

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC23--Staffing
Subchapter CC23.5--Utilization
Personnel INSTRUCTION 3--Recall of Retired Officers to Active Duty

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Section A. Purpose and Scope

This INSTRUCTION states the policy and procedures under which retired officers of the Commissioned Corps of the Public Health Service (PHS) may be recalled to active duty with their consent.

Section B. Authority

The recall of a retired officer to active duty is authorized under Section 211(c)(2), PHS Act (42 U.S.C. 212(c)(2)). This authority has been delegated to the Director of the Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM) (see Part 3 of this Manual).

Section C. Policy

1. A retired officer may be recalled to active duty with his/her consent, when:
 - a. There is an essential need to carry forward a PHS program or task which has a defined time limitation; or
 - b. The officer possesses qualifications, nor readily available elsewhere in the corps, for the performance of special duties within PHS.
2. A recall to active duty will not be for a period of more than one year. Requests for extension of a recall will be considered in accordance with Section D., below. No recall or extension of a recall will be approved unless the officer is physically qualified for active duty.
3. A recall to active duty will not be approved solely to enable an officer to complete a retention special pay or continuation pay contract.

Section D. Procedures

1. Request for Recall. Form PHS-1662, Request for Personnel Action, must be submitted by the requesting program to the Director, CPOD, at least 45 days before the requested effective date. The request must be accompanied by a written justification for the recall as stated in Section C., above, and the written consent of the officer concerned.
2. Extension of Recall. The request for an extension of a recall to active duty must be submitted by the requesting program as provided in Section D.1., above, to the Director, CPOD, at least 45 days before the effective date of the officer's return to retired status. The request for extension of a recall to active duty must be submitted by using form PHS-1662 and must be justified by the criteria contained in Section C., above, as well as by the officer's current performance.