



Centers for Disease Control and Prevention



Promotions and Maintaining Your eOPF ACOA Lunch and Learn Series Friday, October 30, 2009

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CDR Jeff Murray, OCCO, Supervisory Boards Manager

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<http://dcp.psc.gov>



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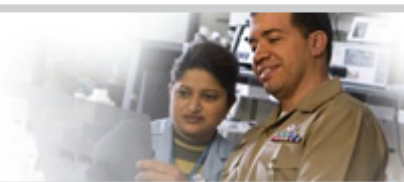
COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE MANAGEMENT INFORMATION SYSTEM

FLU.GOV
Know what to do about the flu.
VISIT FLU.GOV
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Welcome

October 28, 2009

Welcome to the Commissioned Corps Management Information System Web site



WHAT'S NEW

- ▶ **Billets Tutorial for Supervisors and Reviewing Officials** Now Available – October 26, 2009
- ▶ **Important Message from Secretary Sebelius: H1N1 Flu and Seasonal Flu** – October 1, 2009
- ▶ **H1N1 Flu Update:** Leave and Alternative Workplace
- ▶ **Frequently Asked Questions regarding Volunteering to**

ISSUANCE

- Electronic Commissioned Corps Issuance System Recent Updates
- ▶ **POM 09-004, 2009 Annual COER**
30 September 2009.
 - ▶ **CC46.3.1, Uniform Regulations**
29 September 2009.

E-Bulletin
View the current issue or archived issues of our e-bulletin

Corps Policies
The Commissioned Corps Issuance System is available online.

Contact Us
Contact the offices of the Commissioned



CCMIS Login

Login ID:

Password:



Contents of an eOPF

- The e- OPF is divided into four sections.
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- **Section I:**
- ! COERs (form PHS-838)
- ! Rebuttals
- Officer Statement
- Reviewing Official Statements
- **Section II:**
- ! Promotion Information Report (PIR)
- ! Curriculum Vitae/Resume
- ! Licensure -- professional licenses, credentials and certificates
- ! Awards presented for PHS Service
- ! Awards (Non-PHS), i.e., awards presented by other than PHS
- ! Continuing Education Documents, form HHS-350, "Training Nomination and Authorization," and certificates of completion of training
- ! Special Skills Documentation
- ! Outside Activity Forms, including any form HHS-520s
- ! PHS support activities - memos and letters of committees and professional participation

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Contents of an e-OPF Cont.

- **Section III:**

- ! Privacy Act -- Privacy Act/Release of Information
- ! ID Cards -- form DD-1172
- ! Insurance -- insurance forms or waivers, e.g., form SGLV-8286
- ! Miscellaneous -- Veterans Educational Assistance Program (VEAP) materials, form PHS-3179, "Statement of Service"



- **Section IV:**

- ! Personnel Orders and corresponding form PHS-1662
- ! Security/sensitivity clearance papers or related memo
- ! Application for appointment and commission and related documents, i.e., PHS-50, PHS-3163, PHS-1813

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Guidelines for Submitting Material to the eOPF



- It is the officer's responsibility to assure that copies of pertinent information are sent to DCP. Items accepted for inclusion in the OPF are:
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 - 1. Current and dated Resume or CV
 - 2. Current and dated Professional licenses, credentials and certificates
 - 3. Award certificates other than from PHS
 - 4. Annual Continuing Education (CE) summary sheet to include course title, date, CE credits awarded
 - 5. Documentation of special skills not related to the professional category (e.g., amateur radio license, pilots' license, scuba diver certification, CPR training)
 - 6. Documentation of civic or community activities
 - 7. Outside Activity Forms

Officer has overall oversight responsibility for all aspect of eOPF

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Submitting Material to the Electronic eOPF

- The following fax numbers must be used to fax material for inclusion into an officer's OPF:

(301) 480 - 1436

or

(301) 480 - 1407



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Suggestions for Maintaining Your eOPF

- Become Familiar with the Content Areas
- Fax information to your eOPF Regularly
- Do not wait until you are eligible for promotion
- Review your eOPF Regularly
- Invite a Senior officer to review your eOPF

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Disclaimer

- These slides are intended to assist in the maintenance of your eOPF and **are not** intended for distribution as a primary source of eOPF Maintenance information
- These slides can become outdated very quickly and are not intended as reference material



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- LCDR Joe Laco 404-498-1826
- LT Matthew Weinburke 404-498-1803
- Mr. Aaron Arnold 404-498-1802
- Ms. Janette Chaney 404-498-1804
- Ms. Brenda Williams 404-498-6664



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Questions

