefulness to the PHS. In addition, the board should consider as mobility, officers who transfer into the PHS from other Uniformed Services.

FACTORS:

1. Career track and primary job
2. Needs of the service
3. Length of service
4. Personal hardship
5. Overall performance in each assignment

- IV. **Receipt of Awards**
Both PHS and non-PHS awards should be based on career progression and the opportunity for awards in the grade, category, length of service, and organization for each assignment. Criteria for honor awards vary by organization.

FACTORS:

1. Agencies to which officer has been assigned
2. Length of service
3. Rank
4. PHS awards
5. Non-PHS awards

- V. **Career Potential**
Career potential should be evaluated by mobility, length of service, rank, and awards. The goal is to estimate the future "value" to the PHS.

FACTORS:

1. Future needs of the service
2. Potential for a 30 year career
3. Long-term commitment to the commissioned corps
4. Ability to perform as a regular corps officer
5. Effects on PHS mission or programs
6. Officer's integrity and ethics

Basic Level of Readiness Self Check List

6/6/2006jtm

STANDARDS FOR BASIC LEVEL OF READINESS	OFFICER RESPONSIBILITIES Reference: http://dcp.psc.gov/PDF_docs/Man_circ_377.pdf http://dcp.psc.gov/PDF_docs/04-003_PPM.pdf	Check here
(1) Possess a current valid and unrestricted professional license, certification, and/or registration appropriate for officer's category or discipline.	(a) Ensure that information is on file with the Office of Commissioned Corps Operations (OCCO). Fax: 240-453-6142	License Exp. Date
(2) Complete AHA Basic Life Support for Healthcare Providers or ARC CPR/AED for the Professional Rescuer.	(a) Record information on CCRF web site http://ccrf.hhs.gov/ (b) Ensure that information is in OPF. Fax: 301-480-1407 or 301-480-1436 (c) Renew Every 2 Years	Exp. Date:
(3) Complete all readiness training for the BASIC level of readiness.	Login to http://learn.centrelearn.com/ complete all nine of mandatory Web-based training modules (#201, 202, 110, 141, 142, 147, 180, 182, 183) for Plus Three elective modules from Group A (#120, 140, 217); OR (b) Three elective modules from Group B (#111, 112, 114).	Cross off as completed: 201 202 110 141 142 147 180 182 183 & 120 140 217 OR 111 112 114
(4) Achieve currency in clinical role (if applicable.)	Record clinical hours on the CCRF web site (if applicable) – http://ccrf.hhs.gov/ . minimum number of hours = 112 w/in last 12 months.	Total Hours: Date:
(5) Record BMI.	Record height/weight on the CCRF web site – http://ccrf.hhs.gov/	Height: Weight:
(6) Have a current Physical Examination and Medical History on file. DD-2807-1, "Disclosure Statement" https://dcp.psc.gov/opffaq.asp	Ensure a current medical exam is on file with the Medical Affairs Branch. Every 5 years. Mail only (no faxes): OCCSS/MAB, 5600 Fishers Lane, Room 4C-04, Rockville, MD 20857	Date of last Physical Exam: Date of last Medical History:
(7) Pass Annual Physical Fitness Test (APFT), http://ccrf.hhs.gov/ccrf/physical.htm OR Participate in the President's Challenge Annually earning a Minimum of a Active Lifestyle or Bronze award. http://www.presidentschallenge.org	Enter APFT results in CCRF website, mail PHS-7044 with results to MAB. http://dcp.psc.gov/PDF_docs/PHS-7044.pdf Within Past 12 Months and Yearly: OR Enter President's Challenge using the USPHS Group and your PHS #, http://ccrf.hhs.gov/ccrf/Readiness/PC_SignUp.htm Within Past 12 Months and Yearly:	Date of APFT: Date of P.C. Award:
(8) Identify response role.	Record a response role from those listed on the CCRF web site – http://ccrf.hhs.gov/ .	Deployment Role:

Basic Level of Readiness Self Check List

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STANDARDS FOR BASIC LEVEL OF READINESS OFFICER RESPONSIBILITIES	Check here
<p>(9) Immunizations: Officers are required to obtain the following immunizations and/or boosters: Measles/Mumps/Rubella (MMR), Varicella, Polio, Tetanus/Diphtheria (Td), Influenza (annually), and complete the Hepatitis A and B series. Officers are also to be screened every 12 months for Tuberculosis (PPD). Submit proof of immunizations to OCCSS/MAB. See MC- 377, PPM 04-003 for details. YOU may fax immunization information to MAB: 301-594-3299 Officers MUST also record their immunizations information online using the OFRD website http://ccrf.hhs.gov</p> <p>OFRD immunization matrix: http://ccrf.hhs.gov/ccrf/immuniza.htm http://ccrf.hhs.gov/ccrf/immun_guide.htm</p>	<p>All Immunizations Complete: Yes _____</p> <p>Documentation sent to MAB: Yes _____</p> <p>Immunizations recorded on OFRD website: Yes _____</p>
<p>Hepatitis A #1 (2nd immunization in series or Positive Titer required after 1 MAY 2005)</p>	<p>Date: #1 _____</p> <p>Positive Titer: _____ #2 _____</p>
<p>Hepatitis B #1 (2nd and 3rd immunization in series, or Positive Titer required after 1 MAY 2005)</p>	<p>Date: #1 _____</p> <p>Positive Titer: _____ #2 _____</p>
<p>MMR #1 and #2 (Medically documented history of infection, positive antibody titers confirming natural or acquired immunity are also acceptable proof of immunity). Accompanying medical documentation must be submitted to OCCSS/MAB for confirmation.</p>	<p>Date: #1 _____</p> <p>#2 _____</p> <p>Positive Titer: _____</p> <p>History: _____</p>
<p>Polio booster (Must be since 18th birthday)</p>	<p>Date: _____</p>
<p>Tetanus/Diphtheria (Td) (within the last ten years)</p>	<p>Date: _____</p>
<p>Varicella Immunization (Medically documented history of infection, positive antibody titers confirming natural or acquired immunity are also acceptable proof of immunity). Accompanying medical documentation must be submitted to OCCSS/MAB for confirmation.</p>	<p>Immunization date: _____</p> <p>Positive Titer: _____</p> <p>History: _____</p>
<p>Influenza (within the last 12 Months and Yearly) The requirement to receive an influenza vaccination during this flu season has been waived by the Assistant Secretary for Health, per CCPPM 05-002, until November 1, 2005.</p>	<p>Date: _____</p>
<p>Tuberculosis (PPD) (within the last 12 Months and Yearly) Officers demonstrating a history of positive tuberculin test should forego the annual PPD requirement. However, officers must show evidence of a course of TB prophylaxis therapy consistent with current medical standards, if indicated, AND a chest x-ray that does not demonstrate active disease. Accompanying medical documentation must be submitted to MAB. Positive PPD and Negative chest x-ray must be recorded on the OFRD website.</p>	<p>Date: _____</p> <p>If applicable: Positive Test: _____</p> <p>Negative Chest x-ray: _____</p>