

Epidemic Intelligence Service Memorandum of Agreement (MOA)
Hosted by CIO 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 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 a CDC Centers, Institute, or Organizations (CIO) Host Site.

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), 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 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 DWD 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 Host Site supervisor(s) become necessary, the Host Site should consult the fellowship program representative (i.e., CIO liaison) immediately; another supervisor may be designated only after consultation with and approval by the fellowship 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 Host Site to which the fellow is assigned, they must be identified and obtained elsewhere.
- v. Resource personnel within the branch or division should be available to provide statistical support. Support will include project-based consultation and training in data management and analysis.

B. Scope of Work

- i. The Host Site should provide the fellow with activities that are a balance between service to the agency 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 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
- iii. The fellow may be made available to external health authorities, at the judgment of the supervisor, to provide consultation and assistance 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.

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 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.
- 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 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 listed in EASI. 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. EIS Rounds: All EIS officers are required to attend EIS rounds to provide feedback on the program and assignment to the fellowship program.
- iii. Scientific Presentation Training (SPT) is an important part of the fellow’s experience. SPT is held approximately 4–6 weeks prior to EIS Summit; each CIO-assigned fellow with a talk in the EIS Summit Opening Session or Awards sessions is required to attend to present their EIS presentation, practice question and answer responses, and receive feedback to strengthen the presentation. Participation is optional, but highly recommend, for fellows in non-opening and non-awards sessions.

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 must be cleared following CIO and CDC 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 fellow in a timely fashion and submit assessments to the program by the due dates.
- ii. The primary supervisor should engage in regular discussion of individual fellow performance with their fellow.
- iii. All EIS officers are exempt from PMAP requirements.

B. Supervisor Communication

- i. Direct communication between the Host Site and fellowship program (CIO liaison) 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), complying with deadlines provided by the CDC Commissioned Corps Liaison Office and Commissioned Corps Headquarters. 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 in the Commissioned Corps 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 and compensatory time).
2. Compensatory time is paid for by the fellowship program; its accrual must be approved by the supervisor who oversaw the work prior to being earned. Beth Lee is the approving official.
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 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 0.1137 to obtain a PIV card and submitting to OSSAM.
4. The fellowship program is responsible for initiating PIV card renewals 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 [Non-U.S. Citizen Access Management System \(NCAMS\)](#) onboarding.

iii. Passports and Travel

1. The fellowship program will create a Concur Government Edition traveler profile for the fellow.
 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 designated [A/OPC](#) in their Host Site office.
 - 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 (OCNUS) 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, RStudio, and EndNote) and docking station 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(s) of contact for administrative actions and provide to the fellowship program.
2. The Host Site is responsible for issuing a government travel charge card to fellows based on [HHS requirements](#).
3. Following First-Year Summer Course, the Host Site is responsible for transferring the following administrative profiles and accounts:
 - a. Concur Government Edition travel profile
 - b. CDC Navigator profile
 - c. TasNet timecard (civil service fellows only)
 - d. Property (e.g., laptop). The host site should email their custodial account number to the EIS property custodian, Pamela Craig (LUP3), who can transfer the laptop to the host site's account.
 - e. Telework agreement (if applicable)
4. If the fellow is not a U.S. citizen, the Host Site is responsible for renewing the NCAMS approval to cover the second year of the fellowship.
5. The host site is responsible for updating the fellow's separation date in Navigator at the at the end of their first year.

ii. Computer, Network Access, and Office Support

1. Once the fellow arrives to the Host Site following First-Year Summer Course, the Host Site is responsible for transferring the fellow's laptop and equipment to the CIO of assignment.
2. The Host Site will provide a dedicated office setting near the Host Site supervisors, administrative support services, office supplies, and additional resources. The Host Site will provide the fellow with access to a local area network (LAN) with an internet connection.

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 attendance approval.
- iii. Non-Atlanta-based Host Sites are responsible for arranging and paying for their fellow's travel to both EIS Summits, 1st year Fall Course, 2nd year Summer Course, and Scientific Presentation Training (if applicable).
- iv. For non-Atlanta-based fellows 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 in-person).
- v. The Host Site 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 (i.e., 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 program guidelines and [HHS policy](#).
- 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 primary supervisor if they feel their work environment is unsafe.

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 the respective CIO 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 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 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 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.

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 CIO, Paid by Fellowship).

Assignment: [REDACTED]

Fellow Name: [REDACTED]

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

Branch Chief, Division Director, or CIO Director*

Print or Type Name Signature Date

*The person to whom the primary supervisor reports

CIO Liaison

Print or Type Name Signature Date