



Training

Basic Readiness Training Opportunities

- COMMISSIONED OFFICER TRAINING ACADEMY
<http://dcp.psc.gov/COTA/default.asp>
 - Basic Officer Training Course (BOTC)
(https://dcp.psc.gov/COTA/botc3_11-06.asp)
 - Independent Officer Training Course (IOTC)
(<https://dcp.psc.gov/COTA/iotc.asp>)

- OFRD/CCRF ONLINE COURSES (<http://oep.osophs.dhhs.gov/ccrf/training.htm>)
 - Detailed information about accessing the USPHS Learning Management System (http://ccrf.hhs.gov/ccrf/USPHS_LMS_webpage_info.pdf)
 - Basic Readiness Level Training Requirements
(http://ccrf.hhs.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, formerly called the Secretary's Emergency Response Team (SERT)
(http://ccrf.hhs.gov/ccrf/SERT_Online.htm)

- BASIC LIFE SUPPORT (BLS) CLASSES
 - BLS training: http://ccrf.hhs.gov/ccrf/bls_training.htm
 - BLS classes available monthly in Metro DC area
(http://ccrf.hhs.gov/ccrf/dc_area_bls.htm)
 - BLS training sources in Atlanta
(http://www.cdc.gov/od/occp/readiness/bls_atlanta.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/CCRF Officer Summary Page to be sure your OFRD/CCRF-sponsored advanced training certificate is posted in the Deployments section
 - Check your eOPF to be sure all training certificates are posted in your eOPF (e.g., BCLS, ACLS, ATLS, OFRD/CCRF advanced training)
 - Be sure your training is documented in your CV

Career Development Training

SHORT TERM TRAINING

Short-term training is not degree related and includes both full-time and part-time activities as follows:

- Full-time training that does not exceed 30 consecutive days nor a total of 90 calendar days 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.

Commissioned Corps and Civil Service employees need to use form HHS 350 to apply for short term training (http://dcp.psc.gov/PDF_docs/phs-1122-1.pdf).

LONG TERM TRAINING

Long-term training is degree related and can be done on a full- or part-time basis. Most PHS long-term training is done outside of a PHS facility and can be conducted part-time, continuously, or intermittently. The officer's agency and DCP must approve all 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; intramural/extramural (whichever is applicable) (INTRAMURAL/PHS-6374); (EXTRAMURAL/PHS-6373) and the medical history form (DD-2807-1); and the form PHS-1662.

Payback obligations, required upon completion of long-term training, are usually two for one, e.g., two years of duty must be completed for every year of training. However, the exception 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. Become familiar with your Agency's long-term training policy and procedures. The following form is needed (http://dcp.psc.gov/PDF_docs/phs-1122-1.pdf) to apply for long term training.

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.cc.nih.gov/rm/pt/GIBill.pdf>).

Additional Training Resources

HHS Training Opportunities: <http://www.hhs.gov/TrainingOpportunities.shtml>

- CDC
- NIH
- HIS
- AHRQ
- CMS

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