Dear Commissioned Corps Officers,

As announced by the Surgeon General, Vice Admiral Vivek H. Murthy, Commissioned Corps Headquarters (CCHQ) is adding an electronic document upload (eDOC-U) feature to the electronic Official Personnel Folder (eOPF). The new eDOC-U feature will allow officers to submit documents digitally via the Commissioned Corps Management Information System (CCMIS) within the Officer Secure Area.

On August 15, 2016 the eDOC-U function will be fully operational. Therefore, fax submissions for eOPF documents and immunizations will no longer be necessary. **Continue to fax all Licensure information to the Licensure fax line at 240-453-6127,** as Licensure submission is not scheduled for upgrade until late Fall.

From August 1st through August 14th, CCHQ is hosting an eDOC-U training environment. This simulated training environment will allow officers to become familiar with the eDOC-U features. Officers will have the opportunity to explore eDOC-U's capabilities and practice uploading documents. Please note: **Documents uploaded from August 1st through August 14th will not be archived into your eOPF.**

Detailed eDOC-U instructions are attached to this email. You can also access the instruction guide by selecting the "Help" link in the eDOC-U feature. Please review the instructions before using eDOC-U. In addition, there will be an eDOC-U webinar on August 3rd from 2:30 p.m. to 3:30 p.m. ET. A webinar URL will be posted on the CCMIS eOPF Status webpage. For those who can't attend the webinar, it will be archived and available to watch after August 3rd at your convenience.

The following **document types** are included in the current upgrade. You must enter the date of the document or event when submitting documents. For most documents, the date on the document should be used. Please note the exception and instructions for BLS and OS documents below:
- Appointment (e.g., appointment to a committee, workgroup, PAC Voting Member, etc.)
- **BLS/PALS/ACLS Certification** (enter the expiration date of the certification**.** If a day of the month is not displayed, use the last day of the month.)
- Certificate (e.g., certificate of appreciation)
- Certificate of Completion (e.g., completion of training)
- Continuing Education Summary Sheet
- Counseling Form A

- ➢ Counseling Form B
- ➢ Curriculum Vitae
- ➢ Immunization
- ➢ Letter of Appreciation
- ➢ **Officer Statement** (enter the date as January 31, 'year of promotion board' –i.e. January 31, 2017 for the 2017 promotion year).
- ➢ Transcript (unofficial)

Only the following **document formats** can be uploaded through eDOC-U, with a data limit of 30 MB. Any other document formats should be converted to a .pdf for upload:
- ➢ .pdf
- ➢ .doc or .docx (MS Word)
- ➢ .txt (Text files)

Save a screen shot of the "Document was Uploaded Successfully" message after uploading each document. This is proof that your document was submitted.

The eDOC-U process is **not** an immediate document upload to your eOPF. Documents submitted through eDOC-U must be viewed and placed into your eOPF by CCHQ staff. Current staffing and submission volume will impact the time frame of final eOPF document filing.

The eDOC-U feature also displays the number of documents submitted and waiting to be processed. This is a "real time" number. As your documents are reviewed and placed into your eOPF, the number of pending documents will decrease.

If you have questions about the new eDOC-U submission process, email the Commissioned Corps Help Desk at: CCHelpDesk@hhs.gov.

Updates will be posted on the eOPF Status webpage. For additional eOPF information (to include general information, FAQs, and contact information) please visit the eOPF FAQs and eOPF Overview webpages.

Frequently Asked Questions (FAQs):

Q   I received a "Document Uploaded Successfully" message. Why can't I see my document in my eOPF?

A   The eDOC-U system is not an immediate process. Documents submitted through the eOPF document upload must still be verified and placed into your eOPF by Commissioned Corps Headquarters (CCHQ) staff. Current staffing and submission volume will impact the time frame of final eOPF document filing.

Q   I'm having trouble using eDOC-U. How do I get help?

A   You have three sources of help:
- ▪ Click on the "Help" link on the eDOC-U submission page for instructions.
- ▪ Email the Commissioned Corps Help Desk with the subject line "eDOC-U Help" at CCHelpdesk@hhs.gov.
- ▪ A training webinar is scheduled for Wednesday, August 3rd from 2:30 to 3:30 ET. The webinar URL and information will be posted on the eOPF Status webpage.

Q   What dates do I use for my documents?
A   The documents listed below must have specific document dates or your document might be overlooked. Use the date on the document for all other submissions.

- **Officer Statement:** Enter January31, and the year of the promotion board (i.e. January 31, 2017 for the 2017 promotion year).
- **BLS/PALS/ACLS Certification:** Enter the expiration date of the certification. If an actual day of the month is not provided on the card, use the last day of the month.

Q   What if I want proof that my document was submitted?
A   All officers should save a screen shot of the "Document was Uploaded Successfully" message after each document is uploaded. This is proof you submitted your document.

Q   I can't upload documents with the eDOC-U system. How do I submit my documents?
A   If you are unable to upload documents, you may mail documents to CCHQ at:
Division of Commissioned Corps Personnel and Readiness
ATTN: eOPF File Clerk
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852