

Laboratory Leadership Service Memorandum of Agreement (MOA)

Fellowship Year 2022

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 a Laboratory Leadership Service (LLS) fellow's salary and benefits are paid for by the fellowship program and the fellow 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), 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: CIO/Division/Branch]

To host

[LLS fellow Name]

I. Period of Performance

- A. The fellow will begin their fellowship on July 1, 2022 for USPHS fellows and July 5, 2022 for Title 42 fellows. All fellowships end 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 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 Host Site should consult the fellowship program 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.

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 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 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. Leadership and Management Skills
 - 2. Quality Management Systems
 - 3. Laboratory Safety
 - 4. Applied Laboratory Research, Investigation, and Surveillance
 - 5. Informatics and Bioinformatics
 - 6. Communication
- iv. From time to time a fellow may work temporarily in another CIO to broaden the fellow's laboratory experience, fulfill competencies and activities for learning, or meet CDC's needs elsewhere in the organization. Such an assignment will be with the mutual consent of the Fellow, the supervisor, and the requesting CIO. Associated travel expenses will be paid by the requesting CIO.

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

- 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 laboratory assistance activities (i.e., Lab-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.) 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.

III. Performance

A. Evaluation

- i. The fellow will be evaluated by their primary supervisor with respect to the 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 fellow in a timely fashion and submit the assessment to the program by the due date.
- ii. The primary supervisor should engage in regular discussion of individual fellow performance with their fellow.
- iii. All LLS fellows 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. Fellows in the Commissioned Corps are responsible for completing Part I of the annual Commissioned Officer Efficiency Report (COER), complying with deadlines provided by 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 LLS 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. 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 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 and relocations.
 - 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.
 - iii. Passports
 - 1. The fellowship program will brief fellows on how to apply for a government passport during First-Year Summer Course.
 - iv. Computer, Network Access, and Office Support
 - 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 Host Site is responsible for costs associated with specialized software required to complete applied research or other laboratory projects.
- 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 First-Year 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.

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. The fellowship program will arrange and pay for fellow's travel to First-Year Summer Course, Laboratory Leadership Science Seminar (if the fellow is presenting), EIS Conference, First-Year Fall Course, Second-Year Summer Course, and Regional Training (if applicable).
- iv. The Host Site is responsible for ensuring the fellow complies with all federal travel policies and regulations.

D. Telework

- i. Fellows are eligible for telework, 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 if it is consistent with fellowship program guidelines and CDC's Workplace Flexibilities 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.

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 a Laboratory Leadership Service (LLS) fellow.

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

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

Branch Chief, Division Director, or CIO Director*

Print or Type Name Signature Date

*The person to whom the primary supervisor reports