



CCI 311.03  
EFFECTIVE DATE: 14 January 2021

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

**ADM Brett P. Giroir, M.D.**

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SUBJECT: Request for Personnel Action

1. PURPOSE: This Instruction sets forth policy and procedures for the use of form [PHS-1662](#), "Request for Personnel Action - Commissioned Officer." Commissioned Corps Headquarters (CCHQ) uses this form to prepare personnel orders which affect actions of officers in the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Instruction applies to requests for a personnel action affecting members of the Regular Corps and the Ready Reserve Corps.
3. AUTHORITY:
  - 3-1. [42 U.S.C. § 216, "Regulations"](#)
  - 3-2. [84 Federal Register 1752-1753](#) "Statement of Organization, Functions, and Delegations of Authority", dated 5 February 2019.
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, CCHQ, provides overall management of USPHS Commissioned Corps personnel operations and processes.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC23.6, "Use of Form PHS-1662, "Request for Personnel Action", dated 25 September 1997. [Form PHS-1662](#) replaced the previous form PHS-1662A, "Request for Personnel Action, Call to Active Duty Only - Commissioned Officer" and form PHS-1662B, "Request for Personnel Action, Other Than Call to Active Duty -- Commissioned Officer."

## 6. POLICY:

6-1. Form [PHS-1662](#) is used to request all types of personnel actions, excluding separations and retirements. This includes appointments and calls to active duty (CAD) such as:

- a. Initial Appointment and/or CAD. Use this form to request the initial appointment and/or CAD of candidates to the Regular Corps or the Ready Reserve Corps;
- b. Program Limited Tour. Use this form to request the appointment of a member of the Ready Reserve Corps (including candidates for the Ready Reserve Corps) to a program limited tour of active duty for specific circumstances (see Commissioned Corps Instruction (CCI) [322.02](#)). Limited Tours do not apply to members of the Regular Corps.
- c. Long- or Short-Term Training. Use this form to request the appointment of an applicant to an educational institution or training program for full-time intramural or extramural training, (see [CCI 125.01](#), "Training") or to appoint an applicant to the Junior or Senior Commissioned Officer Student Training and Extern Program (JRCOSTEP, see [CCI 371.02](#), "Junior Commissioned Officer Student Training and Extern Program", or [CCI 371.01](#), "Senior Commissioned Officer Student Training and Extern Program").
- d. Recall from Retirement. Use this form to request the appointment of a previously retired officer to a tour of active duty (see [CCI 375.01](#), "Recall of Retired Officers to Active Duty");

6-2. Ready Reserve Corps.

- a. Active Duty. Use this form to call a member of the Ready Reserve Corps (Individual Ready Reserve, Selected Ready Reserve, or Retired Reserves) to a period of active duty.
- b. This does not include inactive duty training (IDT).

6-3. Form [PHS-1662](#) is also used to request the following types of personnel actions:

- a. Transfer.
  - (1) Permanent Change of Station (PCS). Use this form to make a request for PCS within the Department of Health and Human Services (HHS) Operating Divisions (OPDIVs)/Staff Divisions (STAFFDIVs), non-HHS organizations, and Programs within those organizations (hereinafter "organization") from one duty station to another and/or when a geographic location change is required.
  - (2) Permanent Change of Assignment (PCA). Use this form to make a request for transfer within the same geographical location (a local or proximity move).
- b. Reassignment. Use this form to make a request to place officer in a new position and/or new department within the same organization and when no PCS is required.

Note: In requesting the transfer from one organization to another, the gaining organization must obtain prior approval of the transfer from the losing organization and annotate Section 6b (Concurrence Information) of form PHS-1662 accordingly.

- c. Amend or Cancel a Personnel Order. Use this form to change information on a previously issued personnel order subject to the conditions noted below;
    - (1) Use this form to request an amendment or cancellation of an issued personnel order. Requests should be submitted sufficiently in advance of the projected effective date (within five business days) or, in extenuating circumstances outside of the affected individual's control (e.g., family member death, airline closure/issues, car accident), within 60 days after the effective date. CCHQ may make changes to or cancel the personnel order as necessary after the effective date.
    - (2) The Office of the Surgeon General (OSG) will not retroactively change or cancel a personnel order that alters an officer's rights or entitlement to pay except as authorized or required by law.
  - d. Individual Detail. Use this form for any special assignment in which a Public Health Service (PHS) officer is ordered to perform duties prescribed in a memorandum of agreement (MOA) or memorandum of understanding (MOU) with an organization outside HHS (see Commissioned Corps Directive (CCD) [121.04](#), "Non-Departmental Organization Details").
  - e. Position/Billet Change. Use this form for any change in an officer's assignment which affects his/her duties (see [CCI 321.01](#), "Billet Program");
  - f. Other. Use this form for specific personnel actions related to Public Health Service officers other than those listed above, such as adverse actions, deployment, temporary duty pending further orders, training (including short-term and part-time training), reorganizations, address changes, and administrative code updates.
- 6-4. Privacy Act Provisions. Personnel records are subject to the Privacy Act of 1974. The applicable system of records is 09-37-0002, "PHS Commissioned Corps Personnel Records," HHS/OASH/OSG.
7. RESPONSIBILITIES:
- 7-1. In cases of requests for officers currently on active duty, organizations (non-HHS organization responsibilities are outlined in the respective MOA/MOU) are responsible for:
- a. Initiating form [PHS-1662](#) requesting personnel action and ensuring the form is filled out completely and accurately with the required information and is sent through the appropriate channels for signatures. The organization official should include the obligation end date if there is an organization-imposed scholarship obligation;
  - b. Providing form [PHS-1662](#) for all requests to CCHQ at least 30 business days in advance of the requested effective date of the action;  
  
Note: An exception can be made in special cases such as AWOL, non-duty with pay requests, etc., when the organization cannot know 30 business days in advance that an action would be needed.
  - c. Designating a specific organization contact person or the OPDIV/STAFFDIV or non-HHS organization's Liaison as the contact with CCHQ for ascertaining any additional information required by CCHQ.

In cases of requests for all new appointments and/or CAD, organization officials are responsible for initiating the form and submitting it to CCHQ within 30 business days of the candidate being identified.

- 7-2. Commissioned Corps Headquarters. CCHQ is responsible for:
- a. Reviewing and processing form [PHS-1662](#);
  - b. Issuing “calls to duty” personnel order after the officer has submitted all required documentation, upon satisfactory clearance of the appropriate form, and after the officer has completed all appointment requirements (including, but not limited to: appointment boarding, medical and suitability clearances, licensure verification, waivers, and conditional releases), within 21 to 30 business days of the date CCHQ receives all documentation.
  - c. Issuing other personnel orders within 14 to 30 business days of the date received.
8. PROCEDURES:
- 8-1. The last person to sign form [PHS-1662](#) —whether the OPDIV/STAFFDIV/non-HHS organization’s Liaison or budget official, or CCHQ official — becomes responsible for the validity of all information and signatures on the form;
- a. OPDIV/STAFFDIV or non-HHS organization Liaison should send form [PHS-1662](#) electronically to the designated mailbox.
  - b. OPDIV/STAFFDIV or non-HHS organization’s Chief Human Capital Officers or delegated officials (or their designee) should send a memorandum to the CCHQ Director within 30 calendar days of the start of the Fiscal Year that includes the typed names, titles, and signatures of officials in their programs who are authorized to approve form [PHS-1662](#).
  - c. OPDIV/STAFFDIV officials must submit any changes in officials authorized to sign forms [PHS-1662](#) to CCHQ promptly as organizational changes occur and/or officials are reassigned. Authorized non-HHS organization officials are normally outlined in the respective MOA/MOU.
- 8-2. If the Form PHS-1662 contains incomplete information, unauthorized signatures, or lacks proper signature authorizations, it will not be processed; designated CCHQ staff who work with Form PHS-1662s will return it to the submitting OPDIV/STAFFDIV or non-HHS organization Liaison who will update the form and make the requested effective date of the personnel order within 30 days from the new submission.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS.
- 9-1. CCPM CC23.6, “Use of Form PHS-1662, "Request for Personnel Action",” dated 25 September 1997.