



POM 821.81  
EFFECTIVE DATE: 1 August 2022

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By Order of the Surgeon General of the U.S. Public Health Service:

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TO: All Members of the Regular Corps and the Ready Reserve Corps

SUBJECT: Extramural and Intramural Training

1. This Personnel Operations Memorandum (POM) establishes the guidelines for the management of extramural and intramural training in accordance with Commissioned Corps Instruction (CCI) [325.01](#), "Extramural and Intramural Training and Obligation."
2. Background.
  - a. This POM identifies the procedures for applying to, processing, contracting, and continuing training, as well as for obtaining a waiver from obligations incurred from training.
  - b. The procedures in this POM apply to applicants to extramural and intramural training, officers participating in training, and those who graduated from or left training.
3. Eligibility Criteria.
  - a. To be considered for training, an officer must meet the U.S. Public Health Service (USPHS) Commissioned Corps readiness standards pursuant to [CCI 241.01](#), "Readiness and Duty Requirements," have the current year's Commissioned Officer's Effectiveness Report (COER), and must not have an active Administrative Action.
    - (1) Readiness. In accordance with [CCD 111.03](#), "Conditions of Service," an officer must continuously meet the USPHS Commissioned Corps' basic force readiness standards. For the purposes of determining an officer's eligibility for training, an officer who is marked as "Not Qualified" for more than two months within a year prior to the date Commissioned Corps Headquarters (CCHQ) receives the officer's application is not eligible for training.
    - (2) COER. An officer who does not have the current COER on file within CCHQ on 1 January is not eligible for training until the COER is completed. Furthermore, an officer who is missing any required annual COER for the previous five years is not eligible for training.

- (3) Active Administrative Action. An officer who has a Letter of Reprimand with an effective date or end date that is within a year prior to the date CCHQ receives the officer's application or any other pending or ongoing adverse actions as of the date of application is not eligible for training. The officer must not have a pending non-medical board hearing to determine the officer's continuation on active duty. (See Commissioned Corps Directive (CCD) [111.02](#), "Disciplinary Action," [CCD 123.01](#), "Involuntary Separation," [CCD 124.01](#), "Retirement," and [CCI 385.01](#), "Involuntary Retirement (20 Years).")
  - b. CCHQ will check the officer's records to ensure these requirements are met.
4. Applications.
  - a. Long-Term Training.
    - (1) Public Health Service (PHS) officers who wish to apply for long-term extramural academic training should complete Sections I and II (Items 1 through 21) of form [PHS-1122-1](#), "APPLICATION FOR TRAINING FOR PHS COMMISSIONED PERSONNEL" (and "[Supplement to Form PHS-1122-1](#)" if applicable). They should then submit the form to their immediate supervisors for completion of Item 22 and for transmittal through the Agency/OPDIV/Program specified in Section III. If the USPHS Commissioned Corps or the officer's agency is paying the cost of tuition/fees, the officer also must complete and send form [PHS-1881-1](#), "Basic Training Contract," and [PHS-1881-2](#), "Order Pursuant to Basic Training Contract," as applicable.
    - (2) Officers seeking training should ensure that their completed applications are submitted at least 90 days prior to the start of training.
    - (3) Officers, through their Agency/OPDIV/Program's Liaisons, must send the final application, required attachments, and recommendations of Agency/OPDIV/Program officials to the training coordinator, CCHQ for receipt by at least 90 days prior to the start of training.
    - (4) All applicants must have on file [DD-FORM-2807-1](#), "Report of Medical History," and [DD-FORM-2808](#), "Report of Medical Examination," that are no older than one year.
  - b. Short-Term Training.
    - (1) Officers must submit an application ([SF-182](#), "Authorization, Agreement, and Certification of Training," for Short-Term Training in accordance with the requirements and procedures established by CCHQ and/or their Agency/OPDIV/Program.
    - (2) They also must also have on file [DD-FORM-2807-1](#), "Report of Medical History," and [DD-FORM-2808](#), "Report of Medical Examination," that are no older than one year. Officers attending short term training should submit documentation to the training coordinator at CCHQ if the training incurs an active duty obligation (ADO).
    - (3) They also must have a Letter of Support (LOS) between the officer, the USPHS Commissioned Corps, and the Agency/OPDIV/Program in which the officer serves, that details the agreement on the arrangements for the officer's assignment upon completion of the training.

5. Processing Applications for Short-Term Training.
  - a. As per CCI 325.01, 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 (OASH), without authority to redelegate; and
    - (2) HHS agency and OPDIV heads, and heads of non-HHS organizations and programs, with authority to redelegate.
  - b. The officials who have the authority to approve applications for short-term training will, after acting on an application, send the original to CCHQ.
6. Processing Applications for Long-Term Training.
  - a. Each Agency/OPDIV/Program where officers currently work will designate a committee or applicable process to consider all applications for extramural residency internships and training for approval.
  - b. Each Agency/OPDIV/Program to which officers are assigned will designate a person or people to be responsible for processing applications for Long-Term Training (other than medical or dental residencies).
  - c. Extramural Training. The person(s) responsible for processing non-residency training applications in each Agency/OPDIV/Program will forward all applications for extramural academic training to the training coordinator, CCHQ. The agency liaison or person must send this package in time to arrive at least 90 days prior to the start of training. They must include:
    - (1) A completed and signed form [PHS-1122-1](#), "APPLICATION FOR TRAINING FOR PHS COMMISSIONED PERSONNEL";
    - (2) A statement of "[Training Purposes and Objectives](#)" provided by the program;
    - (3) Forms [PHS-1881-1](#) and [PHS-1881-2](#), if applicable, as referenced in Section 4.(a)(1) above;
    - (4) An LOS between the officer, the USPHS Commissioned Corps, and the Agency/OPDIV/Program in which the officer serves, that details not only concurrence for the training, but also the agreement on the arrangements for the officer's assignment upon completion of the training. The officer and the Agency's liaison should sign the LOS;
    - (5) Letter of Acceptance from the training institution;
    - (6) Course curriculum from the training institution;
    - (7) Memorandum of Agreement/Memorandum of Understanding between the Agency/OPDIV/Program with the training institution;
    - (8) Form [PHS-6373](#), "EXTRAMURAL TRAINING AGREEMENT," and/or form [PHS-6374](#), "Intramural Training Agreement," as applicable, completed, with the officer's original signature and the date the agreement was signed; and

- (9) Form [PHS-1662](#), "Request for Personnel Action Commissioned Officer," requesting entrance to training.
  - d. Residency Training. The Agency/OPDIV/Program residency and internship committee must submit all applications for extramural and intramural residency training to CCHQ at least 90 days prior to the start of training. The applicant should submit two photocopies of each application accompanied by:
    - (1) A statement of "[Training Purposes and Objectives](#)" provided by the program;
    - (2) Recommendations from the appropriate Agency/OPDIV/Program officials (Items 24 and 25, [Form PHS-1122-1](#));
    - (3) The recommendation of the appropriate Agency/OPDIV/Program residency and internship committee; and
    - (4) A copy of the appropriate [training agreement](#), i.e., Intramural Residency Training Agreement or Extramural Training Agreement (or Extramural Training Agreement For Scholarships, Grants, And Fellowships) with the officer's original signature and the date the agreement was signed.
  - e. The Office of General Counsel (OGC) Ethics Office will review each packet.
  - f. The USPHS Commissioned Corps will consider Long-Term Training applications which are not submitted to CCHQ by at least 90 days prior to the start of training only under extenuating circumstances. The Director, CCHQ, or designee, must approve the application and determine that the late submission is justified.
7. Continuation of Long-Term Training.
- a. Officers assigned to Long-Term Training, which was originally approved for more than one year, need not formally reapply to continue the training each year.
  - b. However, even when the USPHS Commissioned Corps approved Long-Term Training of more than one year, this multiyear approval is subject to availability of funds. Since the USPHS Commissioned Corps may not obligate funds beyond the current fiscal year, it must reevaluate training and obligation of funds annually.
  - c. The executive secretaries of the residency and internship committees and the personnel responsible for processing applications at each Agency/OPDIV/ Program will collect the following each February while the officer is in training:
    - (1) A statement from the officer which indicates a desire to continue or discontinue the training; and
    - (2) The appropriate program official's recommendation for, or against, continuation, as well as information regarding the availability of financial support for continued training.
      - (a) If the appropriate Agency/OPDIV/Program official recommends that training should be continued, he or she should notify the officer immediately that training will be continued for another year and send a copy of the letter to CCHQ.
      - (b) If the appropriate Agency/OPDIV/Program official recommends against continuing the training, he or she will:

- (i) Prepare recommendations for the approval of the director of the sponsoring agency who will then send the approval to CCHQ so the Director, CCHQ can decide on the final USPHS Commissioned Corps' action; and
          - (ii) Notify all parties involved of final action.
  - d. Officers may apply for extensions if the Long-Term Training is not completed by the previously specified training end date.
    - (1) If the officer is requesting an extension of training for less than 90 days, the request must be submitted in writing to CCHQ.
    - (2) If the officer is requesting an extension of training for more than 90 days, the appropriate Agency/OPDIV/Program official must revise and resubmit the training application to CCHQ.
8. Tracking of ADOs.
- a. For the tracking of trainings that produce ADOs as outlined in [CCI 325.01](#) and [CCD 125.04](#), "Fellowships, Scholarships, and Grants," officers entering training must submit the following information to the CCHQ training coordinator within 60 days of the start of the program. This includes long-term and short-term training (including programs funded through fellowships, scholarships, and grants). The officer will submit the following based on the program type:
    - (1) PHS officers entering long-term training programs must submit PHS-6373, "Extramural Training Agreement."
    - (2) PHS officers who obtain a fellowship, grant, or scholarship must submit PHS-7062 "Extramural Training Agreement (scholarships, grants, fellowships)."
    - (3) PHS officers entering short-term training program must submit PHS-1181-2 "Order Pursuant to the Basic Training Contract."
9. Submission of Request for Waiver of ADO.
- a. An officer seeking to separate from the USPHS Commissioned Corps without penalty, despite not completing his/her ADO, may submit a waiver request to the head of the officer's Agency/OPDIV/Program. All requests for waiver must include form [PHS-1373](#), "SEPARATION OF COMMISSIONED OFFICER." The request, besides setting forth the basic information, circumstances behind the request, and causes which support the requested action, must contain the following:
    - (1) A certified statement specifying whether the training was full-time or part-time, the inclusive dates of such training, and the institution where the training was delivered. (The head of the officer's Agency/OPDIV/Program must certify the accuracy of the training statement);
    - (2) A certified statement of the officer's present financial resources and obligations which has been signed by the officer and notarized by a notary public (the financial statement must be certified by a certified public accountant and/or a licensed attorney);

- (3) A statement of the officer's estimated future financial resources and obligations which has been signed by the officer and notarized; and
    - (4) Information regarding personal problems that pose a financial burden, such as physical or mental disability or terminal illness in the immediate family. Statements that claim physical or mental problems or disabilities must be accompanied by copies of all relevant medical reports so that an independent review and evaluation may be conducted by appropriate USPHS Commissioned Corps medical officers.
  - b. These documents must arrive at the CCHQ at least 60 days in advance of the officer's release date so that CCHQ can judge the case before issuing the separation personnel orders.
  - c. For each waiver request submitted prior to an officer's separation from active duty, the Agency/OPDIV/Program's head will comment and make a recommendation for approval or disapproval. That official will then transmit the request for waiver and the form [PHS-1373](#), along with his/her comments and recommendation for approval or disapproval, to the CCHQ Director.
  - d. Officers should send waiver requests submitted subsequent to the officer's separation from active duty directly to the Director, CCHQ.
  - e. In both cases, the Director, CCHQ, will review the officer's request for waiver and any documents received from the head of the Agency/OPDIV/Program, prepare an administrative report with a recommendation, and forward them, through administrative channels, to the Surgeon General (SG) for a final determination with respect to the waiver.
10. A Clarification on Fellowships, Scholarships, and Grants.
  - a. [CCD 125.04](#) only applies to fellowships, scholarships, or grants that come from a corporation, fund, foundation, or educational institution. If the fellowship, scholarship, or grant is funded by the USPHS Commissioned Corps or by a government Agency/OPDIV/Program (other than an government educational institution) then [CCD 125.04](#) does not apply.
  - b. Some programs that call themselves fellowships, scholarships, or grants do not fall under this definition and so do not impose an ADO of three times the period of training. Officers and CCHQ should look to the source of the funding and whether the training program would have required the student to pay (or arrange funding from another source) without the fellowship, scholarship, or grant.
11. This is the first version of this POM. It will remain in effect until updated or rescinded.

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