



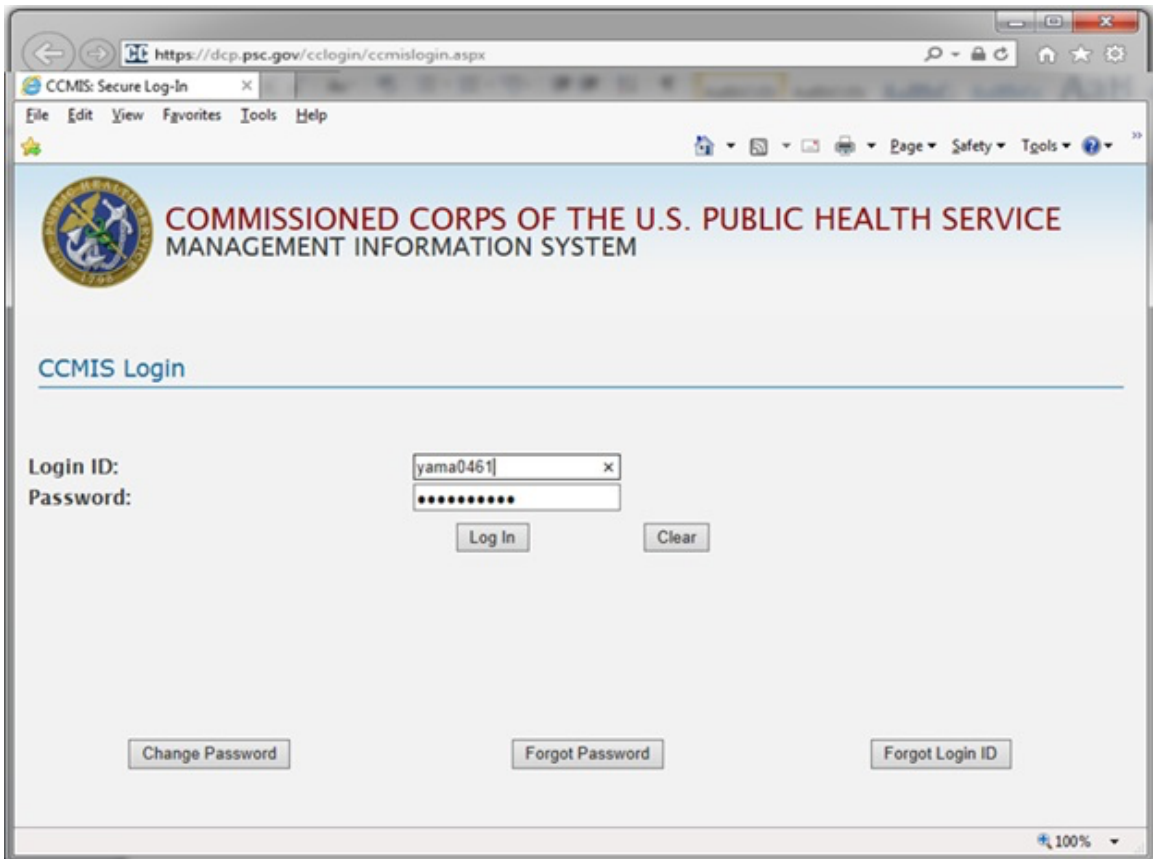
# **U.S. Public Health Service Electronic Official Personnel File (eOPF)**

**eOPF Document Upload**

**Officer Job Aid**

## Commissioned Corps Officer Job Aid

1. Login as an officer to the eOPF by entering your login credentials to access the officer secure area of the Commissioned Corps Management Information System (CCMIS).



The screenshot shows a web browser window with the address bar displaying `https://dcp.psc.gov/cclogin/ccmislogin.aspx`. The page title is "CCMIS: Secure Log-In". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the logo of the U.S. Public Health Service and the text "COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE MANAGEMENT INFORMATION SYSTEM". Below this is a section titled "CCMIS Login". The login form includes a "Login ID:" field with the value "yama0461" and a "Password:" field with masked characters. There are "Log In" and "Clear" buttons. At the bottom, there are three buttons: "Change Password", "Forgot Password", and "Forgot Login ID". The browser status bar at the bottom right shows "100%".

## Commissioned Corps Officer Job Aid

2. Under **Select Activity**, **Officer**, access your Official Personal Folder (OPF) from the [Access Your Official Personnel Folder \(OPF\)](#) link.

The screenshot shows a web browser window titled "Activity\_Gateway". The interface is divided into several sections:

- Select Activity:** A sidebar menu with two main categories: "All Users" and "Officer". Under "All Users", there are links for "Log Out of System", "Bluebook", "Important Notices", "FOUO, S/Gs Videocast 4-20, Pwd: 6ux0qwe1g7", "OPF Access granted by Officer", and "CADs, Retirements, In Memoriam". Under "Officer", there are links for "Access Your Official Personnel Folder (OPF)", "COERs 2015", "DEERS Display", "DEERS FAQs", "OPF Activities Menu", and "RedDOG".
- Information for: LCDR Carol L. Underwood:** A central area displaying personal information: "PHS#: 81234", "DA Employee ID: 1234567", and "Carol.L.Underwood@ice.dhs.gov".
- Instructions:** A message stating "All officers should regularly review the following information and take action as needed."
- Medical and Readiness Data:** A list of key metrics:
  - Current Billet Number: 03CC061
  - Latest Report of Readiness Status: Review Current Readiness Status on Direct Access.
  - Latest Report of Physical Examination: 8/14/2015
  - Latest Report of Medical History: 8/14/2015
- Immunization Status:** A message stating "You have verified BASIC READINESS immunization data on record with Medical Affairs. Immunization records should be faxed to 301-480-0373 or 301-480-0385 for entry by MA." Below this is a button labeled "Click for Immunization Details".
- Physical Examination Requirement:** A message stating "All officers are required to have a physical examination within the last 5 years. Officers eligible for a permanent promotion must also complete form [DD-2907-1](#), 'Report of Medical History' accompanied by a signed

## Commissioned Corps Officer Job Aid

3. Acknowledge your understanding of Privacy Act Information by selecting **Continue**.



Officer Privacy Act

File Edit View Favorites Tools Help

Public Health Service

### Welcome to the Commissioned Corps Electronic File Room

This system is available to all officers of the  
Commissioned Corps of the Public Health Services.

---

### Privacy Act Information

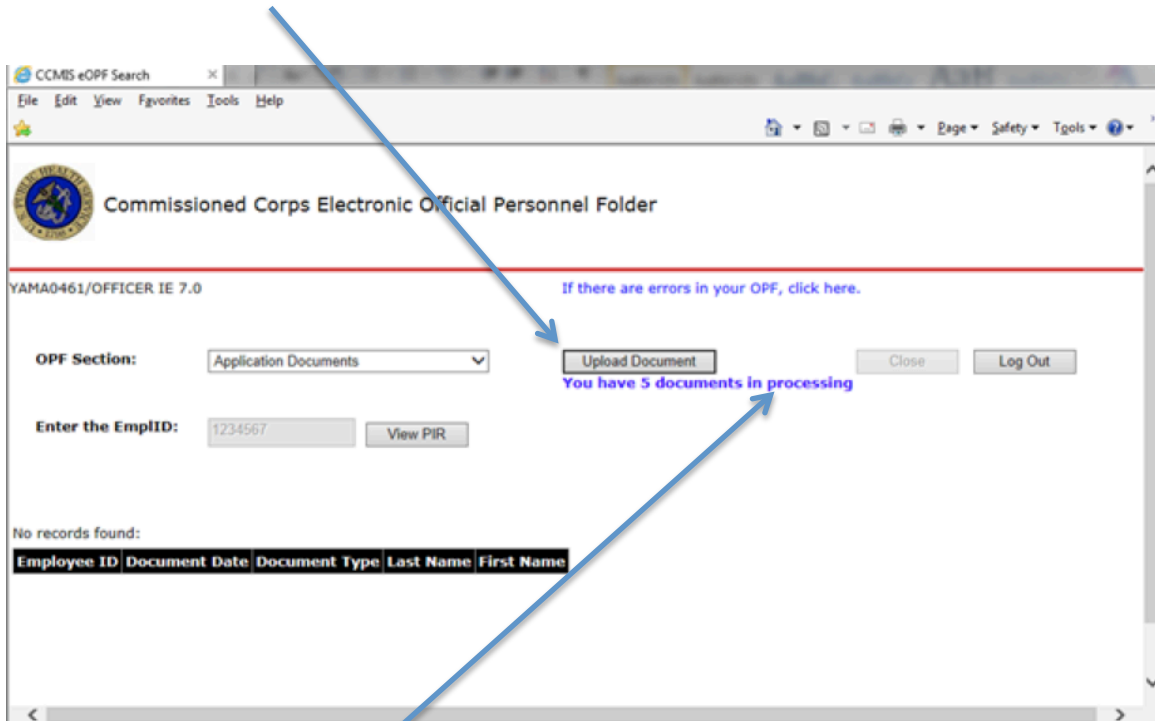
**This official personnel folder is to be used only for official purposes.**

**I understand that the contents are confidential and are not to be disclosed to unauthorized persons. Unauthorized disclosures may subject the individual responsible to a substantial fine.**

IMPORTANT NOTICE: The Document Viewer has been replaced in the eOPF, please refer to the instructions in the following Adobe Acrobat document: [Using the new eOPF Document Viewer \(PDF, 1.7 MB\)](#)

## Commissioned Corps Officer Job Aid

### 4. Select **Upload Document** from eOPF Search screen.



An on-screen message indicates how many documents you currently have in the electronic file room queue for processing (the step before placement into your eOPF). As documents are filed into the eOPF, this number will decrease. After uploading a new document, 'refresh' your Internet browser and the document count will update.

This is not an immediate process. Documents submitted through the eOPF document upload must still be viewed and approved by Commissioned Corps Headquarters (CCHQ) staff. Current staffing and submission volume impact the time frame of final eOPF document filing.

This count does not include immunization documents. Immunization documents are routed directly to Medical Affairs (MA) for processing.

## Commissioned Corps Officer Job Aid

5. The 'Upload Documents' screen displays.
6. Clicking on the [Help](#) link displays the eOPF Document Update Job Aid for Officers.

The screenshot shows a web browser window with the following elements:

- Browser tabs: "CCMIS eOPF Search" and "eOPF Upload Document".
- Browser menu: "File", "Edit", "View", "Favorites", "Tools", "Help".
- Header: "Commissioned Corps Electronic Official Personnel Folder" with a logo.
- Section Title: "Upload Documents for CAROL UNDERWOOD".
- Form Fields:
  - "Upload File Name" with a "Browse..." button.
  - "Document Name" with a dropdown arrow.
  - "Document Date" with a text input box.
- Message: "All fields are required" in blue text.
- Buttons: "Upload" and "Close".
- Link: "Help" in purple text.

Note the '**All fields are required**' message. Documents will not upload unless the 'Document Name' and 'Document Date' fields are filled in.

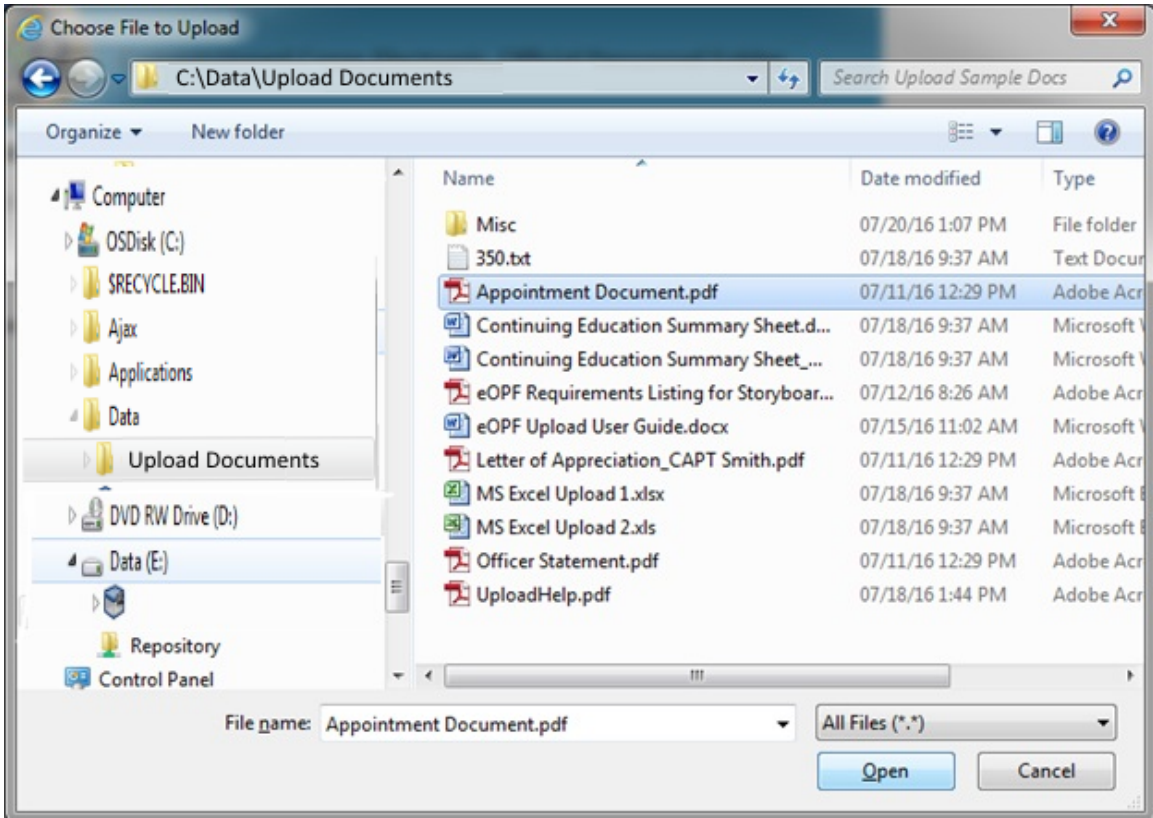
This screen provides a **Browse...** button.

7. Click on the **Browse...** button to locate the document you want to upload from any of your normally accessible drives.

## Commissioned Corps Officer Job Aid

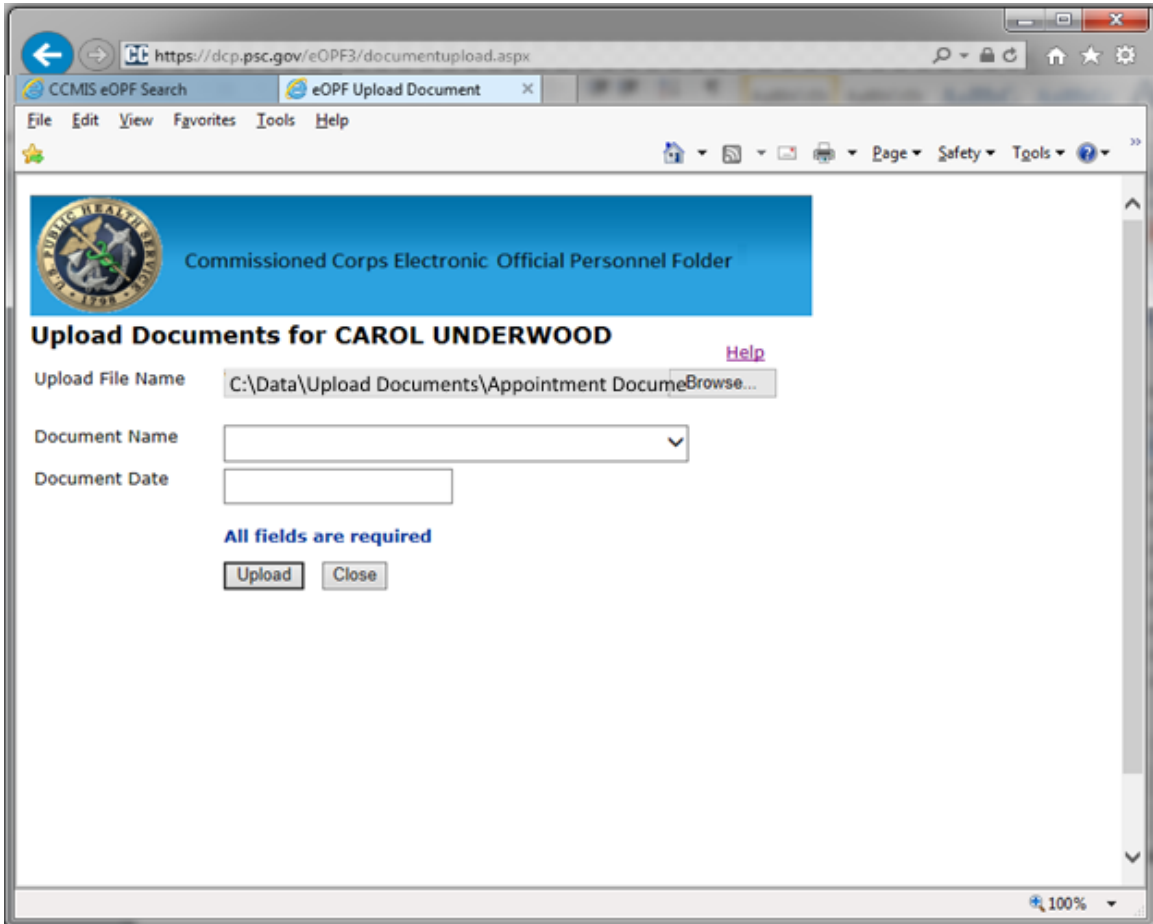
8. A standard Microsoft (MS) dialog box displays.
9. Navigate to the location of the document you want to upload, select the document, and click on **Open**.

Note: you can upload the following file formats: .pdf, .doc or .docx (MS Word), or .txt (Text files). In the sample screen below, an 'Appointment Document.pdf' is selected for upload.



## Commissioned Corps Officer Job Aid

10. The document you selected is entered into the 'Upload File Name' field.



The screenshot shows a web browser window with the address bar displaying `https://dcp.psc.gov/eOPF3/documentupload.aspx`. The browser tabs include "CCMIS eOPF Search" and "eOPF Upload Document". The page header features the Public Health Service logo and the text "Commissioned Corps Electronic Official Personnel Folder". The main heading is "Upload Documents for CAROL UNDERWOOD" with a "Help" link. The form contains the following fields and controls:

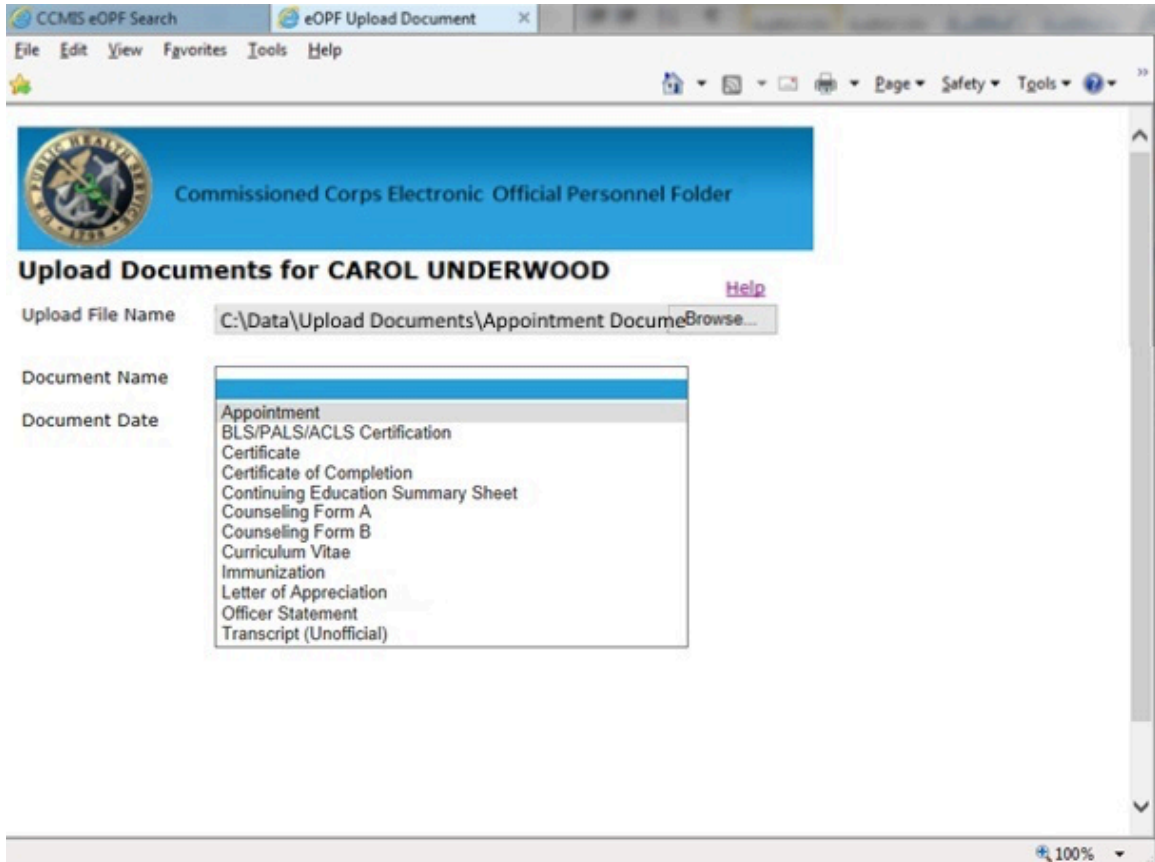
- Upload File Name:** A text input field containing the path `C:\Data\Upload Documents\Appointment Docume` and a "Browse..." button.
- Document Name:** A dropdown menu.
- Document Date:** A text input field.
- Validation:** A blue text prompt "All fields are required".
- Buttons:** "Upload" and "Close" buttons.

The browser's status bar at the bottom right shows a zoom level of 100%.



## Commissioned Corps Officer Job Aid

11. Click in the 'Document Name' field. A list of document names will display.
12. Select the document name for the classification of the document you are uploading.

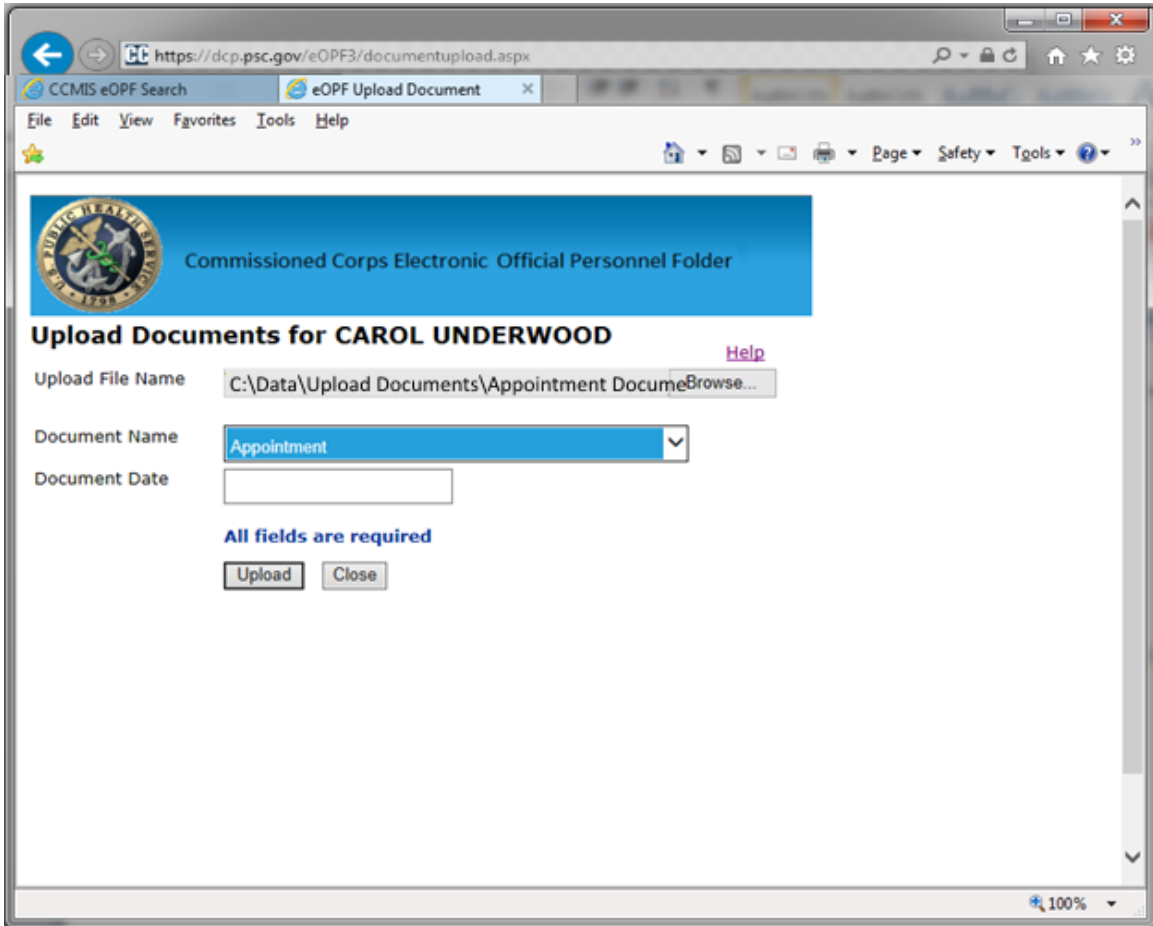


Documents authorized for upload in Phase 1 include:

- Appointment (e.g., appointment to a committee, workgroup, etc.)
- BLS/PALS/ACLS Certification (enter the expiration date of the certification)
- Certificate (e.g., certificate of appreciation)
- Certificate of Completion (i.e., completion of training)
- Continuing Education Summary Sheet
- Counseling Form A
- Counseling Form B
- Curriculum Vitae
- Immunization
- Letter of Appreciation
- Officer Statement (enter the date 31 January 'year of promotion board' - e.g., 1/31/2017 for the 2017 promotion year)
- Transcript (Unofficial)

## Commissioned Corps Officer Job Aid

13. The document name you selected is displayed on the upload screen.



The screenshot shows a web browser window with the URL <https://dcp.psc.gov/eOPF3/documentupload.aspx>. The page title is "Commissioned Corps Electronic Official Personnel Folder". Below the title, the user's name "CAROL UNDERWOOD" is displayed. The main heading is "Upload Documents for CAROL UNDERWOOD". There is a "Help" link. The "Upload File Name" field contains "C:\Data\Upload Documents\Appointment Document" and a "Browse..." button. The "Document Name" dropdown menu is set to "Appointment". The "Document Date" field is empty. Below the form, there is a note "All fields are required" and two buttons: "Upload" and "Close". The browser's address bar shows "CCMIS eOPF Search" and "eOPF Upload Document". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "100%".

## Commissioned Corps Officer Job Aid

14. Click in the 'Document Date' field.

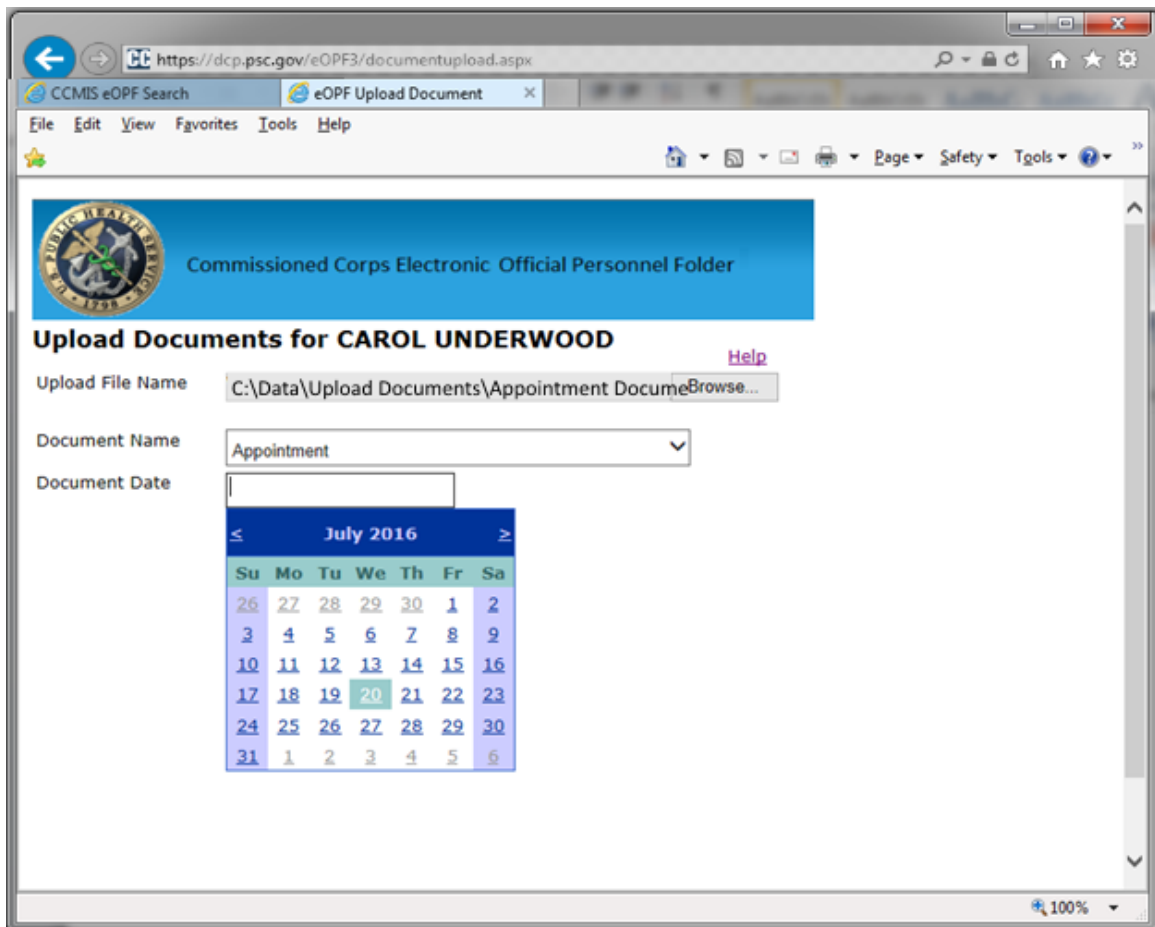
15. A calendar displays.

16. Select the date that should be associated with this document.

Note: dates can be in the past or in the future (e.g., a BLS certificate will indicate its future expiration date, 1/31/2017 for Officer Statement for promotion year 2017).

The date entered should be the date recorded on the document.

The system tracks the date the document is uploaded.



https://dcp.psc.gov/eOPF3/documentupload.aspx

CCMIS eOPF Search eOPF Upload Document

File Edit View Favorites Tools Help

Commissioned Corps Electronic Official Personnel Folder

### Upload Documents for CAROL UNDERWOOD

[Help](#)

Upload File Name: C:\Data\Upload Documents\Appointment Document [Browse...](#)

Document Name: Appointment

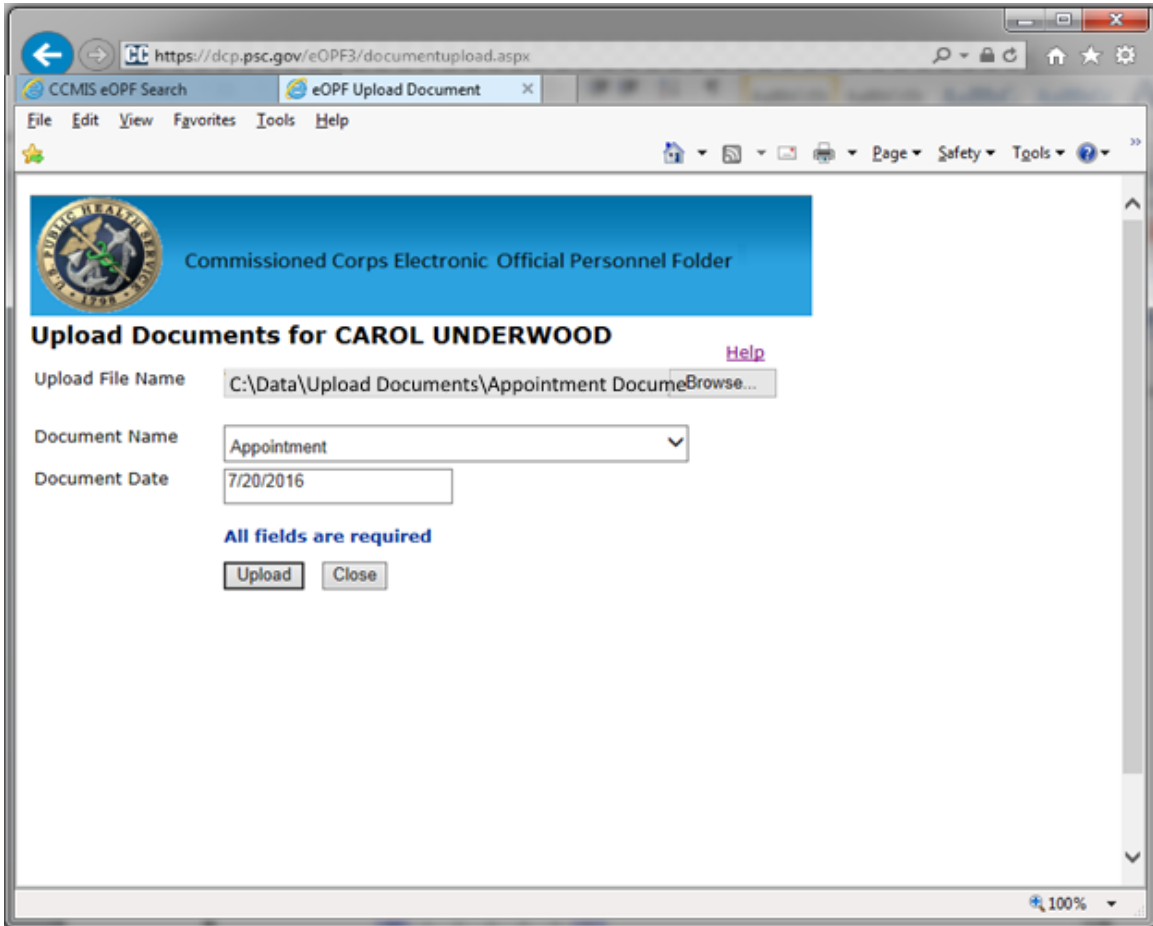
Document Date:

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

100%

## Commissioned Corps Officer Job Aid

17. Once the date is selected, it is populated into the 'Document Date' field.



The screenshot shows a web browser window with the URL <https://dcp.psc.gov/eOPF3/documentupload.aspx>. The page title is "Commissioned Corps Electronic Official Personnel Folder". The main heading is "Upload Documents for CAROL UNDERWOOD". There is a "Help" link. The form contains the following fields:

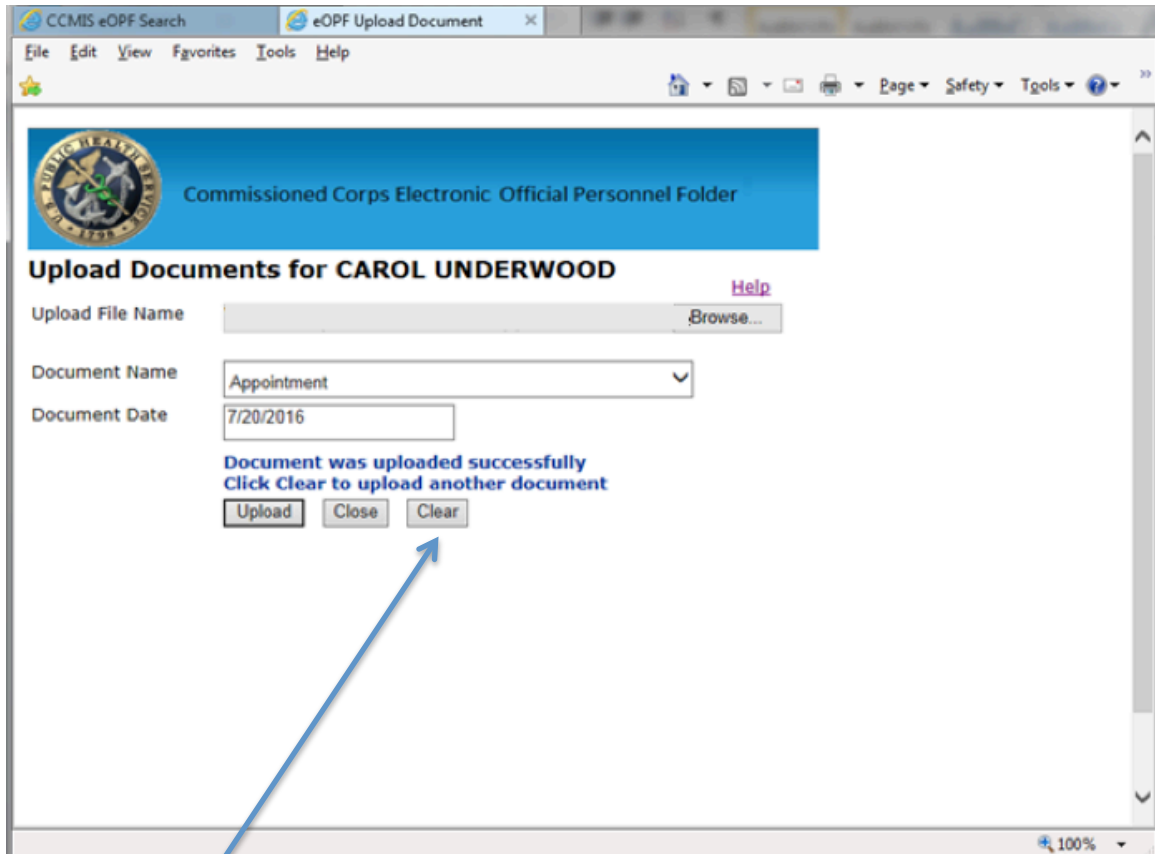
- Upload File Name:  Browse...
- Document Name:
- Document Date:

Below the fields, it says "All fields are required". At the bottom of the form are two buttons: "Upload" and "Close".

18. Click on the **Upload** button to upload the document.

## Commissioned Corps Officer Job Aid

19. The document is uploaded and routed by the system to indexing review.



Note the message indicating that the document was uploaded successfully.

20. A **Clear** button displays. If you would like to upload another document, click on the **Clear** button to clear the attribute values displayed on the screen and then repeat steps 7 – 18 to upload another document.

21. If you do not have any additional documents to upload, click on the **Close** button to close the Upload Documents screen.