Epidemic Intelligence Service Memorandum of Agreement (MOA)

Fellowship Year 2024

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.
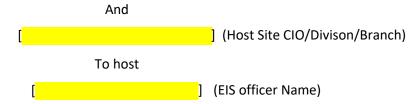
II. **Instructions:**

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

[   ] (Host Site CIO/Divison/Branch)

To host

[   ] (EIS officer Name)

I. **Period of Performance**

    A. The fellow will begin their fellowship on July 1, 2024, and end on June 27, 2026.

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 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.

        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 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 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.) 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 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 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 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 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 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. 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.

            2. Any errors in payroll should be reported to the fellowship program immediately by the fellow.

            3. The fellowship program will initiate human resource actions to process step and 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 1137 to obtain a PIV card and submitting to OSSAM. 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. The host site is responsible for NCAMS renewal to cover the second year of the fellowship.

        iii. Passports

            1. The fellowship program will brief fellows on how to apply for a government passport during First-Year 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. Computer, Network Access, and Office Support

            1. A CDC network enabled laptop (with SAS 9.4 TS1M8, R, RStudio, Epi Info, 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. 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. Government travel credit card

            e. Property (e.g., laptop). The EIS custodial account is 40131

            f. Workplace Flexibilities Management System (WFMS)

        3. 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.

    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.

    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 Scientific Presentation Training (if applicable).

iv. 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.

D. Telework

i. Title 42 civil service and Commissioned Corps fellows are eligible for telework 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). Fellows on a J-1 visa are not eligible for remote work or telework per Department of State policy.

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 CDC's Workplace Flexibilities 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 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 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 Civil Service, United States Public Health 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 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 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. 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 2024

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: [   ] (Host Site CIO/Divison/Branch)

Fellow: [   ] (EIS officer Name)

Period of Assignment: July 1, 2024–June 27, 2026

Please identify the following Host Site Points of Contact:

POC	Name	Title	E-mail
Primary Supervisor			
Secondary Supervisor			
2nd Secondary Supervisor (if applicable)			
Statistical Resource			
Administrative Resource			

	Print Name	**Signature**
Primary Supervisor		
Branch Chief, Division Director, or CIO Director*		
Fellowship Program Representative		

*The person to whom the primary supervisor reports