

SUBJECT: 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

1. Purpose

This Manual Circular supplements Subchapter CC23.1, INSTRUCTION 6, "Associate Recruiter Program," by establishing the Associate Recruiter Lead Badge (ARLB) and the Public Health Service (PHS) Recruitment Service Ribbon (RSR) and sets forth the policies and procedures governing the eligibility requirements for wear.

2. Authorities

- a. The authorities in Sections B.1 through B.5 of Subchapter CC23.1, INSTRUCTION 6, are incorporated into this Manual Circular.
- b. On 23 July 2003, the Secretary of Health and Human Services (Department of HHS) delegated the authorities necessary to administer the Commissioned Corps of the U.S. Public Health Service (Corps) to the Assistant Secretary of Health (ASH) (See also Office of Public Health and Science; Statements of Organizations, Functions, and Delegations of Authority dated 18 December 2003, 68 FR 70507).

3. Background

The Department is the U.S. Government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. In accomplishing its mission(s), the Department relies in part upon its uniformed service, the Corps, to ensure that clinical health care and/or other public health care services are available.

It is the Department's policy to make full use of its existing recruitment resources in order to obtain candidates for the Corps. The Associate Recruiter Program (ARP) is designed to be a volunteer program and its success relies on participation of active-duty officers, inactive reserve officers, retired officers, students, civilians, and Operating Divisions, Staff Divisions, and non-HHS organizations to which Corps officers are assigned. Although these individuals are not required to be a part of the ARP to recruit, enrollment allows the Corps to recognize their efforts. Once enrolled, an Associate Recruiter is issued a Recruitment Badge as a symbol that distinguishes an individual's involvement in recruitment activities for the Corps, and upon completion of recruitment service, an officer is eligible for the PHS RSR.

4. Eligibility Requirements

- a. Upon meeting the appointment criteria, as set forth in Subchapter CC23.1, INSTRUCTION 6, and approved by the respective Chief Professional Officer (CPO), an ARLB will be presented for wear recognizing an individual's official standing as a volunteer in the ARP;

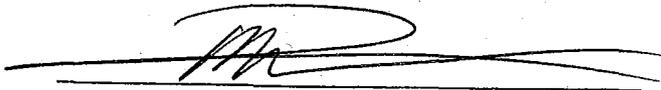
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- b. The ARLB may be worn only while an individual maintains active status in the ARP in his/her respective role. The ARLB may be worn on all uniforms with the exception of work uniforms and outer clothing in accordance with Subchapter CC26.3, INSTRUCTION 6, "Wearing of Medals and Ribbons." An officer may wear only one recruitment badge on his/her uniform;
- c. Upon completion of 3 consecutive years in either a billet where recruitment is a primary duty and responsibility or maintenance of active status in the ARP, an officer is eligible for the PHS RSR;
- d. Officers may earn additional awards for meeting the criteria for each additional 3-year period. Second and subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of a sixth award;
- e. The development and use of this service award does not preclude the issuance of an honor or unit award in recognition of accomplishments above and beyond recruitment service; and
- f. The PHS RSR will be awarded for recruitment service completed after the implementation of Subchapter CC23.1, INSTRUCTION 6.

5. Revisions

Revisions to the Commissioned Corps Personnel Manual (CCPM) contained in this Manual Circular supersede any inconsistent provisions contained in the CCPM as of the effective date of this Manual Circular. This Manual Circular will remain in effect until further notice.



Assistant Secretary for Health