



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
U.S. Public Health Service Commissioned Corps  
Headquarters (CCHQ)  
Personnel and Career Management Branch (PCMB)  
1101 Wootton Parkway, Suite 300  
Rockville, MD 20852

## TRAINING PURPOSES AND OBJECTIVES

*(To be completed by the Department of Health and Human Services (HHS) Operating Division (OPDIV) or Staff Division (STAFFDIV) or non-HHS organization to which officers of the U.S. Public Health Service are detailed.)*

**Instructions:** Having reviewed the officer candidate statement of training purposes, please discuss on a separate sheet the subject headings shown below. Upon completion, submit your paper as an attachment with the application, including the signature of the recommending official.

### I. RELATIONSHIP OF PROPOSED TRAINING TO HHS OPDIV/STAFFDIV OR NON-HHS ORGANIZATION GOALS/MISSION

For example, in what way is the proposed training relevant to present program goals of the employing activity? How is the proposed training relevant to future goals growing out of new legislation, policy, or management emphasis? How is the proposed training relevant to OPDIV/STAFFDIV goals, present and future? How relevant to mission-related issues or problems attendant on both physical and social environmental changes, advances, and possible breakthroughs in science and technology is the proposed training?

### II. RELATIONSHIPS OF PROPOSED TRAINING OF CANDIDATE'S BACKGROUND OF EXPERIENCE EDUCATION, AND CAREER PLANS

For example, in what way are the candidate's background, experience, and education relevant to the training proposed? Does the training represent a meaningful and proper sequential step in a learning continuum? Are there other knowledge gaps? What developmental experiences should follow? What special factor(s) led to the decision that this officer, with the new knowledge gained through training, could best serve the organization?

### III. PLANS FOR UTILIZATION OF CANDIDATE UPON COMPLETION OF PROPOSED TRAINING

For example, in what ways will filling the knowledge gaps, represented by the proposed training, make the officer more effective in the performance of present or future duties? What are the assignment plans for the candidate immediately upon completion of the training program? In 1 year? 3 years? When, in what ways, and to what extent will the training impact on the organization?

### IV. OTHER RELATED INFORMATION

Are you currently nominating other officers for extramural training in the same subjects/fields? Has the officer been accepted for enrollment at one of the institutions listed and does it represent the most economical choice for instruction of acceptable quality? When an academic year seems appropriate, what is the rationale for requesting a full year of training (12 months)? Is it required? Does it have value? Will the proposed training result in the acquisition purpose of the training? If primary, in what ways is the degree considered essential and supportable by Federal funds?