

including active duty and reserve components; (2) implements the policies established by the ASH for the operations of the PHS Commissioned Corps; (3) provides for the delivery of training and for career development, and applies professional credentialing requirements for the Corps; (4) manages systems required for selecting personnel for appointment, promotion, assimilation, and award recognition, for evaluating officer performance, and for processes required for disability retirement, disciplinary, and other-than-honorable discharge purposes; (5) implements officer and force accession plans through a staff of recruiters, including an Associate Recruiters Program; (6) manages personnel administration systems for the permanent or temporary assignment, deployment, and detail of Corps members; (7) implements policies established by the ASH for commissioned and warrant officers on active duty, Commissioned Officer Student Training Extern Program (COSTEP), reserve officers, retired officers, and survivors of deceased officers; (8) prepares all personnel orders for approval and signature by the ASH; (9) makes recommendations to the SG on individual details for review and action by the ASH; (10) reviews and makes recommendations on proposed blanket personnel agreements negotiated by the ASH; (11) reviews and makes recommendations on the temporary deployments of officers not specifically under an assignment to another Operating or Staff Division of the Department or another Department or agency covered by a memorandum of agreement or blanket detail agreement; (12) provides technical review and recommendations to the SG on appeals of adverse actions that would result in the termination of officers' commissions and on formal Equal Employment Opportunity complaints; (13) maintains liaison with the OCCFM, and, as directed, with Departmental Operating and Staff Divisions and, as directed, with non-departmental entities to which officers are assigned under blanket agreements; and (14) works with OCCFM and agencies to identify career development assignments, and to identify officers to be recommended for directed reassignments where appropriate.

Section ACM2.10 Organization. The Office of Commissioned Corps Operations is headed by a Director, who reports to the SG, and includes the following components:

- Immediate Office of the Director (ACM2)

- Division of Commissioned Corps Recruitment (ACM21)

- Division of Commissioned Corps Assignment (ACM22)

- Division of Commissioned Corps Training and Career Development (ACM23)

- Division of Commissioned Corps Officer Support (ACM24)

Section ACM2 2.0 Functions

(1) Immediate Office of the Director (ACM2): (1) Advises the SG on all matters related to the operations management of the PHS Commissioned Corps; (2) provides for the day-to-day management of Commissioned Corps operations, implements policies received from the ASH for personnel, training, readiness, assignment, deployment, promotion, and retirement for all officers; (3) collaborates with OCCFM on the development and implementation of Commissioned Corps policies; (4) coordinates the application of information technology and support for the execution of OSG activities; (5) manages the process for adverse action decisions and other-than-honorable discharges; and (6) is responsible for the appropriate exercise of delegated authorities and responsibilities.

(2) Division of Commissioned Corps Recruitment (ACM21): (1) Implements approved programs to assure awareness of the Corps and its career opportunities among health professional schools and associations, provider institutions, and the public; (2) in accordance with policies, goals, and strategies established by the ASH, carries out programs and activities designed to attract new health personnel to the Corps, to attract officers already in the Corps to designated assignments, and to promote the Corps and service in it; (3) manages an Associate Recruiter Program and otherwise mobilizes recruitment activity among the active duty, reserve, and retired officers; (4) assists OCCFM in promoting the effective and efficient utilization of the Corps within all venues where the Corps is utilized; and (5) carries out approved recruitment programs specifically for reserve components and other Corps personnel asset programs.

(3) Division of Commissioned Corps Assignments (ACM22): (1) Addresses and meets the short-term and long-term placement requirements for active-duty and reserve component personnel established by the ASH and developed by OCCFM, including the Commissioned Corps and the warrant Corps, by category; (2) works with OCCFM to identify and categorize the types of assignments for which Corps members and its reserve personnel assets may be required; (3) implements

a billet management system utilizing standards developed by OCCFM, and approved by the ASH; (4) evaluates and grades billets to which officers are to be assigned in accordance with standards established by OCCFM; (5) assures that assignments of officers and the billets to which assigned are consistent and appropriately categorized and identified; (6) reviews all proposed officer personnel actions and prepares orders for signature by the ASH; (7) implements, manages, and monitors approved blanket personnel agreements and individual details; (8) reviews and recommends to the ASH the temporary deployment of all officers not specifically under an assignment to another operating or staff division of the Department or another department or agency; and (9) administers a system to monitor assignments.

(4) Division of Commissioned Corps Training and Career Development (ACM23): (1) Identifies and manages training resources required for establishing and maintaining the readiness and proficiency of the members of the Corps; (2) operates Commissioned Officer education and training systems, providing basic, mid-career, and specialized training programs; (3) monitors officer compliance with credentialing standards; (4) implements career development programs and provides individual career counseling; (5) coordinates COSTEP; (6) administers training programs; and (7) assists officers with retirement planning.

(5) Division of Commissioned Corps Officer Support (ACM24): (1) Coordinates the assignment of members of boards convened for the purpose of recommending appointments, promotions, assimilation actions, approval of award nominations, disability retirements, and other boards that may be required to support operations; (2) supports the boards convened by OSG; (3) administers a system for assuring credentialing, licensing, and other regulatory compliance, and for the periodic evaluation of the individual members of the Corps, including Corps reserve personnel assets; (4) reviews all personnel evaluations to assure that Corps standards are being maintained; and (5) maintains the official personnel records of the Corps.

(d) Office of Force Readiness and Deployment (ACM3): (1) Administers readiness activities to include (a) advice to the ASH and OCCFM on strategic and long term readiness planning, (b) assurance of the accuracy and maintenance of an adequate roster of the readiness status of officers, (c)