



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee



Scientist Category Handbook: Training

Last Updated: October 2022

TRAINING

Basic Readiness Training Opportunities

COMMISSIONED OFFICER TRAINING ACADEMY (COTA)

COTA's mission is to train, motivate, and inspire Public Health Service (PHS) officers to promote the U.S. Public Health Service (USPHS) Commissioned Corps values through leadership, service, integrity, and excellence while protecting and advancing the Nation's health. See the following link for more information

https://dcp.psc.gov/ccmis/cchq/CCHQ_training_branch.aspx

COTA currently offers five career development training courses: Officer Basic Course (OBC), Officer Advanced Course (OAC), Officer Senior Course (OSC), Officer Executive Course (OEC), and the Flag Officer Orientation (FOO).

Dates for the upcoming Officer Basic Courses can be found at the following link:

https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

READINESS and DEPLOYMENT BRANCH (Readiness and Deployment Operations Group (RedDOG)) ONLINE COURSES

Main page: https://dcp.psc.gov/ccmis/DCCPR_readiness_and_deployment_m.aspx

- Basic Readiness Level Training Requirements:
https://dcp.psc.gov/ccmis/RedDOG/REDDOG_training_page_roll_out_m.aspx
- Field Medical Readiness Badge (FMRB) training requirements:
https://dcp.psc.gov/ccmis/RedDOG/REDDOG_fmr Modules_m.aspx
- Detailed information about accessing the USPHS Commissioned Corps Learning Management System (CCLMS):
https://dcp.psc.gov/ccmis/PDF_docs/CCLMS%20Login%20Assistance%20Guide.pdf
- CCLMS Annual Training Requirements (not to be uploaded to eOPF):
<https://usphstraining.hhs.gov/login/index.php>
 - Cultural Awareness
 - Harassment Awareness
 - Resiliency
 - Ethics
- Submission of Practice Hours Webinar (required for all PHS officers who are required to submit certification of their practice hours):
<https://usphstraining.hhs.gov/mod/lesson/view.php?id=42456>
- Responder e-Learn Educational System:
<https://respondere-learn.hhs.gov/login/index.php>
- National Incident Management System (NIMS) Implementation and Training:
<https://www.fema.gov/emergency-managers/nims/implementation-training>
- Incident Command System (ICS) training:

<https://training.fema.gov/is/crslist.aspx>

- COVID-19 Training Plan Registration Guide:
(https://dcp.psc.gov/ccmis/PDF_docs/CDCTRAIN_USPHS_Training_plan_access.pdf)

BASIC LIFE SUPPORT (BLS) CLASSES

Information regarding BLS training:

https://dcp.psc.gov/ccmis/RedDOG/REDDOG_bls_training_m.aspx

- BLS classes offered through the below providers:
 - American Heart Association:
<http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?id=ahaecc.classconnector.home#>
 - American Red Cross:
<https://www.redcross.org/take-a-class/bls>
 - HHS Learning Portal:
<https://lms.learning.hhs.gov/>
 - Various Agency Specific Training Programs

DOCUMENTATION OF TRAINING

- Upload each training course completion certificate to your electronic Official Personnel Folder (eOPF) through the Document Upload (eDOC-U) through the Officer Secure Area (OSA) in USPHS Commissioned Corps Management Information System (CCMIS).
- Check your eOPF to be sure that all training certificates are posted in your eOPF (e.g., BLS, ACLS, ATLS, EMT, first responder, RDB advanced training).
- Enter in expiration dates for BLS, ACLS, ATLS, EMT, and first responder training under the “Self Service” tab and “Certification and Training” subtab in the CCMIS RDB self-service system.
- Be sure that your training is documented in your CV.

Career Development Training

1. A PHS officer may be approved for training that will:
 - a. help fill staff needs in professional, technical, or managerial areas;
 - b. increase the officer's technical, professional, or managerial proficiency; or
 - c. develop the officer's capabilities for planning and conducting USPHS Commissioned Corps programs.
2. USPHS Commissioned Corps may not approve training that will not benefit the service, such as training taken primarily to obtain a degree or to change professional work areas when the change is not justified by specific USPHS Commissioned Corps needs.

3. Training for PHS officers is divided into two categories; short-term training and long-term training.

SHORT-TERM TRAINING

Short-term training is usually not degree related and is conducted outside of HHS in non-government institutions/facilities. However, if the short-term training leads to an academic degree, it is treated as long-term training. Short-term is defined as:

1. Full-time training that does not exceed 30 consecutive days nor a total of 90 calendar days in a fiscal year; part-time training that does not exceed 70 hours in attendance within a 30-day period nor a total of 210 hours in a fiscal year.
2. Training that may generally be authorized by program officials, such as supervisors and managers, since the authority has been delegated to OPDIV Heads and Regional Health Administrators, and with the authority to redelegate. The individuals who may approve short-term training that leads to a degree are the same as those who may approve long-term training.

Short-term non-degree related training may be requested by a PHS officer on form HHS-350 "Training Nomination and Authorization." PHS officers must contact their agency's Forms Management Officer to obtain this form. If the period of training exceeds 30 consecutive days of fulltime training or 70 hours in attendance in a 30-day period, form PHS-1122-1, "Application for Training for PHS Commissioned Personnel" should be used.

LONG-TERM TRAINING

Long-term training is degree related and can be undertaken on a full- or part-time basis and that can be conducted continuously or intermittently. Long-term training includes internships and residencies that exceed the short-term training definition. The PHS officer's agency and Readiness and Deployment Branch must approve all long-term training. Long-term training requests for the next academic year must be submitted to PHSlongtermtraining@hhs.gov by March 15th. Form PHS 1122-1 is needed to apply for long-term training (see https://dcp.psc.gov/ccmis/forms/FORMS_Training_m.aspx for forms). Questions about long-term training can be directed to PHSlongtermtraining@hhs.gov .

The following sign-offs are needed:

- Item 22 - Immediate supervisor
- Item 23 - Branch Chief
- Item 24 - Division or Office Director
- Item 25 - Center, Bureau, or Institute Director

PHS officer should contact their Agency Liaison, who will coordinate the submission of the following documents to CCHQ (see

https://dcp.psc.gov/ccmis/forms/FORMS_Training_m.aspx for forms):

- [Training Purposes and Objectives](#)
- Intramural (PHS-6374) or extramural (PHS-6373) training agreement
- [Basic Training Contract \(PHS 1881-1\)](#)
- [Order Pursuant to Basic Training Contract \(PHS-1881-2\)](#)
- Request for personnel action form (PHS-1662)
- Memorandum of Understanding
- Letter of Support
- Ethics Clearance (if applicable)
- Course Curriculum
- [Extramural Training Agreement \(Scholarships, Grants, Fellowships\) \(PHS 7062\)](#)

Payback obligations to your agency, required upon completion of extramural long-term training, are usually two for one, i.e., two years of duty must be completed for every year of training the program supported. Exceptions to payback are the following: If the agency did not pay for the long-term training and no time from work was required to complete the training, or if your agency is willing to release you sooner to another agency or program. PHS officers should become familiar with their agency's long-term training policy and procedures and can contact their [agency's PHS liaison](#) for more information.

Training and continuing education play a role in career development. Unfortunately, many programs do not have funding for continuing education or training. Therefore, it is frequently the responsibility of the PHS officer to arrange (and pay) for these opportunities. An addition to long-term training, potential funding sources for additional education may include the Montgomery GI Bill (http://www.benefits.va.gov/gibill/montgomery_bill.asp) and Post-9/11 GI Bill (http://www.benefits.va.gov/gibill/post911_gibill.asp).

CAREER DEVELOPMENT OPPORTUNITY

Command & General Staff Officers Course (CGSOC)

The CGSOC is one of the oldest and largest military leadership courses for senior O-3s and junior O-4s to assist in transitioning officers from a tactical-level focus to an operational-level perspective. The goal of the CGSOC is to “educate and train field grade leaders to serve as staff officers and commanders with the ability to build teams, lead organizations and integrate Unified Land Operations with Joint, Interagency, Intergovernmental, and Multinational partners in complex and uncertain environments.”

USPHS Commissioned Corps Headquarters has been granted 5 training seats for the CGSOC. Selected PHS officers have the option to attend the course at one of the four satellite campuses (Fort Belvoir, VA; Fort Lee, VA; Fort Gordon, GA; and Redstone Arsenal, AL). The satellite course is a full-time, 14-week course, requiring on-site attendance. There is no tuition associated with this training; however, the selected PHS

officer's agency is responsible for continuing to pay their salary/benefits and all per diem or travel expenses.

(For detailed information: https://dcp.psc.gov/ccmis/training/TRAINING_CGSOC.aspx)

Additional HHS Training Resources

See <http://www.hhs.gov/programs/education-and-training/index.html> for HHS education and training opportunities with the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), Indian Health Service (IHS), USPHS Commissioned Corps, and the Agency for Healthcare Research and Quality (AHRQ).