



CCI 325.01
EFFECTIVE DATE: 20 October 2021

By Order of the Assistant Secretary for Health:

ADM Rachel L Levine, M.D.

SUBJECT: Extramural and Intramural Training and Obligation

1. **PURPOSE:** This Instruction establishes the U.S. Public Health Service (USPHS) Commissioned Corps' policy, procedures, and responsibilities regarding extramural and intramural training of Public Health Service (PHS) officers, including any resulting active duty obligation (ADO). This Instruction also provides rules for training that is not funded by the Government.
2. **APPLICABILITY:** This Instruction applies to all members of the Regular Corps and the Ready Reserve Corps.
 - 2-1. This Instruction applies to all external training of PHS officers for which the Government (or Agency/OPDIV/Program) provides or has provided pay, allowances, tuition, or fees, as well as any intramural training arranged by or through the USPHS Commissioned Corps.
 - 2-2. Within budgetary limitations, the USPHS Commissioned Corps will support any clinical, academic, technical, or managerial training in extramural or intramural training facilities that will help the USPHS Commissioned Corps meet its responsibilities and operate more effectively, including training to fill staff needs and increase officers' professional proficiency.
3. **AUTHORITY:**
 - 3-1. [42 U.S.C. § 218a, "Training of officers."](#)
 - 3-2. Commissioned Corps Directive (CCD) [125.01](#), "Training"
 - 3-3. [84 Federal Register § 1752-1753 "Statement of Organization, Functions, and Delegations of Authority"](#)
4. **PROPONENT:** The Assistant Secretary for Health (ASH) is the proponent of this Instruction. The responsibility for ensuring the day-to-day management of the USPHS Commissioned Corps belongs to the Surgeon General (SG), who has delegated authority for daily operations to the Commissioned Corps Headquarters (CCHQ).

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC25.2.1, "Extramural Training," dated 7 December 1983, CCPM CC25.2.2, "Extramural Training Obligation," dated 15 August 1981, and CCPM CC25.2.3, "Intramural Residency Training Program," dated 8 December 1980. This version:
- 5-1. Combines intramural, extramural, and extramural active duty obligations (ADO) policies into a single instruction.
 - 5-2. No longer requires the Director, CCHQ, to approve residency training programs or to convene a Committee on Residencies and Internships.
 - 5-3. Moves the definitions section to a new Appendix A.
 - 5-4. Moves several procedures into Personnel Operations Memorandum (POM) 821.81, "Extramural and Intramural Training."
 - 5-5. Replaces the term "PHS Components" with Agency/Operating Division (OPDIV)/Program to include officers who work at non-Health and Human Services (HHS) Agencies and programs (Appendix A and throughout the document).
 - 5-6. Adds a requirement for a 'letter of support' (in Section 6-1.h.) to determine how long the officer will have to stay at the Agency/OPDIV/Program funding the training.
 - 5-7. Expands the scope of intramural trainings beyond medical residencies (Appendix A and Section 6-7.).
 - 5-8. Removes the approved "Participating Intramural Training Programs" and replaces it (in Appendix A and Section 6-7.) with the concept that the extramural/intramural status of a combined program depends on whether the program is certified under the extramural facility or the intramural one.
 - 5-9. Adds provisions for Distance Learning (online) (Section 6-5.) and for trainings funded by the officer (Section 6-8.).
 - 5-10. Clarifies full and part-time ADOs (Section 6-6.) and the consequences if an officer fails to fulfill the ADO (Section 7-9.), including the procedures for waiving the repayment requirement (Section 8-4.).
 - 5-11. Adds a section on Agreements and Memorandum of Understanding (MOU) Clearance (Section 6-9.)
 - 5-12. Adds a Sample MOU as Appendix B.
 - 5-13. Also incorporates language from the Extramural Training Agreement dated August 2016.

6. POLICY:

6-1. Selection Criteria for Intramural and Extramural Training:

- a. All full-time active-duty officers are eligible for extramural and intramural training except:
 - (1) Graduates of Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP) for the first two years after graduating and joining the Regular Corps;
 - (2) USPHS Commissioned Corps-funded graduates of the Uniformed Services University of the Health Sciences' (USUHS) Medical School who must follow guidelines in [CCD 125.03](#), "Uniformed Services University of the Health Sciences," that state that a USUHS graduate cannot pursue any additional graduate medical education for two years after finishing their initial residency training; and
 - (3) Officers serving limited tours of duty for extramural training if the limits on their tour would prevent their completion of the training and/or any required period of active duty obligation (ADO).
- b. PHS officers assigned to an Agency/OPDIV/Program need the recommendation of the head of their Agency, OPDIV, or Program to participate in training.
 - (1) The heads of the Agencies/OPDIVs/Programs where officers work must establish criteria for the selection of applicants for short-term training that are consistent with applicable laws, regulations, and policies of the USPHS Commissioned Corps.
 - (2) Each applicant's Agency/OPDIV/Program will notify the officer of the action taken on his/her application.
- c. CCHQ selects officers for long-term training after consideration and evaluation of the following factors:
 - (1) The long-range and immediate personnel needs of the USPHS Commissioned Corps and the extent to which the requested training will help meet these needs;
 - (2) The applicant's interest in a long-term PHS career (NOTE: CCHQ may ask liaisons to submit memorandums attesting to the career interest of any applicants who have not completed at least two years of active-duty service as of the start of the training);
 - (3) The qualifications of the applicant as determined from information obtained from the applicant, the applicant's personnel file, and the recommendations of supervisors and others; and
 - (4) The physical/medical condition of the applicants.

- d. The USPHS Commissioned Corps will not call an officer to duty directly to long-term training nor send an officer to full-time long-term training who has not completed a three-year probationary period (except for Indian Health Service (IHS) Pharmacy Residents, Uniformed Services University of the Health Sciences (USUHS) students, Senior Commissioned Officer Student Training and Extern Program (COSTEP), dental residency students, and those going to the Epidemic Intelligence Service (EIS)).
 - e. The USPHS Commissioned Corps will not support extramural training that:
 - (1) Will not benefit the USPHS Commissioned Corps, such as training taken primarily for the officer to obtain a degree, qualify for special pays, or change professional work areas when the change is not justified by specific needs of the USPHS Commissioned Corps; or
 - (2) Duplicates training available through an intramural training program (even if it is at a different PHS Agency/program).
 - f. Although a letter is sufficient to authorize short-term training, no officer can enter long-term full-time training unless CCHQ issues official personnel orders assigning the officer to the training.
 - g. The USPHS Commissioned Corps will not permanently assign an officer to a different Agency/OPDIV/ Program for the purpose of training.
 - h. Prior to the start of the training, the officer, the USPHS Commissioned Corps, and the Agency/OPDIV/Program in which the officer serves, must agree to a Letter of Support (LOS) on the arrangements for the officer's assignment upon completion of the training.
 - (1) The LOS will specify how long the officer must remain at the Agency/OPDIV/Program funding the training before the USPHS Commissioned Corps will consider a request for a new assignment (unless the Agency/OPDIV/Program consents to the move).
 - (2) The USPHS Commissioned Corps agrees not to transfer the officer (without the approval of the Agency/OPDIV/Program) for the duration specified in this LOS unless the Director, CCHQ, decides such a move would be for the good of the USPHS Commissioned Corps.
 - (3) This time commitment in the LOS is separate from the officer's ADO to the USPHS Commissioned Corps and can be a shorter or longer period depending on the agreement.
- 6-2. Once an officer has accepted an appointment to training, he or she will remain in the program for the full term of the training unless the Director, CCHQ, or the head of the training program determines that the officer's participation is no longer appropriate. In the latter case, the program will notify the sponsoring Agency/OPDIV/Program who will contact CCHQ, through its Commissioned Corps Liaison. If the officer, without approval from the USPHS Commissioned Corps, leaves before the training is complete, the USPHS Commissioned Corps can impose penalties (see Section 7-9.).

- 6-3. Documenting Personnel Actions: The Director, CCHQ, will ensure that all assignments to training, and return to regular staff duty, are appropriately documented in the officer's service record. In addition, the record will note changes in the officer's duty station while in a training program (e.g., assignment to a specific training facility).
- 6-4. Payments.
- a. While the USPHS Commissioned Corps or affiliated Agency/OPDIV/Program will pay for the training program and transportation to the officer's new duty site, the officer may need to pay for related expenses. All books, materials, and supplies purchased by the officer as "necessary expenses" become the property of the individual purchaser, as do any handouts or materials distributed in the course, even if paid by the sponsoring Agency/OPDIV/Program through tuition or a materials fee.
 - b. The USPHS Commissioned Corps cannot pay state licensure fees unless such payment is expressly authorized by statute. This prohibition applies even when the training requires participants to hold a state license. In such cases, the officer is responsible for paying the State licensure fee. (See Commissioned Corps Instruction (CCI) [613.02](#), "Payment of Medical Licensure.")
 - c. An officer may accept the benefits of a fellowship, scholarship, or grant, in addition to his/her existing pay and allowances, only to the extent that the officer would have received these benefits if this education or training had instead been funded by the USPHS Commissioned Corps or affiliated Agency/OPDIV/Program. (See [CCD 125.04](#), "Scholarships, Grants, and Fellowships.")
- 6-5. USPHS Commissioned Corps-funded Distance Learning (Online) Training
- a. For PHS officers attending a full-time distance learning training program funded through an Agency/OPDIV/Program (or the USPHS Commissioned Corps), their official duty station remains the same as before entering training, and does not change to the online program's mailing address or campus unless the sponsoring program makes alternative arrangements with the USPHS Commissioned Corps. The USPHS Commissioned Corps does not authorize a duty station transfer and will not pay for transportation or the shipment of the officer's belongings to a new address not required by the training (such as a mostly online program that still requires regular in-person attendance at a physical facility.)
 - b. The USPHS Commissioned Corps pays officers attending full-time online training, the Basic Allowance for Housing (BAH) for their official duty station, not for the online program's mailing address or campus.
 - c. While the officer participates in full-time online training, this training is the officer's active duty assignment, even if the officer has agreed to return to his/her previous assignment when the training is over.
 - (1) The USPHS Commissioned Corps, Agency/OPDIV/Program, previous assignment, or detail will not require the officer to perform any additional assignments or work while attending full-time online training. Nor will they impose rules on the officer that they would not impose on an officer participating in traditional full-time in-person education/training. For instance, they will not require the officer to perform his/her online training from computers at the location of the previous assignment.

- (2) For the duration of the online training, the PHS officer must not accept any other full-time employment, full-time volunteer work, additional full-time training, or other full-time commitment.
 - (3) Even if the training allows participants to work at their own pace or does not require weekly attendance or assignments, the officer must document regular periodic progress on the training requirements. When the officer finishes training, he/she must contact the Agency/OPDIV/STAFFDIV or Program and the Personnel and Career Management Branch, CCHQ for his/her next assignment.
- d. The USPHS Commissioned Corps will manage funded part-time online training in the same way that it manages funded part-time in-person training. The officer must obtain permission from his/her supervisor to use equipment from his/her duty station (or at-work time) for the online assignments. The USPHS Commissioned Corps or the Agency/OPDIV/Program will encourage officers to find ways to link their training assignments with their work duties. When the officer finishes his/her online training he/she returns to full-time work.

6-6. Calculation of Extramural ADO:

- a. In accordance with [42 U.S.C. § 218a\(b\)](#), PHS officers who receive support from an Agency/OPDIV/Program for extramural training (including payment of tuition, fees, training expenses, and/or compensation) will incur ADOs to the USPHS Commissioned Corps according to the following table:

(1) Full-Time Training

(a) <u>Period of Training</u>	<u>ADO</u>
30 days or less	None
More than 30 days but less than 3 months	6 months
3 months or more	Twice the period of full-time training.

- (2) Part-Time Training. The ADO for part-time training is based upon a hours-in-attendance formula. Using an estimate that a full-time curriculum would consist of approximately 70 hours in attendance during a 30-day period, the USPHS Commissioned Corps will compute the ADO for part-time training as follows:

- (a) For training which does not exceed 210 hours:

(i) <u>Period of Training</u>	<u>ADO</u>
70 hours or less	None
More than 70 but less than 210 hours	6 months.

- (b) For training which exceeds 210 hours, the ADO would be computed according to this formula:

$$(i) \quad \frac{\text{Total Hours of Training}}{2.33 \text{ (conversion factor)}} = \text{Total days of training}$$

$$\text{Total days of training} \times 2 = \text{ADO}$$

EXAMPLE: An officer receives 21 semester hours of part-time training, and there are 18 weeks to the semester.

21 semester hours x 18 weeks per semester = 378 hours of attendance.
Using the formula:

$$\frac{378 \text{ hours of training}}{2.33} = 162.2 \text{ days of training}$$

$$162.2 \text{ days of training} \times 2 = 324 \text{ days of ADO}$$

NOTE: Completion of one laboratory period, of two or three hours in length, is equivalent to one hour of class attendance.

- (3) Part-time Online Training. Since many online programs are self-paced or based on the completion of modules rather than attending lectures for a set amount of time, the USPHS Commissioned Corps will calculate the hours of training based on the program's number of credit hours awarded or the program's estimate of the time required to complete the course if no credit hours are awarded.

6-7. Calculation of ADO for Intramural Training in Conjunction with Extramural Training:

- a. If all the training takes place in an intramural facility, the officer will not incur any ADO.
- b. If the training takes place in an intramural program that uses external facilities as part of its accredited program, the officer will not incur any ADO, as long as the certification is under the name of the intramural program.
- c. If the officer is undertaking a period of extramural training that uses an intramural facility as part of the program accredited under the name of the extramural program, then:
 - (1) When the total period of training is 30 days or less, the officer will not incur any ADO.
 - (2) Otherwise, the officer will be obligated to serve on active duty with the USPHS Commissioned Corps for six months or twice the official length of the program as accredited by the approving body (not how long it took the officer to complete it), whichever is greater.
 - (3) The length of time the officer trains at the intramural facility does not reduce the ADO as long as the overall program is accredited through or under the authority of the extramural facility.
 - (4) If the training is part-time, the ADO will be calculated as in Section 6-6.a. (2) above.

- d. If the officer's training includes separate intramural and extramural programs, then the officer will incur an ADO for the extramural training as above. But, as long as the intramural training is not part of a program certified under the direction of an extramural program, the officer will not incur any ADO for the intramural program.

6-8. Training at the Officer's Own Expense

- a. CCHQ encourages officers to take additional courses or training programs, either online or in-person, on their own time, at their own expense, as long as this does not interfere with their USPHS Commissioned Corps' duties.
- b. Without prior special approval by the officer's Program/Agency/OPDIV, the officer cannot use equipment from his/her duty station—including computers, printers, copiers, and Internet—for purposes relating to self-funded training, except in cases when the training facility agrees to count a work assignment as part of the training provided that the officer has approval from his Program/Agency/OPDIV to use the work assignment as part of the training assignment.
- c. Officers must report all training, including training not related to the officer's duties, on form [PHS-1122-1](#), "Application for Training for PHS Commissioned Personnel," if the officer will take the training during Government time or use Government resources, even if the Government does not pay for the training.
- d. There is no ADO for training funded by the officer. However, training funded by outside fellowships, scholarships, or grants incurs an ADO of three times the length of training even if neither the USPHS Commissioned Corps nor the Agency/OPDIV/Program provides any funding. (See [CCD 125.04](#), "Fellowships, Scholarships, and Grants".)
- e. Officers must inform the USPHS Commissioned Corps' training coordinator and their work supervisor in writing that they are taking this officer-funded training, the estimated hours per week the training will take, and their expected date of completion. At the end of their training, they must notify CCHQ's training office and add this training to their curriculum vitae (CV).

6-9. Agreements and MOU Clearance.

- a. CCHQ requires an MOU between the Program/Agency and the training site unless the Program/Agency runs the training. This agreement spells out the expectations of both parties for the training. (See Appendix B.)
- b. The Ethics Division of the Office of General Counsel (OGC) must clear all training agreements.
- c. Officers who fail to submit and/or obtain a favorable ethics clearance may be subject to disciplinary actions in accordance with [CCD 111.02](#), "Disciplinary Action."

7. RESPONSIBILITIES:

- 7-1. The SG is responsible for ensuring the day-to-day supervision of the USPHS Commissioned Corps and, without further delegation, has the authority to approve waivers to the requirement that officers who fail to complete their ADO must repay the PHS twice the amount spent on their training.

- 7-2. The Agency/OPDIV/Program where the PHS officer serves is responsible for:
- a. Reviewing the officer's request for training.
 - (1) If the officer requests extramural training, this review must include checking to see if a similar intramural program exists or if a less expensive or geographically closer alternative exists.
 - (2) This review must include a conversation with the officer and his/her supervisor to determine if the training is appropriate for the officer's future and to discuss how this training would benefit the USPHS Commissioned Corps and the Agency/OPDIV/Program.
 - b. Recommending that the USPHS Commissioned Corps approve the training (with a commitment to fund the training) or recommending that it reject the training request (expressly denying to fund the training).
- 7-3. The Director, CCHQ, is responsible for approving requests for long-term intramural and extramural training and may issue a POM, through the eCCIS, to address specific compliance issues.
- 7-4. The Personnel & Career Management Branch, CCHQ, will review training applications and will:
- a. Refer applications (other than those for medical or dental residency) to the appropriate categorical Chief Professional Officer (CPO) who will make a recommendation to the Director, CCHQ, regarding the approval or disapproval of the training request;
 - b. Prepare recommendations for the USPHS Commissioned Corps' approving official (see Section 7-5.) based upon a review of the applications and the recommendations of relevant individuals and forward the recommendation with the application to the approving officials; and
 - c. Notify applicants and their Agency/OPDIV/Program of the USPHS Commissioned Corps' final approval or rejection.
- 7-5. Approving Authority: Before approving training, the USPHS Commissioned Corps will evaluate the training to determine if supporting such training is in the best interest of the USPHS Commissioned Corps. The following officials have authority to approve training:
- a. Long-Term Training. The Director, CCHQ, or designee, must approve long-term extramural or intramural training
 - b. Short-Term Training: The USPHS Commissioned Corps has delegated the authority to approve short-term training for commissioned officers to:
 - (1) Directors of Principal Staff Offices and divisions within the Office of the Assistant Secretary for Health, without authority to redelegate; and
 - (2) HHS agency and OPDIV heads, and heads of non-HHS organizations and programs, with authority to redelegate.
 - c. The officials who have the authority to approve applications for short-term training will, after taking action on an application, send the original to CCHQ.

- 7-6. Responsibilities of Reviewing Officials:
- a. Reviewing officials must complete, within two weeks, appropriate items on each application or request for recommendation submitted to them. They must explain the reasons for their specific recommendations, whether favorable or unfavorable.
 - b. The sponsoring Agency/OPDIV/Program will produce a document that includes:
 - (1) A clear statement of the purpose and objectives of the training, including an explanation of the sponsor's need for this particular training;
 - (2) An indication that the applicant is (or is not) the best candidate for training among available personnel; and
 - (3) A statement regarding how the applicant would use the training.
 - c. Once the Agency/OPDIV/Program has agreed to sponsor the officer's training, they will send this document to the training coordinator, CCHQ.
- 7-7. Responsibilities of Officers Selected for Training:
- a. Each officer who is selected for training (long-term or short-term) must:
 - (1) Make all necessary arrangements for admission to the approved educational institution or training program to which application is made;
 - (2) Immediately after the officer is accepted into the training program and the training has been approved by the sponsor and the CCHQ, the officer must inform his/her official superior and the training coordinator, CCHQ about the acceptance, the institution where the training will be provided, the amount of the tuition and fees involved, and the officer's address while in training. The officer must provide this information even if the USPHS Commissioned Corps is not funding the training;
 - (3) Notify the USPHS Commissioned Corps Liaison at the sponsor so he/she can execute a Basic Training Contract with the training institution. The Liaison must send a copy of this contract to the sponsor's payment department and to the training coordinator, CCHQ; and
 - (4) Obtain and deliver form [PHS-1881-2](#), "Order Pursuant to the Basic Training Contract," to the institution (see Section 8-3. below).
 - b. Each officer who is assigned to training, and whose tuition, fees, and/or pay and allowances are paid by the USPHS Commissioned Corps or an Agency/OPDIV/Program, must comply with the terms of [42 U.S.C. § 218a](#), "Training of Officers."
 - c. Prior to being assigned to long-term training, the officer must sign form [PHS-6373](#), "Extramural Training Agreement," or form [PHS-6374](#), "Intramural Training Agreement," which sets forth the active-duty obligation from the training, and then send a copy to the training coordinator, CCHQ.

- d. When an officer is unable to complete approved training, he/she must request permission from the Agency/OPDIV/Program to exit short-term training and from CCHQ to exit long-term training. If the sponsoring Agency/OPDIV/Program agrees to allow the officer to discontinue the training, it will officially notify the long-term training coordinator (or designee) and the officer of the decision. If the USPHS Commissioned Corps agrees to end the training, it will notify the relevant Program/OPDIV/Agency.
- (1) The USPHS Commissioned Corps requires such officers, who have left their training unfinished, to repay the USPHS Commissioned Corps the amount paid by the USPHS Commissioned Corps and/or the Agency/OPDIV/Program for the training. However, the officer must still meet the full ADO from that training. If the officer does not complete the ADO, the officer must pay twice the costs of the training in addition to what he/she has already paid. (See Section 7-9.)
 - (2) The USPHS Commissioned Corps can take disciplinary action, for failure to carry out assigned duties, on officers who discontinue their training without prior authorization.
- 7-8. Fulfillment of ADO: Fulfillment of the ADO commences upon exit from the training program (whether the officer completes the program or not). Fulfillment of ADO for training/education is consecutive, not concurrent, with any other ADO, starting with the oldest obligation. Except that:
- a. If an officer's period of training is followed by another period of full-time training, fulfillment of the ADO will not begin until all training ceases. However, if the officer participates in part-time training while serving an ADO from a previous period of training, the hours worked will count toward the previous ADO, but the hours spent in part-time training will not count toward the previous ADO.
 - b. If an officer's training program is interrupted by a period of staff duty of 30 consecutive calendar days or more, the period of staff duty will count towards the ADO.
 - c. Active duty performed before the officer entered a training program or interruptions in training for periods of staff duty of less than 30 consecutive calendar days will not contribute to fulfillment of the ADO.
 - d. An officer who has an ADO from attending medical or dental school at the USUHS can fulfill that ADO and an ADO from an extramural medical residency, dental residency, or other extramural training program simultaneously.
 - e. An officer who starts an ADO for Health Profession Special Pays (HPSP) before starting training can serve the ADOs for both concurrently. An officer who starts training before starting a HPSP can serve both ADOs concurrently only if the training is nonclinical. (See [CCI 633.01](#), "Special Pays.")
- 7-9. Failure to Fulfill ADO: An officer who fails to complete the ADO from an assigned training program and instead leaves the USPHS Commissioned Corps, except when leaving for reasons beyond his/her control or for reasons in the public interest as determined in accordance with Section 8-4. below, will be subject to the following:

- a. Repayment of Compensation Received: The officer must pay the USPHS Commissioned Corps an amount equal to twice the total amount of tuition, fees, and other necessary expenses received by the officer during the period of training and twice the total amount of any compensation (to include but not limited to pay, allowances, special pays, travel, transportation and shipment of household goods) received by or paid on behalf of the officer during the period of training.
 - (1) Full payment is due on the date of the officer's separation from the USPHS Commissioned Corps.
 - (2) The Government can assess late charges for payments made after the due date on amounts owed to the Federal Government. Late charges will be based on the calculated by the Secretary of the Treasury.
 - (3) However, if the officer worked for all or part of his/her normal duty hours while participating in training, the officer will not have to repay the compensation for the hours worked. For instance, if the officer worked half days while in training and received his/her full salary, the officer would have to pay back half his/her salary (doubled according to Section 7-9.a. above). An officer who worked a full-day while performing training after normal duty hours would not have to repay any compensation from working, but would have to repay twice the cost of tuition, fees, and necessary expenses.
 - b. Withholding of Final Pay and Allowances: The USPHS Commissioned Corps will withhold final pay and allowances due the officer and apply these funds against the officer's debt to the Federal Government.
 - c. Denial of Lump-Sum Payment for Accrued Annual Leave: The USPHS Commissioned Corps may deny lump-sum leave payment for accrued annual leave. (See [CCI 362.01](#), "Annual Leave.") NOTE: If the USPHS Commissioned Corps denies lump sum leave payment, the officer cannot apply the amount accrued to the debt.
 - d. Divestment of Travel and Transportation Allowances: The USPHS Commissioned Corps will deny the officer any allowances for travel, transportation, and/or shipment of household goods normally authorized with separation from the USPHS Commissioned Corps.
 - e. The USPHS Commissioned Corps will deny the officer a commission in the Ready Reserve.
 - f. However, the Director, CCHQ, can submit a request to the SG for a waiver of these penalties if he/she decides it is in the best interests of the USPHS Commissioned Corps (see Section 8-4.).
8. PROCEDURES:
- 8-1. Applications:
 - a. PHS officers will make all applications for training, including applications for Scholarships, Grants, and Awards under [42 U.S.C. § 213a\(a\)\(9\)](#) referring to 10 U.S.C. § 2603, on form [PHS-1122-1](#). The Agency/OPDIV/Program must complete form [PHS-1662](#), "Request for Personnel Action – Commissioned Officer," requesting entrance to training. The report date on the PHS-1662 must match the

start date on the application. CCHQ must receive the PHS-1662 at least 60 days prior to the start of training.

- b. Officers applying for training and CCHQ personnel processing applications must follow the procedures in POM 821.81, "Extramural and Intramural Training."

8-2. Assignment to Long-term Training:

- a. The USPHS Commissioned Corps will assign officers to long-term training through a personnel order, whether or not a permanent change of station is involved. The personnel order will specify the general field of training, the location of the training facility, and the date upon which training will commence.
- b. The USPHS Commissioned Corps also will use a personnel order for cessation or completion of long-term training. (NOTE: The Program/OPDIV/Agency officer must send form [PHS-1662](#) in time to be received in CCHQ at least 60 days prior to the effective date of the action requested.) The officer must also send the course curriculum, transcripts, and certificate of completion to the long-term training coordinator at the CCHQ.

8-3. Basic Training Contracts and Orders Pursuant

- a. A training contract with the institution is necessary whenever the USPHS Commissioned Corps or an Agency/OPDIV/Program will pay tuition and fees for an officer assigned to training.
- b. For the training contract to take effect, the Agency/OPDIV/Program liaison must prepare form [PHS-1881-2](#), "Order Pursuant to the Basic Training Contract" as the procurement document and send it to the Personnel & Career Management Branch, CCHQ.
 - (1) This order, signed by an appropriate program official, becomes the document through which the USPHS Commissioned Corps or the Agency/OPDIV/Program obligates funds for training and makes funding available to pay the training institution.
 - (2) CCHQ will supply the Agency/OPDIV/Program with the Basic Training Contract number upon request.

8-4. Procedures for Waiver of Monetary Obligations Incurred by PHS Officers Who Fail to Fulfill ADOs:

- a. As specified in Section 7-9., above, if an officer fails to fulfill an ADO, he or she must pay an amount equal to twice the tuition, fees, expenses, and compensation received by or paid on behalf of the officer during the period of training.
- b. When officers separate from active duty with the USPHS Commissioned Corps prior to completing their ADO, for reasons clearly beyond their control or in the public interest, the SG may grant a waiver, in whole or in part, of the officer's indebtedness and/or grant the officer authorized separation benefits. The SG must base this waiver, in whole or in part, upon a determination that this payment would be inequitable or not in the public interest, based on information and documentation that such a payment:
 - (1) Would cause an unconscionable financial hardship to the officer and his/her family;

- (2) Is impossible due to the present and projected financial status of the individual; or
- (3) Would be unconscionable because of severe illness, or physical or mental disability of the individual, or because of severe or terminal illness in the individual's immediate family.

c. However, the USPHS Commissioned Corps does not consider involuntary separation (or voluntary separation in lieu of an involuntary separation proceeding) due to an officer's poor performance or conduct to be reasons beyond an officer's control. In such a case, the SG cannot waive indebtedness and/or grant separation benefits.

Note: An officer's ADO terminates automatically upon his/her death.

9. HISTORICAL NOTES: This is the first issuance of this Instruction within eCCIS and replaces CCPM CC25.2 "Extramural Training," dated 7 December 1983, CCPM CC25.2.2 "Extramural Training Obligation," dated 15 August 1981, and CCPM CC25.2.3, "Intramural Residency Training Programs," dated 8 December 1980.

Appendix A: Definitions

This document uses Agency/OPDIV/Program to mean the HHS offices, HHS Agencies, HHS Operating Divisions, Staff Divisions, Non-HHS Agencies, and non-HHS Programs and Organizations in which PHS officers serve or are detailed.

- (1) HHS divisions include the Centers for Disease Control and Prevention, Food and Drug Administration, Indian Health Service, National Institutes of Health, and the Office of the HHS Secretary, as well as the Commissioned Corps Headquarters.
- (2) Non-HHS agencies and organizations include the Coast Guard, Department of Defense, Environmental Protection Agency, Federal Bureau of Prisons, National Park Service, etc.

Long-term training includes:

- (1) All units or courses in a planned educational program leading to an academic degree, whether taken full-time, part-time, continuously, or intermittently. (If the training falls within the length limits of short-term training, but still leads to a degree, the USPHS Commissioned Corps will process it as long-term training.)
- (2) Training, including internships and residencies, which exceeds the short-term training length limits specified below.

Short-term training includes:

- (1) Full-time training that does not exceed 30 consecutive days nor a total of 90 calendar days in a fiscal year; and
- (2) Part-time training that does not exceed 70 hours in attendance in a 30-day period, nor a total of 210 hours in attendance in a fiscal year.

Intramural training includes:

- (1) All training provided under the primary auspices of PHS training facilities or offered by a PHS agency such as the Center on Disease Control (CDC), Federal Drug Administration (FDA), National Institute of Health (NIH), etc.
- (2) Training at PHS facilities that affiliate with non-PHS facilities to provide certain parts of the training, as long as the certification is held by the PHS program.

Extramural training includes:

- (1) Training offered by programs and divisions that are not within PHS or training that is provided under the sole auspices of non-PHS training facilities, including those offered by other Federal agencies.
 - (a) Such training is extramural even if the Agency/OPDIV/Program regularly partners with the USPHS Commissioned Corps or if the PHS officer has been detailed to the non-PHS program/agency providing the training.
 - (b) The USPHS Commissioned Corps will consider training at PHS facilities as extramural when taken as part of a program based at a non-PHS facility that holds the certification for the program.
- (2) Extramural training creates an active duty obligation for the officers involved (see Section 6-6.).

Appendix B: Sample Memorandum of Understanding (MOU)

Subject: Assignment of a Commissioned Corps learner to your site

Dear Supervisor

This letter confirms the assignment of the Insert Program Name Resident or Fellow listed below to your agency. The training program runs from insert date to insert date. The program is accredited by Insert accreditor. Provide program description here.

Our learners are assigned to Insert place and location of training.

I. Supervision

Include information about supervision. Include information about relationship between learner and supervisor. Issues related to program operations, logistics, and the curriculum will be addressed by the Insert name of person in charge of program. Provide information on logistical issues.

II. Educational Objectives and Scope of Work

Provide information on: purpose of the training, training requirements, responsibilities of student, responsibilities of training site, restrictions on legislative activities, service provided by student (nationally and internationally).

III. Learner Duty Hours

Provide information on time required to complete program, including hours per week.

IV. Workspace, Resources, and Services

Information on what training site will provide for workspace, resources, and services. Information on what the officer will need to provide.

V. Travel

Information on what travel will be funded by the officer's current duty site and what travel will be funded by the program.

VI. Leave

All learners must obtain approval from their direct supervisor and from the training program director via the appropriate leave form for their personnel system.

It is the learner's responsibility to follow the leave procedures and keep proper record of their leave records. The learner must ensure that the leave request is fully completed prior to the leave or immediate thereafter in emergencies. The training program director will sign as the leave approving authority.

In the case of emergency leave, the learner must contact the training program director or a designee to discuss the situation and seek approval as soon as possible. The learner must not take leave without the permission of the training program director or a designee. If approval is granted by phone or email, the learner must send the official leave request form to the training program director as soon as possible.

A learner may be granted at most 20 work days (non-weekend or holidays) of annual leave and may not take more than 14 days consecutively for each academic year of their 12- or 24-month training program. Sick days beyond 1 consecutive day or for an illness that results in multiple days of sick leave will require a physician's note. Exceptions to the leave policy will be granted only in extraordinary circumstances by

the training program director and may result in the learner not graduating or graduating late. Any unused leave will be handled as per the learner's personnel system.

VII. Uniforms

All PHS officers must wear the official USPHS Commissioned Corps uniform of their temporary grade as specified in [CCI 411.01, "Required Wear of the Uniform,"](#) when assigned by an official personnel order for extended active duty, short tours of duty, or limited tours of duty. Training programs should discuss the appropriate implementation of this policy with the officer and the officer's supervisor.

VIII. Written Documentation

Publications/Presentations

IX. Training Courses

X. Evaluation

Officers' current supervisor will perform any required evaluation for the USPHS Commissioned Corps. The USPHS Commissioned Corps expects supervisors to monitor the learner's performance throughout the training period and evaluate them at regular intervals (typically the beginning, middle, and end) throughout each training year

The training program will provide PHS officers with their normal report card and/or other evaluation instruments. They will send a copy to the officer's supervisor directly.

XI. Commissioned Officers' Effectiveness Report (COER)

Commissioned Officers in the USPHS are required to complete a COER annually, usually in October. The officer is responsible for ensuring the process is completed appropriately. They should follow the specific instructions that are posted on the Commissioned Corps Management Information System (CCMIS) Web Site website (<http://dcp.psc.gov/default.aspx>) on how to process his/her COER.

Training programs do not have to complete a COER although those who do write a COER may contact training program instructors.

XII. Procedures for Academic Discipline and Handling of Complaints and Grievances

All issues regarding discipline, complaints, or grievances against our learner(s) must be reported immediately to the training program PMR/F Director. Most disciplinary actions are addressed through the supervisory structure of the local supervisor, who may, if needed go through the discipline process of the Program/Agency/Operating Division, or organization, and, if necessary to the USPHS Commissioned Corps.

Officers with grievances should work through the training program's policies and procedures. If necessary, officers can appeal to his/her Program/Agency/Operating Division, or organization, and, if necessary to the USPHS Commissioned Corps.

XIII. Signature

Please return the attached **Signature Page**, with the appropriate signatures, after discussing it with applicable program staff and the officer/learner. Please feel free to call with any questions, comments, or concerns.

_____, Director of Program/Agency/OPDIV

_____, Director of training program

_____, Public Health Service Officer (USPHS Commissioned Corps)

_____, USPHS Commissioned Corps Liaison.