

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

FSIS NOTICE

33-18

6/26/18

FISCAL YEAR 2018 - CONTINUING EDUCATION PROGRAM FOR PUBLIC HEALTH VETERINARIANS

I. PURPOSE

This notice announces a new FSIS Continuing Education Program (CEP) for Public Health Veterinarians (PHVs) and Supervisory Public Health Veterinarians (SPHVs) assigned to the Office of Field Operations (OFO) in a 0701 job series as Inspection Program Personnel (IPP). The Fiscal Year 2018 (FY18) PHV CEP is effective retroactive to October 1, 2017, and eligible employees may qualify for training reimbursement completed October 1, 2017 through September 30, 2018. Applications are currently being accepted. The deadlines for submitting FY18 applications are detailed in Section IV. HOW TO APPLY.

II. BACKGROUND

A. Under the FY18 PHV CEP, eligible PHVs may qualify for up to \$500 per FY maximum reimbursement to attend professional conferences and meetings to earn Continuing Education Units (CEUs) in veterinary medicine (VM).

B. The FY18 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.

III. REQUIREMENTS FOR THE FY18 PHV CEP

A. Employee eligibility requirements for participation in the FY18 PHV CEP:

1. Participants need to be a PHV or SPHV assigned to OFO in a 0701 job series as IPP in establishments;
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

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 7/1/19

OPI: OPPD

4. The employee are to pay out of pocket for the training and will be reimbursed up to a maximum of \$500 per FY toward conference registration costs only. Travel will not be compensated.

B. Training requirements for participation in the FY18 PHV CEP:

1. Participants are to attend a professional meeting or conference related to VM for the purpose of earning CEUs. Participants will not be required to have or to earn licenses or certifications;
2. The CEUs 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 conference name and the number of CEUs earned; and,
4. Participants are to submit CEU training documentation along with a PHV CEP Application Form so the training can be recorded in the employee's AgLearn record.

C. Reimbursement requirements for the FY18 PHV CEP: After the training is completed, to be reimbursed, the employee is to provide to the CEP Manager of the Office of Outreach, Education, and Employee Training (OOEET) the following documentation:

1. PHV CEP Application and Approval Form;
2. OF 1164 Reimbursement Voucher;
3. Proper Receipt;
4. Documentation to show number of CEUs 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.

D. Employee are to digitally sign PHV CEP Application with their LincPass, and submit as an e-form.

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

1. Conference name;
2. Start and end dates of the training;
3. Cost of conference 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. Conference name*; and

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

7. CEU Documentation from approved provider showing the number of CEUs earned and the name of the veterinary conference attended.

F. 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 FY18 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 FY18 applications for reimbursement:
 - a. Conferences attended between October 1, 2017, and July 30, 2018, applications are to be received no later than August 30, 2018.
 - b. Conferences attended between July 31, 2018, and September 30, 2018, applications are to be received no later than October 15, 2018.

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

A. Attending a conference for CEUs during normal duty hours is considered an excused absence for which PHVs will be allowed to record administrative leave.

B. If the conference or meeting falls within the normal tour of duty, PHVs are to use their normal district office accounting codes to record an excused absence (66) on their Time and Attendance (T&A) and record up to 3 days at 8 hours per day (maximum of 24 hours).

C. Travel time will not be compensated (even if it occurs during regular work hours); administrative leave needs to be taken for travel time during normal tour of duty.

D. For FY18 only, if a PHV is applying for retroactive reimbursement and has not already claimed administrative leave (66) to attend the conference or meeting, then a corrected time sheet can be submitted to claim up to 3 days at 8 hours per day, excluding travel time on his or her T&A record.

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 301-344-0734. Questions may also be referred to the OOEET/DLB 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.

A handwritten signature in cursive script that reads "Sabrina J. Wagner".

Assistant Administrator
Office of Policy and Program Development