

Submitting Practice Hours FAQs for IHS Commissioned Officers

Updated: June 18, 2020

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-

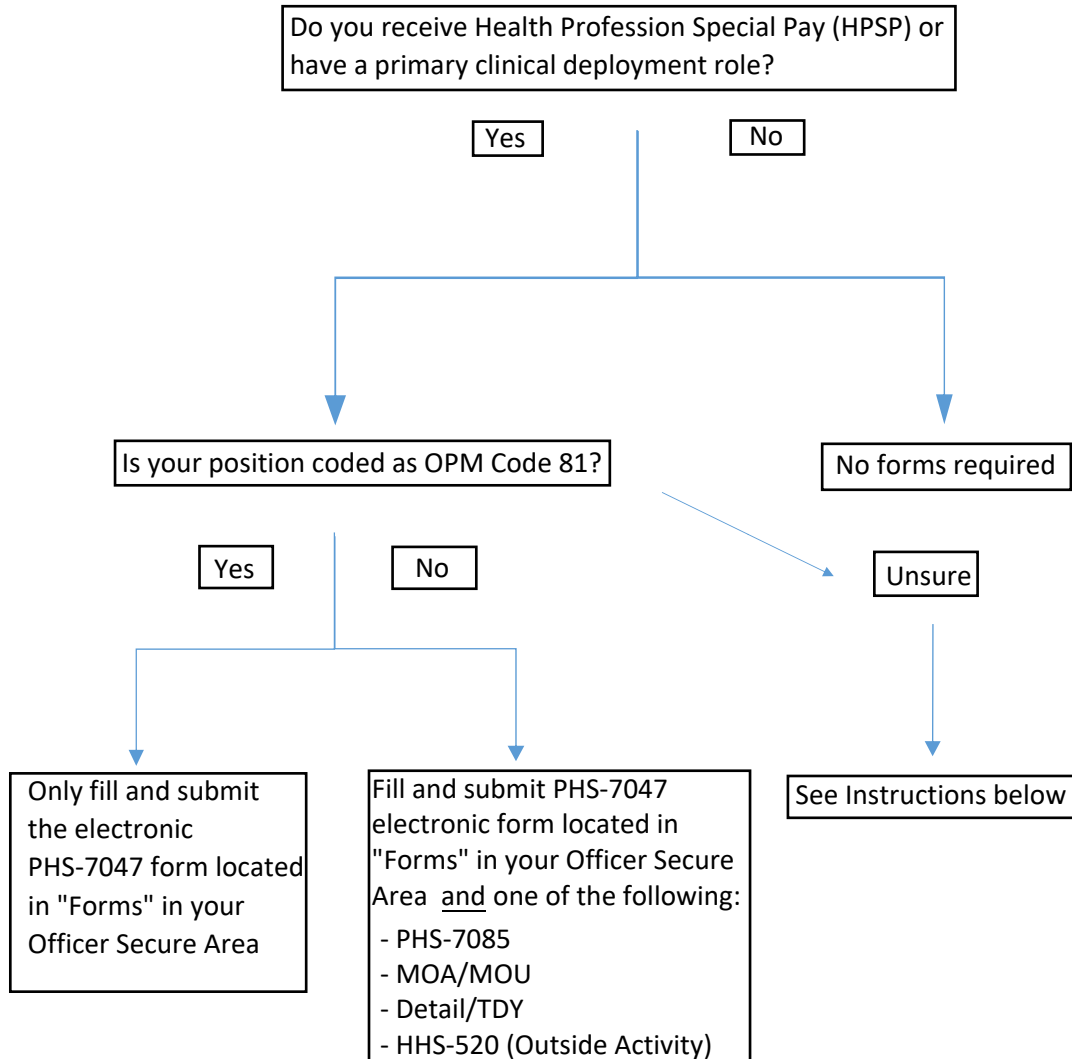
compensated to comply with regulations that prohibit dual compensation of federal employees.

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.

I obtain my practice hours:	What form do I submit and where?
As part of my primary duties	Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area
As part of an MOU/MOA	Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area
Through a TDY to an HHS clinical site	<p>Upload TDY documents using eDOC-U, under the heading “TDY without PO.” Ensure that your supervisor’s signature is on the TDY form/memo.</p> <p>Fill and submit the electronic PHS-7047 located in “Forms” in your secure Officer Secure Area.</p>
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.	<p>Submit the PHS 7085 form to IHSCorpsinquiries@ihs.gov for Liaison review and signature.</p> <p>Upload the completed PHS-7085 using eDOC-U under “PHS 7085 Billet/Position Addendum” in your eOPF.</p> <p>Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area.</p>
Through an outside activity	<p>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.</p> <p>Ensure that you report all outside activities annually using the HHS 521 to your Area/Office Ethics contact.</p> <p>Fill and submit the electronic PHS-7047 located in “Forms” in your Officer Secure Area.</p>

Practice Hours Flow Chart



When are the forms due?

- For HPSP agreement(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