



Training

Basic Readiness Training Opportunities

- COMMISSIONED OFFICER TRAINING ACADEMY
<http://dcp.psc.gov/COTA/default.aspx>
 - Officer Basic Course (OBC)
<https://dcp.psc.gov/COTA/obc.aspx>
 - Provisional Officer Basic Course (POBC)
<https://dcp.psc.gov/COTA/pobc.aspx>
- OFRD ONLINE COURSES (<http://oep.osophs.dhhs.gov/ccrf/training.htm>)
 - Detailed information about accessing the USPHS Learning Management System (http://oep.osophs.dhhs.gov/ccrf/USPHS_LMS_webpage_info.pdf)
 - Basic Readiness Level Training Requirements
http://oep.osophs.dhhs.gov/ccrf/Training_Page_Roll_Out.htm
 - NIMS (National Incident Management System) training requirements
http://oep.osophs.dhhs.gov/ccrf/NIMS_training.htm
 - FMRB (Field Medical Readiness Badge) training requirements
http://ccrf.hhs.gov/ccrf/FMRB_Modules.htm
 - IRCT (Incident Response Coordination Team) training
http://oep.osophs.dhhs.gov/ccrf/IRCT_Online.htm
- BASIC LIFE SUPPORT (BLS) CLASSES
 - BLS training: http://ccrf.hhs.gov/ccrf/bls_training.htm
 - BLS classes available monthly in the Metro DC area
http://ccrf.hhs.gov/ccrf/dc_area_bls.htm
 - BLS training sources in the Atlanta area
http://www.cdc.gov/od/occp/readiness/bls_atlanta.htm
 - BLS classes available at Atlanta CDC
<http://www.cdc.gov/od/occp/readiness/index.htm>
 - Other BLS classes (http://ccrf.hhs.gov/ccrf/other_areas_bls.htm)
- DOCUMENTATION OF TRAINING
 - Fax a copy of each training course completion certificate to your eOPF
 - Check your OFRD account to ensure that your OFRD trainings are marked as completed on the “Course Completion” page.
 - Check your eOPF to be sure all training certificates are posted in your eOPF (e.g., BLS, ACLS, ATLS, EMT, first responder, OFRD advanced training).

- Enter in expiration dates for BLS, ACLS, ATLS, EMT, and first responder training into Direct Access.
- Be sure your training is documented in your CV.

Career Development Training

SHORT TERM TRAINING

Short-term training is not degree related, is conducted outside of DHHS in non-government institutions/facilities, and includes both full-time and part-time activities as follows:

- Full-time training that does not exceed thirty (30) consecutive days nor a total of ninety (90) calendar days in a fiscal year; and
- Part-time training that does not exceed seventy (70) hours in attendance in a thirty (30)-day period nor a total of 210 hours in attendance in a fiscal year.

Officers need to use form HHS 350 to apply for short term training. Contact your agency's Forms Management Officer to obtain this form.

LONG TERM TRAINING

Long-term training is degree related and can be done on a full- or part-time basis that can be conducted continuously or intermittently. Long-term training includes internships and residencies that exceed the short-term training definition. The officer's agency and DCP must approve all long-term training. Long-term training requests for the next academic year are due to OCCO by March 31st. The following form (http://dcp.psc.gov/PDF_docs/phs-1122-1.pdf) is needed to apply for long term training.

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 (http://dcp.psc.gov/PDF_docs/train_purpose.pdf); intramural or extramural (INTRAMURAL/PHS-6374) (EXTRAMURAL/PHS-6373) training agreement; the request for basic training contract (http://dcp.psc.gov/PDF_docs/train_contract.pdf); the order pursuant to basic training contract (PHS-1881-2); the medical history form (DD-2807-1); the request for personnel action form PHS-1662, and the PHS-1122-1 supplement form.

Payback obligations to your agency, required upon completion of extramural long-term training, are usually two for one, e.g., two years of duty must be completed for every year of training. Exceptions to payback is if the agency did not pay for the long-term

training and that no time from work was required to complete the training or if your agency is willing to release you to another agency or program. Become familiar with your agency's long-term training policy and procedures.

Training and continuing education play a role in career development. Unfortunately, many programs do not have funding for continuing education or training. It is, therefore, the responsibility of the officer to arrange (and pay) for this. Potential funding sources for additional education may include the Montgomery GI Bill (<http://www.gibill.va.gov/post-911/montgomery-gi-bill/>) and the Post-9/11 Bill (<http://www.gibill.va.gov/post-911/>).

Additional Training Resources

HHS Training Opportunities:

http://www.hhs.gov/careers/education/training_opportunities.html

- CDC
- NIH
- IHS
- AHRQ
- CMS

OFRD: <http://oep.osophs.dhhs.gov/ccrf/training.htm>