

Office of Commissioned Corps Operations

The area code for telephone numbers listed is 240, unless otherwise specified

Subject	Phone	Contact
Adverse Actions/AWOL Reporting	453-6002	Adverse Actions Officer, OD
Academy, Commissioned Officer Training Academy	453-6066	COTA Director, DCCTCD
Appointment Boards	453-6047	Lead Military Spec
Assimilation	453-6036	Personnel Management Spec, DCCOS
Awards	453-6062	Awards Coordinator, DCCOS
Billets	453-6008	Billets Coordinator, DCCA
COERS	453-6048	Personnel Management Spec, DCCOS
Commissioned Corps Bulletin	453-6084	Bulletin Editor, OCCFM
COSTEP		
Junior	453-6072	JRCOSTEP Coordinator, DCCTCD
Senior	453-6072	SRCOSTEP Coordinator, DCCTCD
Death/Survivor Benefits	(301) 594-2963	Survivor Assistance Officer, CB
DEERS (ID Cards)	453-6038	DEERS Project Officer, DCCOS
Dental-Family Members Dental Plan		
Claims Questions	453-6038	DEERS Project Officer, DCCOS
Enrollment Forms	(301) 594-2963	Payroll Technician, CB
General Information	(301) 594-5062	Dental Consultant, MAB
Details/Special Assignments	453-6006	Detail Project Officer, DCCA
Discipline/Misconduct	453-6002	Adverse Actions Officer, OD
Employment Verification		
Mortgages	(301) 594-5062	Payroll Technician, CB (Written Request)
Employment History/Credentials	453-6045	Privacy Act Coordinator, DCCOS (Written Request)
Grievances	453-6002	Adverse Actions Officer, OD
Inactive and Ready Reserve	(301) 443-4000	Ready Reserve Coordinator, OSG

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Subject	Phone	Contact
Information Systems Help Desk		
Tower Building	453-6093	CCSB
Parklawn Building	(301) 594-0961	CCSB
Leave Questions		
Administrative Leave	453-6036	Personnel Management Spec, DCCOS
Annual Leave	453-6036	Personnel Management Spec, DCCOS
Maternity Leave	(301) 594-2052	Medical Affairs Branch
Sick Leave	(301) 594-2052	Medical Affairs Branch
Station Leave	453-6036	Personnel Management Spec, DCCOS
Licensure		
Routine Questions	453-6037	Licensure Project Officer, DCCOS
Limited Tour Extensions	453-6037	Licensure Project Officer, DCCOS
Limited Tours		
Licensure	453-6037	Licensure Project Officer, DCCOS
Licensure Fax Line	453-6142	
Medical	(301) 594-2052	Medical Affairs Branch
Medical		
Medical Qualifications Applicants	453-6009	HR Specialist (Medical), DCCA
Fitness for Duty/Medical Mgmt Questions	(301) 594-2052	Medical Affairs Branch
Disability Retirement	(301) 594-2052	Medical Affairs Branch
Official Personnel Folder		
Copies of documents	453-6045	Privacy Act Coordinator, DCCOS
Document Submission	(301) 480-1436 480-1407	Fax Server - eOPF
Review	view on Web	http://dcp.psc.gov - click on "Officer and Liaison Activity" - follow Instructions
Pay and Allowances		
Active Duty	(301) 594-5062	Payroll Technician, CB
Retirees/Annuitants	(301) 594-5062	Payroll Technician, CB
Special Pay	(301) 594-5062	Payroll Technician, CB

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Subject	Phone	Contact
Personnel Orders and Actions		HR Specialist, DCCA
		Last name begins with:
	453-6017	S T J U
	453-6016	B R A Y
	453-6019	C N O P
	453-6022	M K E I X
	453-6015	H D G Z Q
	453-6018	L W F V
Promotions		
General Inquires	453-6051	Personnel Management Spec, DCCOS
PIR Inquires	453-6051	Personnel Management Spec, DCCOS
Retirement	(301) 594-3472	Retirement Coordinator, CB
Recruitment		
General Duty JRCOSTEP	453-6135	Recruitment Coordinator, DCCR
SRCOSTEP	453-6135	HR Specialist, DCCR
Separations (Processing)		HR Specialist, DCCA (See Personnel Actions and Orders above)
Servicemembers' Group Life Insurance	(301) 594-2963	Payroll Technician, CB
Shipment of Household Goods	(202) 626-5003	Prudential Relocation Services
Statement of Service		
Active Duty	453-6125	HR Specialist, DCCA (Written Request)
Not Active Duty	453-6045	Privacy Act / FOIA Coordinator, DCCOS (Written Request)
Survivor Assistance	(301) 594-2963	Survivor Assistance Officer, CB
Training & Experience Dates		HR Specialist, DCCA (See Personnel Actions and Orders above)
Training (Long Term)	453-6037	HR Specialist, DCCOS
Travel and Per Diem	453-6036	Personnel Management Spec, DCCOS
Uniforms	453-6048	Personnel Management Spec, DCCOS
Veteran's Benefits		
Guaranteed Home Loan Program	453-6034	Coordinator, DCCOS
Education Benefits Programs	453-6034	VEAP Coordinator, DCCOS

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OCCO Divisions			
IOD	453-6000	Immediate Office of the Director	
DCCOS	453-6130	Division of Commissioned Corps Officer Support	
DCCR	453-6135	Division of Commissioned Corps Recruitment	
DCCA	453-6125	Division of Commissioned Corps Assignment	
DCCTCD	453-6140	Division of Commissioned Corps Training and	
		Career Development	
Address: Office of Commissioned Corps Operations			
ATTN: (insert appropriate Division)			
1101 Wootton Parkway, Plaza Level, Suite 100			
Rockville, MD 20852			
Program Support Center			
Office of Commissioned Corps Officer Support (OCCSS)			
Parklawn Building			
CB	(301) 594-2963	Compensation Branch	Room 4-50
MAB	(301) 594-2052	Medical Affairs Branch	Room 4C-07
Address: Office of Commissioned Corps Support Services			
ATTN: (insert appropriate Division)			
5600 Fishers Lane			
Rockville, MD 20857			
CCSB (Helpdesk)	(301) 594-0961	Commissioned Corps Systems Branch	Room 4-09