### USPHS Commissioned Corps electronic Officer Personnel Folder (eOPF)

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Career Planning and Preparation

LCDR Camille P. Hawkins

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#### What is the eOPF?

- Secure access to PHS officer file
- Log in required
- May grant privileges to mentor and others
- Accurate up to date information



## Why keep it up to date?

- Reviewed by board for competitive promotion
- Reviewed for noncompetitive promotion
- Reviewed for Assimilation
- Reviewed for Awards

Each PHS officer has one!



# Components of the eOPF

#### **Blue Section** – OCCO

- Letter of Reprimand
- Rebuttals
- COERS
- ROS
- OS



# Components of the eOPF

#### Green Section - Officer

- Realtime PIR
- CV
- Licensure/Credentials
- Awards (PHS/NonPHS)
- Continuing Ed
- Special Skills
- Outside Activities
- PHS Support



# Components of the eOPF

#### Yellow Section - OCCO

- Privacy Act/Release paperwork
- ID Cards (1172)
- Insurance Forms
- Statement of Service
- Misc. Documents



### Components of the eOPF

#### Pink Section - OCCO

- Orders
- Assimilation Documents
- T & E data/Base pay computation
- Requests for Personnel Actions
- Appt Notice
- Oath of Office
- Security/Sensitivity Clearance Papers
- Application Documents



# Components of the eOPF

#### **Beige Section** – OCCO

- Promotion Scores Sheets
- Assimilation Score Sheets
- PIR (snapshot)



### How to Update

- Use eOPF Fax lines
  - **301-480-1436**
  - **301-480-1407**
- License/Certifications
  - **240-453-6142**
- PIR (OCCO PIR Coordinator)
- OPF (phsopffix@hhs.gov)



# Officer Summary Page

- Sign in regularly
- Service dates
- Time in Service
- Current Status (including Medical requirements)
- Promotion Status
- Immunization Status

### Officer Summary Page

Select Activity	
All Users Leet Cox of Austras -Anore, for litherhook deservant Newton -OUT Access practicity Officer	
CPOPACIALIS Liston OFE Acres Liston Francisco Atlinita	
COER Access COERs	
Acoms Different DIT.	
-Anne COLES	
- Access DECRS Decembers Date	

Welcome: CAPT

-You are NOT up for COMPETITIVE pronodion consideration during the 2005 promotion cycle. Junior Officers who may be trader consideration for Non-consentive presents are not included in this determination.

-Yes have verified RASIC READINESS instantiating date on record with Modical Affairs. Branch. A list of divesses and revisor step be récenful by clicking on the better below. If you have recently asbubited documents, please allow six wexts for the date to be natured fate the system II has been longer than its verification. Please as well as the please and MAR. Please as representative, only RASIC READINESS data is being revision of this list of CAMES to represent the contract of the titude.

History" accompanied by a signed "Disclosure Statement," within 1 year prior to the experpermanent promotion effective data.

f not current, please mail (DO NOT FAM) a copy of your current physical stam und/or riedical History to the following address:

> Atra: Medical Productions Section 9600 Fishers Lans, Rose 4C-00 Backerills Mt. VARYAGES

Rockville, 80 76837-0001 Salanit a copy of your current license, if needed, by facing it to: 240-453-6142

# CAPT JOHN DOE, 22222 John.doc@hhs.gov As of: 04/24/2006 15:43:23



Category: Enginee Corps Type: Regu

Service Dates
Training and Experience Date: 07/01/1974
Latest Entry on Duty Date: 09/29/1978
Original Entry on Duty Date: 07/01/1977
Time in Service.

Promotion Credit Date: 07/01/1980 Scalority Credit Date: 07/01/2001 Retirement Credit Date: 05/05/1979

Time to Service
Total Commissioned Corps Service Time:
Total Prior Military Service Time:

Years Months Days 26 11 20 00 00 00

iconsure Expiration: No liconse required
sart Physical Dute: 11/29/2004
Last Medical His
cadiness Status: Not available
sat COER: 06/01/2004 Annual
Aut Connected to Compulsioned Corps Website: 01/01/2006

Promotion States
Last Promotion:
Eligible for next promotion:
Times Reviewed by Board:

emporary 7/03/1997 N/A 0

Permanent 07/01/2001 07/01/2007 2

# Summary

- View your eOPF regularly
- Update regularly
- Recheck after Faxing Do not mail/hand carry
- Correct Inaccuracies
- Check with PAC for advice on CV
- Maintain Active Duty Standards

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### OCCO email Addresses

- PHSPromotion@hhs.gov
- PHSAssimilation@hhs.gov
- PHSCoers@hhs.gov
- PHSAwards@hhs.gov
- PHSTravel@hhs.gov
- PHSopffix@hhs.gov

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### Questions/Comments/Assistance

LCDR Camille P. Hawkins
Office of Commissioned Corps Operations
Promotion/Assimilation/PIR/Travel

Office:240-453-6036

Email: camille.hawkins@hhs.gov