

## *Commissioned Corps Bulletin*

### **Sending Documents to Your e-OPF**

It is extremely important that officers preparing their records for review by the PY10 Promotion Boards be alert to where they should be sending documentation. Officers should review the Promotion Information web page ([http://dcp.psc.gov/promotions\\_table\\_of\\_contents.aspx](http://dcp.psc.gov/promotions_table_of_contents.aspx)) and the OFRD web page (<http://ccrf.hhs.gov/ccrf/>) for the proper disposition of required documentation. A brief listing of common errors follows.

- ALL medical information and Annual Physical Fitness Test (APFT) results go to the Medical Affairs Branch (**some MUST be mailed** – see web sites cited above).
- Licensure/Certifications must be fax'ed to the Licensure Coordinator (NOT THE e-OPF). See web sites cited above for proper fax numbers.
- CV's and Basic Life Support (BLS) certifications should be fax'ed to the officer's e-OPF. See web sites cited above for proper fax numbers,
- DO NOT fax CV Cover Sheets separately from the CV itself. The last CV submitted will overwrite the previous submission. If you submit a CV and then submit a CV cover sheet, only the cover sheet will appear in the e-OPF (or vice versa)
- DO NOT copy more than one document onto a single sheet for inclusion in your e-OPF. File each document separately.
- There is no provision for letters of recommendation for promotion. Please DO NOT fax these to the e-OPF. Thank You Letters and Letters of Appreciation for work done outside your position are appropriate and provided for in the e-OPF.

These and other requirements and instructions are included in the web pages cited above. Note that faxing to the e-OPF is a paperless process. Documents are moved directly from the electronic fax into the electronic OPF. Therefore, documents faxed to the incorrect fax number may be lost, placing an officer at a disadvantage.

Be cautious. When in doubt, carefully follow the instructions provided by the web sites cited above and by the instructions provided by the form/s being submitted.