How do I know if I can obtain practice hours through my primary job duties?

How do I obtain practice hours if I am not in an OPM code 81?

What forms do I submit and where do I submit them to document my practice hours?

Submitting Practice Flowchart

Q: How do I know if I can obtain practice hours through my primary job duties?
A: To obtain practice hours through your primary job duties, you must have a position designated by OPM code 81. To look up if you are in an OPM code 81 position:

- Log into the Officer Secure Area of the CCMIS website and open your PIR.
- Look under “Current Assignment”, you will see under “Position Primary Job” what your OPM code is, as seen in the example below:

  **Current Assignment**
  Chief Pharmacist 1
  CIVIL SERVICE SERIES 0660: PHARMACIST
  Position Grade: 5
  Position Primary Job: 81: CLINICAL PRACTICE, COUNSELING, & ANCILLARY MEDICAL

Q: How do I obtain practice hours if I am not in an OPM code 81?
A: Determine, with your supervisor’s approval, if obtaining the hours will be as an official duty (official duty activity during your normal tour of duty) or as a non-official duty (during your off-duty time).

**Official Duty**
If you obtain practice hours as an official duty activity (i.e. during duty hours), you may do so through:

- An MOU between your agency and another non-HHS federal agency (i.e. BOP, ICE, VA, DoD)
- A TDY to an HHS clinical site
- A deployment (if gaining practice hours is authorized by CCHQ for the deployment)
- Obtaining practice hours as part of your duties via a billet addendum (PHS Form 7085).

**Non-Official Duty**
If you obtain practice hours as a non-official duty activity (i.e. outside of duty hours), you must do so only during off-duty hours or on annual leave.

- Supervisory and Ethics approval must be documented via an HHS 520, whether the activity is compensated or not.
- Performing non-official duties at a federal facility during non-duty hours must be non-
compensated to comply with regulations that prohibit dual compensation of federal employees.

**Q: What forms do I submit and where do I submit them to document my practice hours?**

**A: It depends on how you obtain your practice hours.**

<table>
<thead>
<tr>
<th>I obtain my practice hours:</th>
<th>What form do I submit and where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>As part of my primary duties</td>
<td>Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area.</td>
</tr>
<tr>
<td>As part of an MOU/ MOA</td>
<td>Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area.</td>
</tr>
</tbody>
</table>
| Through a TDY to an HHS clinical site            | Upload TDY documents using eDOC-U, under the heading “TDY without PO.” Ensure that your supervisor’s signature is on the TDY form/memo.  
                                                        Fill and submit the electronic PHS-7047 located in “Forms” in your secure Officer Secure Area. |
| Through a deployment role that the Readiness and Deployment Branch (RDB) has approved for practice hours | Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area.         |
| Through adding a billet addendum to include obtaining practice hours as part of my duties. | Submit the PHS 7085 form to IHSCorpsinquiries@ihs.gov for Liaison review and signature.  
                                                        Upload the completed PHS-7085 using eDOC-U under “PHS 7085 Billet/Position Addendum” in your eOPF.  
                                                        Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area. |
| Through an outside activity                       | Submit the HHS 520 to your supervisor. Route the form through your Area Ethics contact for review. Ensure that you upload your approved HHS 520 into your eOPF.  
                                                        Ensure that you report all outside activities annually using the HHS 521 to your Area/Office Ethics contact.  
                                                        Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area. |
Practice Hours Flow Chart

Do you receive Health Profession Special Pay (HPSP) or have a primary clinical deployment role?

Yes | No
---|---

Is your position coded as OPM Code 81?

Yes | No | Unsure
---|---|---

Only fill and submit the electronic PHS-7047 form located in "Forms" in your Officer Secure Area

Fill and submit PHS-7047 electronic form located in "Forms" in your Officer Secure Area and one of the following:
- PHS-7085
- MOA/MOU
- Detail/TDY
- HHS-520 (Outside Activity)

See Instructions below

When are the forms due?

- For HPSP agreements(s) certification of practice hours are due on the anniversary of the HPSP effective date. Recommendation: Submit your PHS 7047 early.
- HPSP agreement(s) information, including effective date, may be found on the HPSP personnel orders in your eOPF.
- For Deployment Role, certification of practice hours are due on the anniversary of the practice hours submission date. (i.e. last practice hours submitted 3/1/2020, next submission will be 3/1/2021.

Where can I find my OPM Code 81?

- To determine if you are in an OPM code 81 position:
  - Log into the Officer Secure Area and open your PIR.
  - Under Current Assignment: Look at the Position Primary Job, which will list a code.
    (See below example)

**Current Assignment**

Chief Pharmacist 1
CIVIL SERVICE SERIES 0660: PHARMACIST
Position Grade: 5
Position Primary Job: 81 : CLINICAL PRACTICE, COUNSELING, & ANCILLARY MEDICAL