



# Request for the Temporary Reassignment of State, Tribal, and Local Personnel During a Public Health Emergency Declared by the HHS Secretary

Section 319(e) of the Public Health Service (PHS) Act authorizes states and tribes to request the temporary reassignment of state, tribal, or local public health department or agency personnel funded under programs authorized by the PHS Act when the Secretary of the Department of Health and Human Services (HHS) has declared a public health emergency. The following reassignment conditions apply: reassignment must be voluntary; locations for reassignment must be covered under the public health emergency; and any reassignment over 30 days must be reauthorized.

**Instructions:** The state governor, tribal leader, or designee must complete this form and submit it to [TemporaryReassignment@hhs.gov](mailto:TemporaryReassignment@hhs.gov). In the case of submission by a designee, a copy of the designation must be included. Please note that reassignments are not authorized until HHS approval is received.

State or Tribal Locality:

Date of Request:

Requesting Official, including name and title:

Contact Information, including email address and phone number:

Type of Request:

New

Extension

**1. Identify the public health emergency declared by the HHS Secretary. Include the official date and title of the emergency as declared.**

**2. Identify the program applicable to the request and identify the authorizing HHS Operating or Staff Division. Also include an approximate number of personnel eligible to volunteer for reassignment.**

Program:

HHS Agency:

Number of Personnel Eligible:

**3. Describe the activities that will be conducted by the reassigned personnel and why the particular program was selected for consideration. Also include the impact on the ability of the program to meet the original mission and any budgetary impact.**

**4. Describe the impact that the temporary reassignment will have on the base program.**

**5. I assure the following:**

- The reassignment will last no longer than 30 days or until the HHS Secretary determines that the public health emergency no longer exists, whichever comes first.
- The public health emergency is in the geographic area of the state or Indian tribe.
- The current public health workforce cannot adequately and appropriately address the emergency.
- The public health emergency would be addressed more efficiently and effectively through the temporary reassignment of state or local personnel.
- The reassignment is consistent with the jurisdiction's all-hazards public health preparedness and emergency response plan required under section 319C-1 of the PHS Act.
- Unless otherwise provided under the laws or regulations of the state or Indian tribe, personnel have the opportunity to volunteer for temporary reassignment and are not required to agree to a temporary reassignment.
- Within 120 days of the end of the emergency or the end of the temporary reassignment authorization, the state or Indian tribe will submit to the HHS Secretary (through the Office of the Assistant Secretary for Preparedness and Response) a report outlining the effect the reassignment had on each program.

*The after action report must include:*

- The number of personnel reassigned from each program;*
- The amount of funds used to support the reassigned personnel;*
- Actual impact the temporary reassignment had on the programs, both positive and adverse;*
- How medical surge capacity was improved through reassignment (if applicable);*
- How the reassignment of personnel improved operational efficiencies; and,*
- How the reassignment assisted the state or Indian tribe in responding to or addressing the public health emergency.*

Printed Name of Authorized Official:

Signature of Authorized Official:

Date: