



Long Term Training Forms Checklist



INSTRUCTIONS FOR SUBMISSION OF LONG-TERM TRAINING PACKETS:

Please submit all Long-Term Training Packets to the Long-Term Training Program in the Personnel and Career Management Branch at the U.S. Public Health Service Commissioned Corps Headquarters.

All packets must be received 90 days prior to the start date of the proposed training.

Please send all Long-Term Training Packet submissions to the following resource box:

PHSLongTermTraining@hhs.gov

The checklist on the next page provides the opportunity for Liaisons and Officers to make sure all contents needed for the Long-Term Training Packet are included. The following checklist should be submitted with your packet.

Helpful Tips:

- Please save the Long-Term Training Packet as a single PDF, please do not save it as a portfolio.
- Please make sure the order of documents in the Long-Term Training Packet follow the order of documents on the Checklist on the subsequent page.
- For the Long-Term Training Application, "Supplement to PHS-1122-1," PHS-1122-1-Memo, will only be included if the officer is selected for a Long-Term Training program other than the one he/she is currently detailed.
 - If not needed please select "Not Applicable"
- A "Request for Basic Training Contract Memo," PHS-1881-1, and "Orders Pursuant to Basic Training Contract," PHS-1881-2, will only be submitted if financial support is being provided.
 - If there is no financial support involved the Agency/OPDIV please select "Not Applicable".
- Per CCI 325.01, "Extramural and Intramural Training," a "Letter Of Support" (LOS) is required in all Long-Term Training Packets. The LOS will be from the Agency/OPDIV/Program in which the officer serves and will detail the arrangements for the officer's assignment upon completion of the training. It will specify how long the officer must remain at the Agency/OPDIV/Program funding the training before the USPHS Commissioned Corps will consider a request for a new assignment (unless the Agency/OPDIV/Program consents to the move).
- Training Purposes and Objectives: Please follow the instructions posted on CCMIS regarding Training Purposes and Objectives.
- Ethics Clearance: Once packet is submitted, the Office of General Counsel (OGC) must clear all training agreements. Additionally, Ethics Clearance from the Agency/OPDIV/Program in which the officer serves may also be included with submission and is helpful when reviewing and determining eligibility for Long-Term Training.
- A PHS-1662 may not be included in the initial Long-Term Training packet submission as the Officer has 60 days prior to the start of training to submit this document. For Long-Term Trainings less than 6 months, a TDY Memo must be submitted in the place of the PHS-1662
- Memorandum of Understanding (MOU, MOA): CCHQ requires an MOU between the Program/Agency and the training site, unless the Program/Agency runs the training. This agreement spells out the expectations of both parties for the training. Please Note: The MOU CANNOT be signed between the officer and the Agency running the training.

(continued on next page)

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OFFICER NAME

SERNO

FORM

LONG TERM TRAINING APPLICATION PHS-1122-1

LONG TERM TRAINING APPLICATION PHS-1122-1-Memo *(required when losing and gaining agency are both HHS)*

LETTER OF ACCEPTANCE FROM PROGRAM

EXTRAMURAL TRAINING AGREEMENT PHS-6373 *(if applicable)*

INTRAMURAL TRAINING AGREEMENT PHS-6374 *(if applicable)*

EXTRAMURAL TRAINING AGREEMENT *(Scholarships, Grants Fellowships) PHS-7062 (if applicable)*

REQUEST FOR BASIC TRAINING CONTRACT MEMO PHS-1881-1 *(required if agency is paying for training)*

ORDERS PURSUANT TO BASIC TRAINING CONTRACT PHS-1881-2 *(required if agency is paying for training)*

LETTER OF SUPPORT FROM AGENCY/OPDIV/STAFF DIRECTOR

TRAINING PURPOSES AND OBJECTIVES

COURSE CURRICULUM

AGENCY ETHICS CLEARANCE *(if applicable)*

REQUEST FOR PERSONNEL ACTION PHS-1662 OR TDY MEMO *(required within 60 days of training start date, may complete initial submission without)*