

**Division of Scientific Education and Professional Development
(DSEPD) Fellowship Programs' Memorandum of Agreement (MOA)
Template**

Fellowship Year 2021

Document Guide

I. Purpose:

The purpose of this Memorandum of Agreement (MOA) template is to set boundaries and expectations of 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 support one of CDC's Centers, Institute, or Organizations (CIO).

II. 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), Center for Surveillance, Epidemiology, and Laboratory Services (CSELS), Division of Scientific Education and Professional Development (DSEPD), Epidemiology Workforce Branch (EWB), Epidemic Intelligence Service (EIS)

And

[Host Site: CIO/Division/Branch]

To host

[EIS officer Name]

I. Period of Performance

- A. The fellow will begin their fellowship on July 1, 2021 for USPHS fellows and July 7, 2021 for Title 42 fellows. All fellowships end on June 30, 2023.

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 signature page of this agreement.
- ii. 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 DSEPD Quality Science Standards (QSS). Please refer to the [QSS intranet page](#) for information and use in any scientific public health activity.
- iii. Should a change in supervisor(s) become necessary, the fellowship program should be consulted immediately; another supervisor may be designated only after consultation with and approval by the program.
- iv. 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 a balance between service and supervised experience in the practice of the fellow's relevant field. The fellow's administrative responsibilities should be limited to those which are essential to the practice of their relevant field.
- ii. The fellow may be made available, at the judgment of the supervisor, to provide consultation and assistance to local, state, federal, and international agencies

relating to the host site's programmatic activities as opportunities arise. The fellow is expected to clear all consultation and assistance requests made from outside the host site with their host site supervisor.

- iii. Through completion of required fellowship 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 presentations

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 fellowship program.

D. Urgent Response Deployments

- ii. 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 assignment supervisors. However, the fellowship program reserves the right to unilaterally assign a fellow temporarily to a field team or other emergency response activity.
- iii. 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-Aids) and other priority CDC deployments or responses.

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

- i. All projects are reviewed for Human Subject Research (HSR) determination and Paperwork Reduction Act (PRA) determination. Project Determinations should follow applicable CDC and host site policies and procedures. If required, the host site is responsible for ensuring IRB and OMB approval is obtained following host site and agency policies and procedures.
- ii. CDC clearance must be obtained before any written product is submitted externally. 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 required trainings.
- ii. Fellows are required to attend conferences and trainings indicated in the EIS Handbook. These include:
 - 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). Fellows in non-Atlanta assignments are expected to attend remotely via available mechanisms, or retrospectively review recorded seminars made available by the fellowship program.

2. Annual EIS Conferences, Summer Courses, and Fall Courses: Fellows must attend the entire annual EIS Conference and required EIS training courses during both years of their fellowship (rare exceptions must be cleared by the fellowship program).
3. EIS Rounds: All EIS officers will attend EIS rounds to provide feedback on the program and assignment to the fellowship program.

G. EIS Conference Abstracts

- i. The fellow must submit at least one abstract to the annual EIS Conference during the two-year fellowship period. Abstracts should be cleared following CIO and agency procedures. 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 the 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 assessment to the program by the due date(s).
- ii. The fellow should engage in regular discussion of individual fellow performance with their primary supervisor.
- iii. All EIS officers are exempt from PMAP requirements.

B. Supervisor Communication

- i. Direct communication between the host site and fellowship program is important in maximizing the fellow's professional development. The fellowship program also welcomes, or may request, confidential feedback on the fellow from the primary supervisor.

C. Commissioned Corps Evaluation and Awards

- i. Commissioned Corps fellows are responsible for completing Part I of the Commissioned Officer Efficiency Report (COER). The primary supervisor is responsible for completing the "Rating Official" feedback to the fellow. The Chief of the EIS Program is the "Reviewing Official" for all EIS officer COERS.
- ii. The fellowship program will support the nomination of deserving fellows for Commissioned Corps awards. The fellow and primary 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.
2. Any errors in payroll should be reported to the fellowship program immediately by the fellow.

ii. Onboarding

1. The fellowship program will recruit and facilitate the selection and onboarding of the fellow consistent with the fellowship program and CDC policies and processes.
2. Where applicable, the fellowship program will provide or organize administrative support for the fellow, including onboarding, work authorizations, background checks/security clearance, relocations, and VISAs.
3. The fellowship program is responsible for completing [Form 1137](#) to obtain a PIV card and submitting to the Office of Security and Emergency Preparedness (OSEP). The fellowship program is also responsible for initiating PIV card renewals.
4. For fellows who are not U.S. citizens, the fellowship program is responsible for [Non-U.S. Citizen Access Management System \(NCAMS\)](#) onboarding and renewal during the fellowship for J-1 visa holders sponsored by CDC.

iii. Passports

1. The fellowship program will brief fellows on how to apply for a government passport during Summer Course.
2. Fellows who are not U.S. citizens are not eligible for international travel and therefore will not be issued a government passport.

iv. Computer, Network Access, and Office Support

1. A CDC network enabled laptop (with SAS, Epi Info, Adobe Reader), docking station, keyboard, and mouse will be issued to the fellow by the fellowship program.

v. Specialized Software

1. The fellowship program is responsible for costs associated with SAS software needed to complete required activities of the fellowship during the fellow's first year of the fellowship. The host site is responsible for costs associated with SAS software during the fellow's second year of the fellowship.

B. Host Site Responsibility

i. Administrative Support

1. The host site will identify a point of contact(s) for administrative actions and provide to the fellowship program.

2. The host site is responsible for changing the fellow's admin code to their CIO/division in their Concur Government Edition travel profile and People Processing after the fellow reports to the host site (following first year Summer Course).

ii. Computer, Network Access, and Office Support

1. Once the fellow arrives to the host site following Summer Course, the host site is responsible for transferring their laptop and equipment to the CIO of assignment.
2. The host site will provide an appropriate office setting, telephone, administrative support services, office supplies, and additional resources. The host site will provide the fellow with access to a LAN with an internet connection.
3. At the end of the two years, if the fellow requires access to the CDC network to complete fellowship projects (e.g., manuscripts), the host site is responsible for initiating and maintaining affiliate status for the fellow.

iii. Specialized Software

1. The host site is responsible for:
 - a. Costs associated with non-SAS specialized software needed to complete required fellowship activities.
 - b. Costs associated with SAS software during the fellow's second year of the fellowship.

C. Travel and Conferences

- i. If the fellow has an abstract accepted to a professional conference to present work done during the fellowship, the host site is responsible for supporting travel and registration, budget permitting.
- ii. Fellows should follow their host site's process for requesting conference approval through CAMS.
- iii. Non-Atlanta-based host sites are responsible for arranging and paying for fellow's travel to EIS Conference, 1st year Fall Course, 2nd year Summer Course, and Regional Training (if applicable). The fellowship program will arrange for and pay for the fellow's travel to 1st year Summer Course and Tuesday Monthly Seminar (if the fellow is presenting).
- iv. The host site is responsible for ensuring the fellow complies with all federal travel policies and regulations.

D. Telework

- i. The fellow's participation in telework is left to the discretion of the host site as long as it is consistent with fellowship program guidelines.
- ii. Fellow participation in telework is voluntary.

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](#). Before beginning any disciplinary action, the fellowship program will coordinate, as appropriate, with their respective employee relations specialist.

F. Attendance Expectations

- i. When applicable, the fellow is expected to follow all current and applicable [Civil Service](#) or [United States Public Health Service \(USPHS\)](#) leave policies and procedures. Consistent with these, the fellow should ensure that the leave request is submitted and approved by the primary supervisor prior to the leave or immediately thereafter in emergencies. The leave request should be submitted following USPHS or fellowship program procedures.

G. Termination

- i. If 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 fellowship program and the host site supervisors, to ensure that appropriate policies and procedures are followed depending on the circumstance.
- ii. For fellows classified as federal employees, any activities related to termination must comply with relevant USPHS, HHS, and CDC rules and regulations. Terminations should be in coordination with the fellowship program's policies and procedures.

**Division of Scientific Education and Professional Development
(DSEPD)**

Memorandum of Agreement

This memorandum confirms the arrangements and expectations for a 2-year assignment for an Epidemic Intelligence Service (EIS) fellow.

Assignment: [Host site: CIO/Division/Branch]

Period of Assignment: July 7, 2021—June 30, 2023

Primary

Supervisor	_____	_____	_____
	Print or Type Name	Signature	Date

Secondary

Supervisor	_____	_____	_____
	Print or Type Name	Signature	Date

Statistical

Resource	_____	_____	_____
	Print or Type Name	Signature	Date

Administrative

Resource	_____	_____	_____
	Print or Type Name	Signature	Date

CIO or

Division Director	_____	_____	_____
	Print or Type Name	Signature	Date

EWB CIO Liaison

Print or Type Name

Signature

Date