

PHS Long-Term Training (LTT)

Betsy Darracott

Division of Commissioned Corps Personnel and Readiness (DCCPR)
Assignments & Career Management Branch (ACMB)
Personnel Management Support Team (PMST)
240.453.6037

Disclosure

- This Powerpoint is for reference only

OVERVIEW

- Purpose of Long-Term Training
- Types of Long-Term Training
- Submission Deadline
- Officer Responsibility
- Components to Processing LTT Application Forms
- Tips for Completing PHS-1122-1
- Reasons LTT Applications may not be approved
- Completing PHS-1662/Billet Information
- Payback Obligation
- LTT Expense Coverage
- Questions

Purpose of Long-Term Training

- The Public Health Service (PHS) supports both short-term and long-term training. Both may be obtained either within PHS (Intramural) or outside PHS (Extramural)
- The principal reason for Long Term Training must be to benefit PHS
- Academic degrees must be the secondary purpose of an officer's training

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USU)

- Officers may participate in Long-Term training programs administrated by the Uniformed Services University of the Health Sciences (USU), Bethesda, Maryland
- Eligibility criteria for medical and non-medical students are described in Commissioned Corps Issuance System, Commissioned Corps Instruction 125.03 'University of the Health Sciences'

TYPES OF LONG TERM TRAINING

- **Intramural** – Short Term Training (Not degree related)
 - **Full-Time** – that does not exceed 30 consecutive days or a total of 90 calendar days in a fiscal year.
 - **Part-Time** – 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.
 - **Short-Term Training** is approved at the HHS/OPDIV or Program Level. DCCPR approval is not required.
 - Officer will submit a Form SF-182 (Authorization, Agreement and Certification of Training), after training is completed, the form must be stamped 'completed' and initialed by the officer's Administrative Officer and submitted to the DCCPR/PMST Training Project Officer, Division of Commissioned Corps Personnel and Readiness.

INTRAMURAL LONG-TERM TRAINING:

- Intramural training must be approved by the officer's HHS/OPDIV or Program and Director, DCCPR. The training does not require a payback obligation. See Commissioned Corps Issuance System, Commissioned Corps Instruction 325.02, 'Intramural Residency Training Programs.'

Extramural Long-Term Training:

- All units or courses in a planned educational program leading to an academic degree, whether taken full-time, part-time, continuously, or intermittently.
- Both Extramural and Intramural Long-Term Training must be approved by the Officers HHS/OPDIV, Program and DCCPR. Most HHS/OPDIVs and Program LTT is Extramural.
- 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. And training, including internships or residencies, which exceeds the period that is specified short-term training will be considered as long-term training.

SUBMISSION DEADLINES:

- Application packets are due in DCCPR/PMST NLT March 31 of each year.
- Applications may be accepted after March 31st only if the officer's OPDIV or Program submits a memorandum of justification for late submission.
- A memorandum is sent annually to all Commissioned Corps Liaisons, Professional Advisory Committee Chairperson and officers describing requirements for the processing and deadlines dates for long-term training applications.

OFFICER RESPONSIBILITIES

- Collect information on the school, the curriculum, qualifications, tuition and registration.
- Discuss plans with his/her Supervisor and Program. If approval is granted, the officer must start preparing the necessary paperwork.
- Complete form PHS-1122-1 (Application for Training for PHS Commissioned Personnel) through item 21. The following sign-offs are needed: Item 22-Immediate supervisor; Item 23- Branch Chief; Item 24- Division, Office Director; Item 25- Center, Bureau or Institute Director; Items 26, 27 and 28 will be completed by DCCPR/PMST.

OFFICER RESPONSIBILITIES

(cont.)

- DO NOT SEND applications directly to DCCPR. It will only cause processing delays. Must be forwarded thru your commissioned corps liaison prior to submitting to DCCPR for final approval.
- If participating in full-time or part-time training, in which officer will be receiving a scholarship, grant or fellowship monies from an outside source as payment for tuition he/she must submit a letter from the funding source in which the scholarship, grant or fellowship is being received and submit to DCCPR.
- All officers will be required to report any receipt of a scholarship, grant or fellowship to their Program to determine if it's in conflict with the mission of the agency. PHS officers are NOT permitted to receive stipends.
- If the LTT request includes Extramural training, than a Request for Basic Training Contract must be submitted with package.

MEDICAL SPECIAL PAY (MSP)

- If the LTT officer is a medical officer, then a new MSP Contract Request (PHS-6300) must be completed for the start of the LTT. Medical officers ARE NOT eligible for MRB or ISP while officer is in LTT and must repay a prorated portion of the MRB and ISP.
- Medical Officers are only eligible for RSP while in LTT if the officer has already completed initial residency training and are fully trained (board certified).
- If the Medical Officer has NOT completed an initial residency and enters residency training, then the medical officer is not eligible for RSP and must repay a prorated portion of the RSP. (CCPM Chapter 22.2 Instruction 3) – ‘Retention Special Pay’ - http://dcp.psc.gov/PDF_docs/2223.pdf

9 BASIC COMPONENTS TO PROCESS A LTT APPLICATION PACKET:

- Application for Training for PHS Commissioned Personnel (PHS-1122-1) <http://dcp.psc.gov/PDF.docs/phs1122-1.pdf>
- Training Purposes and Objectives Statement (<http://dcp.psc.gov/PDF.docs/train.purposes.pdf>)
- Extramural Training Agreement (if required) (PHS-6373)
- Intramural Training Agreement (if required) (PHS-6374)
- Report of Medical History (DD Form 2807-1)
- Disclosure Statement
- Official Acceptance Letter from School or Residency Training Facility
- Request for Personnel Action (PHS-1662)
- Memo to Request Basic Training Contract – (if tuition is being paid- in whole or in part)
- Order Pursuant to Basic Training Contract (PHS-1881-2) – if tuition is being paid - (in whole or in part)

TIPS FOR COMPLETING THE PHS-1122-1

- Officer will complete pages 1 and 2, answering all questions. Do not leave any blank, this will cause delay in processing application package.
- Supervisor will complete pages 3 and 4. (Suggestions for completing Blocks; 1, 14, 15, 16 and 19.)
- #1 – Type of Training For Which You Are Applying: Check Full-time or Part-time and duration of training desired, as appropriate; also Check intramural or extramural, as appropriate.
- #14 – Place Training Desired: show desired training location; city and state; beginning month/year and ending month/year.

TIPS FOR COMPLETING THE PHS-1122-1 (cont.)

- #15: Description of training desired: EXAMPLE: Academic Masters of Public Health or OBGYN residency or OBGYN fellowship.
- #16: Reason training requested:
 - To complete academic/residency/fellowship training
- 19: Additional Qualifications:
 - Show Board Certification or Eligibility (Essential in determining eligibility for RSP for Medical Officers during training period).
- DD Form 2807-1 Report of Medical History (Self Evaluation) & Disclosure Statement must be signed by officer – You must be medically cleared by the Medical Affairs Branch prior to being issued personnel orders which authorized LTT. An officer is required to be up to date on their 5 yr. physical.

EXTRAMURAL TRAINING ONLY:

- PHS 6373 – Extramural Training Agreement (Read the form completely) before you fill in your name and sign.
- Memo to Request Basic Training Contract Number – Required for the payment of tuition only.
- PHS-1881-2 (Request for Basic Training Contract for Extramural Training) – Complete when you have been accepted by your training institution and forward to your Program or CC Liaison for further completion - for tuition only.
- Please complete all the school information where you will be attending with complete address and phone numbers – Address and phone numbers must reflect Office of the Registrar.
- School fees/books are paid thru Petty Cash.

REASONS FOR NON-APPROVAL:

- Change in medical condition of an officer that would prevent him/her from fulfilling payback.
- Lack of agency funding
- Disciplinary action in the officer's file.
- Low COER or missing COER.
- No current license on file in DCCPR (if required for commissioning)
- Not Basic Ready

PHS-1662 (REQUEST FOR PERSONNEL ACTION IN/OUT TRAINING)

- 60 days prior to the effective date of training started
- The actual training start date and the anticipated training end date must be included on the PHS-1662.
- 60 days prior to the effective date of training completion
- All 1662s must have CC Liaison concurrence
- Actual training start and end dates are critical to the accurate calculation of the officer's payback obligation.

PHS-1662 (REQUEST FOR PERSONNEL ACTION IN/OUT TRAINING) (Cont.)

- Training extension may be granted by DCCPR
 - Less than 90 days request in writing
 - More than 90 days, need revised training application
- Programs must provide a statement that includes the type of training requested, the duration of the training, the location, and complete accounting information.
- If payment of tuition/books, school fees or time off will not be provided during the period of training

PHS-1662 (REQUEST FOR PERSONNEL ACTION IN/OUT TRAINING) (Cont.)

- Upon completion of training, Program /OPDIVs with CCL concurrence will submit the PHS-1662 to DCCPR/PMST to remove officer from training status. FOR PART-TIME ONLY training must include the total number of semester or quarter hours that were actually spent in training.

PHS-1662 – Billet Information

- If participating in full-time training – Include the standard training billet number and title, and complete accounting information on PHS-1662.
- If participating in part-time training – Include the billet number and title to which officer is currently assigned on PHS-1662.
- Officers who participate in part-time training remain in the billet to which they are assigned and are not placed in a training billet.
- All officers must be assigned a direct access position (DA) number prior to being placed on personnel orders. CC Liaisons work directly with the position management officer to identify and assign an officer to a position.

PAYBACK OBLIGATION

- A '2 for 1 payback obligation' begins at the completion of the officers' training (Extramural training).
- A '3 for 1 payback obligation' begins at the completion of the officers' training (Fellowships, Scholarships and Grants).
- The obligation is expected to be paid back to the HHS/OPDIVs and Programs. With the HHS/OPDIVs and Program's concurrence, it may be paid back anywhere within PHS.

PAYBACK OBLIGATION (Cont.)

- Medical Officers are only eligible for RSP while in LTT if the officer has already completed an initial residency training.
- A NEW MSP Contract (PHS-6300) must be completed for the start of LTT.
- Medical officers are not eligible for MRB or ISP while in LTT. And must repay a prorated portion of the MRB & ISP (CCPM Chapter 22.2, Instruction 9).

PAYBACK OBLIGATION (Cont.)

- If Medical officer has not completed an initial Residency Training and enters a medical residency Program, then the medical officer is not eligible for RSP and must repay a prorated portion of the RSP. (CCPM Chapter 22.2., Instruction 3).
- Each officer who is assigned to training, and tuition, fees and/or pay allowances are paid by PHS, 'Assumes an obligation' to comply with terms of Section 218 of the PHS Act (42 U.S.C. 218a).
- The active duty obligation 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)).

LONG TERM TRAINING EXPENSES:

- If officer's LTT is sponsored by Program, funds are allocated to cover:
 - Tuition
 - Fees
 - Necessary expenses for training which should be paid by the officer's pay and allowances:
 - Rental of Books
 - Materials and Supplies
 - Other necessary Services & Facilities

POLICIES:

- http://dcp.psc.gov/CCMIS/Training_forms.aspx
- CCPM Chapter CC25, Subchapter CC25.2. – ‘Career Development’
- 325.01- Extramural Training
- 325.02 – Intramural Residency Training Programs
- 325.03 – Extramural Training Obligation
- 125.03 – Uniformed Services University of the Health Sciences
- 125.04 – Fellowships, Scholarships and Grants
- CCPM Chapter 22.2, Instruction 3 – Retention Special Pay

QUESTIONS?

- Thank you for your time

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