

## **Laboratory Leadership Service Memorandum of Agreement (MOA)**

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Fellowship Year 2022

## 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 a Laboratory Leadership Service (LLS) fellow salary and benefits are paid for by the fellowship program and the fellow is assigned to an external organization (non-CDC) 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), Center for Surveillance, Epidemiology, and Laboratory Services (CSELS), Division of Scientific Education and Professional Development (DSEPD), Epidemiology Workforce Branch (EWB), Laboratory Leadership Service (LLS)

And

[Host Site]

To host

[ LLS fellow Name ]

## I. Period of performance

- A. The fellow will begin their fellowship on July 5, 2022 and end their fellowship on June 30, 2024.

## 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., EWB 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 DSEPD Quality Science Standards (QSS).
- iv. Should a change in Host Site supervisor(s) become necessary, the Host Site should consult the EWB 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 the fellow's primary discipline or subject matter expertise. The fellow's administrative

responsibilities should be limited to those which are essential to the practice of their primary discipline.

- ii. The fellow may be made available, at the judgment of the supervisor, to provide consultation and technical assistance within their jurisdiction as opportunities arise.
- iii. Through completion of required program activities, each fellow will have the opportunity to develop proficiency in the following areas:
  - 1. Leadership and Management Skills
  - 2. Quality Management Systems
  - 3. Laboratory Safety
  - 4. Applied Laboratory Research, Investigation, and Surveillance
  - 5. Informatics and Bioinformatics
  - 6. Communication

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 assignment 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 laboratory assistance activities (i.e., Lab-Aid) or 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.) authored by the fellow that 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 required trainings.

- ii. Fellows must attend required conferences and trainings. These include:
  - 1. Annual EIS Conferences, Summer Courses, Fall Courses, Professional Development Sessions, and Laboratory Leadership Science Seminar: Fellows must attend the entire annual EIS Conference and required LLS training courses during both years of their fellowship (rare exceptions must be cleared by the fellowship program).
  - 2. EIS Rounds: All LLS fellows will attend EIS rounds to provide feedback on the program and assignment to the fellowship program.
  - 3. Regional Training: Regional training is an important part of the fellow's experience. These are held approximately 4–6 weeks prior to EIS Conference and each field fellow is required to attend to present his/her EIS presentation, practice Question/Answer responses, and receive feedback to improve the talk.

### **III. Performance**

#### **A. Evaluation**

- i. The fellow will be evaluated by their primary supervisor with respect to required LLS activities. The primary supervisor is responsible for completing the LLS 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 dates.
- ii. The primary supervisor and EWB supervisor should engage in regular discussion of individual fellow performance with their fellow.

#### **B. Supervisor Communication**

- i. Direct communication between the Host Site and EWB supervisor 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. Fellows in the Commissioned Corps are responsible for completing Part I of the annual Commissioned Officer Efficiency Report (COER) complying deadlines provided by Commissioned Corps Headquarters. The EWB 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 LLS COERS.
- ii. The fellowship program will support the nomination of deserving fellows in the Commissioned Corps for Commissioned Corps awards.

### **IV. Administrative**

#### **A. Fellowship Program Responsibilities**

- i. Salary and benefits
  - 1. The fellowship program is responsible for all salary and benefits costs, including overtime. The fellowship program will initiate human resource

actions to process step and stipend increases during the fellow's period of performance.

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 fellowship program and CDC policies and processes.
2. Where applicable, the fellowship program will provide or organize administrative support for the fellows, including but not limited to: onboarding, work authorizations, background checks, relocations and security clearance.
3. The fellowship program is responsible for completing HHS Form 0.1137 and submitting the form to the Office of Security and Emergency Preparedness (OSEP) to obtain the fellow's personal identity verification (PIV) card.
4. The fellowship program is responsible for initiating PIV card renewals or extensions.

iii. Passports

1. The fellowship program is responsible for coordinating government passport applications during Summer Course.

iv. Office Support and Computer

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

v. Specialized software

1. The fellowship 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 provide an appropriate office setting, telephone, administrative support services, office supplies, and additional resources.
2. 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 this. The computer must be able to connect to the Host Site network and systems.

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).

#### C. Travel and conferences

- i. The fellowship program will pay for the fellow's travel to EIS Conference, required LLS trainings, Laboratory Leadership Science Seminar (if presenting in Atlanta), and Regional Training.
- ii. The fellowship program will provide up to \$1,800 for approved travel and conference registration costs per fellow for each year of the fellowship, pending availability of funds.
- iii. Fellows should submit conference attendance requests to their EWB supervisor months in advance in order to obtain HHS attendance approval.
- iv. Any travel greater than 100 miles from the official duty station must be approved by the fellowship program's director or designee and requires the traveler to be on federal travel orders. Travel expenses associated with Host Site and CDC initiated travel will be paid for by the fellowship program pending availability of funds.
- v. The fellowship program is responsible for ensuring the fellow complies with all federal travel policies and regulations.

#### D. Telework

- i. Eligible for telework, (i.e., working in an alternate location away from the office up to 8 days every two weeks), but are not eligible for remote work (i.e., working in an alternate location away from the office full-time)
- ii. The fellow's participation in telework is left to the discretion of the Host Site as long as it is consistent with fellowship guidelines and CDC policy.

To telework, the fellow must:

1. Be able to work without direct supervisory oversight
2. Work a minimum of two days per pay period (every 2 weeks) at the official worksite
3. Complete the required CDC employee telework training (and so must the EWB supervisor)

- iii. 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 EWB supervisor if they feel their work environment is unsafe or does not comply with local or state guidance.

#### E. Disciplinary Actions

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

#### F. Attendance Expectations

- i. When applicable, the fellow is expected to follow all current and applicable Civil Service or USPHS leave policies and procedures. Consistent with these, the fellow should ensure that the leave request is submitted and approved by the primary supervisor and EWB 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 EWB supervisor 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 a Laboratory Leadership Service (LLS) fellow.**

**Assignment:** [Host Site]

**Period of Assignment:** July 5, 2022—June 30, 2024

Please identify the following Host Site Points of Contact:

POC	Name	Title
Primary Supervisor		
Secondary Supervisor		
Administrative Resource		

**Primary**

**Supervisor**

\_\_\_\_\_

Print or Type Name                      Signature                      Date

**State/County/City  
Laboratory Director  
(if not primary)**

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Print or Type Name                      Signature                      Date