

USPHS Commissioned Corps electronic Officer Personnel Folder (eOPF)

Career Planning and Preparation

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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)

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

OCCO email Addresses

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

Questions/Comments/Assistance

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