

# **Epidemic Intelligence Service Memorandum of Agreement (MOA)**

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Fellowship Year 2023

## 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. 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; proposed), Epidemic Intelligence Service (EIS)

And

[ ] (Host Site Name)

To host

[ ] (EIS officer Name)

## I. Period of performance

A. The fellow will begin their fellowship on July 6, 2023, and end on June 30, 2025.

## 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., EIS field 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 (QSS).
- iv. Should a change in Host Site supervisor(s) become necessary, the Host Site should consult the EIS program 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 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. Epidemiologic field investigations
  - 2. Epidemiologic analyses of data sets
  - 3. Surveillance activities
  - 4. Scientific writing
  - 5. Oral presentation

#### 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 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 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. 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 2<sup>nd</sup> Tuesday of the month, and Tuesday Training Seminars, generally on the 4<sup>th</sup> Tuesday of the month, from 1:00pm–3:00pm (ET).
2. Annual EIS Conferences, Summer Courses, and Fall Course: 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. Regional Training: Regional training is an important part of the officer's experience. These are held approximately 4–6 weeks prior to EIS Conference, and each field officer is required to attend to present his/her EIS presentation, practice Question/Answer responses, and receive feedback to strengthen the presentation.
4. 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 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 assessment to the program by the due dates.
- ii. The primary supervisor and EIS program supervisor should engage in regular discussion of individual fellow performance with their fellow.

B. Supervisor Communication

- i. Direct communication between the Host Site and EIS program 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 ELWB (proposed) 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.

#### **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. The fellowship program will initiate human resource actions to process step and stipend increases during the fellow’s period of performance.
3. 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 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 OSSAM to obtain the fellow’s personal identity verification (PIV) card.
4. The fellowship program is responsible for initiating PIV card renewals or extensions.
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**

1. The fellowship program is responsible for coordinating government passport applications during Summer Course.
2. 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. Office Support and Computer**

1. A CDC network enabled laptop (with SAS 9.4 TS1M8, 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).

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 Conference, required EIS trainings, Tuesday Monthly 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. Funds cannot be carried over to the subsequent year if unused.
- iii. Fellows should submit conference attendance requests to their EIS program supervisor six 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. Title 42 civil service and Commissioned Corps fellows are eligible for telework, ( a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work), 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.) Fellows on a J-1 visa are not eligible for remote work or telework.
- 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 CDC policy.

To telework, the fellow must:

1. Be able to work without direct supervisory oversight
  2. Work a minimum of 16 hours per bi-weekly pay period at the official worksite
  3. Complete the required CDC employee telework training (and so must the EIS program 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 EIS program 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, USPHS, or J-1 visa time and attendance policies and procedures. Consistent with these, the fellow should ensure that the leave request is submitted and approved by the primary supervisor and EIS program supervisor prior to the leave or immediately thereafter in emergencies.

#### 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 EIS program 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. 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.

## Division of Workforce Development (DWD)

### 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 Name)

EIS officer: [ ] (EIS officer Name)

Period of Assignment: July 6, 2023—June 30, 2025

Please identify the following Host Site Points of Contact:

POC	Name	Title	Email
Primary Supervisor			
Secondary Supervisor			
Secondary Supervisor 2*			
Statistical Resource			
Administrative Resource			

\*if applicable

	Print Name	Signature
Primary Supervisor		
State/County/City Epidemiologist (if not Primary Supervisor)		