

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC25--Performance Evaluation and Career Development  
Subchapter CC25.2--Career Development  
Personnel INSTRUCTION 1--Extramural Training

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### Section A. Purpose and Scope

1. This INSTRUCTION establishes Public Health Service (PHS) policy, procedures, and responsibilities regarding extramural training of PHS commissioned officers.
2. All training of commissioned officers for which the Government provides pay, allowances, tuition, or fees is within the scope of Section 218 of the PHS Act (42 U.S.C. 218a) cited in Section B, below. Except as required therein, the provisions of this INSTRUCTION do not apply to those parts of PHS-approved intramural residencies or internships taken at non-Government educational institutions or collaborating hospitals. See Subchapter 25.2, INSTRUCTION 3, for active-duty obligation determinations for extramural portions of intramural programs.
3. In August of each year a commissioned corps manual circular is distributed to all active-duty officers reminding them of opportunities for extramural training.
4. Wherever the term "PHS Components," is used herein it is intended to mean the PHS (OASH) staff offices, PHS agencies, and PHS regional offices.

### Section B. Authority

Extramural training for PHS commissioned officers is authorized under Section 218(a) of the PHS Act (42 U.S.C. 218a(a)). The active-duty obligations incurred by officers pursuant to extramural training and the payments required for failure to fulfill such obligations are authorized by Section 218(b) of the PHS Act (42 U.S.C. 218a(b)). Regulations governing the training of PHS commissioned officers are prescribed in Subchapter CC45.2, INSTRUCTION 1, of this manual.

### Section C. Policy

1. Within budgetary limitations, PHS will support any clinical, academic, technical, or managerial training in extramural training facilities which will help PHS meet its responsibilities and operate more effectively. Types of extramural training that PHS will support include training to:
  - a. Fill staff needs in professional, technical, or managerial areas;
  - b. Increase the officer's technical, professional, or managerial proficiency;
  - c. Develop the officer's capabilities for planning and conducting PHS programs.

2. PHS will not support training at extramural training facilities which:
  - a. Will not benefit PHS, such as training taken primarily to obtain a degree or to change professional work areas when the change is not justified by specific needs of PHS; or
  - b. Is available through an intramural training program.
3. The Conflict of Interest Statute, P.L. 87-849, 18 U.S.C. 209, prohibits any contribution to the salary of a Federal employee except as may be contributed out of the treasury of a State, county, or local government. PHS policy prohibits any contribution to the salary of PHS officers out of the treasury of a State, county, or local government. Any contribution received will be deposited in accordance with the deposit procedures outlined in the Treasury Fiscal Requirements Manual and the applicable agency accounting and fiscal procedures. Checks should be endorsed to the order of the specific agency organization maintaining the account to be credited.
4. Necessary expenses incident to the training which may be paid from pay and allowance appropriations include the purchase or rental of books, materials, and supplies as well as other necessary services and facilities. Books, materials, and supplies purchased as a "necessary expense" will become the property of the individual.

It should be noted, however, that PHS cannot pay State licensure fees for commissioned officers unless such payment is expressly authorized by statute. This prohibition applies even though State licensure is required for participation in the training program. In such cases, the officer is responsible for payment of the State licensure fee. (See Subchapter CC25.3, INSTRUCTION 2, "Payment of State Medical Licensure Fees," in this Manual.)
5. All applications for extramural residency training will be considered by the appropriate PHS component reviewing Committee on Residencies and Internships for approval. PHS will not approve an officer for an extramural residency when an intramural residency, adequate to meet PHS needs, is available. Accordingly, a PHS component may support its officers in residency training programs conducted by a different PHS component. Such assignments to the component providing the training will not be considered permanent, and the trainee may be returned to the original PHS component upon completion of the training. Prior to the start of the training, the PHS components involved should mutually agree to a "memorandum of understanding" concerning the arrangements for the officer's assignment upon completion of the training.
6. Each officer who is assigned to training, and whose tuition, fees and/or pay and allowances are paid by PHS, assumes an obligation to comply with the terms of Section 218 of the PHS Act (42 U.S.C. 218a). (See Section B, above, and Subchapter CC25.2, INSTRUCTION 2, for further information.)

Section D. Types of Training - Definitions

1. Long-term training includes:
  - a. 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 amount of training to be taken during any one academic term or fiscal year falls within the limits of short-term training but still meets this definition, it will be processed as long-term training.)
  - b. Training, including internships or residencies, which exceeds the period that is specified as short-term training.
2. Short-term training includes:
  - a. Full-time training that does not exceed 30 consecutive days nor a total of 90 calendar days in a fiscal year; and
  - b. 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.
3. Extramural training pertains to all training provided under the sole auspices of non-PHS training facilities.
4. Intramural training pertains to training provided under the primary auspices of PHS training facilities. In some instances, PHS training facilities may have an agreement of affiliation with non-PHS facilities to provide certain parts of an intramural training program. See Subchapter CC25.2, INSTRUCTION 3, for active-duty obligation determinations for extramural portions of intramural programs.

Section E. Application Procedures

1. All applications for training, including applications for Scholarships, Grants, and Awards under Section 221(a)(9) of the PHS Act (42 U.S.C. 213a(a)(9)), (10 U.S.C. 2603), will be made on Form PHS-1122-1, "Application for Training for Commissioned Personnel."
  - a. Long-Term Training
    - (1) Extramural Academic Programs. Commissioned officers who wish to apply for long-term extramural academic training beginning on or after July 1 should complete Sections I and II (Items 1 through 21) of Form PHS-1122-1 and submit the original and two photocopies to their immediate supervisors for completion of Item

22 and for transmittal through the program officials specified in Section III. Applications should be submitted prior to the deadline set by the PHS components concerned.

The application, required attachments, and recommendations of program officials must be received in the Commissioned Personnel Operations Division (CPOD) Office of Personnel Management (OPM), Office of Management (OM), PHS, no later than March 15.

- (2) Extramural and Intramural Residency Programs. Active duty PHS commissioned officers who wish to apply for long-term training in extramural or intramural residency programs beginning on or after July 1 should complete Sections I and II (Items 1 through 21) of Form PHS-1122-1 and submit the original and two photocopies to their immediate supervisors for completion of Item 22 and transmittal through program officials specified in Section III. Applications should be submitted prior to the deadline set by the PHS components concerned.

All applications and required attachments for extramural and intramural residency training must be received in CPOD no later than March 15.

b. Short-Term Training

An officer shall submit an application (HHS 350 - Training Nomination and Authorization) for short-term training in accordance with the requirements and procedures established by the PHS component to which he/she is assigned.

2. For information regarding procedures for annual continuation of training, see Section N, below.

Section F. Processing Applications for Long-Term Training

1. Each PHS component will designate a person to be responsible for processing applications for nonresidency, long-term training.
2. Not later than March 15, the person responsible for processing nonresidency training applications in each PHS component will forward to CPOD all applications for extramural academic training. The original and two copies of each application will be submitted and should be accompanied by:
  - a. A statement of "Training Purposes and Objectives." (See Attachment B of the annual circular);
  - b. A copy of transcripts of previous college level course work which was completed by the applicant after entrance on active duty with the PHS Commissioned Corps;

- c. Recommendations of the appropriate PHS component committee on training, if applicable; and
  - d. A copy of the Extramural Training Agreement with the officer's original signature and the date the agreement was signed. (See Attachment D of the annual circular referred to in Section A herein.)
3. All applications for extramural and intramural residency training must be submitted by the executive secretary of the residency and internship committee to CPOD before March 15. Two photocopies of each application will be submitted and should be accompanied by:
- a. A statement of "Training Purposes and Objectives." (See Attachment B of the annual circular);
  - b. A copy of transcripts of previous college level course work which was completed by the applicant after entrance on active duty with the PHS Commissioned Corps;
  - c. The recommendations of the appropriate program officials (Items 24 and 25, Form PHS-1122-1);
  - d. The recommendation of the appropriate residency and internship committee; and
  - e. A copy of the appropriate training agreement, i.e., Intramural Residency Training Agreement or Extramural Training Agreement (see the annual circular), with the officer's original signature and the date the agreement was signed.
4. Long-term training applications which are not submitted to CPOD by the March 15 deadline will be considered only if the late submission is justified by the head of the PHS components as appropriate.
5. CPOD will review the applications and will:
- a. Refer nonresidency applications to the appropriate categorical PHS career development committee chairperson;
  - b. Prepare recommendations for the PHS approving official based upon a review of the applications and the recommendations of the residency and internship committee and/or the chairperson of the career development committee;
  - c. Forward the applications to the approving official for final PHS action; and
  - d. Notify applicants and the appropriate PHS component of the final PHS action on all applications.

6. Officers who are assigned to long-term training which was approved for more than one year need not apply for continuation of training each year.
7. Prior to assignment of an officer to long-term training, the officer must sign an agreement which sets forth the active-duty obligation incurred pursuant to the training and the payments required for failure to complete an active-duty obligation.
8. Each assignment to long-term training will be effected by 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. Cessation or completion of long-term training will also be effected by personnel order.

NOTE: The Form PHS-1662, "Request for Personnel Action," must be received in CPOD at least 30 days prior to the effective date of the action requested.

#### Section G. Processing Applications for Short-Term Training

The officials who have been delegated authority to approve applications for short-term training will, after taking action on an application, refer the original to CPOD.

#### Section H. Approving Authority

The following officials have authority to approve extramural training:

##### 1. Long-Term Training

- a. The Director, CPOD, has been delegated authority to approve long-term training outside PHS (extramural training) as cited in Part 3 of this manual for medical and dental residency training and all other training approved within an approved training plan.
- b. The Director, OPM, has been delegated authority to approve all other long-term extramural training.

##### 2. Short-Term Training.

The authority to approve short-term extramural training for commissioned officers assigned to their respective organizations has been delegated to:

- a. Directors of Principal Staff Offices and divisions within the Office of the Assistant Secretary for Health, without authority to redelegate;
- b. PHS agency heads, with authority to redelegate; and

- c. Regional Health Administrators, with authority to redelegate.

#### Section I. Eligibility Criteria

All full-time active-duty officers are eligible for extramural training. However, officers serving limited tours of duty shall not be approved for extramural training if the limited tour (for medical or other reasons) will preclude completion of the training and the required period of obligatory service, if any. The training applications of officers serving limited tours of duty will be evaluated in detail to determine if support of such training is in the best interest of PHS. The physical status of all applicants for long-term training will be reviewed by the Medical Branch, CPOD.

#### Section J. Selection Criteria

1. Selections for long-term training are made after careful consideration and evaluation of the following factors:
  - a. The long-range and immediate personnel needs of PHS and the extent to which the requested training will help in meeting these needs;
  - b. The applicant's interest in a PHS career. Application for regular corps assimilation by reserve officers will be considered evidence of a career intent; and

NOTE: Program officials may be asked to submit memorandums attesting to the career interest of those reserve officers who have not completed two years of active-duty service at the time the training will commence.

- c. 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.
2. The heads of PHS components are responsible for establishing criteria for selection of applicants for short-term training which are consistent with applicable laws, regulations, and PHS policies.
3. Each applicant will be notified of action taken on the application by the program of assignment. Although a memorandum may be sufficient to effect short-term training, no officer may enter long-term training unless official personnel orders are issued assigning the officer to the training.

#### Section K. Responsibilities of Reviewing Officials

1. Reviewing officials must complete without delay appropriate items on each application or request for recommendation submitted to them. Reasons for specific recommendations, whether favorable or unfavorable, should be stated.



2. The recommendations of the career development committees will be considerably influenced by:
  - a. A clear statement of the particular need for the training applied for;
  - b. An indication that among available personnel the applicant is (or is not) the best candidate for training; and
  - c. A statement regarding post-training utilization.

Section L. Responsibilities of Officers Selected for Training

1. Each officer who is selected for training (long-term or short-term) is expected to:
  - a. Make all necessary arrangements for acceptance and admission to the approved educational institution or training program to which application is made;
  - b. As soon as the officer is accepted and the training approved, inform the officer's official superior and CPOD of the institution where the training will be provided, the amount of the tuition and fees involved, and the officer's address while in training; and

NOTE: Notice to CPOD is imperative so that a Basic Training Contract may be executed with the training institution.

  - c. Obtain and deliver Form PHS-1881-2, Order Pursuant to the Basic Training Contract, to the institution (see Section M below).
  - d. When an officer is unable to complete training supported by PHS, the officer is responsible for requesting authority from the sponsoring program to discontinue the training. If the sponsoring program agrees to allow the officer to discontinue the training, the program will officially notify CPOD and the officer of the decision. Officers who are permitted to discontinue training may be required to repay the amount expended by the Government for the training. Officers who discontinue training without prior authorization of the approving officials are subject to disciplinary action for failure to carry out assigned duties and will be required to repay the amount expended by the Government for the training.

Section M. Basic Training Contracts and Orders Pursuant

A training contract with the institution is necessary whenever PHS is to pay tuition and fees for an officer assigned to extramural training. For the training contract to be effective, Form PHS-1881-2, "Order Pursuant to the Basic Training Contract," must be prepared as the procurement document. This order,

signed by an appropriate program official, becomes the document through which funds for training are obligated and made available for payment to the training institution. CPOD will supply the concerned PHS organizational segment with the Basic Training Contract number upon request.

Section N. Continuation of Long-Term Training

1. Although long-term training will be approved in toto (e.g., two years of residency training), it is approved subject to availability of funds. Since PHS may not obligate funds beyond the current fiscal year, an annual reevaluation of the training and obligation of funds is necessary.
2. The executive secretaries of the residency and internship committees and the personnel responsible for processing applications in each PHS component will obtain in February of the training year:
  - a. A statement from the officer which indicates a desire to continue or discontinue the training;
  - b. The appropriate program official's recommendation for, or against, continuation, as well as information regarding the availability of financial support for continued training.
    - (1) If the appropriate program official recommends that training should be continued, notify the officer immediately that training will be continued for another year. Send a copy of the letter to CPOD.
    - (2) If the appropriate program official recommends against continuing the training, submit all documents (statement of officer's intent, report of progress, recommendations of the appropriate committee on training, and copy of the decision) to CPOD who will:
      - (a) Secure recommendations of the appropriate career development committee chairperson;
      - (b) Prepare recommendations for the approving official;
      - (c) Present the case to the approving official for final PHS action; and
      - (d) Notify all parties involved of final PHS action.