

Division of Commissioned Corps Officer
Support
Office of Commissioned Corps Operations
Office of the Surgeon General
1101 Wootton Parkway, Suite 100, Plaza Level
Rockville, MD 20852

DATE: January 9, 2006

FROM: Director, Division of Commissioned Corps Officer Support
Office of Commissioned Corps Operations

SUBJECT: Timely Submission of Requests for Personnel Actions for Transfers Into and Out of
Training Status

TO: Commissioned Corps Liaisons

The purpose of this memorandum is to remind all HHS/Operating Divisions (OPDIVs) and Programs, Commissioned Corps Liaisons and respective Program staff of the requirements for timely submission of requests for personnel actions relating to training.

The completed Form PHS-1662 is to be submitted to the Division of Commissioned Corps Officer Support /Training Project Officer, Office of Commissioned Corps Operations (OCCO) at **least 60 days prior to the effective date of the order** involving long-term training. This allows for the normal processing to be completed, all of the training requirements to be completed, personnel orders to be issued, and orders to be mailed to HHS/OPDIVs and Programs and officers well in advance of the effective date of the requested action.

Thank you for your assistance in this effort to issue personnel orders into and out of training.

If you have any questions or need assistance concerning the preparation and/or submission of these requests, please contact Ms. Betsy Darracott, Training Project Officer, on (240) 453.6037.

/s/
Marjorie E. Wallace
CDR, USPHS