

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC25--Performance Evaluation and Career Development  
Subchapter CC25.2--Career Development  
Personnel INSTRUCTION 3--Intramural Residency Training Programs

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Section A. Purpose and Scope

1. This INSTRUCTION sets forth PHS policy relating to intramural residency training programs. Intramural training is defined as that training offered by PHS within PHS facilities. Intramural training may also include, however, some training or work assignments in a non-PHS facility which may result in an active duty obligation for the PHS commissioned officers involved (see Section E, below).
2. The types of intramural training, the location of the training facilities, and procedures and deadlines for submitting applications are announced annually in a Commissioned Corps Personnel Manual (CCPM) circular.

Section B. Authority

Training of PHS commissioned Officers is authorized by Section 218 of the PHS Act (42 U.S.C. 218a), and PHS regulations prescribed in Subchapter CC45.2, INSTRUCTION 1, "Training," of this manual.

Section C. Approval of Intramural Residency  
Training Programs

1. Intramural Residency Training. All intramural residency training programs must be approved by the Director, Commissioned Personnel Operations Division (CPOD), Office of Personnel Management, Office of Management, PHS, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857. The training programs must also be approved by the appropriate certifying or accrediting organization. Intramural residency training programs may be conducted entirely within the administrative control of a PHS installation or they may also involve affiliation with a non-PHS institution. Procedures for obtaining PHS approval are as follows:
  - a. If a proposed residency training program is sponsored entirely by a PHS program, that program will obtain approval from the appropriate certifying or accrediting organization. The notice of approval together with a prospectus of the program will be forwarded to the Director, CPOD, for PHS action. This type of residency may involve affiliation with a non-PHS training institution but the PHS retains full administrative control of the resident and the residency training.
  - b. If a proposed residency training program involves affiliation with an established residency at a non-PHS institution so that there is joint administrative control of the resident and the residency training, the PHS program will submit the following information to the Director, CPOD, prior to the beginning of formal negotiations for such affiliation:
    - (1) A prospectus of the proposed affiliated program;
    - (2) Qualifications for acceptance of PHS Officers into the affiliated program;
    - (3) An estimate of the number of residents to be trained for the first year and for succeeding years;
    - (4) A statement regarding compliance, or non-compliance, with the published requirements for the specialty or sub-specialty promulgated by the appropriate certifying or accrediting organization; and
    - (5) A proposed memorandum of agreement which will effect the affiliation.

- c. The affiliation agreements proposed under Section C.l.b., above, will be processed as follows:
  - (1) The Director, CPOD, with the advice of the Committees on Residencies and Internships, will review the information and approve or disapprove further action. Should the proposed affiliation involve issues which are not in concert with the law of PHS regulations or policies, those issues will be resolved jointly by representatives of CPOD, the PHS operating program and the non-PHS institution during formal negotiations.
  - (2) The PHS operating program will develop the final agreement of affiliation and submit it to the approving authority.
- d. Approving authority is vested in:
  - (1) The appropriate agency head if the program is sponsored by only one PHS agency;
    - (a) The Director, CPOD, if the program is jointly sponsored by two or more PHS agencies;
- e. The non-PHS institution, as the sponsoring organization, is responsible for obtaining approval by the appropriate certifying or accrediting organization.

Section D. Participation in Intramural  
Residency Training Programs

- 1. Eligibility. Any active duty officer may apply for appointment to an approved intramural residency training program. Applications from candidates not on active duty will also be accepted. PHS officers will not be considered for extramural residency training if the training applied for is available through an intramural program.
- 2. Application Procedure. Application for intramural residency training is made on Form PHS-1122-1, "Application for Training for PHS Commissioned Personnel." The application procedures are announced annually by CCPM circular to all active duty commissioned officers.
- 3. Selection and Notification.
  - a. Selection of applicants is made by the appropriate residency training committees. Each applicant will receive notification of selection or nonselection soon after the determination is made.
  - b. Assignment of a PHS commissioned officer to residency training will be authorized by personnel order by the Director, CPOD. An officer

who is appointed to a residency training program will be continued in the program, subject to satisfactory performance, for the number of years necessary to attain eligibility for certification by an examining board approved by the American Board of Medical Specialties of the American Medical Association or the American Osteopathic Association.

- c. Officers who accept appointment to residency training are expected to remain in the program for the full term of the training.
  - d. Any plans for training programs of limited duration (internal medicine or general surgery, etc., in preparation for subspecialty training) must be announced at the time of application.
4. Effecting Personnel Actions. All assignments to intramural residency training, and return to regular staff duty, will be accomplished by personnel orders whether or not a change in duty station is involved. In addition, changes in duty station while in a training program (assignment to a non-PHS facility for a portion of the residency training) will be effected by:
- a. Temporary duty orders when assignment is for a period of less than 20 weeks;
  - b. Personnel orders when assignment is for a period of 20 weeks or more.

Section E. Active Duty Service Obligation Subsequent  
to Intramural Residency Training

- 1. If the total period of training in a PHS-supported intramural residency training program is received in a PHS facility, the officer will incur no active duty obligation.
- 2. If the total period of training is in a PHS-supported residency that has been approved by the Director, CPOD, as a "Participating Intramural Residency Program," the officer will incur no active duty obligation. "Participating Intramural Residency Program" means a graduate medical education program which meets all of the following criteria:
- 3. When an intramural training program includes one or more periods of extramural training (i.e., training received in a non-PHS facility), then the officer will be obligated to remain on active duty for six months or twice the total period of extramural training, whichever is greater, subject to the following limitations:
  - a. A formal contract or agreement exists between PHS and the other institutions participating in the program. The agreement should describe the PHS institution's status as a partner in the residency

program, which includes participation in the training program's planning, policy formulation, operation, and evaluation;

- b. The residency program is approved by the American Medical Association Residency Review Committee;
  - c. The program has mutual sharing of PHS-sponsored and non-PHS-sponsored residents, who participate jointly and with equal status in direct patient care and training opportunities throughout all participating institutions of the program;
  - d. There is direct benefit to the PHS facility through the provision of consultative and medical education services and sharing of the professional resources of the residency program; and
  - e. The contract or agreement required pursuant to paragraph 2.a., above, states that while PHS-sponsored residents are participating in residency training in non-PHS facilities, there is concurrent, one-for-one coverage provided to the PHS facility by non-PHS residents in the training program with no additional cost to PHS, and that PHS-sponsored residents must receive a minimum of one-fourth of the total amount of the residency training in the PHS facility concerned.
3. Upon cessation of an officer's participation in a Participating Intramural Residency Program as defined in paragraph 2, above, the Director of Medical Education of the PHS facility involved shall submit a memorandum to the Director, CPOD, certifying the following:
- a. That the officer's training took place in a Participating Intramural Residency Program;
  - b. That at least one-fourth of the total amount of training took place in the PHS facility; and
  - c. That during the period the officer received training in a non-PHS facility there was concurrent, one-for-one coverage provided to the PHS facility by non-PHS residents in the training program with no additional cost to PHS.

Officers who undergo residency training in an approved Participating Intramural Residency Program shall incur no active duty obligation even though the criteria for approval of the program are not met during the period of their training. However, the memorandum of certification required by this subsection shall be used to determine whether the particular training program concerned should continue to be recognized as a Participating Intramural Residency Program.

4. If the PHS-supported intramural residency training program, excluding Participating Intramural Training Programs described in paragraph 2, above, includes one or more periods of training in non-PHS facilities, the officer will be obligated to serve on active duty with the PHS Commissioned Corps for six months or twice the period of training received in non-PHS facilities, whichever is greater, subject to the following limitations:
  - a. If the total period of training in non-PHS facilities is 30 days or less, the officer will incur no active duty obligation.
  - b. Up to one year of training in non-PHS facilities, for which no tuition and fees are charged, shall be disregarded in determining the period of active duty obligation.
  
5. Upon cessation of an officer's participation in a PHS-supported intramural training program which includes one or more periods of training in non-PHS facilities, a determination of the officer's active duty obligation will be made by CPOD staff. The Director of Medical Education of the PHS facility to which the officer was assigned while in the training program will submit to the Director, CPOD, a memorandum certifying the following:
  - a. The inclusive dates and place(s) of training received in a PHS facility;
  - b. The inclusive dates and place(s) of each segment of training received in a non-PHS facility. After each period of training in a non-PHS facility, indicate "Tuition and fees paid \$ \_\_\_\_\_" or "No tuition and fees paid," as appropriate.
  
6. Fulfillment of an officer's active duty obligation will commence immediately upon cessation of the officer's participation in the training program and return to regular staff duties. Active duty before entering or while in, a training program is not creditable towards fulfillment of an active duty obligation. If a training program is interrupted by a period of regular full-time staff duty of over 30 consecutive days, the staff duty time will be credited toward the active duty obligation.
  
7. The policy regarding failure to fulfill a required active duty obligation incurred as a result of PHS-supported training is prescribed in Subchapter CC25.2, INSTRUCTION 2, Section D., of this manual.
  
8. When officers are compelled to separate from active duty with the PHS Commissioned Corps for reasons clearly beyond their control, or in the public interest, prior to completion of an active duty obligation incurred pursuant to participation in PHS-supported training, a waiver, in whole or in part, of the officer's indebtedness, and/or loss of

separation benefits, may be granted. See Subchapter CC25.2, INSTRUCTION 2, Section D.2, for procedures to be followed to request such a waiver.