

PHS THERAPIST CATEGORY LONG-TERM TRAINING INTRODUCTION, FREQUENTLY ASKED QUESTIONS AND RECOMMENDATIONS

Introduction to long-term training

Long-term training consists of all units or courses in a planned educational program leading to an academic degree, whether taken fulltime, part-time, continuously, or intermittently. This may include internships and residencies. Academic degrees must be the secondary purpose of an officer's training. The principle reason for the training must be to benefit the PHS. Most long-term training is extramural, that is, training obtained outside the PHS.

Currently there is no central or agency funding for extramural long-term training of USPHS physical, respiratory or occupational therapists, speech-language pathologist or audiologist to obtain advanced degrees or certificates of any kind. However, long-term training for members of the therapist category is possible. Any officer interested in long-term training must be proactive in his/her search to create such opportunities.

All long-term training requests for the next academic year are due in OCCO by March 31. Applications will be accepted after March 31 only if the officer's OPDIV or Program submits a memorandum of justification for later submission. A memorandum is sent annually to all Agency/OPDIV/Program Commissioned Corps Liaisons and Professional Advisory Committee Chairpersons. It describes the application process and deadlines date for processing long-term training applications. Officers are responsible for the initiation of long-term training requests.

Offices may participate in long-term training programs administered by the Uniformed Services University of the Health Sciences (USUHS) in Bethesda, Maryland. Eligibility criteria for medical and non-medical students are described in INSTRUCTION 3, Subchapter CC45.2, "Assignment of Public Health (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS)," of the CCPM. See eCCIS web page at http://dcp.psc.gov/eccis/documents/CCPM45_2_3.pdf.

An officer should collect information on the school, the curriculum, qualifications, tuition and registration and then discuss the plans with their supervisor and program. If approval is granted, the officer should start preparing the necessary paperwork.

FREQUENTLY ASKED QUESTIONS

Who should attend long-term training?

- All therapist category officers are encouraged to attend any long-term training that will benefit your career and the Commissioned Corps. Remember that

Therapy Precept number 2 contains a benchmark for an advanced degree in order to obtain 0-5 and 0-6.

Who pays for my long-term training?

- The PHS has no central funding for long-term training.
- In some instances the supporting service unit has continued to pay the officer's salary while in long-term training. In other instances the officers have funded the training themselves and simply had permission to attend long-term training a certain number of days per year.
- Officers have also attended training on their own time at their own expense with no incurred time to payback to the PHS.
- You are highly encouraged to obtain, at your own expense, any long-term training that will benefit your career and the Commissioned Corps.
- Officers who are signed up for the GI Bill should consider using the benefit for long-term training. See GI Bill web page at <http://www.gibill.va.gov/>.

Who at DCP is the contact for issues related to long-term training?

- Betsy Darracott, Human Resource Specialist
Training/Licensure Project Officer
Office of Commissioned Corp Operations/DCCOS
1101 Wootten Pkwy/Plaza Level/Suite 100
Rockville, MD 20852
(240) 453-6037/ fax (240) 453-6142
Email: HELEN.DARRACOTT@hhs.gov
Division of Commissioned Corps Officer Support

What paperwork do I need to complete?

You will find the forms that you need to fill out on the DCP forms page under the training section: Government, Agency, and DCP Official Forms.

- Extramural Training Agreement – PHS 6373
- Training purposes and objectives
- Application for Training PHS 1122-1
 - Sign-offs needed
- Medical History Form DD-2807-1
- PHS 1662

What is the payback to the PHS for long-term training?

- An officer will incur a 2 for 1 active-duty payback service obligation for long-term training taken at an outside institution for any training taken over a 30-day period. See http://dcp.psc.gov/PDF_docs/phs6373.pdf for more details related to full and part-time training.

When is the long-term training application due?

- All long-term training requests for the next academic year are due in OCCO by March 31.

Where do I send the paperwork?

The training application and supporting documents must be forwarded in the following general order for signatures:

- Your supervisor
- Service unit CEO
- Commissioned Corps Liaison
- Area Director
- Betsy Darracott, Human Resource Specialist, OCCO/DCCOS
- Director of OCCO has final approval

How do I get started in obtaining long-term training?

- Demonstrate to your supervisor and service unit management how sending you to long-term training will benefit the department, service unit, area and agency. Without supervisory support it will be very difficult to obtain long-term training.
- Fill out the appropriate paperwork and submit it to the appropriate people within the required timeline.

Recommendations:

- If you are denied funding by your Op Div, consider paying for the training yourself.
- Maintain open and constant communication with the people within the personnel in DCCOS who are handling your application.
- Ask other officers who obtained long-term training about the process.
- Be flexible and willing to think out of the box.
- Count on roadblocks but be persistent.

**PHS THERAPIST CATEGORY LONG-TERM TRAINING
CHECK LIST FOR REQUIRED DOCUMENTS AND APPROVALS**

Required Documents:

- Extramural Training Agreement – PHS 6373
- Training purposes and objectives
- Application for Training PHS 1122-1
 - Sign-offs needed
- Medical History Form DD-2807-1
- PHS 1662

Required Approvals:

- Your supervisor
- Service unit CEO
- Commissioned Corps Liaison
- Area Director
- Betsy Darracott, Human Resource Specialist, OCCO/DCCOS
- Director of OCCO