

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

16-19

5/23/19

**FISCAL YEAR 2019 - CONTINUING EDUCATION PROGRAM
FOR PUBLIC HEALTH VETERINARIANS**

I. PURPOSE

This notice announces the FY19 FSIS Continuing Education Program (CEP) for in-plant Public Health Veterinarians (PHVs) and Supervisory Public Health Veterinarians (SPHVs) in the Office of Field Operations (OFO). Only veterinarians assigned to an establishment in the field are eligible for this program. The Fiscal Year 2019 (FY19) PHV CEP is effective October 1, 2018, through September 30, 2019, and eligible employees may qualify for training reimbursement completed during this time. Applications are currently being accepted. The deadlines for submitting FY19 applications are detailed in Section IV. HOW TO APPLY.

II. BACKGROUND

A. This program was launched as a retention incentive for in-plant PHVs in support of the 2018 Annual Plan's Goal 3, Outcome 3.1, Maintain a Well-Trained and Engaged Workforce. Under the FY19 PHV CEP, eligible PHVs may qualify for up to \$500 per FY maximum reimbursement to attend training.

B. Training includes professional meetings, conferences, webinars, and courses (online or in-person) in which Continuing Education Units (CEs) in Veterinary Medicine (VM) are earned. Reimbursement funds may only be applied towards registration fees and do not include travel costs. All applicants are to have completed the training and be able to show proof of CEs earned.

C. The FY19 PHV CEP is not a licensure or certification program and does not require participants to have or to earn active licenses or certifications in VM. The program may be used to:

1. Help support current licensure requirements;
2. Help complete a board certification; or
3. Support current job performance.

DISTRIBUTION: Electronic;
All Field Employees

NOTICE EXPIRES: 6/1/20

OPI: OPPD

III. REQUIREMENTS FOR THE FY19 PHV CEP

A. Employee eligibility requirements for participation in the FY19 PHV CEP:

1. Participants are to be an in-plant PHV or SPHV in OFO assigned to an establishment (not an FLS, EIAO, or DVMS);
2. Participants need to be full-time permanent employees in good standing, (i.e., rated fully successful or better, have worked a minimum of 1 year of service with FSIS);
3. Supervisory notification and approval is required if training interferes with tour of duty; and
4. The employee is to pay out of pocket for the training and will be reimbursed up to a maximum of \$500 per FY toward training registration costs only. Travel will not be compensated.

B. Training requirements for participation in the FY19 PHV CEP:

1. Participants are to attend a professional meeting or training related to VM for the purpose of earning CEs. Participants will not be required to have or to earn licenses or certifications;
2. The CEs need to be earned from approved programs and providers of continuing education and be recognized by licensing boards for VM;
3. Participants need to obtain documentation to show the training name and the number of CEs earned; and,
4. Participants are to submit CE training documentation along with a PHV CEP Application Form so the training can be recorded in the employee's AgLearn record.

D. After the training is completed, to be reimbursed, the employee is to provide to the CEP Manager of the Office of Employee Experience and Development (OEED) the following documentation:

1. PHV CEP Application and Approval Form;
2. OF 1164 Reimbursement Voucher;
3. Proper Receipt;
4. Documentation to show number of CEs earned; and
5. PHV CEP Application and Approval Form (e-form): Employees can obtain an application in the following ways:
 - a. Request by e-mail at PHVCEP@fsis.usda.gov; or
 - b. Download from IPP Help fsishelp.fsis.usda.gov/ipphelp/cep/phvcep/phvcep.htm.

NOTE: If using Windows 10, Microsoft Edge may be incompatible with PDF documents. Fire Fox Browser is recommended.

E. The employee is to digitally sign PHV CEP Application with their LincPass and submit as an e-form.

F. OF-1164 Claim for Reimbursement are to be submitted as an e-form and include:

1. Training name;
2. Start and end dates of the training;
3. Cost of training registration;
4. Amount to be reimbursed (not to exceed \$500 per FY);
5. An e-signature (digitally sign with LincPass);
6. Proof of payment with a proper receipt which is to include:
 - a. Participant name;
 - b. Method of payment;
 - c. Amount paid; and
 - d. Training name*; and

**FSC requires supplemental documentation with a receipt not listing training name. Example: an e-mail confirming training registration that lists training name.*

7. CE Documentation from approved provider showing the number of CEs earned and the name of the veterinary training attended.

G. The CEP Manager will process applications and reimbursement paperwork. Upon approval, the CEP Manager will submit an employee's OF 1164 Reimbursement Claim directly to Financial Service Center (FSC) for remittance to employee.

IV. HOW TO APPLY FOR FY19 PHV CEP TRAINING REIMBURSEMENT

After training is completed, employees are to:

1. E-mail all required documentation (outlined above) to the CEP Manager at: PHVCEP@fsis.usda.gov;
2. Deadlines for submitting FY19 applications for reimbursement:
 - a. Trainings attended between October 1, 2018, and June 30, 2019, applications are to be received no later than August 30, 2019.
 - b. Trainings attended between July 1, 2019, and September 30, 2019, applications are to be received no later than October 15, 2019.

V. TIME AND ATTENDANCE RECORD FOR ATTENDING CEP-APPROVED TRAININGS OR MEETINGS

- A. Attending a training for CEs during normal duty hours is considered an excused absence for which PHVs will be allowed to record administrative leave up to 3 days at 8 hours per day (maximum of 24 hours) excluding travel time. Employees are to request excused absence through their supervisory chain.
- B. PHVs who have completed their training and are approved for reimbursement by the CEP are to submit a corrected Time and Attendance (T&A) using their normal District Office accounting codes to record an excused absence (66).
- C. Travel time to and from a training will not be compensated even if it occurs during regular work hours.
- D. If training occurs outside of the normal tour of duty, employees may request a schedule change from his/her immediate supervisor.
- E. PHVs are to contact their supervisor or District Resource Manager for additional guidance on T&A completion.

VI. QUESTIONS

Refer questions to the CEP Manager at PHVCEP@fsis.usda.gov or 202-770-5735. Questions may also be referred to the OEED/TTDL at 1-800-336-3747. PHV CEP Applications, OF 1164 Reimbursement Forms, and other program information can be found at: fsishelp.fsis.usda.gov/ipphelp/cep/phvcep/phvcep.htm.



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Office of Policy and Program Development

