



26 May 2009

TO: Active Duty Commissioned Officers

FROM: Director, Office of Force Readiness and Deployment (OFRD)

SUBJECT: Commissioned Corps Readiness and Response System Renewal

Last week OFRD instructed officers interested in assignment to a Tier 1 or Tier 2 response team to complete an online team assignment survey form. As you will recall, OFRD has developed the following 6-step process for completing the renewal of the Commissioned Corps Readiness and Response Program:

1. Establish the team leadership for new and existing teams
2. Establish process for recruitment and assignment of new team members
- 3. Survey Commissioned Corps officers on team assignment preferences**
4. *Coordinate with team leaders on selection of new team members*
5. *Conduct field-based training for all teams as well as select Tier 3 officers*
6. *Formalize recruitment and retention actions for response teams*

We appreciate the timely completion of that online survey by officers interested in assignment to a Tier 1 or Tier 2 team. To complete Step 3, OFRD needs all remaining officers to complete a generalized online response survey form. This includes all Tier 3 officers wishing to remain on Tier 3 rosters, including the subcomponent of Tier 3 considered Mission Critical. All current Tier 3 officers wishing to remain in Tier 3 as well as those currently on a Tier 1 or Tier 2 team wishing to move to Tier 3 should complete the form and indicate Tier 3 as their Team Choice preference. Supervisory approval is not necessary for Tier 3 assignment. Mission Critical status will be reviewed and validated through a separate process.

Officers interested in Tier 3 assignment (as well as all officers interested in a Tier 1 or Tier 2 team assignment that have not yet completed the team assignment survey form) should complete the form located at <http://ccrf.hhs.gov/ccrf/Teams/ResponseSurvey.htm> not later than **COB 1 June 2009**. We will use the information entered to appropriately assign officers to a team or roster.

Thank you for your ongoing commitment to support the Corps and its mission to protect, promote and advance the health and safety of the Nation.

All the best,

A handwritten signature in black ink, appearing to read "David Rutstein".

David Rutstein, M.D., M.P.H.
RADM, USPHS
Director, OFRD