

**U.S. Public Health Service  
Environmental Health Officer's Professional Advisory Committee (EHOPAC)  
Meeting #161 Minutes, April 13, 2010**

This meeting was held remotely via conference call and WebEx.

**1. Call to Order**

CAPT Alan Dellapenna, EHOPAC Chair called meeting #161 to order.

**EHOPAC Members and Guests Participating in Meeting #161**

<b>EHOPAC MEMBERS PRESENT</b>	<b>EHOPAC GUESTS PRESENT</b>
CAPT Michael Welch, <b>Chief Professional Officer</b>	LCDR Theresa Gallagher
CAPT Alan Dellapenna, (IHS) <b>Chair</b>	CDR Rob Gruhot
CAPT Michael Noska (FDA) <b>Vice-Chair</b>	CDR Ron Hall
CAPT Myrna Buckles (IHS) <b>Recorder</b>	CDR Michele Hawkins
CAPT Wayne Hall (IHS), <b>Treasurer</b>	Donald Hoeschele
CDR David Cramer (IHS)	CDR Timothy Jiggins
LCDR Lisa Delaney (CDC)	LT John Masters
LCDR Jennifer Freed (ATSDR)	LTJG Kazuhiro Okumura
CDR Jean Gaunce (CDC)	LTJG Beth Osterink
CDR Scotty Hargrave (FDA)	LT Jessica Pharo
CDR Brian Johnson (IHS)	LCDR Michael Quinn
CDR Ann Krake (DOI)	LTJG Lauren Shade
LCDR Joseph Laco (CDC)	LT Elena Vaouli
CDR John McKernan (EPA)	LCDR Charles Woodlee
CDR Dino Mattorano (EPA)	
LT Christian Witkovskie (FDA)	
LCDR Jamie Mutter (IHS), <b>JOAG Liaison</b>	
<b>EHOPAC MEMBERS ABSENT</b>	
CDR Gary Carter (IHS)	LCDR Sarah Unthank (USCG)
CDR Chris Kates (OS/ASPR)	LCDR Shawn Lafferty (EPA)

**2. Chair Welcome/Remarks/Roll Call**

CAPT Alan Dellapenna, EHOPAC Chair, welcomed all those in attendance to the meeting. Roll call was held for PAC members. Guests noted above logged in to WebEx.

Ground Rules were reviewed:

- Call is open to all in the EHO Category.
- Call limited to two hours.
- Keep phones muted.
- Questions after each presentation.

### 3. CPO Report – CAPT Michael Welch

- a. Issues raised in the Department & USPHS as a result of Health Care Reform Legislation:
  - i. Approximately 30 officers from a wide range of categories that had orders written for “call to duty” had the orders pulled back. OCCO is working diligently to resolve this issue. These issues present the following questions:
    - 1. How do we call officers to duty?
    - 2. How do we call COSTEPS to duty?CAPT Welch discussed possible solutions to these issues. However, there are no definitive solutions to date. EHOPAC members expressed concern related to the COSTEPs and their need to obtain internships as part of their graduation requirements. This could affect our ability to recruit in the future. The positive aspect is that we have traditionally been delayed in getting COSTEP Orders and typically get them a few days before the COSTEP is to report. We are familiar with getting the orders last minute and that may prepare us for this COSTEP Season. All indications are that there is going to be a solution for this issue. Out of approximately 160 COSTEPs being called to active duty 35 are in the EHO Category. Out of approximately 600 applicants for Jr. COSTEPs in all categories, 160 were selected for COSTEP assignments.
  - ii. Appointment Standards for EHOs called to duty – This is an issue since the Health Care Reform Legislation removes the cap on the Regular Corps. Therefore, all officers will be Regular Corps. It looks like new officers will be called to active duty as Ready Reserve Corps and sent to the Senate for confirmation. Once confirmed, they would be Regular Corps. Indications are that this process will occur every two weeks. CAPT Welch requested input from the EHOPAC about which standards to use to determine applicant’s eligibility to be “boarded” as an EHO. The EHO Category has one standard for Reserve Corps Officers and another for Regular Corps Officers. CAPT Welch has been asked to advise Admiral Canton by the close of business today. It looks like the most reasonable choice would be to use our current Reserve Corps Standards as the appointment standards. CAPT Dellapenna reported that he sent a note out to the members of the EHOPAC explaining the issue. EHOPAC Members who responded concurred with this action though not everyone responded. We will need to consider incorporating the Regular Corps Standards into the benchmarks for promotion. No other changes are being proposed to the appointment standards at this time. CAPT Welch was given the go-ahead to forward the current Reserve Corps Standards to Admiral Canton as the EHO Appointment Standards.
- b. Regarding the USPHS Scientific & Training Symposium in San Diego, there is currently a 400 officer ceiling on the number of officers HHS will support financially to attend. This ceiling does not include officers who go on their

own time and finances. There are plans to hold some Open Forums at the conference to facilitate answering questions many officers have and provide information.

- c. There is a report that the ASH is preparing for OMB. It is due May 1<sup>st</sup>. Meetings and communication about the Commissioned Corps have been an integral part of this process. As a result, the CPOs developed a one-page summary describing the PHS Commissioned Corps' mission and role. This was provided to the Surgeon General's Office and is part of an overall effort on the part of the Surgeon General and new administration working to understand where PHS Commissioned Corps fits. This is a natural process when new administrations come in to office and desire to increase their understanding about the Commissioned Corps.
- d. The Billet Collection System – continues to be delayed. There is no information as to when this system will be implemented.
- e. Recruitment of new EHO Candidates – As a result of an initiative CAPT Welch proposed at the February EHOPAC meeting, the Marketing & Recruitment Subcommittee has begun work on "A Guide to Finding a Job". The purpose of this document is to aid applicants who have been "boarded" but not hired by an agency yet. Since each OPDIV's hiring process is a bit different, the document will guide applicants in pursuing positions within the OPDIVs. When completed, this document will be provided to the CAMs for distribution to boarded applicants in the EHO Category.
- f. Discussion – CDR McKernan – Health Care Legislation regarding the term "Public Health" used in relation to scholarships.

*CDR McKernan's comments:*

"In reviewing the new Health Care Reform Act, I noticed the following two (2) issues from the new Act that require attention by the EHOPAC and the Professional Image and Standards Subcommittee:

- 1) All PHS Reserve Officers on active duty will immediately transition into the Regular Corps (no more assimilation boards; greater individual protections for all officers);

To address the issue of making all new recruits and existing reserve officers Regular Corps officers, the PAC has to decide how it will decide if individuals from these groups are qualified. This is an opportunity to expand the qualifying degrees for entry into the EHO category. It appears that all we would have to do is ask the CAM or other groups that bring officers on board to consider the entire language of our existing appointment standard. The reason for this is two-fold. The first is that the Regular Corps requirements (at the bottom of our appointment standards) includes three specific degrees not mentioned in the appointment standards for the reserve corps: occupational safety and health, health physics, and public health. The second is that the public health degree qualifies students and recent graduates with a public health degree certain benefits under the Health Care Reform Act, United

States Public Health Sciences Track (see #2 below). We can leverage these benefits to recruit and retain those EHOs with exceptional skills and abilities.

2) Create a "Public Health Sciences Track." This track provides scholarship and loan repayment programs administered by the Surgeon General annually for 150 medical students (ten at USUHS), 100 dental students, 250 nursing students, 100 public health students, 100 behavioral and mental health professional students, 100 physician assistant students, and 50 pharmacy students – a total of 800 per year who accept commissions in the PHS in return for the tuition support.

If we leverage this properly, we can use the benefits of the United States Public Health Sciences Track in the new Health Care Reform Act to attract and retain those with public health degrees."

It was agreed that CAPT Dellapenna and CDR McKernan would get together after the call to work on the language. As a result, the following suggestion for change was submitted by CAPT Dellapenna via email following the meeting. (*Current appointment standards are attached*):

- i. I propose adopting the existing language for the EHO Category for the new Regular Corps standard with the change as specified below, add the phrase "Public Health" as indicated below in bold:  
"6-6. Environmental Health Category Appointment Standards.
  - a. License. None Required.
  - b. Training. A candidate must possess one of the following qualifying **Public Health** degrees or a **Public Health** degree and professional certification: "

#### 4. **JOAG Report** – LCDR Jamie Mutter, JOAG Liaison

- a. JOAG Events during the USPHS Scientific & Training Symposium in San Diego:
  - i. General Meeting – May 23 - see attached flyer
  - ii. Social – see attached flyer – May 26 – see attached flyer
- b. Community Services Subcommittee is looking for some officers in the Atlanta area to help with an event on April 24 from 8 am – 12 pm. If interested, please contact Brett Maycock at [Brett.Maycock@hq.dhs.gov](mailto:Brett.Maycock@hq.dhs.gov) or contact LCDR Mutter.
- c. Professional Development Subcommittee is looking for officers to help lead and coordinate the "Journeyman Series." If interested, please let LCDR Mutter know and she can provide contact information. The next Journeyman Series Call is May 14<sup>th</sup>, 1pm – 2 pm and the topic is: Balancing OPDIV Billeted Positions and Officership.

#### 5. **Agency & Deployment Updates**

- a. No reports

#### 6. **Subcommittee Reports**

- a. **Information Technology** – LCDR Laco

Workgroups have been established and work assigned in order to facilitate EHOPAC website design and management. The committee obtained an update from the American Academy of Sanitarians (AAS) in the form of a letter related to their sponsorship of our website. This letter will be posted on our website. The priority for each of the workgroups is the Web Content Design Workgroup to become familiar with Joomla (the posting content management tool) and training the Liaisons. Training will be provided to each subcommittee's IT Liaison who will coordinate subcommittee needs with the IT Subcommittee and website. Currently for subcommittee content updates, please send them to LCDR Laco or CDR Villines. LCDR Laco needs feedback from the subcommittees to identify their IT Liaisons.

- b. **Awards** – CDR Hargrave
  - i. Eason, Moran, and Crow Award nominations have closed and the awardees have been selected. The awardees will be notified by letter of their selection. Awards will be presented during the Awards Ceremony hosted jointly by the American Academy of Sanitarians and the EHOPAC during the NEHA Conference.
  - ii. CDR Hargrave outlined the awards selection process.
  - iii. No nominees were received for the Todd award. The deadline was extended as a result.
  - iv. Discussion of a COSTEP Award – The original proposal that the M&R Subcommittee received appeared to be suggesting a new award for all Jr. COSTEPs. The M&R Subcommittee provided a document with recommendations as a result to CDR Hargrave, Awards Subcommittee. There are many ways to reward COSTEPs already. One suggestion was to develop an award given through the EHOPAC for a category specific Jr. COSTEP Award.
- c. **Readiness** – LCDR Delaney
  - i. During the past two months, the subcommittee obtained a list of officers OFRD anticipates as “not qualified” for deployment. There were 48 EHOs in danger of not being qualified. Subcommittee members contacted each of them and encouraged them to meet the readiness standards.
  - ii. LCDR Delaney briefly discussed results collected through a Survey Monkey questionnaire from EHO officers who had been deployed internationally in the past five years. The goal was to be able to capture and share their suggestions and ideas to improve deployments in the future. LCDR Delaney plans to post the results on the EHOPAC.org website.
- d. **Professional Image & Standards** – CDR McKernan
  - i. CDR McKernan offered to share templates with other subcommittees for letters for subcommittee members as they join and leave the subcommittees.
  - ii. The Subcommittee developed a document with standard information for their portion of the website. (This was sent out to EHOPAC members following the meeting.) CDR McKernan would like feedback from members in the next couple of weeks.

- iii. During an internal operations review of the subcommittee, CDR McKernan noted a limit of 3 years for each volunteer subcommittee member.
  - iv. CDR McKernan discussed the subcommittee's work to develop an appointment standards checklist for the use of the CAM Team to assist them in reviewing applicant qualifications.
  - v. CDR McKernan will be collecting input on any suggested changes to the appointment standards over the next 1-2 years so that we are well prepared when we are given the opportunity to update them.
- e. **Career Development** – CDR Johnson & CDR Krake
- i. The Subcommittee reviewed the 2010 Benchmarks and updated them for the 2011 Promotion Year (PY). The PY 2011 Benchmarks are posted on the [www.EHOPAC.org](http://www.EHOPAC.org) website.
  - ii. Precepts 2 & 3 are category specific and reviewed yearly by the PAC/Subcommittee. There were no significant changes this year.
  - iii. The subcommittee did not receive an official call this year for the 2010 Benchmarks. Instead, unusually short notice allowed for changes and review only at the CPO and PAC Chair level. In the future, the process will include routing the suggested changes through the EHOPAC Chair, CPO, and EHOPAC Members. Therefore, on October 1, 2010 updated Benchmarks will be submitted to CDR Jeff Murray.
  - iv. CCMIS Website still has the 2010 Benchmarks posted. To find the 2011 Benchmarks, go to the EHOPAC website noted above.
- f. **Marketing & Recruitment** – LCDR Freed – Subcommittee Report is attached to these minutes.
- i. Programs hiring COSTEPs for the first time were noted in the report. The 35 EHO Jr. COSTEPS selected for this summer are distributed as follows: IHS – 27, CDC – 2, ATSDR – 2, NIH – 2, CG – 1, NPS – 1. Please see attached report for a full report.
  - ii. Adopt-a-school Program – Of the 31 undergraduate programs, 29 have been matched with EHOs. Once the other two are matched, the subcommittee will move on to assigning EHOs to the graduate programs. These officers will provide recruitment and marketing activities at the assigned schools.
  - iii. Restructured Subcommittee into six workgroups: Applicant Assistance & Placement, School Recruitment & Adopt-a-School, Agency Workforce & Organizational Recruitment, Marketing & Materials, Jr. COSTEP, and IT & Communications.
  - iv. CDR David Cramer gave a report from the Applicant Assistance & Placement Workgroup. Developing a document to empower potential applicants to find a job within OPDIVs. This project should be completed by the end of the summer.
- g. **History** – LT Witkovskie

- i. An EHO Flag Officer & CPO Biography Workgroup has been established. This workgroup is preparing biographies of the EHO Flag Officers and CPOs.
  - ii. A Data Workgroup has been established to look at the historical data of the EHO Category, i.e. numbers of officers, etc.
- h. **Mentoring & Orientation** – CDR Gaunce - Subcommittee Report is attached to these minutes.
  - i. Twelve new mentor/protégé matches were completed between January and March 2010.
  - ii. The 2009 M&O Program Evaluation feedback form was sent to 36 program pairs with a response rate of 83%. All feedback participants indicated there was contact with whom they were matched and their program needs and expectations were met. Please see the attached report for a full report.
  - iii. In order to try to match Protégés with Mentors within their Agencies, the Committee is in need of Mentors from various Agencies, notably IHS, NIH, FDA, and EPA.

## 7. New Business

- a. Our next meeting is scheduled for Monday June 7<sup>th</sup> at NEHA's Annual Educational Conference in Albuquerque.
- b. Fall Meeting will be at an academic program to be decided soon. It will likely be the University of Georgia or the University of North Carolina. Primary focus is on the University of Georgia.
- c. Announcement – CAPT Welch announced that the EHO Category now has a third Rear Admiral – Admiral Kevin Meeks, Oklahoma Area Director, was recently promoted to Rear Admiral. It is a historical time for our category to have three Flag Officers at one time. The other two are Rear Admiral Richie Grinnell and Rear Admiral Brenda Holman.
- d. The first three Flag Officers (Dr. Todd, Web Young, and Bob Marsland) in our category will speak at the Category Luncheon at the COF USPHS Scientific & Training Symposium in San Diego.



**EFFECTIVE DATE:** CCI 231.03  
14 August 2007

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**By Order of the Assistant Secretary for Health:**

**ADM John O. Agwunobi**

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SUBJECT: Category Specific Appointment Standards

1. **PURPOSE:** This Instruction provides the eligibility standards for category specific appointment to the Regular and Reserve Corps of the Commissioned Corps of the U.S. Public Health Service (Corps). It is the policy of the Corps to initially appoint officers to the Reserve Corps (See [CC23.3.7](#), "Regular Corps Assimilation Program,") In addition to appointment criteria established in [CCI 231.01](#), "General Appointment Standards," applicants for specific categories must meet the eligibility criteria as provided in this Instruction.
2. **APPLICABILITY:**
  - 2-1. This Instruction applies to all candidates seeking appointment to the Regular and Reserve Corps, except:
    - a. Candidates seeking appointment through the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) (See [CC25.2.4](#)) or the Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) (See [CC25.2.5](#)) unless otherwise noted in this Instruction or other provisions of the electronic Commissioned Corps Issuance System (eCCIS);
    - b. Candidates seeking admission to the Uniformed Services University of the Health Sciences (USUHS) (See [CC45.2.3](#), "University of the Health Sciences") unless otherwise noted in this Instruction or other provisions of the eCCIS; and
    - c. Officers recalled from the Inactive Reserve Corps (See [CC23.5.9](#), "Short Tours of Active Duty").
3. **AUTHORITY:**
  - 3-1. Section 203 of the PHS Act ([42 USC 204](#)).
  - 3-2. Section 207 of the PHS Act ([42 USC 209](#)).
  - 3-3. Section 209(a) of the PHS Act ([42 USC 210b\(a\)](#)).
  - 3-4. Section 215 of the PHS Act ([42 USC 216](#)).

- 3-5. [42 CFR 21.21-21.58](#).
- 3-6. Section D. of [CC43.7.1](#), "Involuntary Separation," places Corps officers under the security requirements set forth in [Executive Order No. 10450](#), as amended.
- 3-7. Section D. of [CC43.4.1](#), "Promotions."
- 3-8. The authority to administer the Oath of Office to officers being appointed to the Corps has been delegated from the Secretary to the Assistant Secretary for Health (ASH) and the ASH has re-delegated this authority to the Surgeon General (SG), Deputy Surgeon General, Assistant Surgeons General and to active duty Regular Corps officers of the Commissioned Corps of the U.S. Public Health Service who hold the Permanent Director grade (O-6).
- 3-9. CCI 231.01, "General Appointment Standards."
- 4. PROPONENT: The proponent of this Instruction is the ASH.
- 5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005. This Instruction replaces the category specific appointment standards information from CC23.3.4, and creates a stand alone Instruction within the eCCIS. This revision incorporates:
  - 5-1. The educational requirements for appointment into the Regular Corps as a Health Services officer contained in Personnel Policy Memorandum (PPM) 04-004 dated 27 August 2004; and
  - 5-2. The delegation of authority to administer the Oath of Office contained in PPM 07-002 dated 23 October 2006.

## 6. POLICY:

## 6-1. Medical Category Appointment Standards.

## a. License.

- (1) Basic Requirement. A current, unrestricted, and valid medical license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
- (2) Licensure Exceptions for New Graduates (1 Year Exceptions). In addition to licensure requirements listed in CCI 231.01, individuals who have obtained the required qualifying degree or completed the required first year of postgraduate education within 12 months of the date of call to active duty in the categories listed below, who are either not licensed or do not possess the appropriate authorizing document as specified by this Instruction, may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year. Evidence of licensure or receipt of the appropriate authorizing document is required for removal of the limitation and for retention in the Corps.

Note. Department of Health and Human Services (HHS or Department)-sponsored graduates of USUHS are appointed to the Regular Corps immediately upon graduation and thus are unable to complete the clinical requirements for the United States Medical Licensing Examination until the end of their first postgraduate year and first year as Corps medical officers. Therefore, the requirements for a current, valid, and unrestricted license and the associated provision for a 1 year license limited tour, become applicable at the end of their first postgraduate year.

## b. Training.

- (1) A candidate must possess a qualifying Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree from a medical school that is accredited by the Council on Medical Education of the American Medical Association or Bureau of Professional Education, Committee on Colleges of the American Osteopathic Association, respectively. However, candidates who are graduates of medical schools that are not located in a U.S. State, District of Columbia, Commonwealth, Territory or other jurisdiction, or a Province or Territory of Canada, may be appointed if they are certified by the Educational Commission for Foreign Medical Graduates and meet all other requirements for appointment.
- (2) Formal supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
- (3) Successful completion of 1 year of postgraduate medical education (internship or first year of residency training) in a program which, at the time the training was undertaken, was accredited by the Accreditation Council for Graduate Medical Education of the American Medical Association or the Department of Education of the American Osteopathic Association.

- c. Training and Experience Date (TED) Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit;
- (1) Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) Degree shall receive 8 years TED credit for the basic undergraduate degree and professional education;
  - (2) Combined M.D. or D.O./Creditable Master's degree program shall receive 9-10 years of TED credit for the basic undergraduate degree and combined professional education/master's degree depending upon the duration of the combined program as accredited; or
  - (3) Combined M.D. or D.O./Creditable Doctoral Degree Program shall receive 10-11 years of TED credit for the basic undergraduate degree and combined professional education/doctoral degree depending upon the duration of the combined program as accredited.
- d. Additional requirements for appointment to the Regular Corps. None.

6-2. Dental Category Appointment Standards.

- a. License.
- (1) Basic Requirement. A current, unrestricted, and valid dental license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
  - (2) Licensure Exceptions for New Graduates (1 Year Exceptions). In addition to licensure requirements listed in CCI 231.01, individuals who have obtained the required qualifying degree or completed the required first year of postgraduate education within 12 months of the date of call to active duty in the categories listed below, who are either not licensed or do not possess the appropriate authorizing document as specified by this Instruction, may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year. Evidence of licensure or receipt of the appropriate authorizing document is required for removal of the limitation and for retention in the Corps.
    - (a) A new graduate who enters directly into a dental residency and enters the Corps immediately following its completion, without intervening practice, may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year.
    - (b) An exception to the general policy may be made in the case of a dentist who has met all professional requirements for admission to the U.S. State licensure examination and has passed such examination, but who has been issued a limited State license on the basis of not meeting the residency requirements of that State.
    - (c) An unlicensed dental officer appointed to the Reserve Corps shall function only in a closely supervised setting until such time that he/she obtains a valid and unrestricted dental license. During this period of time, the unlicensed dentist shall be directly supervised by a dentist possessing a valid and unrestricted

license for the practice of dentistry. This practice shall be adhered to regardless of whether the dental officer is unlicensed because he/she is a new graduate and/or has yet to meet a U.S. State's residency requirements.

- b. Training.
  - (1) A candidate must possess a qualifying Doctor of Dental Surgery / Doctor of Dental Medicine (D.D.S. or D.M.D.), (or equivalent abbreviations with different titles or abbreviations) degree that is accredited by the Commission on Dental Accreditation of the American Dental Association.
  - (2) Formal supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
- c. TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees of D.D.S. or D.M.D. shall receive 8 years TED credit for the basic undergraduate degree and professional education. Candidates completing less than 4 years of basic undergraduate education prior to completing their professional degree will have their TED credit adjusted accordingly. Combined D.D.S. or D.M.D./master's degree and D.D.S. or D.M.D./doctoral degree programs shall be awarded TED credit in the same manner as the combined M.D./master's degree or M.D./doctoral degree programs, respectively.
- d. Additional requirements for appointment to the Regular Corps. None.

#### 6-3. Nurse Category Appointment Standards.

- a. License. A current, unrestricted, and valid Registered Nurse (RN) license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required. Licensure of nurses who graduated after 1 December 1988, must be based on passing the National Council of State Boards of Nursing Licensure Exam.
- b. Training. A candidate must possess a qualifying bachelor's degree in nursing or a master's degree in nursing (with no qualifying bachelor's degree) that is accredited by the National League for Nursing Accrediting Commission (NLNAC).
- c. A candidate with an accredited associate degree in nursing (ADN) and an RN license (as described in 6-3.a.) will receive one-half year of TED credit for every 1 year of nursing experience obtained after completing the ADN degree and obtaining licensure. A maximum of 4 years TED credit will be awarded for experience prior to obtaining a qualifying nursing degree, i.e. bachelor's or master's degree in nursing.

Note: A candidate with a diploma in nursing shall not receive TED credit regardless of whether the program was accredited by the NLNAC.
- d. Additional requirements for appointment to the Regular Corps. None.

#### 6-4. Engineer Category Appointment Standards.

- a. License. None required.

- b. Training. A candidate must possess a degree that meets the requirements specified in this Subsection, and the qualifying engineering degree must be accredited by the Accreditation Board for Engineering and Technology.
  - (1) A qualifying bachelor's degree in engineering from an approved engineering program (degrees in an engineering-related curriculum, e.g., engineering technology, are not acceptable).
  - (2) An accredited bachelor's degree, plus a qualifying master's degree in engineering from a program approved at either the baccalaureate or master's level. In addition, the applicant must have completed the necessary engineering and engineering-related courses during the bachelor's curriculum, or supplemental to the master's curriculum, which serve as a firm foundation for the advanced degree in engineering. This course work must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum at the bachelor's level.
- c. Additional requirements for appointment to the Regular Corps. An officer must meet one of the following requirements:
  - (1) A bachelor's degree in engineering plus a master's degree or doctoral degree from an approved school in engineering, public health, or another field of clear potential value in Corps engineering activities;
  - (2) A bachelor's degree in engineering from an approved school plus registration or board certification, by examination, as a Professional Engineer, Health Physicist or Industrial Hygienist, Certified Safety Professional, Registered Architect, or other registrations or board certifications recognized by the Council of Engineering and Scientific Specialty Boards and approved by the Director, Office of Commissioned Corps Operations (OCCO); or
  - (3) An acceptable bachelor's degree in engineering-related science, plus a master's degree in engineering from an approved school. Course work taken by the candidate in the bachelor's degree curriculum shall be carefully examined to determine its acceptability to serve as a firm foundation for the advanced degree in engineering. The bachelor's curriculum must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum. Lesser requirements for engineering design courses are allowed.

6-5. Scientist Category Appointment Standards.

- a. License. If a qualifying doctoral degree is in any of the disciplines or professions requiring licensure as set forth in this Instruction, a current, unrestricted, and valid license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
- b. Training.
  - (1) A candidate must possess a qualifying doctoral degree, including, but not limited to, Doctor of Philosophy, Doctor of Public Health, Doctor of

Human Development, Doctor of Science, Doctor of Education, or Doctor of Psychology, in a scientific field or a health-related specialty and the degree requirements must include the successful completion of independent and original research in the specialty field.

- (2) If the candidate has completed all requirements for the degree but has not yet obtained the diploma, a statement from the Dean of the Graduate School may be accepted in lieu of the degree. The candidate's date of eligibility for appointment shall be based on this official letter. This document should state that the applicant has completed all requirements for the doctorate and that the degree shall be awarded at the next appropriate convocation to be held on a pre-determined date.

c. Additional requirements for appointment to the Regular Corps. None.

6-6. Environmental Health Category Appointment Standards.

a. License. None required.

b. Training. A candidate must possess one of the following qualifying degrees or a degree and professional certification:

- (1) A bachelor's, master's, or doctoral degree in environmental health that is accredited by the National Environmental Health Science and Protection Accreditation Council;
- (2) A bachelor's, master's, or doctoral degree in the curricular areas of industrial hygiene, safety, or health physics that is accredited by the Accreditation Board for Engineering and Technology;
- (3) A master's degree or doctoral degree with a specialization in environmental health, occupational health, or industrial hygiene from a school of public health that is accredited by the Council on Education for Public Health; or
- (4) A bachelor's, master's or doctoral degree in any field and one of the following:
  - i. Certification as an industrial hygienist by the American Board of Industrial Hygiene; or
  - ii. Certification as a health physicist by the American Board of Health Physics.

c. Additional Considerations.

- (1) Work experience in the actual practice of environmental health, occupational safety and health, industrial hygiene, or health physics after obtaining the qualifying degree is fully creditable. To be creditable, experience must be related to the public health aspects of the environment.

Examples of areas that are related to the public health aspects of the environment include, but are not limited to: air pollution control; environmental health; emergency response activities; epidemiological investigations; housing and institutional environmental health; industrial

hygiene; milk and food sanitation; occupational safety and health; radiological health; recreational environmental sanitation; solid and hazardous waste management; injury prevention; wastewater management; and water quality including installation, treatment, and distribution.

- (2) If an appointment is made via certification as an industrial hygienist or health physicist, TED credit shall be calculated based upon the candidate's degree plus professional level work experience as recognized by the respective accrediting boards.
  - (3) TED credit for teaching at or above the 2-year college or university level may be awarded.
- d. Additional requirements for appointment to the Regular Corps. A current, unrestricted appropriate registration, license, or certification by examination in an appropriate discipline or specialty and either an accredited master's degree in environmental health, industrial hygiene, occupational safety and health, health physics, or public health, or an accredited master's or doctoral degree that is related to the mission of the Corps (e.g., Health Care Administration, Information Systems Technology, Homeland and/or National Defense leading to an Master of Business, Master of Public Administration, Master of Science, Master of Public Health, or comparable master's or doctoral degree).

6-7. Veterinary Category Appointment Standards.

- a. License. A current, unrestricted, and valid veterinary medical license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
- b. Training.
  - (1) A candidate must possess a qualifying Doctor of Veterinary Medicine (D.V.M.) or (V.M.D.) degree that is accredited by the Council on Education of the American Veterinary Medical Association. However, candidates who are graduates of veterinary schools that are not located in a U.S. State, District of Columbia, Commonwealth, Territory, or jurisdiction may be appointed if they are certified by the Educational Commission for Foreign Veterinary Graduates and meet all other requirements for appointment.
  - (2) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
- c. TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit:
  - (1) D.V.M. or V.M.D. shall receive 8 years TED credit for the basic undergraduate degree and professional education; or
  - (2) Combined D.V.M./master's degree and D.V.M./doctoral degree programs shall be awarded TED credit in the same manner as the combined M.D./master's degree or M.D./doctoral degree programs, respectively.

d. Additional requirements for appointment to the Regular Corps. None.

6-8. Pharmacist Category Appointment Standards.

a. License.

(1) Basic License. A current, unrestricted, and valid license as a pharmacist from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.

(2) New pharmacy graduates may be appointed to the Reserve Corps for a limited tour-of-duty not to exceed 1 year. An unlicensed graduate shall function only in a closely supervised setting until such time that he/she obtains a valid and unrestricted pharmacy license.

b. Training. A candidate must possess a bachelor's degree in pharmacy or a Doctor of Pharmacy (Pharm.D) degree. The qualifying degree must be accredited by the American Council on Pharmaceutical Education.

c. TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit:

(1) Bachelor's degree in pharmacy shall receive 5 years maximum TED credit.

(2) Pharm.D. degree shall receive 8 years TED credit for basic undergraduate and professional education; or

(3) Combined bachelor's degree in pharmacy/Pharm.D program shall receive 8 years maximum TED credit.

d. Additional Considerations.

(1) A candidate who has earned more than one pharmacy degree shall have his/her first professional pharmacy degree, from an accredited school or college of pharmacy, established as the qualifying degree.

(2) A candidate may receive TED credit for professional pharmacy practice that is associated with the transfer, marketing, regulation, management, or payment of pharmaceuticals, medical devices, and medical foods if performed at the appropriate professional level.

e. Additional requirements for the Regular Corps. None.

6-9. Dietitian Category Appointment Standards.

a. License. A current, unrestricted, and valid registration by the Commission on Dietetic Registration of the American Dietetic Association (ADA) is required.

b. Training.

(1) A candidate must possess one the following qualifying degrees:

(a) A bachelor's degree;

- (b) A master's degree (with no qualifying baccalaureate degree); or
  - (c) A doctoral degree (with no qualifying baccalaureate degree).
- (2) Degrees identified above must be recognized by a U.S. regionally-accredited college or university with a major in Foods and Nutrition, Dietetics, Institution Management, Public Health Nutrition, Food Science, Sports Nutrition, or Animal Nutrition.
  - (3) Minimum academic requirements. A candidate must successfully complete an ADA/CADE approved Didactic (academic) Programs in Dietetics (DPD) program.
  - (4) In addition to the academic requirements, a candidate must present verification of completion of one of the following ADA accredited or approved pathways:
    - (a) Accredited Dietetic Internship Program;
    - (b) Accredited Coordinated Program;
    - (c) \*Approved Pre-professional Practice;
    - (d) \*\*Qualifying Experience with an Advanced Degree; or
    - (e) \*\*3-Year Pre-Planned Experience Program.

Note: \* Plan IV under General Didactic Programs in Dietetics is an academic requirement that expired with the postmark date of 31 December 1999 for eligibility processing to Commission on Dietetic Registration.

\*\*After 30 June 1993, these programs were no longer an approved ADA pathway.

c. Additional requirements for the Regular Corps. None.

#### 6-10. Therapist Category Appointment Standards.

a. Occupational Therapy.

- (1) License. A current, active, valid, unrestricted occupational therapy license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
- (2) Certification. Certification from the National Board for Certification in Occupational Therapy is required.
- (3) Training. A candidate must be a graduate of an occupational therapy program that is accredited by the Accreditation Council for Occupational Therapy Education leading to a degree in occupational therapy. Completion of a clinical internship of not less than 6 months duration is required. (This is an occupational therapy certification examination prerequisite that is generally accomplished prior to graduation from an accredited program.) The candidate must possess a qualifying professional degree in one of the following:

- (a) Bachelor's degree in occupational therapy;
- (b) Master's degree in occupational therapy (MOT or MSOT); or
- (c) Doctoral degree in occupational therapy (O.T.D.).

Note. Transitional Occupational Therapy degree (tOTD) is not a qualifying degree for the purpose of this Instruction, but rather a professional education that is granted after a candidate has obtained a qualifying occupational therapy degree.

- (4) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit:
  - (a) MOT or MSOT shall receive 4 years for undergraduate degree plus the time required to meet the qualifying academic degree requirements, not to exceed 7 years; or
  - (b) O.T.D. shall receive a maximum of 7 years TED credit for basic undergraduate and professional education.

b. Physical Therapy.

- (1) License. A current, active, valid, unrestricted physical therapy license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
- (2) Training. A candidate must be a graduate of a physical therapy program that is accredited by the Commission on Accreditation for Physical Therapy Education. The candidate must possess a qualifying professional degree in one of the following:
  - (a) Bachelor's degree in physical therapy;
  - (b) Master's degree in physical therapy (MPT or MSPT); or
  - (c) A doctoral degree in physical therapy (DPT).

Note. Transitional Doctor of Physical Therapy (tDPT) and Doctor of Science in Physical Therapy (DScPT) degree are not qualifying degrees for purpose of this Instruction, but rather a professional education that is granted after a candidate has obtained a qualifying physical therapy degree.

- (3) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit:
  - (a) MPT or MSPT shall receive 4 years for undergraduate degree plus the time required to meet the qualifying academic degree requirements, not to exceed 7 years; or
  - (b) DPT shall receive a maximum of 7 years TED credit for basic undergraduate and professional education.

- c. Speech Language Pathology.
- (1) License. A current, active, valid, unrestricted speech-language pathology license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
  - (2) Training. A candidate must possess a qualifying master's degree in speech-language pathology from a school accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).  
  
Note: A PhD in Speech-Language Pathology is not a qualifying degree for purposes of this Instruction, but rather a professional education that is granted after a candidate has obtained a qualifying speech-language pathology degree.
  - (3) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degree shall receive the following amounts of TED credit: Master's degree of speech-language pathology shall receive 4 years undergraduate degree plus the time required to meet the qualifying academic degree requirements, not to exceed 6 years.
- d. Audiology.
- (1) License. A current, active, valid, unrestricted audiology license registration, or certification from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
  - (2) Certification. All audiologists are required to achieve and maintain national certification from either the American Board of Audiology (i.e., Board Certification in Audiology) or the American Speech Language Hearing Association (i.e., Certificate of Clinical Competence in Audiology).
  - (3) Training. The candidate must possess a qualifying professional degree in one of the following:
    - (a) Master's degree in audiology; or
    - (b) Clinical Doctoral degree in audiology, (Au.D. or Sc.D.).
    - (c) The qualifying degree must be accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).  
  
Note: Research PhD in Audiology and Transitional Doctor of Audiology are not qualifying degrees for purposes of this Instruction, but rather a professional education that is granted after a candidate has obtained a qualifying audiology degree.
  - (4) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit:

- (a) Master's degree in audiology, 4 years for undergraduate degree plus the time required to meet the qualifying academic degree requirements, not to exceed 7 years.

Note: After 31 December 2006, CAA will no longer accredit master's degree programs.

- (b) Au.D shall receive a maximum 8 years TED credit for basic undergraduate and professional education.

e. Respiratory Therapists

- (1) Licensure. A current, active, valid, unrestricted Registered Respiratory Therapist (RRT) license from any U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction as required. The RRT program must be recognized by the National Board for Respiratory Care (NBRC).

Note: A Certified or Registered Pulmonary Function Technician/Technologist is not a qualifying certification for the purposes of this instruction.

- (2) Training. A candidate must be a graduate from a school or college of respiratory therapy accredited by the Committee on Accreditation of Respiratory Care (CoARC) or Commission on Accreditation of Allied Health Education Programs (CAAHEP) at the time of the applicant's graduation. The candidate must possess a qualifying professional degree in one of the following:

- (a) Bachelor's degree in respiratory therapy; or
- (b) Master's degree in respiratory therapy.

- (3) Training and Experience Date (TED) Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degree shall receive the following amounts of TED credit:

- (a) Bachelor's degree in respiratory therapy, 4 years for undergraduate degree plus the time required to meet the qualifying academic degree requirements.
- (b) Master's degree in respiratory therapy shall receive a maximum 6 years TED.

Note: A Neonatal/Pediatric Respiratory Care Specialist certification is not considered for additional TED criteria for the purpose of this instruction as this certification is rather professional education that is granted after a candidate has obtained the qualifying RRT certification.

f. Additional requirements for the Regular Corps. None.

6-11. Health Services Category Appointment Standards.

a. License.

- (1) Unless otherwise specified, none.

- (2) For disciplines that do have a license, certification, or registration requirement, note that some programs have more stringent licensure, certification, or registration requirements for certain types of assignments that must be met before an officer can be assigned to those programs.

b. Training. A candidate with a qualifying degree in one of the following may be appointed to the Health Services category:

- (1) A degree in one of the disciplines or programs listed in Subsection 6-11.e., "Exceptions to General Standards;"
- (2) A master's or doctoral degree in a scientific field or a professional field in a health-related specialty for which there is a continuing long-term program need within the Department; or
- (3) A bachelor's or master's degree in any specialty for which there is a short-term critical program need.

Note: The determination as to whether there is a Departmental need for the degrees listed in Subsection 6-11.b.(2) and (3) shall be made by the ASH in consultation with the SG, Director, OCCO, and the Chief Professional Officer.

c. Limitations on category placement and active duty tours.

- (1) A candidate may only be assigned to the Health Services category under Subsection 6-11.b., if the candidate is not otherwise qualified for another category.
- (2) Appointments made under Subsection 6-11.b.(3), are only made when there is a critical need for a commissioned individual that is demonstrated by the Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization requesting the appointment. In doing so, the OPDIV/STAFFDIV/non-HHS organization shall address any unique educational requirements possessed by the candidate, the training, and/or experience the candidate shall bring to the Corps, the billet the candidate shall occupy, a brief history of the recruitment efforts made to fill the billet, and the isolated or hardship nature of the proposed assignment, where applicable. Appointments may be made for a specified period not to exceed 3 years to meet acute program needs for which there is no career potential. The program may obtain a limited tour extension for 1 year with the concurrence of the Director, OCCO, if necessary to fulfill the original program commitment.

d. Appointment in the Regular Corps.

- (1) A candidate appointed under Subsection 6-11.b.(1), is eligible for assimilation into the Regular Corps according to the appointment standards set forth for the applicable discipline in Subsection 6-11.e., "Exceptions to General Standards."
- (2) A candidate appointed under Subsection 6-11.b.(2), is eligible for assimilation in the Regular Corps if the candidate possesses a master's or doctoral degree in a scientific field or a professional field in a health-related specialty and the degree is not otherwise qualifying in another category.

- (3) A candidate appointed under Subsection 6-11.b.(3), is not eligible for assimilation into the Regular Corps.

Note: For purposes of this Instruction, computer science or information technology related disciplines are considered to be one of the physical sciences and thus, scientific fields.

e. Exceptions to General Standards.

- (1) Clinical Psychology.
  - (a) License. A current, unrestricted, and valid license as a clinical psychologist from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
  - (b) Training. The candidate must possess a qualifying doctoral degree in clinical psychology from an American Psychological Association accredited university or professional psychology program that did not require the candidate to successfully complete independent and original research in clinical psychology in order to obtain the degree.
  - (c) Additional requirements for the Regular Corps. None.
- (2) Computer Science.
  - (a) Training. A candidate must possess a qualifying bachelor or master's degree in computer science or an information technology related discipline (e.g., computer and information science, computer and information systems management).
  - (b) Additional requirements for the Regular Corps. A candidate must possess a master's degree or doctoral degree in a scientific field that is not otherwise qualifying in another category. For the purposes of this Subsection, a degree in computer science or and information technology related discipline continues to be considered by the Corps as one of the physical science disciplines.
- (3) Dental Hygiene.
  - (a) License. A current, unrestricted, and valid license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction as a dental hygienist is required.
  - (b) Training. A candidate must possess an accredited bachelor's degree and have successfully completed an accredited curriculum in dental hygiene that is accredited by the Commission on Dental Accreditation of the American Dental Association.
  - (c) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the qualifying degrees listed below shall receive the following amounts of TED credit: A bachelor's degree and completion of dental hygiene training shall receive a maximum of 4 years TED credit regardless of whether

the dental hygiene training occurred prior to, as part of, or subsequent to the candidate's bachelor's degree.

- (d) Additional requirements for the Regular Corps. A candidate must possess a master's or higher degree in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category.

(4) Medical (Health) Record Administration

- (a) License. A current valid certification as a registered health information administrator (RHIA) with the American Health Information Management Association.
- (b) Training. A candidate must possess one of the following:
  - i. A qualifying bachelor's degree from a program accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIM); or
  - ii. An accredited bachelor's degree from an accredited college or university and a certificate of completion in health information and administration from a CAHIM accredited program.

Note: The qualifying degree must be accredited by the Division of Allied Health Education and Accreditation of the American Medical Association.

- (c) Additional requirements for the Regular Corps. A candidate must possess a master's or higher degree in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category

(5) Medical Technology

- (a) License. A current, unrestricted, and valid certification by a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction, the American Society of Clinical Pathologists, or the National Certification Agency, as a medical technologist, is required.
- (b) Training. A candidate must possess an accredited bachelor's degree and must have completed an accredited medical technology training program that is accredited by the Division of Allied Health Education and Accreditation of the American Medical Association.
- (c) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the following qualifying degrees shall receive the following amounts of TED credit: A bachelor's degree and completion of a medical technology training program shall receive a maximum of 4 years TED credit regardless of whether the medical technology training occurred prior to, as part of, or subsequent to the candidate's bachelor's degree.

- (d) Additional requirements for the Regular Corps. A candidate must possess a master's or higher degree in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category.
- (6) Optometry.
- (a) License. A current, unrestricted, and valid license as a professional optometrist from a U.S. State, District of Columbia, Commonwealth, Territory or other jurisdiction is required.
  - (b) Training.
    - i. A candidate must possess a qualifying Doctor of Optometry (O.D.) degree that is accredited by the Accreditation Council on Optometric Education of the American Optometric Association.
    - ii. Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
  - (c) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the following qualifying degree shall receive the following amount of TED credit: O.D. shall receive 8 years TED credit for basic undergraduate and professional education.
  - (d) Additional requirements for the Regular Corps. None.
- (7) Physician Assistant.
- (a) License. A current, unrestricted, and valid certification as a physician assistant by the National Commission on Certification of Physician Assistants is required.
  - (b) Training. The candidate must possess an accredited bachelor's degree and must have completed an accredited physician assistant training program that is accredited by the Accreditation Review Commission on Education for the Physician Assistant or one of the predecessor organizations.
  - (c) Additional requirements for the Regular Corps. A candidate must possess a master's or higher degree in a scientific field or a professional field in a health-related specialty which is not otherwise qualifying in another category.
- (8) Podiatry.
- (a) License. A current, unrestricted, and valid podiatry license from a U.S. State, District of Columbia, Commonwealth, Territory, or other jurisdiction is required.
  - (b) Training.

- i. A candidate must possess a qualifying Doctor of Podiatric Medicine (D.P.M.) degree that is accredited by the Council on Podiatry Education of the American Podiatric Medical Association.
    - ii. In addition to Subsection 6-11.e.(8)(b)i., the applicant must have completed a 12-month podiatric residency program approved by the Council on Podiatry Education of the American Podiatric Medical Association.
    - iii. Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
  - (c) TED Credit for Selected Qualifying Degrees. Notwithstanding TED criteria listed in CCI 231.01, the following qualifying degree shall receive the following amount of TED credit: D.P.M. shall receive 8 years TED credit for basic undergraduate and professional education.
  - (d) Additional requirements for the Regular Corps. None.
- (9) Clinical Social Work
- (a) License. A current, valid, unrestricted, registration or certification that allows for independent clinical social work practice in a U.S. State is required (See Subsection 6-11.e.(9)(a)i. for 3-year licensure exception).
    - i. Newly graduated social workers or social workers who do not possess a current, valid, unrestricted license, registration, or certification that allows for the independent clinical social work practice in a U.S. State may be appointed to the Reserve Corps for a limited tour of duty not to exceed 3 years during which they must obtain such credentials, i.e., allows for clinical practice without supervision.
    - ii. Officers appointed under a previous licensing, registration, or certification standard for social workers shall have 5 years from 8 December 2005 to obtain a current, valid, and unrestricted license, registration, or certification that allows for independent clinical social work practice in a U.S. State.
  - (b) Training. The candidate must possess a qualifying master's degree in social work that has been accredited by the Council on Social Work Education.
  - (c) Additional requirements for the Regular Corps. None.

## 7. RESPONSIBILITIES:

- 7-1. The SG is responsible for assuring the day-to-day management of the Corps.

- 7-2. The Director, OCCO, is responsible for the day-to-day operations of all appointment actions listed within this Instruction.
8. PROCEDURES: The appointment standards contained in this Instruction are applied during the conduct of an appointment board (See [CCI 391.01](#), "Appointment Boards").
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and replaces CC23.3.4, dated 19 March 2003, with amendments dated 27 August 2004 and 8 December 2005. This Instruction replaces the category specific appointment standards information from CC23.3.4, and creates a stand alone Instruction within the eCCIS.

WHERE

San Diego Sheraton Hotel (Room TBD)  
2010 USPHS Scientific & Training Symposium

# JOAG General Meeting and “Meet and Greet”

Come and Get to Know Your JOAG Executive Committee,  
Voting Members, and Senior Advisor!

*Uniform: Service Khaki*

DATE

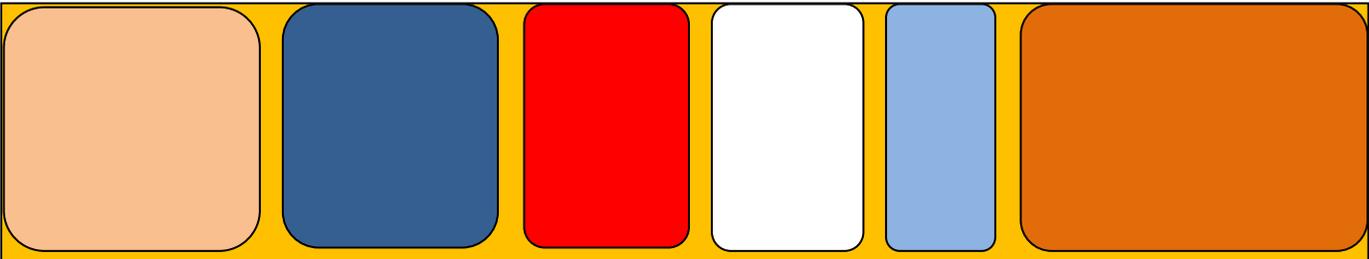
Sunday, May 23, 2010

TIME

6:00 PM to  
8:00 PM PST

INFO

For more information, contact LCDR Jamie Mutter  
at [zwy4@cdc.gov](mailto:zwy4@cdc.gov) or LCDR Diem-Kieu Ngo at  
[diem.ngo@fda.hhs.gov](mailto:diem.ngo@fda.hhs.gov)



# JOAG Social



WEDNESDAY, MAY 26, 2010

8:00 P.M. to 12:00 A.M.

at

Quinn's in the  
Sheraton San Diego Hotel & Marina

Come meet fellow Junior Officers for great  
conversation, food, and fun!

*Senior Officers are encouraged to join us, too!*

POINT OF CONTACT: LTJG DAVID SCHWAB 301-325-5952 OR  
DAVID.SCHWAB@FDA.HHS.GOV

# EHOPAC Subcommittee Report

## 13 April 2010

**Subcommittee:** Marketing and Recruitment

**Chair:** LCDR Jennifer Freed

**Members:** See attached

### **Current initiatives (and projected completion date if applicable):**

- Adopt-a-school program – program for EHOs interested in recruiting for the category. New program to offer as alternative to ARP (LCDR Michael Quinn and LT Joe Laco)
- New M&R Subcommittee pages on EHOPAC website
- New M&R workgroup structure – 6 workgroups: Applicant Assistance and Placement; School Recruitment; Agency, Workforce, and Organization Recruitment; Marketing and Materials; JRCOSTEP; IT and Communications.
- Project to provide agency information and contacts to boarded EHO applicants (CDR Dave Cramer).
- Need someone to oversee development of a new marketing booklet for EHO category with assistance from M&R subcommittee.

### **Notable news/activities/accomplishments since last EHOPAC meeting:**

- Adopt-a-school program – currently matching schools with volunteers: 29 out of 31 undergrad programs matched.
- Applicant workgroup – Developing materials to give to CAM to provide to EHO boarded applicants.
- Recruitment visits since last EHOPAC meeting: Reports not required to be turned in since ARP was closed. School year 2009/2010 visits requested and reported in attachment.
- JRCOSTEP 2010 update: 35 EHO JRCOSTEPs were selected.
  - IHS – 27, CDC – 2, ATSDR – 2, NIH – 2, CG – 1, NPS – 1
  - New offices hiring JRCOSTEPs: CDC Office of Health and Safety, CDC/NCEH Chemical Weapons Elimination Branch, NIH/OD Office of Research Facilities, NIH/OD Office of Research Services
  - Problems: Many with unqualifying degrees, mis-classified applicants (HSO category), other disqualifying criteria
  - Approximately 100 applications received
  - Yearly trend of EHO JRCOSTEPs:
    - 2010 (selected) – 35 (27 IHS, 2 CDC, 2 ATSDR, 1 CG, 1 NPS)
    - 2009 – 37 (30 IHS, 2 CDC, 3 ATSDR, 1 CG, 1 NPS)
    - 2008 – 28 (24 IHS, 1 CDC, 1 ATSDR, 2 CG)
    - 2007 – 26 (23 IHS, 1 CDC, 2 ATSDR)
    - 2006 – 23 (19 IHS, 1 CDC, 1 CG, 1 NPS); also 6 HSO COSTEPs in IHS
- Updated list of EHO qualifying degrees posted on new EHOPAC website.
- 1 new CAD since 2/8/10 – see attached.
- Current number of EHO applicants: 43

### **Long Term Goals:**

- Support EHO recruitment efforts by developing and maintaining new and innovative recruitment tools and recruitment methods.
- Develop and maintain contacts with applicable academic programs and accreditation bodies for both undergraduate and graduate levels programs.
- Market JRCOSTEP opportunities to students, schools, and agencies and increase the number of JRCOSTEP placements.
- Develop methods/tools to convince non-IHS OPDIVs to consider hiring JRCOSTEPs.
- Increase the Category strength to 400.

- Continue contacting and supporting well-qualified applicants with the application and job search process.
- Increase involvement and recruitment of appropriate graduate school students.

**Items for EHOPAC Input/Discussion:**

- Decide on school for Fall 2010 EHOPAC visit (reference attached list of schools visited)

**Actions previously directed by EHOPAC (Status and projected completion):**

- None

**Attachments**

- EHO Category & Applicant statistics
- Reported Recruitment Visits
- List of EHOPAC Visits to Accredited Programs
- M&R subcommittee members

## Category Statistics – as of 4/8/10

New officers since last report (2/08/10): **1**

Rank	Name	Agency	CAD	Qual. Degree	Major	School	Notes
LTJG	Mark Chen	FDA	3/1/10	MPH	Env Health	Emory University	Civil Service Conversion

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Current number of EHOs: **381** (↓2 since 2/08/10)

**By agency:**

ATSDR 21  
BOP 2  
CDC 69 (↓1 since 2/08/10)  
DHS 23  
EPA 19 (↑2 since 2/08/10)  
FDA 87  
HRSA 4  
IHS 112 (↓4 since 2/08/10)  
INTERIOR 13 (↑1 since 2/08/10)  
NIH 8  
OS 9  
PSC 10  
USDA 4

**By rank:**

O-2 50 (↓1 since 2/08/10)  
O-3 62 (↑1 since 2/08/10)  
O-4 73  
O-5 100 (↓1 since 2/08/10)  
O-6 94 (↓1 since 2/08/10)  
O-7 2

**EHO Applicant Statistics (as of 4/1/10)**

- 43 applicants on CAM list
- 26 are boarded, viable applicants
- 7 new applicants since January 1, 2010

## **Reported Recruitment Visits (2009-2010 School Year) as of 4/13/10**

- CDR Abraham Maekele staffed a booth on USPHS opportunities at the annual Wake Technical College Career Fair in Raleigh, NC on April 07, 2010.
- LCDR Randy Boylstein attended a career fair at the University of Pittsburgh School of Public Health on March 24, 2010.
- CDR Gary Perlman presented USPHS information to graduate students at the Yale School of Public Health on March 23, 2010.
- LTJG Anna Fain gave a presentation on the USPHS to Environmental Health Science students at Eastern Kentucky University on March 18, 2010.
- LT Eva McLanahan staffed a booth on USPHS opportunities at the annual Society of Toxicology Conference in Salt Lake City, UT, on March 6-11, 2010.
- CDR Michelle Hawkins spoke with and answered many questions from Army Junior Reserve Officer Training Corps Cadets of Skyline High School about career categories and opportunities in the USPHS during their visit at the Food and Drug Administration on February 23, 2010 in Dallas, TX.
- LT Kenny Fent gave a presentation on the USPHS to environmental health students at Bowling Green State University on February 17, 2010.
- CDR Jeff Church discussed USPHS career opportunities with graduate students at University of California at Berkeley's career day event on February 11, 2010.
- CAPT Dan Strausbaugh presented USPHS information to a local Montana High School on February 10, 2010.
- CAPT Wayne Hall gave a presentation on USPHS to students at Tulane University and a local high school on February 9, 2010.
- LCDR Joe Laco and LTJG Cory Moore attended the Emory University School of Public Health Career Fair on February 5, 2010.
- LT Eva McLanahan and LT John Masters attended a Career Fair at the University of North Carolina School of Public Health on February 4, 2010.
- CAPT Paul Young and LTJG Lisa Nakagawa talked to undergraduate environmental health students at California State University Fresno about JRCOSTEP opportunities and careers in the USPHS and Indian Health Service on December 1, 2009.
- LT Elena Vaouli gave a presentation on USPHS to 32 environmental science majors at the American Samoa Community College on November 19, 2010.
- LCDR Jennifer Freed and LT Dawn Arlotta (HSO) gave a presentation on USPHS to MPH students at Georgia State University on November 12, 2009.
- CAPT Dan Strausbaugh presented USPHS information to undergraduate students at University of Montana at Bozeman on November 8, 2009.
- CAPT Alan Parham gave a presentation on USPHS to environmental health students at Western Carolina University on November 6, 2010.
- LT Elena Vaouli gave a presentation on USPHS to 80 local high school juniors and seniors at a career fair on November 6, 2010.
- CDR Ronald M. Hall discussed the USPHS with various students during the 2009 West Virginia University Advisory Board Meeting for their Master of Science Degree program in Industrial Hygiene on November 6, 2009.
- LCDR Jennifer Freed gave a presentation on USPHS to MPH students at Emory University's School of Public Health on November 5, 2009.

- CDR Jeff Church talked to 25 undergraduate environmental health students at California State – Fresno about JRCOSTEP opportunities and careers in the USPHS on October 14, 2009.
- LTJG Anna Fain presented USPHS information to Public Health students at East Tennessee State University on October 6, 2009.
- CAPT Mike Herring gave a presentation on USPHS to Environmental Science Students at East Carolina University in October, 2009.
- CAPT Joe Maloney gave a presentation on USPHS to Environmental Science students at Wright State University in October, 2009.
- LTJG April Hill discussed USPHS, FDA, and JRCOSTEP opportunities with students at her alma mater of Missouri Southern State University in October, 2009.
- LT Danielle Mills gave a presentation on USPHS to Environmental Health and Sustainability students at Bowling Green State University on September 15, 2009.

### **Planned Recruitment Events**

- LT Danielle Mills will give a presentation on USPHS to Environmental Health students at Bowling Green State University for Earth Day on April 22, 2010.
- CDR Abraham Maekele plans to give presentation on USPHS to students at local high school on April 22, 2010.

### **Non-School Recruitment Events**

- LCDR Michael Quinn, CAPT Dan Hewett, and CAPT Joe Salyer plan to represent the EHO category at a PHS Awareness Day event at FDA on May 11, 2010.
- EHOs will assist with staffing booths at the American Industrial Hygiene Conference in May 2010 and the National Environmental Health Association Conference in June 2010.

## **Timeline of EHOPAC Visits to Accredited Programs**

Fall 09	University of Texas - Houston
Spring 09	None (CA Coast Guard visit)
Fall 08	Missouri Southern State University
Spring 08	None (IHS - Phoenix visit)
Fall 07	Western Carolina University
Spring 07	Illinois State
Fall 06	Ohio University
Spring 06	Boise State
Fall 05	None
Spring 05	East Central University
Fall 04	East Carolina University
Spring 04	Colorado State University
Fall 03	Eastern Kentucky University
Spring 03	California State - Northridge

## M&R Membership, April 2010

Last name	First name	Rank	Workgroup	Liaison duties	Agency
Allen	Christopher	CDR	<b>AOWR lead</b>		IHS
Boley	Michael	LCDR	AAP		USCG
Boylstein	Randy	LCDR	SR		NIOSH
Burbage	Katie	LTJG	M&M		IHS
Cook	Brian	CDR	M&M		NPS
Cramer	David	CDR	<b>AAP lead</b>	CPO office	IHS
Degenhard	Kristen	LTJG	AAP		FDA
Fent	Kenny	LT	JRCOSTEP	NIOSH liaison	NIOSH
Ferguson	Kathleen	LTJG	ITC		FDA
Firley	David	LT	SR		FDA
Freed	Jennifer	LCDR	<b>M&amp;R Chair</b>	ATSDR liaison	ATSDR
Going	William	CDR	JRCOSTEP		ATSDR
Hall	Wayne	CAPT	M&M	EHO coins/treasurer	IHS
Hill	April	LTJG	JRCOSTEP		FDA
Hunt	Travis	CDR	M&M		FDA
Knowles	Robert	CDR	<b>M&amp;M lead - temp</b>		ATSDR
Lafferty	Shawn	LCDR	AOWR	EPA liaison	EPA
Leonard	Monica	LT	AAP		CDC/NCEH
Lewelling	Brian	CDR	AOWR		IHS
Laco	Joe	LCDR	SR	CDC Liaison	CDC
Masters	John	LT	ITC		EPA
McCracken	Susan	CAPT	JRCOSTEP	IHS Liaison	IHS
Okumura	Kazuhiro	LTJG	SR	NIH liaison	NIH
Perkins	Justin	LTJG	SR		PSC/FOH
Quinn	Michael	LCDR	<b>SR Lead</b>	NPS liaison	NPS
Rhambarose	Harrichand	CDR	SR	CG liaison	USCG
Shade	Lauren	LTJG	<b>ITC lead</b> <b>JRCOSTEP</b>		FDA
Shugart	Jill	LCDR	<b>lead</b>	ASPR liaison	ASPR
Taylor	Jessilyn	CDR	AOWR		ATSDR
Tuite	Carla	LT	ITC	FDA liaison	FDA
Wright	Kyle	LT	AAP		NPS

# EHOPAC Subcommittee Report

4/13/10

## Subcommittee: History

### Current Subcommittee Members:

Christian Witkovskie (Chair)	
Jessica Burley	Victoria Murray
Jeffrey Conner	Amanda Parris
Kenneth Crombie	Kimberly Patterson
Alan Dellapenna	Fredrick Ramsey
William Fournier	Susan Shaffer
Robert Gruhot	Kelli Stamper
Patrick Hintz	Martin Stephens
Abraham Maekele	Christie Zerbe
Matthew McNew	

### Current Initiatives:

- 1) Flag and Chief Professional Officer Biographies (Lead: Kelli Stamper) **IN PROGRESS** – Original interview completion date was 12/31/09 but due to team member work/time conflicts the interviews were not completed. The team is reevaluating their work plan & timeline. At the request of team lead LCDR Tim Duffy was added to the team.
- 2) Utilize data to show how the category has changed over time. (Leads: Patrick Hintz and Robert Gruhot) **IN PROGRESS** – Previous lead stepped down due to work/time conflicts. Patrick Hintz and Robert Gruhot volunteered to co-lead the team and in progress of coordinating work team and developing work plan.
- 3) Work with IT committee to update history committee page. (Lead: Jessica Burley) **IN PROGRESS** – pending information regarding new website and content from EHOPAC IT Subcommittee.
- 4) Historical Photo Gallery. (Lead: TBD) **NOT STARTED** – Team to be identified.

### Completed Initiatives:

- 1) Work with Awards committee to gather awards history. (Lead: Robert Gruhot)

### Notable News/activities/accomplishments since last EHOPAC meeting:

None

### Items for EHOPAC Input/Discussion: N/A

### Actions previously directed by EHOPAC: N/A

**Attachments:** None

**EHOPAC Subcommittee Report**  
**April 13, 2010**

**Subcommittee:** Environmental Health Officer Mentoring & Orientation

**Current Subcommittee Members:**

CAPT David Robbins, Co-Chair, CDR Jean Gaunce, Co-Chair, CDR Kit Grosch, CDR Michelle Hawkins, CDR Dale Bates, LCDR Stephanie Griffin

**Current initiatives (and projected completion date if applicable):**

- Mentoring program evaluation (ongoing)
- Matching mentors to protégés (ongoing)
- Updating Mentor/Protégé spreadsheet (ongoing)
- Outreach to new CADs (ongoing)
- 12 new mentor/protégé matches were completed between January and March 2010.

**Notable news/activities/accomplishment since last EHOPAC meeting:**

So far for 2010, a total of 12 new pairs of Mentor and Protégés have been matched and letters sent to each with the appropriate contact information regarding their matches.

The results of the 2009 M&O Program Evaluation feedback form was sent to 36 program pairs with a response rate of 83%. All feedback participants indicated there was contact with whom they were matched and their program needs and expectations were met. Additional feedback included:

- Ten of the 17 protégés (59%) indicated the resource manual was helpful, whereas five (29%) did not know it existed.
- Nine mentors (75%) who provided feedback indicated the resource manual was helpful.
- All mentors indicated they would like to continue to participate in the program.
- All but two (88%) protégés indicated they are willing to nominate their mentor for the Thomas E. Crow Mentoring Award.
- Recommendations/Comments were received and are being evaluated by the M&O Subcommittee for possible action and include:
  - Gather feedback at the end of six months per pair, and then at the end of the program year.
  - Matches within the same Agency and professional career track are very beneficial. Mentorship pairs from different agencies can be difficult.
  - The feedback form may need editing.
  - Overall, significant program improvements have been made. Great work!!
- Communication occurred between all mentors and protégés with the most frequent means of communication by phone (94%) and contact made most frequently on a monthly basis (59%).

Work on updating the Mentor & Orientation Subcommittee brochure, Mentor Topical Guideline and Mentor Resource Manual has been completed and available for posting on the EHOPAC website. Other documents developed by the Subcommittee are also being reviewed and updated as needed. The Mentor Topical Guideline is currently sent to all newly matched mentors for their review and use.

In 2009, the M&O Committee reached out to mentors who had not been matched in 3+ years to gauge their willingness to again serve as mentors. Most of the mentors contacted expressed interest in continuing to serving as a mentor in the program. With a shortage of available protégés at present, consideration has been given to possibly developing a second mentorship arrangement. This would be geared toward an Officer who had already completed a first mentorship and may be interested in being involved with a mentor from another Agency or location. The M&O Committee is planning on further developing this concept and will present to the EHOPAC Committee for input and concurrence if the concept is deemed feasible.

**Long-term Goals:**

- Continue to develop and enhance the mentor/protégé database to enable subcommittee members to provide more effective and timely services.

- Focus on marketing of the mentor/protégé program through regional assignments, brochure, etc.
- Continue to evaluate the subcommittee's processes and procedures to determine where improvements are needed.

**Items for EHOPAC Input/Discussion:**

- In order to try to match Protégés with Mentors within their Agencies, the Committee is in need of Mentors from various Agencies, notably IHS, NIH, FDA, and EPA. The number of available Protégés is low but steady. There are a number of available Mentors. However, they are not necessarily from the same agencies. Committee needs assistance in getting the word out on our activities among experienced officers.

**Actions previously directed by EHOPAC (Status and projected completion):** None.

**Attachments:** None.