

Epidemic Intelligence Service Memorandum of Agreement (MOA)
External (non-CDC) Host Site and paid by fellowship

Fellowship Year 2025

Document Guide

I. Purpose:

The purpose of this Memorandum of Agreement (MOA) is to set boundaries and expectations for each participating entity during circumstances when an Epidemic Intelligence Service (EIS) fellow/officer's salary and benefits are paid for by the fellowship program and the fellow/officer is assigned to an external organization (non-CDC) Host Site.

II. Governing Law:

This MOU shall be governed by applicable federal law.

III. Liability

Each party will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party therefore agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the conduct of its own operations and the operations of its agents or employees under this Agreement, and for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or the failure to exercise proper precautions, of or by itself or its agents or its own employees, while conducting activities under and pursuant to this Agreement. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act, [28 U.S.C. 2671-80 (1976)].

IV. Instructions:

Sections highlighted in yellow should be completed by the Host Site prior to signature.

Memorandum of Agreement (MOA)

between

Centers for Disease Control and Prevention (CDC), National Center for STLT Public Health Infrastructure and Workforce, Division of Workforce Development (DWD), Epidemiology and Laboratory Workforce Branch (ELWB), Epidemic Intelligence Service (EIS)

And

[REDACTED]

To host

[REDACTED]

I. Period of performance

- A. The fellow will begin their fellowship on July 27, 2025, and end on June 26, 2027.

II. Technical

A. Supervision

- i. Professional supervision and direction for the fellow is the responsibility of the primary supervisor within the Host Site. When the primary supervisor is unavailable, a specifically designated secondary supervisor will provide supervision. The supervisors are designated on the signatures page of this agreement.
- ii. A fellowship program supervisor (i.e., CDC supervisor) will be assigned to the fellow to support CDC scientific, mentoring, and federal administrative activities.
- iii. The Host Site supervisors should be available for consultation on a day-to-day basis to provide guidance and direction to the fellow in assigning work projects, setting priorities, defining work goals, and providing access to needed resources including technical or subject matter expertise. Supervisors are encouraged to use [DWD Quality Science Standards](#) (Appendix 1).
- iv. Should a change in Host Site supervisor(s) become necessary, the Host Site should consult the CDC supervisor immediately; another supervisor may be designated only after consultation with and approval by the fellowship program.
- v. Each fellow should have designated resource personnel available to provide data support, computer technical support, and administrative resource support. If these resources are not available within the office to which the fellow is assigned, they must be identified and obtained elsewhere.

B. Scope of Work

- i. The Host Site should provide the fellow with activities that are a balance between service to the Host Site and supervised experience in the practice of applied epidemiology. Activities should provide a learning experience to fulfill each required Core Activity of Learning as outlined in the [2025-2026 CAL Implementation Guide](#)

(Appendix 2). The fellow's administrative responsibilities should be limited to those which are essential to the practice of applied epidemiology.

- ii. Through completion of required program activities, each fellow will have the opportunity to develop proficiency in the following areas:
 - 1. Epidemiologic field investigations
 - 2. Epidemiologic analyses of data sets
 - 3. Surveillance activities
 - 4. Scientific writing
 - 5. Oral presentation
- iii. The fellow may be made available, at the judgment of the supervisor, to provide consultation and technical assistance within their jurisdiction as opportunities arise.
- iv. The fellow shall perform all work described herein as an employee of the CDC and not as an officer, agent, servant, or employee of the Host Site. This Agreement shall not establish any joint employer relationship between the CDC and the Host Site nor any employment relationship between the fellow and the Host Site.

C. Outside Work

- i. The fellow may engage in outside work only if it does not conflict with HHS' standards of conduct and CDC's policies relating to outside employment. Outside work requires HHS 520 approval. In general, outside employment is discouraged due to the potential for it to distract from or conflict with the training and service goals of the program.

D. Urgent Response Deployments

- i. In times of emergency the fellow might be deployed on short notice to serve CDC to assist in responses to outbreaks or other crises. The decision to deploy a fellow will be made in consultation with the Host Site supervisors. However, the fellowship program reserves the right to unilaterally assign a fellow temporarily to a field team or other emergency response activity.
- ii. Regardless of assignment and personnel system, every fellow will be available 24 hours a day, 7 days a week for epidemic assistance activities (i.e., Epi-Aid) or other priority CDC deployments or responses.

E. Project Determination Documentation, IRB and OMB approval, and Product Clearance

- i. All projects are reviewed by CDC for Human Subjects Research (HSR) determination and Paperwork Reduction Act (PRA) determination. Project Determinations should follow applicable CDC and Host Site policies and procedures. If required, the fellow and Host Site are responsible for ensuring IRB and OMB approval is obtained following CDC and Host Site policies and procedures.

- ii. CDC clearance must be obtained for any scientific product (manuscripts, abstracts, presentations, etc.) that is authored or co-authored by the fellow and will be publicly available. CDC clearance is processed through eClearance.

F. Training Requirements

- i. The fellow is responsible for completing all CDC-mandated trainings. The fellow will be notified by CDC of mandated trainings.
- ii. Fellows must attend the following required trainings and activities:
 - 1. Tuesday Monthly and Training Seminars: Unless deployed or otherwise cleared with the fellowship program, fellows are required to attend Tuesday Monthly Seminars, generally held on the 2nd Tuesday of the month, and Tuesday Training Seminars, generally on the 4th Tuesday of the month, from 1:00pm–3:00pm (ET).
 - 2. Annual EIS Summit (formerly EIS Conference), Summer Courses, and Fall Course: Fellows are required to attend the entire annual EIS Summit and required EIS training courses during both years of their fellowship (rare exceptions must be cleared by the fellowship program).
 - 3. Scientific Presentation Training (SPT) is an important part of the fellow's experience. SPT is held approximately 4–6 weeks prior to EIS Summit, and each field fellow is required to attend to present their EIS presentation, practice question and answer responses, and receive feedback to strengthen the presentation.
 - 4. All EIS officers are required to attend EIS rounds to provide feedback on the program and assignment to the fellowship program.

G. EIS Summit Abstracts

- i. The fellow is required to submit at least one abstract to the annual EIS Summit during the two-year fellowship period. Abstracts should be cleared following the procedures of both the Host Site and fellowship program. All submitted abstracts should concern work performed while on official duty during the fellowship.

III. Performance

A. Evaluation

- i. The fellow will be evaluated by their primary supervisor with respect to required EIS activities. The primary supervisor is responsible for completing the EIS evaluations in accordance with fellowship program requirements. The primary supervisor should complete and review these assessments with their fellows in a timely fashion and submit the assessments to the program by the due dates.
- ii. The primary supervisor and CDC supervisor should engage in regular discussion of individual fellow performance with their fellow.

B. Supervisor Communication

- i. Direct communication between the Host Site and fellowship program (CDC supervisor) is important in maximizing the fellow's professional development. The

fellowship program also welcomes, or might request, confidential feedback on the fellow from the primary supervisor.

C. Commissioned Corps Evaluation and Awards

- i. Fellows in the Commissioned Corps are responsible for completing Part I of the annual Commissioned Officer Efficiency Report (COER) and complying with deadlines provided by Commissioned Corps Headquarters. The CDC supervisor is responsible for completing the “Rating Official” feedback, in consultation with the primary supervisor. The Chief of the EIS Program is the “Reviewing Official” for all EIS COERS.
- ii. The fellowship program will support the nomination of deserving fellows in the Commissioned Corps for Commissioned Corps awards. The fellow and CDC supervisor are responsible for preparing and submitting the award nomination

IV. Administrative

A. Fellowship Program Responsibilities

i. Salary and benefits

1. The fellowship program is responsible for all salary and benefits costs, (including overtime and compensatory time).
2. Compensatory time and overtime must be approved by the fellowship program prior to being earned.
3. (Title 42 fellows only) The fellowship program will initiate human resource actions to process stipend increases during the fellow’s period of performance.

ii. Onboarding

1. The fellowship program will recruit and facilitate the selection and onboarding of the fellow consistent with fellowship program and CDC policies and processes.
2. Where applicable, the fellowship program will provide or organize administrative support for the fellows, including onboarding, work authorizations, background checks/security clearance, relocations, and VISAs.
3. The fellowship program is responsible for completing HHS Form 0.1137 and submitting the form to CDC’s Office of Safety, Security, and Asset Management to obtain the fellow’s personal identity verification (PIV) card.
4. The fellowship program is responsible for initiating PIV card renewals or extensions in the event of card expiration or a need for replacement.
5. For fellows who are not U.S. citizens, the fellowship program is responsible for initiating CDC non-U.S. Citizen Access Management System (NCAMS) requests and renewals during the fellowship.

iii. Passports and Travel

1. The fellowship program will create a Concur Government Edition traveler profile for the fellow (CDC's travel approval system).
2. During First-Year Summer Course the fellowship program will brief fellows on the following:
 - a. How to apply for a government travel charge card. Fellows will apply through the EIS Program contact.
 - b. How to apply for a government passport.
3. Fellows who are not U.S. citizens are not eligible for official travel outside the continental United States (OCONUS) and cannot be issued a U.S. government passport.

iv. Computer, Network Access, and Office Support

1. A CDC network enabled laptop (with SAS, R, R Studio, and EndNote), docking station, and internet hotspot (for connection to the CDC network while in the office) will be issued to the fellow by the fellowship program.

v. Specialized software

1. The fellowship program is responsible for costs associated with SAS statistical analysis software needed to complete required activities of the fellowship.

B. Host Site Responsibility

i. Office Support and Computer

1. The Host Site will be responsible for local onboarding to include, but not limited to, issuance of card keys, building access, and local area network (LAN) access.
2. The Host Site will provide a dedicated office setting, telephone, administrative support services, office supplies, and additional resources.
3. If the fellow cannot connect to the Host Site network with his or her CDC-issued laptop, the Host Site will provide a workstation that will allow for connection to the local network and systems. The Host Site will provide necessary workstation peripherals, including a monitor, keyboard, and mouse.

ii. Specialized software

1. The Host Site is responsible for costs associated with non-SAS specialized software needed to complete required activities (the cost of SAS is covered by the fellowship program).

iii. Emergency Notification Alert Systems

1. The Host Site is responsible for ensuring the fellow is enrolled in all emergency notification alert systems including laboratory or campus operating status (closures, delayed openings, phased release), hazardous weather announcements, shelter-in-place notifications, and facilities.

2. Host Sites are responsible for notifying the EIS fellowship program with confirmation that the fellow has been enrolled in all emergency notification systems.

C. Travel and conferences

- i. The fellowship program will pay for the fellow's travel to EIS Summit, required EIS trainings, Tuesday Monthly Seminar (if presenting in Atlanta), and Scientific Presentation Training.
- ii. The fellowship program will provide up to \$2,000 for approved travel costs and up to \$750 in conference registration costs per fellow for each year of the fellowship, pending availability of funds. Unused funds cannot be carried over to the subsequent year. If the cost of one conference will exceed \$2750, the officer should talk to their CDC supervisor before committing to attend.
- iii. Fellows should submit conference attendance requests to their CDC supervisor six months in advance in order to obtain HHS attendance approval.
- iv. Any travel greater than 100 miles from the official duty station or home, or with duration over 12 hours, must be approved by the fellowship program's director or designee and requires the traveler to obtain from CDC an official risk assessment and travel authorization approval.
- v. Planned travel of greater than 100 miles or lasting longer than 12 hours will be paid for by the Host Site following CDC sponsored travel policies and timelines. Urgent travel of greater than 100 miles (e.g., an outbreak investigation) will be paid for by the fellowship program pending availability of funds
- vi. Expenses associated with travel for work requested by the Host Site and within 100 miles (radius) of the fellow's place of work or home residence and less than 12 hours (no lodging or per diem) will be paid by CDC.
- vii. The fellowship program is responsible for ensuring the fellow complies with all federal travel policies and regulations.

CI. Telework

- i. Fellows are eligible for situational/ad hoc telework only as allowed by agency policy for FTEs but are not eligible for remote work (a workplace flexibility allowing an employee to work at an approved alternative worksite, within or outside the local commuting area of the agency worksite, with no expectation to report to the agency worksite on a regular and recurring basis).
- ii. The eligible fellow's participation in telework is left to the discretion of the Host Site as long as it is consistent with fellowship guidelines and [HHS policy](#).
To telework, the fellow must:
 1. Be able to work without direct supervisory oversight
 2. Complete the required CDC employee telework training (and so must the CDC supervisor)
- iii. If eligible, fellow participation in telework is voluntary.

- iv. During emergency situations, the fellow should follow the Host Site's operational guidance. The fellow should contact their CDC supervisor if they feel their work environment is unsafe or does not comply with local or state guidance.

E. Disciplinary Actions

- i. The Host Site should coordinate with the fellowship program for any disciplinary actions.
- ii. Disciplinary actions must follow [Federal regulations and CDC practices](#) (Appendix 3). Before beginning any disciplinary action, the fellowship program should contact their respective employee relations specialist.

F. Attendance Expectations

- i. When applicable, the fellow is expected to follow all current and applicable time and attendance policies and procedures as related to their personnel system. Consistent with these, the fellow should ensure that the leave request is submitted and approved by the primary supervisor and CDC supervisor prior to the leave or immediately thereafter in emergencies.

G. Termination

- i. If the fellow's suspension, resignation, or termination is desired by any party during the fellowship period set out in this MOA, this desire should be made known without delay to all appropriate parties, including the CDC supervisor and the Host Site supervisors, to ensure that appropriate policies and procedures are followed depending on the circumstance. However, if the Host Site determines, in its discretion, that the fellow's continued work under the Agreement poses an imminent risk to health, safety, security, or property, or violates jurisdiction policies, the Host Site may immediately suspend them from working at the Host Site under this Agreement and will provide immediate notice to the CDC supervisor of such suspension. Should the host site desire to suspend the fellow from activities at the host site, such suspension will have no immediate effect on the fellow's employment or affiliation with CDC.
- ii. For fellows classified as federal employees, any activities related to termination must comply with relevant policies and regulations of their employing agency or department. Termination of fellows on a J-1 visa must comply with procedures as advised by the CDC Immigration office. Terminations should be in coordination with the fellowship program's policies and procedures.
- iii. The Host Site may, by written notice to CDC, terminate all or part of this Agreement at any time for the convenience of the Host Site. The notice shall specify the effective date and the scope of the termination. In the event of termination, CDC shall deliver to the Host Site all documents prepared pursuant to the Agreement, whether complete or incomplete. CDC may retain a copy for its records.

Epidemic Intelligence Service Memorandum of Agreement (MOA) Fellowship Year 2025

This memorandum confirms the arrangements and expectations for a 2-year assignment for an Epidemic Intelligence Service (EIS) fellow (version: Hosted by External Agency, Paid by Fellowship).

Host Site Agency: []

Fellow Name: []

Period of Assignment: July 27, 2025—June 26, 2027

Please identify the following Host Site Points of Contact:

POC	Name	Title	E-mail
Primary Supervisor			
Secondary Supervisor			
Secondary Supervisor (if applicable)			
Statistical Resource			
Administrative Resource			

Primary Supervisor

Print or Type Name Signature Date

State/County/City Epidemiologist (if not primary)

Print or Type Name Signature Date

*The person to whom the primary supervisor reports

CDC Supervisor

Print or Type Name Signature Date