

Public Health Service 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).

Short-term Training (not degree related) includes:

Full-time training that does not exceed 30 consecutive days or a total of 90 calendar days or in a fiscal year, and

Part-time training 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/Operating Division (OPDIV) or Program level. Office of Commissioned Corps Operations (OCCO) approval is not required. Form HHS-350 (Training Nomination and Authorization) must be completed. After completion of the training, the form must be stamped completed, initialed by the officer's Administrative Officer and submitted to the OCCO/DCCOS Training Project Officer, Division of Commissioned Corps Officer Support. The active duty obligations for extramural short-term training are listed in INSTRUCTION 2, Subchapter CC25.2, Active Duty Obligation (ADO) Subsequent to Extramural Training, of the Commissioned Corps Personnel Manual (CCPM).

Long-term Training includes:

All units or courses in a planned educational program leading to an academic degree, whether taken full time, part-time, continuously, or intermittently. (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 as short-term training.

Most HHS/OPDIVs and Programs long-term training is extramural; PHS has limited intramural long-term training opportunities. Both extramural and intramural long-term training must be approved by the officer's HHS/OPDIV or Program and OCCO.

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Academic degrees must be the secondary purpose of an officer's training. The principal reason for the training must be to benefit PHS.

All long-term training requests for the next academic year are due in OCCO/DCCOS by March 31. Applications will be accepted after March 31 only if the officer's OPDIV or Program submits a memorandum of justification for late 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.

Officers 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 Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS), of the CCPM.

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. Officers should 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 or Office Director
- Item 25 - Center, Bureau or Institute Director

In addition the officer will need to provide the following documents:

training purposes and objectives; intramural/extramural (whichever is applicable) (INTRAMURAL/PHS-6374); (EXTRAMURAL/PHS-6373) and the medical history form (DD-2807-1); and the form PHS-1662.

Intramural Long-Term Training must be approved by the officer's HHS/OPDIV and Program and Director, OCCO. The training does not require a payback obligation. See INSTRUCTION 3

Extramural Long-Term Training must be approved by the officer's HHS/OPDIV and Program and Director, OCCO. A 2 for 1 payback obligation begins at the completion of the officers' training. See INSTRUCTION 2, Subchapter CC25.2, "Active Duty Obligation (ADO) Subsequent to Extramural Training," CCPM. The obligation is expected to be paid back to the HHS/OPDIVs and Programs. However, with the HHS/OPDIVs and Program's concurrence, it may be paid back anywhere within PHS.

OCCO/DCCOS Training Officer completes Items 26, 27, and 28. Please DO NOT send applications to OCCO/DCCOS Training Officer prior to submitting the application to the appropriate headquarters office. This will only cause processing delays. Form PHS-1662 - Request for Personnel Action - Commissioned Officer, which transfers officers into or out of training, must be received in OCCO/DCCOS/Training Project Officer 60 days prior to commencement of training or prior to the completion of training, respectively.