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**CHAPTER 2. ADMINISTRATION OF PIT (POSTGRADUATE AND  
INSERVICE TRAINING) FUNDS**

**2.01 GENERAL**

a. Facility Directors or their designees are authorized to approve requests for educational activities to be supported from CORE PIT funds allocated to the health care facility except as otherwise noted in the following paragraphs. The Director, through the Hospital Education Committee, is responsible for assuring that the funds allocated to the facility are economically utilized and appropriately shared to address the education and training needs of the facility. (See M-8, pt. I, ch. 3.)

**NOTE:** *CORE PIT funds were previously identified as Program 813 funds. In fiscal year 1987, VA budget incorporated the transfer of the PIT Program (813) funds, MAMOE Appropriation, into the Medical Care Appropriation, Program (870) funds. In order to maintain appropriate monitoring capabilities and to oversee administration of these funds, they have been identified as "CORE PIT" within the Medical Care Appropriation.*

b. PIT funds are available for the necessary maintenance and updating of employee knowledge and skills which benefit VA and the employee. Sharing of costs will always be a consideration.

**2.02 POLICIES**

a. Continuing education programs offered under the sponsorship of academic institutions and agencies, and scientific sessions conducted at professional organization conferences, conventions, and congresses are appropriate for funding from PIT funds.

b. PIT funds may not be used for trainees who are at VA facilities in fulfillment of their academic requirements or for medical and dental graduate education.

c. Unless advantageous or necessary to the facility, the following priorities will be adhered to in approving requests:

- (1) Local details over distant details
- (2) Intra-VA assignments over extra-VA assignments
- (3) Local or regional conferences over national conferences.

d. The Hospital Education Committee will oversee facility continuing education and staff development activities and the distribution of PIT funds. Priority should be given to full-time employees (See M-8, pt. 1, ch. 3.).

e. The cost of self-assessment tests which are unrelated to a specific course may be supported when it is proved to be an appropriate learning activity.

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f. Selection for specialized management development programs will be made by appropriate programming officials in Central Office. Such selection will attempt to match candidate needs with appropriate development activities.

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g. Assignments to intra-VA and extra-VA educational programs:

(1) Approval/Disapproval Authority

(a) For 29 or fewer continuous calendar days, approval/disapproval is by the facility Director (see subpar. (2)).

(b) For 30 to 89 continuous calendar days, approval/disapproval is by the ACMD for Academic Affairs (144C) (see subpar. (2)).

(c) For 90 or more continuous calendar days, a request for extended educational leave must be submitted under the provisions of M-8, part V, chapter 7, for review by the Chief Medical Director's Foreign Travel and Extended Leave Panel (144C).

(2) Limitations

(a) Absences in excess of 15 continuous calendar days will not be granted for employees having fewer than the equivalent of 12 months full-time VHS&RA service.

(b) Absences for 30 to 89 continuous calendar days require the same periods of VHS&RA service as outlined in M-8, part V, chapter 7.

(c) Cumulative absences which will exceed 30 days in a calendar year must be approved by the ACMD for Academic Affairs (144C).

(3) Exceptions to the limitations in subparagraph (2) may be requested from the ACMD for Academic Affairs (144C), if there are unusual circumstances.

h. Facility Directors may approve authorized absence for travel to Canada and Mexico using VA funds (see MP-1, pt. II, ch. 2, app. A), and may approve travel to other foreign countries only under the specific conditions contained in VHS&RA Manual M-8, part V, chapter 6. Otherwise, all foreign travel requests must be submitted to the Chief Medical Director (144C).

i. Instructions for educational assignments to courses and workshops at the Dental Education Centers will be provided by the respective centers.

j. If the requested travel is for research (e.g., to present a paper at a research meeting as well as for education purposes) the necessary funds will be allocated from PIT (870) and research funds on a pro rata basis to be determined by representatives of the Hospital Education Committee and the Research and Development Committee.

k. Meetings for administrative purposes are not considered to be educational in nature and, therefore, do not qualify for PIT funding.

l. RMECs have been established to provide continuing education opportunities for medical and health personnel of VHS&RA. Attendance at programs will be authorized and can be funded by RMECs. If class space is available in RMEC programs, additional VHS&RA personnel may attend subject to the availability of facility-directed or other funds.

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m. Requests for support of costs incident to fabrication, shipment, and presentation of scientific exhibits will be submitted to the ACMD for Academic Affairs (142) in

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accordance with current directives. (See M-8, pt. III, ch. 3, and MP-1, pt. II, ch. 11.) The request may also cover the cost of one exhibitor to include travel and per diem during the time of presentation. If approved, requests will be supported to the extent possible by centrally directed funds.

n. Training provided by manufacturers as part of the normal service incident to initial purchase or lease of their products under procurement contracts will normally not be supported by PIT funds.

o. It should be noted that there are special prohibitions which involve training for promotion, training to qualify for positions with degree requirements, and training solely to provide opportunities for obtaining a degree (see FPM ch. 410). In addition, any employee receiving training through non-Government facilities must meet certain eligibility requirements (See FPM ch. 410, subch. 5, and MP-5, pt. I, ch. 410, par. 8c.). These requirements should be reviewed with the facility personnel office, if there are questions.

**2.03 POSTGRADUATE AND INSERVICE TRAINING REPORT, RCS 10-0163  
(OLD RCS 15-14)**

The purpose of this report is to supply the basic budgetary and program data required by Central Office, and provide a mechanism by which local management and education committees can review and evaluate the distribution of funds and individual educational opportunities within the Postgraduate and Inservice Training Program. Information covering fiscal year activities will be entered on VA Form 10-5367 in accordance with current instructions (issued annually).

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