

Division of Commissioned Corps Officer
Support
Office of Commissioned Operations
Office of the Surgeon General
1101 Wootton Parkway, Suite 100, Plaza Level
Rockville, MD 20852

DATE: January 9, 2006

FROM: Director, Division of Commissioned Corps Officer Support
Office of Commissioned Corps Operations

SUBJECT: Application for Long-Term Training

TO: Commissioned Corps Liaisons

Long-term training material including the Form PHS-1122-1, "Application for Training for PHS Commissioned Personnel", and supporting documents, which include training purposes and objectives, intramural/extramural (whichever is applicable) (Intramural/PHS-6374); (Extramural/PHS-6373); memo to request a basic training contract number, if tuition is being provided, the medical history form (DD-2807-1), along with the signed disclaimer form; and the form PHS-1662. In addition, please include a copy of your acceptance letter into your training program. These forms are due in the Division of Commissioned Corps Officer Support (DCCOS), Office of Commissioned Corps Operations (OCCO), not later than March 31 for training that will begin July 1 or later of the 2006/2007 academic year. All long-term training forms and supporting documents can be found on the CCMIS website, (<http://dcp.psc.gov>) under Official Forms.

Preferably, Form PHS-1662, "Request for Personnel Action - Commissioned Officer", is to be included in the application package. **However, if it is not included, it is due in OCCO not less than 60 days prior to the effective date of when the training is due to begin.** The **actual** training start date and the anticipated training end date must be included on the form PHS-1662. **Additionally the form PHS-1662 must be received in OCCO not less than 60 days prior to the completion of training, as it is used to remove the officer from training status. The form PHS-1662 must include the actual training end date.** Actual training **start** and **end** dates are critical to the accurate calculation of the officer's payback obligation. Training extensions may be granted by OCCO. All training extensions for less than 90 days **must** be requested in writing, via memorandum. All extensions beyond 90 days **must** be requested by submitting a revised training application form to OCCO. All training extensions must be approved by OCCO.

If the officer will be participating in **full-time training**, include the standard training billet number and title, and complete accounting information on Form PHS-1662. If the officer will be participating in **part-time training**, include the billet number and title to which the officer is currently assigned on Form 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. In addition, the Department of Health and Human Services (HHS), Operating

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Divisions (OPDIVs) or Programs must provide a statement that includes the type of training requested, the duration of the training, the location, and complete accounting information. If the payment of tuition/books, school fees or time off will not be provided during the period of training, please submit this information to the DCCOS Training Project Officer, in writing, along with the training application package prior to entry into long-term training. Upon completion of training, submit form PHS-1662 to remove the officer from training status, and include the total number of semester or quarter hours that were actually spent in training.

Requests for all extramural training in which funds are being obligated for the payment of tuition **must** include a memorandum requesting that a basic training contract number be issued. A basic training contract number will be issued to the OPDIV/or Program by the Training Officer in DCCOS. Upon receipt of the contract number, the OPDIV or Program **must** complete form PHS-1881-2, "Order Pursuant To Basic Training Contract". All appropriate accounting information, estimated university cost based on 1 year tuition, the contract number, and the appropriate budget officer's signature are to be included on the form PHS-1881-2. This information must be completed and submitted with the indication that funds are available prior to submission to the university for final signature.

The memorandum requesting that a training contract number be issued and the form PHS-1881-2, "Order Pursuant to Basic Training Contract", **must** be submitted in June of each year for the following academic year for any approved training that requires more than 1 year. Payment for books is **not** part of a contractual agreement and therefore is **not** to be included on form PHS-1881-2. A separate account must be allocated for the payment for books.

The Commissioned Corps Liaison in the OPDIV or Program will be informed by the training officer in DCCOS when training applications have been approved by the Director, OCCO.

If you have any questions or need assistance concerning training issues, please contact Ms. Betsy Darracott, DCCOS Training Project Officer on (240) 453.6037.

/s/
Marjorie E. Wallace
CDR, USPHS