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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Chapter CC23--Staffing
Subchapter CC23.5--Utilization
Personnel INSTRUCTION 9--Short Tours of Active Duty - Inactive Reserve Corps

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Section A. Purpose and Scope

1. This INSTRUCTION defines short tours of active duty for officers of the Commissioned Corps of the Public Health Service (PHS) who are in inactive reserve status, and sets forth officers' entitlements and responsibilities while serving on such short tours. This INSTRUCTION also provides information on procedures necessary to accomplish a call to active duty (CAD) for a short tour.
2. This INSTRUCTION defines policies and procedures for the PHS inactive reserve corps (IRC) concerning appointment, utilization, and separation of inactive reserve officers. It also sets forth the Department of Health and Human (HHS) Operating Division (OPDIV) or Program responsibilities and officers' benefits, privileges, and obligations in support of PHS initiatives.
3. This INSTRUCTION does not apply to:
 - a. Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP), (see Commissioned Corps Personnel Manual (CCPM), INSTRUCTION 4, Subchapter CC25.2, of this manual);
 - b. Short tours of active duty for training (see CCPM, INSTRUCTION 2, Subchapter CC45.2, "Inactive Duty Training," of this manual, for regulations prescribing conditions under which PHS commissioned officers in inactive reserve status may be authorized to participate in training programs); or
 - c. Retired officers who are recalled to active duty (see CCPM, INSTRUCTION 3, Subchapter CC23.5, "Recall of Retired Officers to Active Duty," of this manual).

Section B. Authority

1. Section 203 of the PHS Act (42 U.S.C. 204) authorizes the establishment of an inactive reserve within the PHS Commissioned Corps for the purpose of securing a reserve for duty in the Service in times of national emergency. The PHS Act provides that commissioned officers of the reserve corps shall at all times be subject to Call to Active duty. In nonemergency situations, an officer of the inactive reserve is recalled to active duty only with his/her consent. Under Section 216 of the PHS Act (42 U.S.C. 217), the President may, by Executive Order, declare the PHS Commissioned Corps to be a military service and a branch of the land and naval forces of the United States and subject to the Uniform Code of Military Justice (UCMJ). When such an Executive Order has been issued, inactive reserve officers may be recalled involuntarily to active duty as individuals, or under partial or total mobilization plans.

2. The authority to administer the PHS Commissioned Corps is prescribed in Section 215 of the PHS Act (42 U.S.C. 216). The authority for daily administration of the PHS Commissioned Corps has been delegated to the Director, Division of Commissioned Personnel (DCP).
3. Regulations governing appointment to the PHS Commissioned Corps are set forth in 42 CFR 21.21 et seq. Authority regarding the termination of IRC officers is contained in CCPM, Subchapter CC43.7, INSTRUCTION 1, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved," of this manual.
4. The Joint Federal Travel Regulations (JFTR) of the Uniformed Services prescribes the basic regulations concerning travel allowances for members of the Uniformed Services who travel incident to call to active duty for short tours. In the event of a conflict between the provisions of this INSTRUCTION and the provisions of the JFTR, the latter shall take precedence.

Section C. Definitions

For purposes of this INSTRUCTION, the following definitions shall apply:

1. Short Tours of Active Duty. The CAD of an inactive reserve officer for a continuous period not to exceed 120 days, the beginning and terminal dates of which are specified in the CAD personnel order. Extensions of short tours of active duty may be approved to meet the needs of the Service, except that an officer shall not be permitted to serve in such status for more than 240 calendar days in a fiscal year.
 - a. Regular Short Tours. Short tours which are used to meet temporary staffing needs, augment permanent staff, provide training or consultation, and cover extended sick leave or annual leave situations.
 - b. Emergency Short Tours. Short tours which are used to meet the needs of the HHS OPDIVs or Programs with identified emergency preparedness functions, including but not limited to domestic emergencies, natural disasters, technological hazards, mass immigration, and national security emergencies.
2. Intermittent Tours of Active Duty. The CAD of an inactive reserve officer for recurrent periods the sum of which shall not exceed 100 days in a fiscal year. The personnel order will reflect that the total number of duty days in one fiscal year shall not exceed 100. Intermittent duty orders are automatically terminated if an officer is called to any other tour of active duty, and will not be reinstated during that fiscal year.

Section D. Utilization

The purpose of the IRC is to provide a pool of health professionals to be held in reserve and utilized in the following manner:

1. Meeting Emergency Needs. The IRC may be utilized to meet the staffing needs of HHS OPDIVs or Programs for health and health-related professionals during periods of national security emergencies or major peacetime disasters (i.e., technological hazards, natural disasters, energy and material shortages, refugee influx, internal disturbances, war).
2. Supporting Ongoing (Peacetime) HHS OPDIVs or Programs. The IRC may be used to meet temporary staffing needs, augment permanent staff, provide expert advice, training or continuing education, and cover extended sick leave or annual leave situations.
3. Recruiting Activities. The IRC may be employed to provide orientation, career guidance, and referrals to prospective officers and to facilitate recruitment activities through early commissioning programs for students in health and health-related disciplines or in postgraduate internships, residencies or similar training.

Short tours and/or intermittent tours of duty may be utilized to accomplish the above mission.

Section E. Activation from the Inactive Reserve Corps

There are a variety of circumstances under which inactive officers may be CAD with or without their consent. The following is a list which outlines these circumstances:

1. Peacetime. During peacetime, including periods involving domestic emergencies and natural disasters, IRC officers will not be CAD without their consent.
2. Detail to Other Uniformed Services. IRC officers may, with their consent, be detailed to other Uniformed Services and, if so detailed, are subject to the laws of the Service to which detailed, including the UCMJ when the hosting Service falls under UCMJ.
3. National Emergency or War: Corps in Military Status. During a period of national emergency or war following promulgation of an Executive Order declaring the PHS Commissioned Corps a military service and branch of the land and naval forces, CAD orders may be issued to IRC officers without their consent. Such orders may be issued to:

- a. Individual PHS inactive reserve officers;
 - b. Groups of such officers under partial mobilization plans; or
 - c. All inactive reserve officers under total mobilization plans. Failure to comply with such orders will result in prosecution under the UCMJ.
4. Selective Service General Draft and Doctors and Dentists Draft. The law which governs these drafts is the Military Selective Service Act of 1967 (50 U.S.C. App. 451 et seq). When this Act is in force, inactive reservists who have not satisfied their selective service obligation will be CAD immediately or have their commission involuntarily terminated. IRC officers who fail to comply with CAD orders when the commissioned corps is in a military status are subject to prosecution under the UCMJ.

Section F. Appointment, Retention, and Reactivation of IRC Officers

1. Appointment

Selection of an officer for the PHS IRC is usually made through placement in the inactive reserve (inactivation) following a satisfactory tour of active duty in the reserve corps or through appointment to the inactive reserve of a former regular corps officer upon separation from active duty. Infrequently, direct appointments in the IRC are made for shortage category specialists or professionals not otherwise obtainable. To be eligible for consideration for such an appointment, applicants must meet established appointment criteria as set forth in CCPM, INSTRUCTION 4, Subchapter CC23.3, "Appointment Standards and Appointment Boards," of this manual.

a. Appointment Upon Officer Separation

An officer requesting separation from active duty in the PHS Commissioned Corps may request an IRC appointment upon satisfactory completion of 2 years of active duty. To request inactivation, the officer must complete Form PHS-1373, "Separation of Commissioned Officer." If the Director, DCP, determines that the officer meets the commissioned corps' requirements for appointment in the IRC, and there is an anticipated categorical need or likelihood that the specific officer may be recalled, the officer will be appointed at his/her permanent grade at time of inactivation and be so informed in the personnel order that relieves the officer from active duty, otherwise the officer's commission will be terminated.

Officers who have an outstanding active-service obligation, or who break a special pay service contract, will not be placed in the IRC.

b. Direct Appointments

Individuals seeking a direct appointment in the IRC are required to complete Form PHS-50, "Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps." The individual must meet all appointment requirements for appointment into the IRC. A justification explaining the need for such a direct appointment into the IRC must accompany Form PHS-50, and should be prepared by a Bureau, Institute, Center, Area, or Office Director (or a higher level OPDIV or Program official) and forwarded through channels to the Director, DCP. The justification must explain why a direct appointment is requested and why existing IRC officers do not meet the anticipated needs.

2. Retention of PHS IRC Officers

After an officer has been selected for placement in an inactive reserve status, there are certain conditions which must be met in order to retain this status.

- a. An officer must maintain a current address with the PHS inactive reserve program at which he/she can be contacted directly or through a responsible source if no permanent address is available.
- b. An officer must respond to any official PHS correspondence within the timeframe and in the manner specified by the inquiry.
- c. Medical standards used for retention of active-duty officers are also used to determine IRC officers' fitness for duty. Medical examination requirements and responsibilities vary according to the type and length of tour being considered.

3. Call to Extended Active Duty from the Inactive Reserve

Because IRC officers continue to hold PHS commissions, they are not required to go through the full application process to request a CAD. Instead, an officer should send a letter to the Director, DCP, which contains the date when he/she is available for recall to active duty and the individual's area of interest. If the officer has not completed a health assessment examination in the past 5 years, he/she is required to take a physical examination and submit Form SF-88, "Report of Medical Examination" (Exhibit II), pursuant to PHS regulation 42 CFR 21.34. Also, Form SF-93, "Report of Medical History" (Exhibit III), must be submitted to the Medical Affairs Branch (MAB), if more than 1 year has passed since completion of a previous health history. See Section J., below, for further information regarding medical examination requirements. The IRC officer must meet all applicable appointment standards in effect at the time of his/her request for extended active duty. An officer returns to

active duty at the permanent grade for which he/she is eligible and follows the normal temporary grade promotion procedures for any officer called to extended active duty.

Section G. Responsibilities and Procedures

1. OPDIV or Program Officials. The requesting OPDIV or Program official shall:
 - a. Develop and maintain plans for the utilization of IRC officers.
 - b. Request and justify direct appointments for IRC officers as discussed in Section F.1.b., above.
 - c. Contact the Officer Development Branch, DCP, prior to the completion of Form PHS-1662, "Request for Personnel Action - Commissioned Officer," (Exhibit I) with information concerning specialty(ies) of the officer(s) needed and the timeframe of their service;
 - d. Submit to the Officer Development Branch, DCP, a completed Form PHS-1662, for each continuous short or intermittent tour request after the selection of the officer so as to effectuate the inactive reserve officer's CAD, and to verify the availability of funds for pay, allowances, and travel for such request;
 - e. Specify whether the assignment falls within the description of a standard billet, or whether the assignment is unique. In the latter case, a completed Form PHS-4392, "Billet Description," must accompany Form PHS-1662 (see INSTRUCTION 4, Subchapter CC23.5, "Billet Program," of the CCPM);
 - f. Specify travel entitlements on Form PHS-1662, and in addition, must include the following information:
 - (1) For continuous short tours:
 - (a) Beginning and termination dates of the short tour including the approximate time of day (see item 6a on Form PHS-1662);
 - (b) A statement that the tour is not to exceed 120 calendar days (see item 12 of Form PHS-1662).
 - (2) For intermittent tours:
 - (a) Notation that intermittent duty is requested (see item 5 on Form PHS-1662);

- (b) Beginning and termination dates of the intermittent duty, a statement that active duty is not to exceed 100 days in one fiscal year.
- g. Submit a Form PHS-1662 to terminate a personnel order for an intermittent tour prior to the end of the fiscal year;
 - h. Submit a blanket Form PHS-1662 for each assigned duty station if there are to be numerous actions within one fiscal year. A blanket Form PHS-1662 will provide only generic information, including Common Accounting numbers (CAN) for both travel and pay, as well as designated agent number for payroll data; the OPDIV or Program of assignment and the address of the duty station; the administrative code of the assignment; signatures of the appropriate OPDIV or Program and financial officials; and any information necessary for travel benefits, inasmuch as CAD orders also act as travel orders for CAD from inactive reserve;
 - i. Submit to DCP, a memorandum with authorizing signature furnishing the name(s) of selected officer(s) when the blanket PHS Form-1662 is used;
 - j. Promptly process all travel vouchers after the tour is completed;
 - k. Send leave card (Form PHS-31, "Officer's Leave Record") to the Office of the Director, DCP, at the end of each short tour over 30 days so that lump-sum leave may be calculated and paid to the officer; and
 - l. Ensure that officers on short tours of active duty are not CAD or separated more than once in the same calendar month.
2. Director, DCP. The Director, DCP, is responsible for:
- a. Developing new or revised personnel policy and procedural issuances concerning the role and mission of the IRC and the utilization of IRC officers;
 - b. Maintaining current computerized data regarding availability, qualifications and experience, health status, service data, addresses, and telephone numbers of all IRC officers;
 - c. Providing data upon request to appropriate officials regarding IRC officers by professional discipline or specialty, geographical area, and/or availability of data.
 - d. Determining the appropriate size and composition of the IRC on the basis of potential needs;

- e. Approving direct appointments to the IRC;
- f. Issuing ID cards;
- g. Approving requests for, and eligibility of, officers to participate in inactive-duty training or intermittent or short tours of active duty;
- h. Detailing IRC officers to organizations other than PHS for inactive duty training, intermittent duty, other short-term active duty, or for mobilization purposes. Mobilization details will be made only after authorization by appropriate authority;
- i. Issuing short-tour duty and intermittent-duty orders, inactive-duty training orders (with or without pay, or permissive), and other short-term active-duty orders as may be appropriate to IRC officers;
- j. Authorizing pay and allowances, travel and transportation, and other entitlements for IRC officers;
- k. Maintaining liaison with the Selective Service system and implementing Selective Service procedures regarding IRC officers when necessary;
- l. Terminating appointments of IRC officers who fail to respond to communications, or fail to participate in IRC activities, or who are in excess of needs in a particular professional discipline or specialty in accordance with requirements prescribed in CCPM, INSTRUCTION 1, Subchapter CC43.7, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved," of this manual.
- m. Advising OPDIVs or Programs of the necessary steps for calling IRC officers to active duty for short or intermittent tours;
- n. Assisting in the selection of IRC officers to volunteer for short tours through mailings, telephone inquiries, or fax, as required by the situation;
- o. Informing officers about basic short tour procedures and information, including any pay issues and travel and per diem entitlements;
- p. Ensuring that officers comply with licensure requirements;
- q. Ensuring that officers comply with medical requirements;

- r. Processing all Forms PHS-1662, including assignment of the standard billet number, based on information forwarded by the OPDIV or Program, in accordance with DCP's internal operating procedures;
 - s. Processing payroll claims of officers on short tours in accordance with DCP internal operating procedures; and
 - t. Ensuring that officers on short tours of active duty are not CAD or separated in the same calendar month.
3. Inactive Reserve Corps Officers. IRC officers who are CAD for short tours shall:
- a. Understand the procedures for short or intermittent tours;
 - b. Submit the required documentation for medical clearance (see Section J., below);
 - c. Inform DCP of poor health, family or personal hardship which may make it extremely difficult or impossible to respond to CAD orders for a period of 6 months or longer;
 - d. Submit the required documentation of licensure (see Section K.);
 - e. Report for active duty as ordered by the official personnel order;
 - f. Respond adequately and accurately to official PHS communications within the timeframes established in the communication, and understand their responsibilities as active-duty reserve officers;
 - g. Notify DCP of any changes in address, home and office telephone numbers, fax number, and e-mail address;
 - h. Submit required documentation for payroll purposes (see Section M., below); and
 - i. Submit requests and documentation regarding resignation from the PHS Commissioned Corps.

Section H. Grade Upon Call to Active Duty

An inactive reserve officer on CAD for a short tour shall serve in the temporary grade for which he/she is eligible in accordance with his/her training and experience (T&E). That grade will be retained only for the duration of his/her short or intermittent tour. Once the short or intermittent tour is over, the officer reverts to his/her former permanent grade. This applies to officers in all professional categories.

Section I. Annual Leave

1. An officer who is serving on a continuous short tour of active duty of less than 30 days does not accrue annual leave.
2. An officer who is on intermittent tour orders does not accrue annual leave while in this status.
3. Lump-sum leave payments made to officers on short tours of more than 30 days count against the 60 days maximum lump-sum leave payment(s) an officer may receive for a lifetime of service. For policies and related procedures regarding annual leave for PHS commissioned officers, and for tables used to determine leave accrual upon CAD for 30 days or longer, see CCPM, INSTRUCTION 2, Subchapter CC29.1, "Annual Leave," of the CCPM.

Section J. Physical Standards and Medical
Examination Requirements

1. Conditions which are deemed to interfere with the adequate performance of duties which represent an unacceptable risk for excessive use of sick leave or medical services, or for disability or death during the short tour, will be cause for physical disqualification. Officers applying for short tours of active duty must meet the same physical qualification standards as individuals applying for extended general duty.

Note: At the present time, CCPM Pamphlet #46, "Guiding Medical Standards," is not as strictly applied to officers seeking reactivation for short tours in contrast to those applying for extended active duty. Instead, a medical judgement is made regarding the risk represented by that officer while on the projected short tour. However, clearance for short tours is specified to be for 120 days or less.

2. Applicants for "direct entry" (commissioning) into the IRC must complete the same medical screening process as is required for extended general duty applicants. This requires not only the completion of Forms SF-93 and SF-88, but also completion of Forms PHS-6379, "Supplemental Medical History Record Required of Applicants to PHS Commissioned Corps," and PHS-6355, "Report of Dental Examination of Applicants to the Commissioned Corps of the Public Health Service." Those applicants with prior active duty in other Uniformed Services must also complete Form PHS-6380, "Request for Uniformed Services Medical Records." As specified above, the Guiding Medical Standards are generally not as strictly applied, and applicants who appear to be acceptable risks for short tours of duty will be cleared for direct entry into the IRC.
3. No pregnant officer may remain on a short tour of active duty beyond 8 weeks before the expected date of delivery.

4. For reactivation of all short tours, Form SF-93 must be completed within 1 year before CAD, and Form SF-88 is completed within 5 years before CAD.

Note: Officers must notify MAB, DCP, immediately of any significant change in health occurring after completion of the forms and before CAD. If there is insufficient time to permit the completion of required Form SF-88 before CAD for a short tour, submission of copies of all medical records for the past 5 years may possibly satisfy this requirement. In some cases, provisional medical clearance will be granted on the condition that further specified examinations or items of medical information be received by MAB within 15 days after CAD. In such cases, either failure to receive the requested information or the gravity of conditions disclosed by the further information may lead to prompt termination of the short tour of duty prior to the planned end-date.

The required Form SF-93, however, must be received in MAB before any type of clearance for CAD can be granted for any short tour. To expedite processing, the requested information may be transmitted to MAB by fax. The confidential medical telefax for MAB is (301) 594-3299, or telephone number 1-800-535-7691. (For more information on medical examination requirements, see INSTRUCTION 5, Subchapter CC29.3, of the CCPM.)

Section K. Licensure Requirements

To be eligible for consideration for a CAD for short tours or for intermittent tours, IRC officers must meet the licensure requirements, as well as other established appointment criteria, as set forth in CCPM, INSTRUCTION 4, Subchapter CC23.3, see Section F., above.

Section L. Travel

1. General

- a. Travel may be authorized if the officer is CAD from a location which is not near his/her duty station. No travel and transportation allowances will be payable unless directed by personnel orders. No payment will be made for travel performed prior to the issuance of orders. For intermittent tours, the personnel order will announce:

- (1) that the officer shall "report to duty station as directed by the official in charge," for continuous short tours;
- (2) the duty station location;

- (3) that the personnel order number will serve as the travel order number. The personnel order may direct that officers use a specific mode of travel (e.g., air travel). If the personnel order authorizes, but does not direct, a specific mode of travel, the officer may select the mode of travel provided that he/she reports to duty at the specified time. Shipment of household goods and travel of dependents are not authorized for short tours, however, see paragraph 3., below.
- b. If the officer's residence and the duty station are located in the same city, town, or local travel area, commuting will be considered practicable, unless the nature of the duty is such that the officer must stay at the duty station. The official in charge of the officer's assignment shall make determinations as to the practicability of commuting. When it is not practicable to commute, and Government quarters and/or mess halls are unavailable, the officer will be entitled to per diem or actual expense allowances, as applicable.
2. Duty Away from Short-Tour Station. If it is necessary for the officer to perform duty at a location which is not within the local area of the one to which he/she was originally ordered to duty, the OPDIV or Program shall issue official travel orders for such duty and travel; the entitlements shall be the same as those for officers on temporary duty (i.e., per diem or actual expense, transportation, miscellaneous reimbursable expenses).
3. Continuous Short Tours. The OPDIV or Program shall determine which of the following items are applicable and request them on Form PHS-1662:
- a. Need to direct a specific mode of travel;
- b. Whether a rental car will be needed;
- c. Whether a temporary change-of-station weight allowance of household goods and/or professional books, papers, and equipment will be needed due to the nature of the assignment.

The personnel order will direct or authorize the above items, as applicable, and will also specify the CAD and reporting dates. Allowance will be made for active-duty time for travel purposes between these two dates. The actual number of days allowed will be based on the utilization of a mode of travel which is directed or authorized.

Section M. Pay and Allowances

1. Continuous Short Tours of 30 Days or More. Inactive reserve officers called to active duty receive basic pay and housing, and subsistence allowances based on their pay grade. Special pay is authorized if conditions are met for special pay. Deductions will be made for Federal and State income taxes relating to basic pay and special pay, if applicable; for Federal Insurance Contributions Act (FICA); and for Servicemen's Group Life Insurance (SGLI). For information on special pay on short tours of active duty, see CCPM, Subchapter CC22.2, "Special Pays," of this manual.
2. Intermittent Tours and Short Tours of Less Than 30 Days. Inactive reserve officers called to active duty on intermittent orders or short tours of less than 30 days receive pay and allowances as described in paragraph 1., above. The personnel order will note that travel of dependents, and shipment of household effects, and uniform allowances are not authorized. The order will also note which special pays are authorized. Upon issuance of the personnel order, the Compensation Branch (CB), DCP, will furnish the officer the necessary instructions for claiming compensation for intermittent duty and for short tours of less than 30 days. Officers are instructed that they can claim pay by submitting documentation upon completion of each single period of duty. Vouchers received prior to the 15th of the month will be paid as part of that month's payroll. Vouchers received on or after the 15th of the month will be processed on the following month's payroll. All documentation must be completed and sent to CB, DCP, within 10 days of each period of active duty.

Section N. PHS Inactive Reserve Corps Officers' Benefits and Privileges

1. Identification (ID) Cards. During the period of time on active duty as indicated by the personnel order, officers may use a copy of the CAD personnel order for admission to military commissaries, post or base exchanges, and Military Treatment Facilities (MTFs). Inactive reserve officers are not eligible for the above-named privileges except during authorized periods of active duty.
2. Uniforms
 - a. Uniforms may be required if an officer, on a short tour of active duty for 30 days or longer, is assigned to a duty station designated as a uniform station. However, in some instances for short tours of active duty of 30 days or longer, uniforms may not be required even though the duty station is so designated. At these stations, the uniform requirement for officers on short tours of active duty will be determined by the responsible OPDIV or Program authority.

At duty stations which are not designated as uniform stations, the Director, DCP, exercises the authority to direct officers to wear the PHS uniform pursuant to CCPM, INSTRUCTION 2, Subchapter CC26.3, "Directive to Wear the Public Health Service Uniform," of this manual.

- b. Under 37 U.S.C. 415(c), an officer is eligible for one uniform allowance of \$250 in his/her career. Therefore, if a uniform allowance was received at any time previously, another allowance cannot be authorized regardless of circumstances (see INSTRUCTION 3, Subchapter CC22.4, "Uniform Allowance," of the CCPM).

3. Health Care

- a. Officers. While on active duty, officers are eligible for emergency health and emergency dental care at Uniformed Services Military Treatment Facilities (MTFs). Care for conditions defined as emergencies may also be obtained from private facilities, but must be reported to a Patient Care Coordinator (PCC) in MAB within 72 hours. Routine health and dental care may be obtained at an MTF on a space-available basis and generally must be defined as medically necessary. Such definitions may vary from facility to facility. Ordinarily, MAB will not authorize routine health care from civilian providers. For more information on health care, see CCPM, INSTRUCTION 7, Subchapter CC29.3, "Health Care Benefits; Active Duty Officers," of this manual, and CCPM Pamphlet #65, "Information on Health Care Services."

Officers whose duty stations are outside the catchment area of an MTF, must contact a PCC for consideration of prior authorization for civilian care or referral to a Uniformed Services facility.

- b. Dependents. Dependents of officers who are on active duty for a period of more than 30 days are eligible for health care during that period at an MTF, subject to availability of space and the capabilities of the medical and dental staff. Spouses and children of such officers are also eligible for health care during that period under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)/TRICARE, unless eligible for Medicare (see CCPM, INSTRUCTION 4, Subchapter CC29.3, "Health Benefits Under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS): Retirees and Dependents of Active Duty, Retired, and Deceased Officers," of this manual).

Note: Dependents of officers on active duty for 30 days or less are not eligible for health care at government expense.

4. Benefits. Officers called to active duty for short tours are entitled to the following:
 - a. Credit toward retirement on the basis of one day's credit for each day served on active duty. However, PHS commissioned officers in the inactive reserve are not entitled to retirement for non-regular service as is the case with military members. Further, PHS commissioned officers on short tours of active duty are not eligible for retirement under the provisions of 42 U.S.C. 212(a)(1);
 - b. Disability benefits as prescribed in 10 U.S.C. 1201 and 1204;
 - c. Death benefits as prescribed in 10 U.S.C. Chapter 75;
 - d. Consideration for PHS Commissioned Corps awards; and
 - e. Military commissary and post or base exchange privileges while on active duty.

5. Promotions Upon Recall to Active Duty. IRC officers are considered for promotion when recalled to active duty. Usually an officer will hold a higher temporary than a permanent grade while on extended active duty. An inactivating officer reverts to his/her permanent grade and follows active duty procedures for rank eligibility and promotion consideration as follows:

Recall for short and intermittent tours: Recall at an eligible temporary grade.

Recall for extended active duty: Recall at an eligible permanent grade with consideration for temporary promotion, if eligible, by the next appropriate promotion board. Eligibility for promotion is based upon the officer's T&E.

IRC officers cannot be considered for promotion upon recall to active duty without providing complete information on their T&E. A determination will be made whether work experience and training are applicable to the officer's professional degree of commission (for example, legal practice is not creditable for an engineer officer unless in a related special field, such as legal aspects of civil engineering practice). T&E dates will be adjusted based on the credit allowed for an officer's practice or employment. Officers are notified of promotions upon recall to active duty or changes of T&E by personnel orders.

Upon release from active duty, an IRC officer will revert to his/her permanent grade. If an officer applies for extended active duty subsequent to a short tour, his/her file will be reviewed by an appointment board in accordance with DCP procedures for officers on CAD, and his/her grade will be established in accordance with his/her T&E (see CCPM, INSTRUCTION 4, Subchapter CC23.3, "Appointment Standards and Appointment Boards," of this manual).

6. Longevity Credit. Under 37 U.S.C. 205, IRC officers are authorized longevity credit for purposes of basic pay for time spent in an inactive status. Longevity credit on a year-to-year basis will determine the individual's rate of basic pay should he/she return to active duty in PHS. Time spent in the IRC will also be credited for base-pay computation purposes if the officer resigns his/her PHS commission and is appointed to another Uniformed Service.
7. Soldiers' and Sailors' Civil Relief Act. Under 42 U.S.C. 213(e), PHS commissioned officers are provided all the rights, privileges, and entitlements of the Soldiers' and Sailors' Civil Relief Act during periods of active duty (see CCPM, INSTRUCTION 2, Subchapter CC29.9, of this manual for further guidance).
8. Reemployment Rights. Full reemployment rights of inactive reserve members ordered to active duty are authorized by law (38 U.S.C. 2024).
9. Retirement. Unlike the Armed Forces, there is no type of retirement program (other than disability under specific circumstances) for IRC officers.

Section O. Resignation and Termination of Commissions of IRC Officers

An IRC officer's commission may be terminated in the following manner and for the following reasons.

1. Voluntary. An officer may voluntarily terminate his/her inactive commission at any time prior to the promulgation of an Executive Order militarizing the PHS Commissioned Corps. After such an order is issued, officers are no longer considered to be in a voluntary status and are subject to the UCMJ. Form PHS-6125, "Resignation - PHS Commissioned Corps Officer Inactive Reserve," is provided to officers when they are assigned to the IRC. Additional copies of Form PHS-6125 may be obtained by writing to the Director, DCP, or by accessing DCP's web site at <http://dcp.psc.gov>.

2. Involuntary. The roster of reserve corps officers in inactive status is reviewed periodically to determine the current location of officers and their availability and fitness for active-duty assignments. Pursuant to CCPM, Subchapter CC43.7, INSTRUCTION 1, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved," of this manual, an IRC officer may be terminated under any one of the following circumstances:
- a. The OPDIV or Program to which the officer was assigned while in active-duty status recommends in writing that the officer not be placed in the reserve corps in inactive status;
 - b. An officer voluntarily requests to be released from active duty prior to completion of 2 years of service in active-duty status or prior to completion of an obligated or agreed to period of active duty;
 - c. A determination is made by the Director, DCP, that there is no potential OPDIV or Program requirement for an officer of his/her grade, category, occupation, or specialty;
 - d. PHS is not able to contact the officer after a written inquiry (e.g., the mailing is returned undeliverable, or the officer fails to respond to official correspondence or requests for information).
 - e. The officer fails to comply with a CAD order to an OPDIV or Program in which the officer has volunteered to serve;
 - f. The officer fails to comply with a CAD order during a national emergency (excluding periods when the PHS Commissioned Corps has been declared, by Executive Order, to be a military service);
 - g. The officer is not available for duty because of occupational, personnel, or medical reasons; or
 - h. The officer's performance or conduct while in active duty or inactive reserve status is determined to be unsatisfactory.

Section P. Privacy Act Provisions

Records of officers concerning short tours of active duty are subject to the Privacy Act of 1974. CCPM, INSTRUCTION 7, Subchapter CC26.1, "Rights and Responsibilities of PHS Commissioned Officers Under the Privacy Act of 1974," of this manual, sets forth procedures to be followed in the maintenance of these records. The applicable systems of records are 09-40-0001, "PHS Commissioned Corps General Personnel Records, HHS/PSC/HRS," and 09-40-0002, "PHS Commissioned Corps Medical Records, HHS/PSC/HRS."

EXHIBIT I

Form PHS-1662, "Request for Personnel Action"

EXHIBIT I (Continued)

Form PHS-1662, "Request for Personnel Action"

EXHIBIT II

Form SF-88, "Report of Medical Examination"

EXHIBIT III

Form SF-93, "Report of Medical History"