Section A. Purpose and Scope

This INSTRUCTION sets forth policy and procedures for the use of the new form PHS-1662, "Request for Personnel Action - Commissioned Officer." Form PHS-1662 is used by the Division of Commissioned Personnel (DCP) to prepare personnel orders which effect actions of officers in the Public Health Service (PHS) Commissioned Corps.

The new form PHS-1662 replaces old 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."
Section B. Authorities

The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216 of the PHS Act. The authority for daily administration of the PHS Commissioned Corps has been delegated to the Director, DCP, Human Resources Service, Program Support Center.

Section C. Use of Form PHS-1662

1. Detailed instructions for completion of form PHS-1662 are found on the reverse side of the form (see Exhibit I).

2. Form PHS-1662 is used to request all types of personnel actions, excluding separations and retirements. The following types of actions as defined herein are considered as calls to active duty (CAD):

   a. Extended Active Duty. An appointment of an applicant to the reserve corps without limitation (but subject to probationary period) and without a tour-end date;

   b. Conversion from Civil Service. Appointment of an applicant to the PHS Commissioned Corps from a position in another Federal personnel system (see Commissioned Corps Personnel Manual (CCPM), INSTRUCTION 1, Subchapter CC23.3, "Appointment of Civil Service Employees to the Public Health Service Commissioned Corps," and INSTRUCTION 3, Subchapter CC29.1, "Transfer of Leave Between Commissioned Corps and Other Federal Leave Systems," of this manual);

   c. Program Limited Tour. Is a limitation of a tour of active duty of an applicant to a specified period of time based upon specific circumstances, e.g., Clinical, Research, or Staff Associate programs, or Epidemic Intelligence Service program and/or the PHS Epidemiology Training/Experience program (see CCPM, INSTRUCTION 8, Subchapter CC23.3, "Limited Tours of Active Duty," of this manual);

   d. CAD for Training. Direct assignment of an applicant to an educational institution or training program (other than Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) for training purposes (see CCPM Regulation, INSTRUCTION 1, Subchapter CC45.2, "Training," of this manual).

      (1) Junior COSTEP. Assignment of an applicant to Junior COSTEP (see CCPM, INSTRUCTION 4, Subchapter CC25.2, "Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)," of this manual);
(2) **Senior COSTEP.** Assignment of an applicant to Senior COSTEP (see CCPM, INSTRUCTION 5, Subchapter CC25.2, "Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP)," of this manual);

e. **Recall from Retirement.** Assignment to tour of active duty after having been placed in retired status (see CCPM, INSTRUCTION 3, Subchapter CC23.5, "Recall of Retired Officers to Active Duty," of this manual);

f. **Recall from Inactive Reserve**

   (1) **Short Tour.** Assignment of an inactive reserve corps officer for a continuous period of active duty not to exceed 120 days (see CCPM, INSTRUCTION 9, Subchapter CC23.5, "Short Tours of Active Duty," of this manual);

   (2) **Extended Active Duty.** Assignment of an inactive reserve corps officer to active duty for an indefinite period, (see section C.2.a., above);

   (3) **Intermittent Tour.** Assignment of an inactive reserve corps officer for recurrent periods of active duty (see CCPM, INSTRUCTION 9, Subchapter CC23.5, of this manual); and

   g. **Other.** Any CAD for an assignment not covered by specific actions listed in this section. For further advice concerning the use of this section, contact the Transactions and Applications Section (TAS), Personnel Services Branch (PSB), DCP.

3. Form PHS-1662 is also used to request the following kinds of personnel actions:

   a. **Transfer.** Reassignment within the organizational structure of the Department of Health and Human Services (HHS) other than a change of assignment within the officer's duty station with change of administrative code (see C.3.d., below).

   **Note:** In requesting reassignment from one HHS Agency/Operating Division (OPDIV) or Program to another, the gaining Agency/OPDIV or Program must obtain prior approval of the transfer from the losing Agency/OPDIV or Program and annotate Section 6b (Concurrence Information) of form PHS-1662 accordingly.

   b. **Amend Personnel Order.** Change information on a previously issued personnel order subject to the conditions noted below;
(1) A personnel order shall be amended prior to its effective date only if the Agency/OPDIV or Program requests such change sufficiently in advance of the projected effective date.

(2) The Comptroller General (CG) has ruled consistently that no personnel order may be amended, cancelled, or revoked retroactively to either increase or decrease vested rights of Government personnel.

c. **Detail.** Any special assignment in which a PHS Commissioned Officer is ordered to perform duties prescribed in a memorandum of personnel agreement with an organization outside HHS. (See CCPM, Subchapter CC23.5, of this manual);

d. **Billet Update.** Any change in an officer's assignment which affects his/her duties (see CCPM, INSTRUCTION 4, Subchapter CC23.5, "Billet Program," of this manual);

e. **Training.** Assignment of a PHS Commissioned Officer to an educational institution or training program for full-time or part-time, intramural or extramural training purposes. (See CCPM Regulation, INSTRUCTION 1, Subchapter CC45.2);

f. **Extend Tour-End Date.** Change end date specified in original personnel order to a later end date for the tour of duty;

g. **Remove Tour-End Date.** Remove date specified in original personnel order as end date for tour of duty; and

h. **Other.** Specific actions required other than those listed herein, e.g., temporary duty pending further orders, and reorganizations.

**Section D. Responsibilities**

1. **Agency/OPDIV or Program.** Agency/OPDIV or Program officials are responsible for:

   a. Initiating form PHS-1662 requesting personnel action and ensuring that form PHS-1662 is filled out completely and accurately with the required information and is sent through the appropriate channels for signatures. If there is an Agency/OPDIV or a Program-imposed scholarship obligation, the obligation end date should be provided;
b. Ensuring that form PHS-1662, except in the case of training, is received in DCP at least 10 calendar days in advance of the requested effective date of the action, when there is no geographic relocation, recognizing that such timing is imperative for the execution and delivery of timely personnel orders to officers;

c. Ensuring that form PHS-1662, except in the case of training, is received in DCP at least 20 calendar days in advance of the requested effective date of the action, when there is a geographic relocation, recognizing that such timing is imperative for the execution and delivery of timely personnel orders to officers;

d. Ensuring that form PHS-1662, in the case of training, is received in DCP at least 30 calendar days in advance of the requested effective date of the action;

Note. The 20 or 30-calendar day time period begins only after all commissioning and reassignment prerequisites have been met. For commissioning, these prior conditions would include appointment boarding, medical and suitability clearances, licensure verification, waivers, and conditional releases. For reassignment, the conditions would include all clearances, licensure verification, and other relevant requirements of the proposed assignment. All appointment and reassignment requirements shall be completed before DCP issues personnel orders.

e. Ensuring that the last signer on form PHS-1662 is the Agency/OPDIV or Program Liaison to the Office of the Surgeon General (OSG), who shall be responsible for the validity of all other signatures on the forms;

f. Providing to TAS, PSB, a memorandum, which includes the typed names, titles, and signatures of officials in their programs who are authorized to approve form PHS-1662. Changes in officials authorized to sign forms PHS-1662 are to be submitted promptly as organizational changes occur and/or officials are reassigned. Forms PHS-1662 containing incomplete information, unauthorized signatures or lacking proper signature authorizations will not be processed, but will be returned to the submitting Agency/OPDIVs or Programs; and

g. Designating a specific contact person or the Agency/OPDIV or Program Liaison as the contact with DCP for ascertaining any additional information required by DCP.

2. Division of Commissioned Personnel. DCP is responsible for:

a. Reviewing and processing form PHS-1662 in accordance with DCP internal operating procedures; and
b. Issuing a personnel order after all required documentation is furnished and upon satisfactory clearance of the appropriate form.

Section E. 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.
EXHIBIT I

Form PHS-1662 (Request for Personnel Action)

1. NAME Last, First, Middle Initial

2. PHONE NUMBERS (home and work)

3. SERIAL NUMBER

4. CATEGORY

5. GRADE

6. OPEN/PROGRAM CONTACT

7. TYPE OF ACTION REQUESTED

8. ASSIGNMENT INFORMATION

9. CORRECTION INFORMATION

10. DUTY SITES

11. NEW ACCOUNTING INFORMATION

12. REQUIREMENTS

13. DIVISION AND OFFICE PROPOSED CLEARANCE AND APPROVAL

14. SECURITY INFORMATION

15. SPECIAL TRAVEL ALLOWANCES OR INSTRUCTIONS

16. DIVISION OF COMMISSIONED PERSONNEL CLEARANCE

DEPARTMENT OF HEALTH AND HUMAN SERVICES
T.S. 613 09/25/97
EXHIBIT I (continued)

Form PHS-1662 (Request for Personnel Action)

PHS-1662 (Rev. 6/97)

INSTRUCTIONS FOR COMPLETING FORM PHS-1662

An additional sheet of plain paper may be added to complete answers, if necessary. Be sure to put officer/applicant's name and Social Security Number (SSN) on additional sheets.

See INSTRUCTION 2, Subchapter CC23.6 of the Commissioned Corps Personnel Manual (CCPM), for additional information.

PLEASE TYPE OR PRINT LEGIBLY

After completing this form, forward original to the Division of Commissioned Personnel/HHS/PHS, ATTN: TAS, Room 4-20, 5600 Fishers Lane, Rockville, MD 20857-0001, at least 30 calendar days before effective date of requested action or 30 calendar days in the case of officer's application for active duty (CAD) to allow additional time, as the 20-day rule does not begin until all of the application materials and the officer's acceptance of a commission have been received in the Division of Commissioned Personnel (DCP).

1. Show the officer/applicant's full name (last name, first name, middle initial) as it appears on official documents.

2. Furnish officer's duty station/work phone number and applicant's work and home phone numbers (include area code).

3. Furnish officer/applicant's SSN, PHS Serial Number (SERNO) (if applicable), category, and band and branch (if applicable). Category responses should be one of the following:
   - Medical
   - Dental
   - Nursing
   - Other

4. Furnish name and phone number of Operating Division (OPDIV)/program official to be contacted if further information or clarification is necessary.

5. Indicate nature of action requested. See INSTRUCTION 2, Subchapter CC23.6 of the CCPM for definitions of types of actions.

6. Effective date should be the date you want the personnel order to be effective. For travel, the travel begins. Indicate date officer/applicant is to report to his/her new assignment or the last duty station he/she will be at the reporting station. DCP will make adjustments to CAD orders to include time required for travel to initial duty station. [NOTE: Reporting date should not be on a weekend day such as a holiday or weekend unless the OPDIV/Program specifically wants the officer to report such a day, and that the date of the CAD the reporting date should not be the 31st of any month.] Show obligation end date and training obligation end date, if applicable. Name and phone number of officer commanding in relevant date must be furnished. If annual leave on route is approved, so indicate and provide actual dates of annual leave.

7. Furnish officer's current duty station information and "NEW" duty station information. If a CAD order, furnish officer/applicant's home address in item 7(a) "Current Duty Station" and furnish "NEW" duty station information.

8. If temporary duty in route to new permanent duty station is requested, furnish the specific dates and place at which temporary duty will be performed and the purpose of such request.

9. Show mode of travel and officer/applicant's specific schedule if travel is by means other than privately owned vehicle (POV), e.g., air, train, bus, etc.

10. Indicate whether there are any special travel allowances or instructions about travel expenses, e.g., extra baggage, meals, etc.

11. Furnish the Common Accounting Number (CAN) for Pay, Accounting Point (PAY) number, Designated Agent/Timeshare number, CAN for Travel number, and Accounting Point (Travel/Transportation) number of the office to which the officer will be assigned.

12. Use for any additional necessary remarks.

13. It is mandatory to answer all questions concerning required clearances. Authority for:
   - Child Care Services (CCS): See 42 USC 1901(e)
   - Research Officer Group (ROG): See INSTRUCTION 1, Subchapter CC23.6, of the CCPM.

14. Division and OPDIV/Program officials requesting action must sign and date form. If you have any questions, contact your OPDIV/Program Commissioned Corps Liaison.

15. DCP will sign off and issue a personnel order only after all required documentation is furnished.