

U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Self - Service

**Version 6.0
April 2nd, 2012**

**Prepared by
Commandant (CG-634)
U.S. Coast Guard
1900 Half Street, SW
Washington, DC 20593-0001**

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1 UNDERSTANDING AND USING THE PORTAL

The links needed to execute self-service transactions are located in the **Self-Service** portal pagelet. These links serve as shortcuts, allowing a user to quickly navigate to pages without going through a lengthy menu. At any time, if a user needs to return to the home screen, the user can click the “Home” link in the upper right-hand corner of the window.

1.1 Self-Service Pagelet

Below is a screenshot of the Self-Service pagelet.



1.2 Returning to the Portal Home Page

To return to the home menu, click on the [Home](#) hyperlink located in the upper-right hand corner of the page.



1.3 Signing out of Direct Access

To sign out of Direct Access, click on the [Sign out](#) hyperlink located in the upper right-hand corner of the page.



2 HOME AND MAILING ADDRESSES

2.1 Update Home and/or Mailing Address

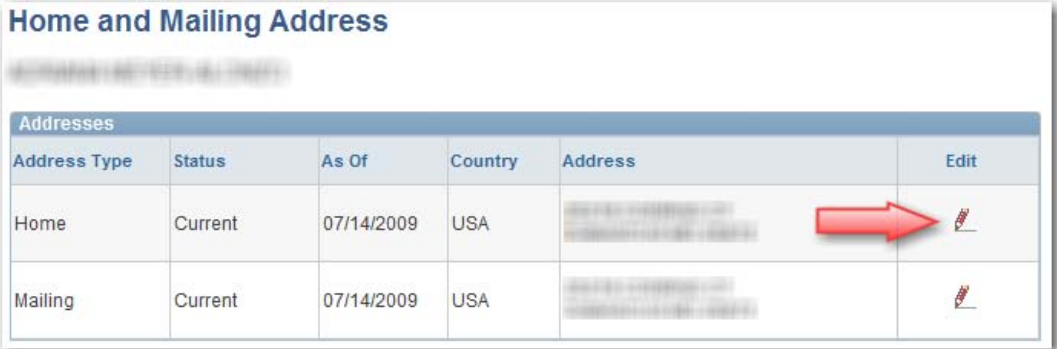
Officers can update their home and/or mailing address using Self-Service. Business Address may list an address for some users. It is a view-only value and cannot be updated using Self Service.

IMPORTANT NOTE: This function will not update your PAYROLL address. To do so, please contact your HR PAYROLL representative.

1. From the Portal Homepage, click on the [Home and Mailing Address](#) link located in the Self-Service pagelet.



2. Click on the red pen icon located in the *Edit* column of the address type you would like to update.



3. You will be directed to the **Edit Address** page.

Edit Home Address

Change As Of: 05/01/2012 (example: 01/31/2000)

Country: United States [Change Country](#)

Address 1: 123 Main St

Address 2:

Address 3:

City: Washington State: DC District of Columbia

Postal: 00000

County:

[Save](#) [Cancel](#)

The **Change As Of:** field represents the day the address change will be effective. This date must either be today's date or a future date. The system will NOT allow you to enter a past date.

4. When you have updated your address information, click on **Save**. You will be directed to "Save Confirmation" page.

Home and Mailing Address

Save Confirmation

✓ The Save was successful.

[OK](#)

5. Click on **OK** to be directed back to the **Home and Mailing Address** page.

Home and Mailing Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	07/14/2009	USA	[Redacted]	
Home	Future	05/01/2012	USA	123 Main St Washington DC 00000	
Mailing	Current	07/14/2009	USA	[Redacted]	

NOTE: If a future date was entered in the **Change As Of:** field, a new row will be added to the table with a status of *Future*. This row will become the *Current* row on the As Of date.

3 PHONE NUMBERS

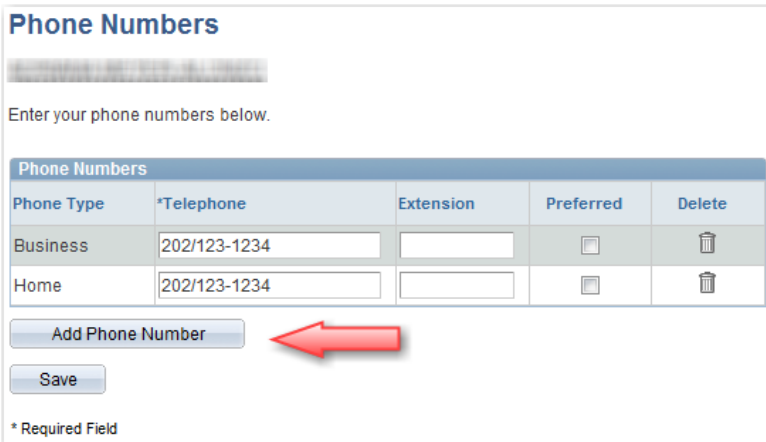
3.1 Add Phone Number(s)

Officers can add phone numbers using Self-Service.

1. From the Portal Homepage, click on the [Phone Numbers](#) link located in the Self-Service pagelet.



2. Click on **Add a Phone Number**. A new, blank row will be added to the table.



3. Select the Phone Type from the drop-down. Each Phone Type can only be used ONCE.

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Business	202/123-1234		<input type="checkbox"/>	
Home	202/123-1234		<input type="checkbox"/>	
Mobile			<input type="checkbox"/>	

- Mobile
- Campus
- Dormitory
- FAX
- Home Fax
- Main
- Mobile
- Other
- Pager 1
- Pager 2
- Telex
- Work Cell
- Work Fax

Notice that any phone types currently being used are absent from the list of values. Enter the phone number in the **Telephone** field.

4. Prior to saving, verify one of the phone numbers listed is listed as the **Preferred** phone number.

Phone Numbers

Enter your phone numbers below.

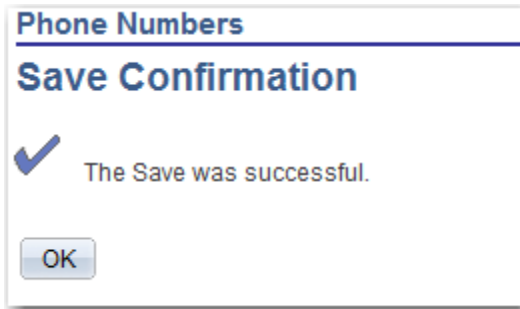
Phone Type	*Telephone	Extension	Preferred	Delete
Business	202/123-1234		<input type="checkbox"/>	
Home	202/123-1234		<input type="checkbox"/>	
Mobile	301/123-1234		<input checked="" type="checkbox"/>	

Add Phone Number

Save

* Required Field

- Once you have completed entering your phone number(s), click on **Save**. You will be directed to the “Save Confirmation” page.

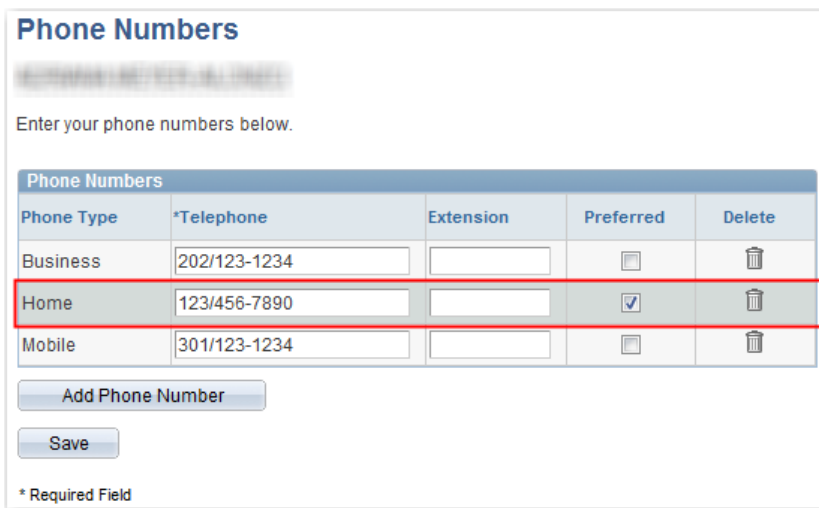


Click on **OK** to be directed back to the **Phone Numbers** page.

3.2 Update Phone Number(s)

Officers have the ability to update their phone numbers using Self-Service.

- From the Portal Homepage, click on the [Phone Numbers](#) link located in the Self-Service pagelet.
- Update the data in the **Telephone** field as deemed necessary. You can also select a new **Preferred** phone number if need be.



The "Phone Numbers" page includes a header, a message "REPHONE NUMBER(S) REQUIRED", and the instruction "Enter your phone numbers below." Below this is a table with columns for "Phone Type", "*Telephone", "Extension", "Preferred", and "Delete". The "Home" row is highlighted with a red border. Below the table are buttons for "Add Phone Number" and "Save", and a note "* Required Field".

Phone Type	*Telephone	Extension	Preferred	Delete
Business	202/123-1234		<input type="checkbox"/>	
Home	123/456-7890		<input checked="" type="checkbox"/>	
Mobile	301/123-1234		<input type="checkbox"/>	

3. Once you have completed entering your phone number(s), click on **Save**. You will be directed to the “Save Confirmation” page.

Click on **OK** to be directed back to the **Phone Numbers** page.

3.3 Delete Phone Number(s)

Officers can delete their phone number(s) using Self-Service.

1. From the Portal Homepage, click on the [Phone Numbers](#) link located in the Self-Service pagelet.
2. Click on the trashcan icon located in the *Delete* column of the phone number you would like to remove.

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Business	202/123-1234		<input type="checkbox"/>	
Mobile	301/123-1234		<input checked="" type="checkbox"/>	
Home	202/123-1234		<input type="checkbox"/>	

* Required Field

3. Click on **Yes – Delete and Save** if you still wish to delete the number. If you do not wish to delete the number anymore or clicked on the wrong one, click on **No – Do Not Delete and Do Not Save**.

Phone Numbers

Delete Confirmation

?

Are you sure you want to delete Phone Number (Home)?

Once you select an option, you'll be directed back to the **Phone Numbers** page.

4. Once you have completed deleting your phone number(s), click on **Save**. You will be directed to “Save Confirmation” page.

Click on **OK** to be directed back to the **Phone Numbers** page.

4 EMAIL ADDRESSES

4.1 Add Email Address(es)

Officers can add a variety of email addresses using Self-Service.

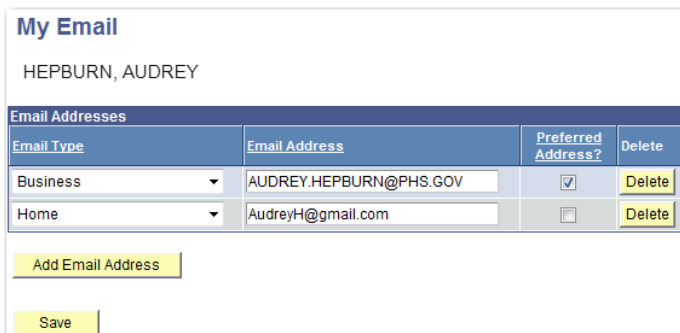
1. From the Portal Homepage, click on the [My Email Addresses](#) link located in the Self-Service pagelet.



2. Click on the **Add Email Address** button. A new, blank row will appear at the bottom of the grid.



3. Select the type of email address from the **Email Type** drop-down. Enter the email address in the **Email Address** field.



Note: The system does NOT allow duplicate Email Types. Only one of each email type can be entered.

4. The **Preferred Address** field indicates which email address you prefer to be contacted at. Select this checkbox if you would like to designate the email you're adding as the Preferred Email.
5. Once you have finished entering the email address(es), click on the **Save** button.

My Email

HEPBURN, AUDREY

Email Addresses

Email Type	Email Address	Preferred Address?	Delete
Business	AUDREY.HEPBURN@PHS.GOV	<input type="checkbox"/>	Delete
Home	AudreyH@gmail.com	<input checked="" type="checkbox"/>	Delete

Add Email Address

Save

Saved

A save confirmation will appear in the upper right-hand corner of the page.

4.2 Update Email Address(es)

Officers have the ability to update their email address(es) using self-service.

1. From the Portal Homepage, click on the [My Email Addresses](#) link located in the Self-Service pagelet.
2. Click in the **Email Address** field of the email address you wish to update and update as necessary.

My Email

HEPBURN, AUDREY

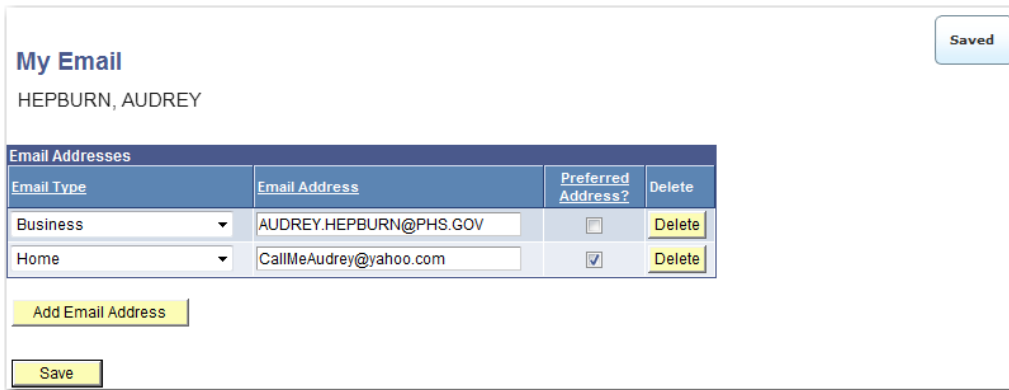
Email Addresses

Email Type	Email Address	Preferred Address?	Delete
Business	AUDREY.HEPBURN@PHS.GOV	<input type="checkbox"/>	Delete
Home	CallMeAudrey@yahoo.com	<input checked="" type="checkbox"/>	Delete

Add Email Address

Save

- Once you have finished updating the email address(es), click on the **Save** button.



The screenshot shows the 'My Email' page for Audrey Hepburn. It features a table with the following data:

Email Type	Email Address	Preferred Address?	Delete
Business	AUDREY.HEPBURN@PHS.GOV	<input type="checkbox"/>	Delete
Home	CallMeAudrey@yahoo.com	<input checked="" type="checkbox"/>	Delete

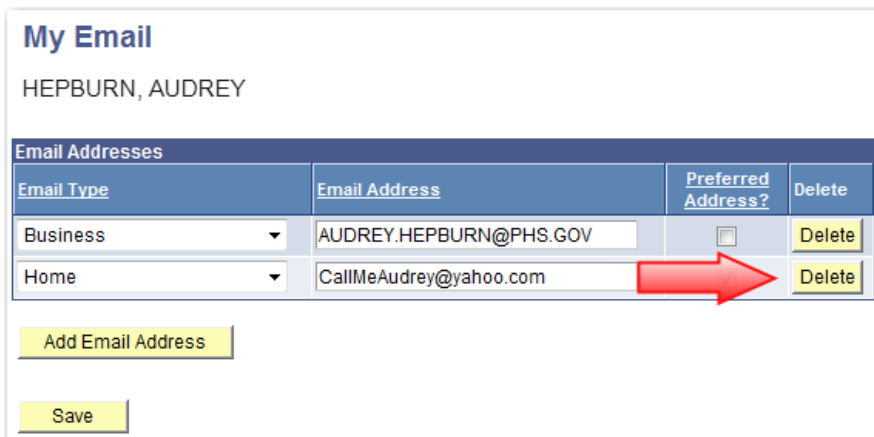
Below the table are buttons for 'Add Email Address' and 'Save'. A 'Saved' confirmation button is visible in the top right corner.

A save confirmation will appear in the upper right-hand corner of the page.

4.3 Delete Email Address(es)

Officers have the ability to delete an email address using Self-Service.

- From the Portal Homepage, click on the [My Email Addresses](#) link located in the Self-Service pagelet.
- Click on the **Delete** button located to the right of the Email Address you would like to delete. If the email address you are deleting is the Preferred Address, a new one **MUST** be selected in order to save the delete.



The screenshot shows the 'My Email' page for Audrey Hepburn. It features a table with the following data:

Email Type	Email Address	Preferred Address?	Delete
Business	AUDREY.HEPBURN@PHS.GOV	<input type="checkbox"/>	Delete
Home	CallMeAudrey@yahoo.com	<input checked="" type="checkbox"/>	Delete

A red arrow points to the 'Delete' button for the Home email address. Below the table are buttons for 'Add Email Address' and 'Save'.

Note: You cannot delete your Business Email address once it has been created; however, you can update it if it changes (see Update Email Address(es))

- Once you have finished deleting the email address(es), click on the **Save** button. A save confirmation will appear in the upper right-hand corner of the page.

5 EMERGENCY CONTACTS

5.1 Add Emergency Contact(s)

Officers can add Emergency Contact(s) using Self-Service.

1. From the Portal Homepage, click on the [Emergency Contacts](#) link located in the Self-Service pagelet.



2. Click on **Add Emergency Contact**.



- You will be directed to the **Emergency Contact Detail** page.

Emergency Contacts
Emergency Contact Detail

Address and Telephone

*Contact Name:

*Relationship to Employee: Other

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States [Change Country](#)

Address: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

Emergency Contacts			
*Phone Type	Phone Number	Extension	Delete
		<input type="text"/>	

[Add Phone Number](#)

[Save](#)

* Required Field

[Return to Emergency Contacts](#)

- Enter the **Contact Name** and select the **Relationship to Employee** from the drop-down list of values.

NOTE: If the Emergency Contact being entered has the same address or telephone number as the as the employee, select the respective checkboxes and the **Address** and/or **Telephone** fields will auto-populate.

- Click on the **Edit Address** button to enter an address for the Emergency Contact.

Address

Country: United States [Change Country](#)

Address: [Edit Address](#)

- You will be directed to the **Edit Address** page.

Edit Address

Country: United States

Address 1: 1234 RATPACK LANE

Address 2: APT. 3A

Address 3:

City: LOS ANGELES State: CA

Postal: 00000

County:

- Click on the **Change Country** button to change the country the emergency contact is located in. Enter the Emergency Contact's address information and click on the **OK** button when finished.
- Enter the Emergency's primary telephone number in the **Telephone** field.

Phone

Telephone: 123/000-0000

NOTE: This field can also be used to store the Emergency Contact's email address.

- Click on the **Add Phone Number** button to add any additional phone numbers for this contact.

Other Telephone Numbers

Emergency Contacts

*Phone Type	Phone Number	Extension	Delete
Mobile	202/123-4567		<input type="button" value="Delete"/>

- Select the **Phone Type** from the drop-down list of values. Enter the **Phone Number** and **Extension** (if applicable). Continue to add phone numbers as needed.
- Once you have finished entering the Emergency Contact's information, click on the **Save** button. You will be re-directed to the "Save Confirmation" page.

Emergency Contacts

Save Confirmation

The Save was successful.

Click on the **OK** button to return to the Emergency Contacts page.

5.2 Update Emergency Contact(s)

Officers have the ability to update their Emergency Contact(s) using Self-Service.

1. From the Portal Homepage, click on the [Emergency Contacts](#) link located in the Self-Service pagelet.
2. Click on the red pen icon located in the *Edit* column of the Emergency Contact you would like to update.

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
HOLLY GOLIGHTLY	Sister	<input type="checkbox"/>		
JOHN SMITH	Spouse	<input checked="" type="checkbox"/>		
FRANK SINATRA	Son	<input type="checkbox"/>		

3. You will be directed to the **Emergency Contact Detail** page, where you can update the Emergency Contact data as you see fit.

Emergency Contacts

Emergency Contact Detail

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States [Change Country](#)

Address: 1234 RATPACK LANE
APT. 3A
LOS ANGELES CA 00000

Phone

Telephone:

Other Telephone Numbers

Phone Type	Phone Number	Extension	Delete
Mobile	<input type="text" value="202/123-4567"/>	<input type="text"/>	

* Required Field

- Once you have finished updating the Emergency Contact information, click on the **Save** button. You will be re-directed to the “Save Confirmation” page.



Click on the **OK** button to return to the **Emergency Contacts** page.

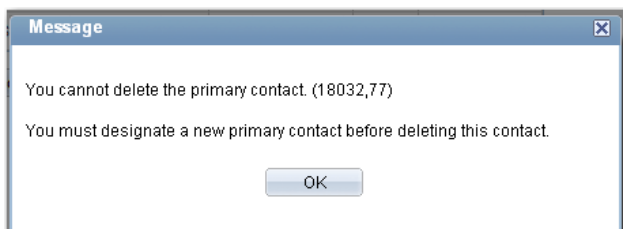
5.3 Delete Emergency Contact(s)

Officers have the ability to delete an Emergency Contact using Self-Service.

- From the Portal Homepage, click on the [Emergency Contacts](#) link located in the Self-Service box.
- Click on the trashcan icon located in the *Delete* column of the Emergency Contact you would like to remove.



NOTE: The system prevents users from deleting Emergency Contacts designated as the “Primary Contact”. Before deleting that person, you **MUST** designate a new Primary Contact.



3. Click on **Yes – Delete and Save** if you still wish to delete the number. If you do not wish to delete the number anymore or clicked on the wrong one, click on **No – Do Not Delete and Do Not Save**.

Emergency Contacts
Delete Confirmation

? Are you sure you want to delete Emergency Contact (FRANK SINATRA)?

Yes - Delete and Save **No - Do Not Delete and Do Not Save**

Once you select an option, you'll be directed back to the **Emergency Contacts** page.

4. Once you have completed deleting your Emergency Contact(s), click on **Save**. You will be directed to the "Save Confirmation" page.

Click on **OK** to be directed back to the **Emergency Contacts** page.

5.4 Change Primary Emergency Contact

Officers must designate one of their Emergency Contacts as their Primary Emergency Contact. If an Officer only has one Emergency Contact listed, this person will automatically be the Officer's primary emergency contact. Officers may change who is designated as their Primary Emergency Contact at any time using self-service.

1. From the Portal Homepage, click on the [Emergency Contacts](#) link located in the Self-Service pagelet.
2. Select the checkbox in the *Primary Contact* column for the Emergency Contact you would like to designate as your primary contact.

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
FRANK SINATRA	Son	<input checked="" type="checkbox"/>		
HOLLY GOLIGHTLY	Sister	<input type="checkbox"/>		
JOHN SMITH	Spouse	<input type="checkbox"/>		

Add Emergency Contact

Save

NOTE: Only one Primary Contact can be saved. If you attempt to save and more than one Primary Contact is selected, you will receive an error message.

3. Once you have completed deleting your Emergency Contact(s), click on **Save**. You will be directed to the "Save Confirmation" page.

Click on **OK** to be directed back to the **Emergency Contacts** page.

6 ETHNIC GROUPS

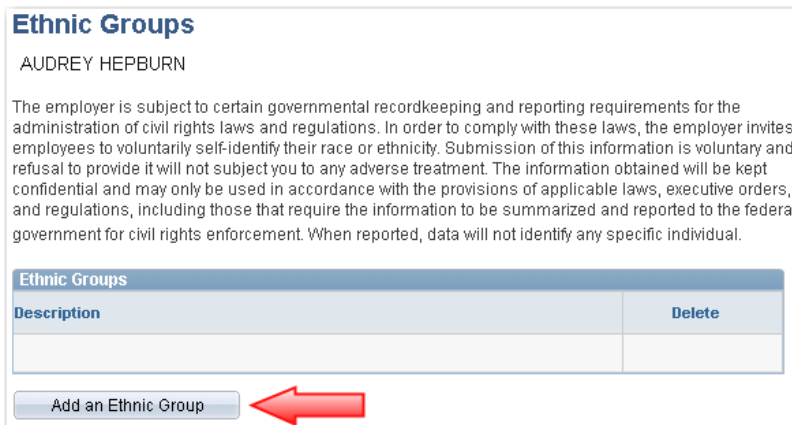
Officers have the ability to update their Ethnic Group and Ethnic Category using Self-Service. Ethnic Groups and Categories will reside in the same grid by adding rows as applicable.

6.1 Add an Ethnic Group or Category

1. From the Portal Homepage, click on the [Ethnic Groups](#) link located in the Self-Service pagelet.



2. You will be directed to the **Ethnic Groups** page. Click on the **Add an Ethnic Group** button.



- A new row will appear at the bottom of the grid. Select the desired Ethnic Group or Category from the list of drop-down values.

Ethnic Groups

AUDREY HEPBURN

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
<input type="text"/>	
American Indian or Alaska Native	
Asian	
Black or African American	
Ethnic Category - Hispanic or Latino	
Ethnic Category - Not Hispanic or Latino	
Native Hawaiian or Other Pacific Islander	
White	

- Once you have completed entering your Ethnic Groups and/or Categories, click on **Save**. You will be directed to the “Save Confirmation” page.

Ethnic Groups

Save Confirmation

The Save was successful.

- Click on the **OK** button to return to the **Ethnic Groups** page.

Ethnic Groups

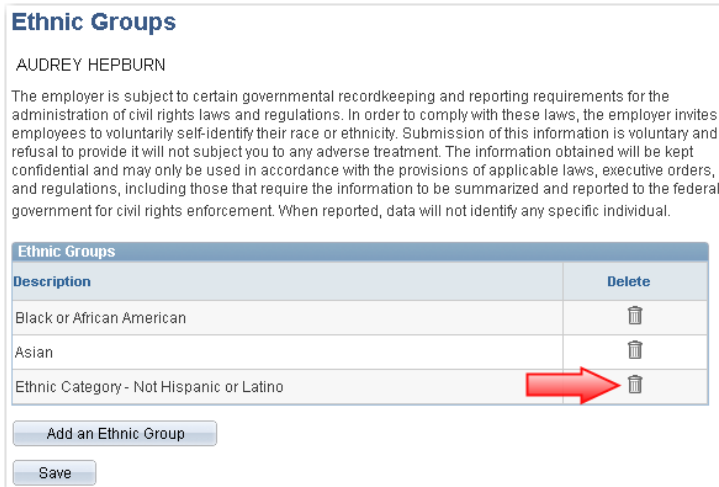
AUDREY HEPBURN

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
Black or African American	
Asian	
Ethnic Category - Not Hispanic or Latino	

6.2 Delete an Ethnic Group

1. From the Portal Homepage, click on the [Ethnic Groups](#) link located in the Self-Service pagelet.
2. You will be directed to the **Ethnic Groups** page. Click on the **trash can** icon next to the row you would like to delete.



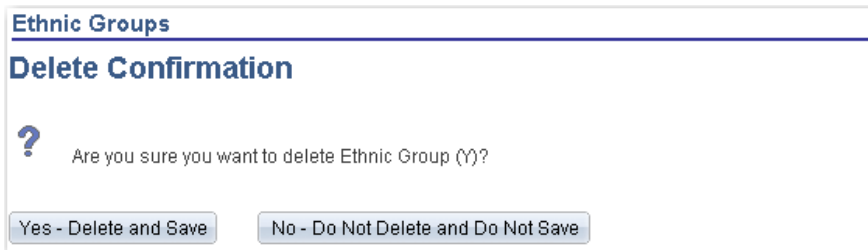
Ethnic Groups

AUDREY HEPBURN

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
Black or African American	
Asian	
Ethnic Category - Not Hispanic or Latino	

3. Click on **Yes – Delete and Save** if you still wish to delete the Ethnic Group or Category. If you do not wish to delete the number anymore or clicked on the wrong one, click on **No – Do Not Delete and Do Not Save**.



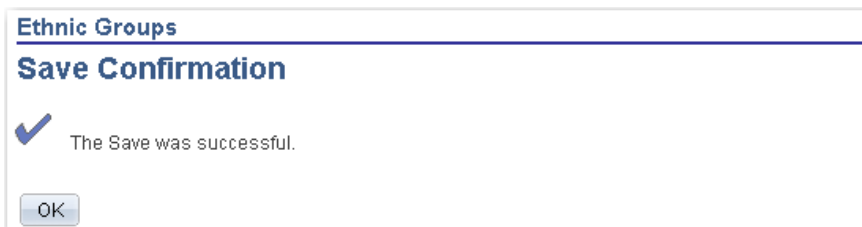
Ethnic Groups

Delete Confirmation

Are you sure you want to delete Ethnic Group (Y)?

Once you select an option, you'll be directed back to the **Ethnic Groups** page.

4. Once you have completed deleting your row(s), click on **Save**. You will be directed to the “Save Confirmation” page.



Ethnic Groups

Save Confirmation

The Save was successful.

Click on **OK** to be directed back to the **Emergency Contacts** page.

7 MY JOB PREFERENCES

Officers can update information regarding their preferences for their next assignment, including their Desired Start Date, Job Function, Career Path, Agency, Region, and Readiness Role using Self-Service.

7.1 Update My Job Preferences

1. From the Portal Homepage, click on the [My Job Preferences](#) link located in the Self-Service pagelet.



2. You will be directed to the **Preferences** page.

The screenshot displays the Oracle 'Preferences' page. At the top, the Oracle logo is visible. The page header includes 'Home' and a search field. The user's name 'BOND, JAMES A.' and ID '2050697' are shown. The 'Desired Start Date' is set to 05/01/2009 and 'Job Function' is set to Clinical. Below this, there is a table for preferences:

Preference	Career Path	Department Type Code	Region
First Choice	Clinical and Clinical Admin	Center for Disease Control	Atl (AL,FL,GA,KY,MS,NC,SC,TN)
Second Choice	International Health	Public Health Service	Philadelph (DE,DC,MD,PA,VA,WW)

Below the table is a text area for additional comments and a 'Save' button.

- To update your Desired Start Date, click in the **Desired Start Date** field. Manually enter the date you wish to start your next assignment. The date should not be less than two years from the day you started your current assignment. Once you have finished updating your Desired Start Date, click the **Save** button located at the bottom of the page.

*Desired Start Date: 

NOTE: This is a required field.

- To update your desired Job Function, choose the job function you wish to pursue on your next assignment from the drop-down menu located beside **Job Function**. Once you have finished updating your Job Function, click the **Save** button located at the bottom of the page.


Job Function:

- To update your desired Career Path, choose the career path you wish to pursue on your next assignment from the drop-down menu located in the *Career Path* column. You may choose a first choice and a second choice career path. Once you have finished updating your desired Career Path, click the **Save** button located at the bottom of the page.

Preference	Career Path	Department Type Code	Region
First Choice	<input type="text" value="Public Health / Epidemiology"/>	<input type="text" value="Center for Disease Control"/>	<input type="text" value="Philadelph (DE,DC,MD,PA,VA,WW)"/>
Second Choice	<input type="text" value="Public Health / Epidemiology"/>	<input type="text" value="Central Intelligence Agency"/>	<input type="text" value="Philadelph (DE,DC,MD,PA,VA,WW)"/>

- To update your desired Agency, choose the agency you wish to work for on your next assignment from the drop-down menu located in the *Department Type* column. You may choose a first choice and a second choice Department Type. Once you have finished updating your desired Department Type, click the **Save** button located at the bottom of the page.
- To update your desired Region, choose the region you wish to work in on your next assignment from the drop-down menu located in the *Region* column. You may choose a first choice and a second choice region. Once you have finished updating your desired region, click the **Save** button located at the bottom of the page.
- The PHS Preferences Comments field allows officers to write a comment that more fully explains their Preferences. This is an optional, free text field. If you wish to write a comment, simply click inside the field, and type your comment. Once you have finished writing in this field, click the **Save** button located at the bottom of the page.

Include any additional comments about your career, job and region preferences in the text area below.



8 READINESS

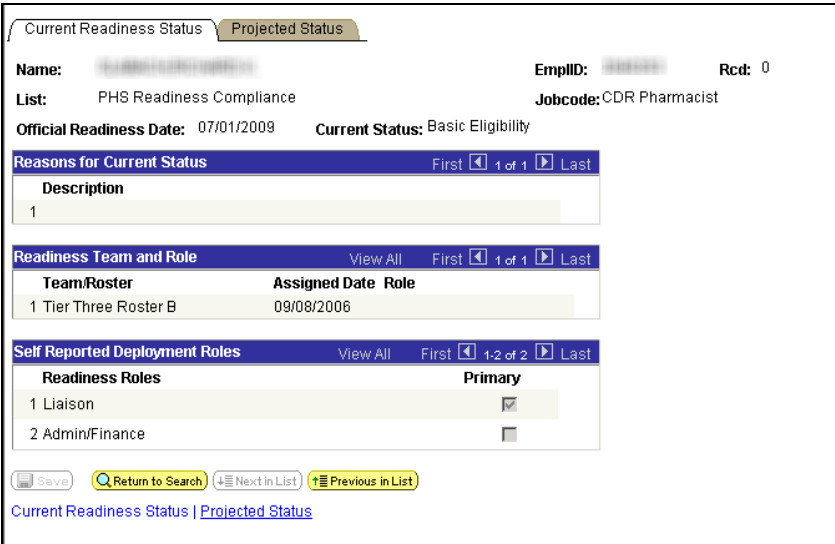
8.1 PHS Readiness Status

Officers have the ability to view their Readiness Status information using Self-Service.

1. Click on the [Readiness Status](#) link located inside the Self Service pagelet.



2. You will be directed to the **Current Readiness Status** tab.



3. Click on the **Projected Status** tab to view the Officer's projected Readiness Status.

The screenshot shows a web interface with two tabs: 'Current Readiness Status' and 'Projected Status'. The 'Projected Status' tab is active. Below the tabs, there are fields for 'Name', 'EmpID', 'Rcd: 0', 'List: PHS Readiness Compliance', and 'Jobcode: CDR Pharmacist'. A 'Next Official Readiness Date' of 10/01/2009 and a 'Projected Status' of 'Basic Eligibility' are also displayed. A section titled 'Last Update Date for Reasons:' is followed by a table with the heading 'Reasons for Projected Status'. The table has a single row with the number '1' under the 'Description' column. Navigation controls include 'First', '1 of 1', and 'Last'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', and 'Previous in List', along with a link to 'Current Readiness Status | Projected Status'.

8.2 Data Entry for Deployment (Readiness) Roles

The Deployment Roles functionality captures an officer's readiness deployment roles via the Self-Service page. Selecting a Readiness Role is mandatory for PHS officers.

1. Click on the [My Profile](#) link located in the Self-Service pagelet.

The screenshot shows a 'Self-Service' pagelet with a list of links. The 'My Profile' link is highlighted with a red box. Other links include 'Home and Mailing Address', 'Phone Numbers', 'My Email Addresses', 'Emergency Contacts', 'Ethnic Groups', 'My Job Preferences', 'View Job Postings', 'Review My Resume', 'Member Information', 'Training Summary', 'Immunizations', 'Waivers', 'Readiness Status', 'Physical Fitness', 'Medical Exam', and 'Supervisor'.

2. Click on the **Qualifications** link.




The screenshot shows the 'My Current Profile' page. It includes a description of the profile and instructions on how to update it. Below the text, there is a 'Description' field and a 'Profile Actions' dropdown menu. A navigation bar at the bottom contains links for 'Competencies', 'Qualifications', and 'Education'. The 'Qualifications' link is highlighted with a red box. A 'Save' button and a 'Return to Previous Page' link are also visible.

- 3. You will be directed to a listing of all entered **Qualifications**. Scroll down to see the **Readiness Roles** section.

My Current Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

*Description:

Profile Actions:   

[Competencies](#) [Qualifications](#) [Education](#)

Add new awards in the grid below. Edit awards by selecting the edit button.

[▶ Honors and Awards \(Approval Not Required\)](#)

Add new licenses in the grid below. Edit licenses by selecting the edit button.





[▶ Licenses & Certifications \(Approval Not Required\)](#)







Add new Basic Life Support in the grid below. Edit Basic Life Support by selecting the edit button.

[▶ Basic Life Support \(Approval Not Required\)](#)

[+ Add New Basic Life Support](#)

Add new Readiness Roles in the grid below. Edit Readiness Roles by selecting the edit button.

Readiness Roles (Approval Not Required) [Customize](#) | [Find](#) | [View All](#) |   First  1-3 of 3  Last

Readiness Role	Primary	Edit	Delete
Physician Assistant	<input checked="" type="checkbox"/>		
Researcher	<input type="checkbox"/>		
Nurse	<input type="checkbox"/>		

[+ Add New Readiness Roles](#)

Add new Readiness Teams in the grid below. Edit Readiness Teams by selecting the edit button.

[▶ Readiness Teams \(Approval Not Required\)](#)

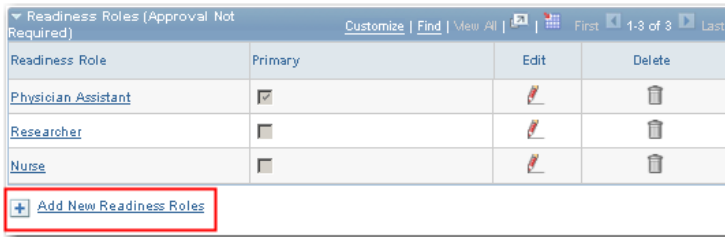
[▼ Administrative Flags \(Approval Not Required\)](#)

There are currently no Administrative Flags for this profile. Please add one if required.

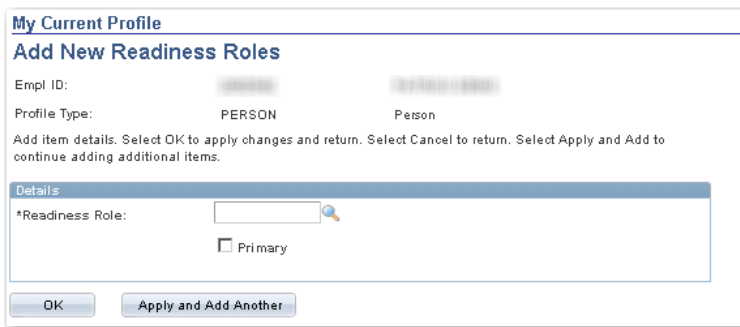
[Competencies](#) [Qualifications](#) [Education](#)

[Return to Previous Page](#)

4. To add a new Readiness Role, click on the [Add New Readiness Roles](#) link in the Readiness Roles section.



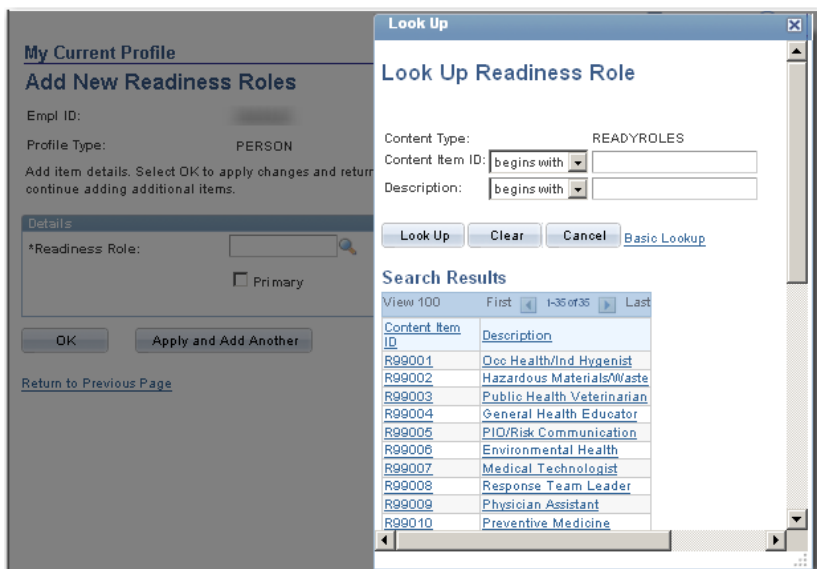
5. The “Add New Readiness Roles” page will display.



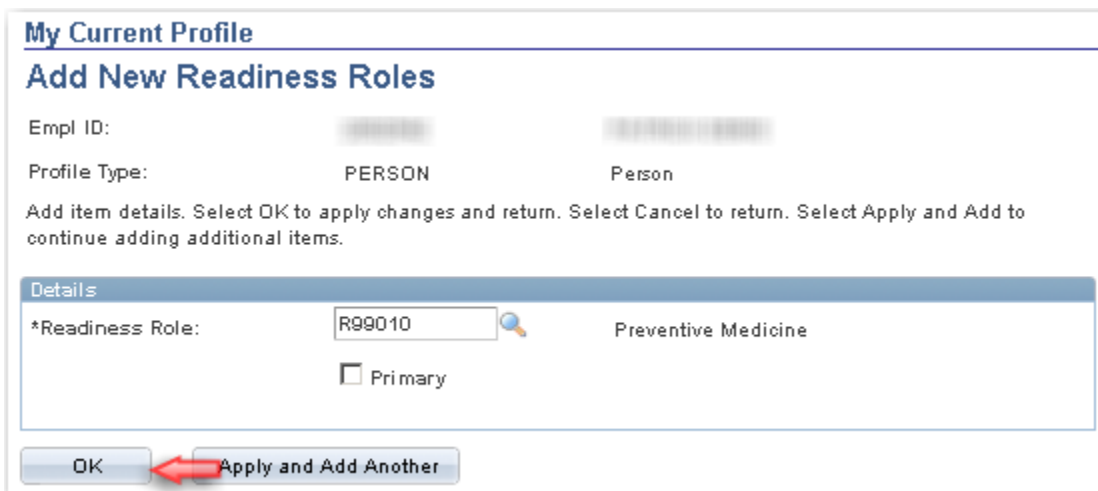
The Readiness Roles information consists of the following fields:

FIELD	DESCRIPTION/INSTRUCTIONS
Readiness Role:	Click on the Look Up icon (magnifying glass) to display a list of possible Readiness Roles. You may scroll through the list of roles or use the Search function to locate the specific role you wish to add. Click on the description hyperlink for the role you wish to select.
Primary Checkbox:	Select one and only one Deployment Role as <u>Primary</u> by checking the Primary checkbox associated with the preferred Readiness Role. This is used by OFRD to determine to which Roster an officer should be placed. For all other Readiness Roles added, leave the Primary checkbox unchecked.

- Click on the **Look Up** icon (magnifying glass) to select the Readiness Role to add.



- Once you have completed entering your Readiness Roles, click on **OK**. The Qualifications page of My Current Profile will be displayed. The new Readiness Role is visible.



NOTE: To add additional Readiness Roles, Click on the **Apply and Add Another** button until all the roles have been entered.

- You will be directed back to the **Qualifications** section of My Current Profile.

Click on the **Save** button to commit the changes you've made.

8.3 Delete a Deployment (Readiness) Roles

1. From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.
2. Click on the **Qualifications** link. Scroll down to see the Readiness Roles section
3. To remove a previously selected Readiness Role, click on the **trash can** icon located under the *Delete* column on the row corresponding to the role you wish to remove. Below is an example of removing the Nurse role.

The screenshot shows a table titled "Readiness Roles (Approval Not Required)". The table has four columns: "Readiness Role", "Primary", "Edit", and "Delete". There are four rows of roles: "Physician Assistant", "Preventive Medicine", "Researcher", and "Nurse". The "Nurse" row has a red arrow pointing to the trash can icon in the "Delete" column. Below the table is a button labeled "+ Add New Readiness Roles".

Readiness Role	Primary	Edit	Delete
Physician Assistant	<input checked="" type="checkbox"/>		
Preventive Medicine	<input type="checkbox"/>		
Researcher	<input type="checkbox"/>		
Nurse	<input type="checkbox"/>		→

[+ Add New Readiness Roles](#)

4. The Person Profile Delete Confirmation screen will display.

The screenshot shows a "Person Profile" section with a "Delete Confirmation" heading. Below the heading is a question mark icon and the text "Profile item (Nurse) has been selected for deletion. Delete item?". At the bottom, there are two buttons: "Yes - Delete and Save" and "No - Do Not Delete and Do Not Save".

If you are sure you want to delete this Readiness Role, click the **Yes-Delete and Save** button. If you change your mind and do not want to remove this item at this time, click on the **No-Do Not Delete and Do Not Save** button.

5. Note that the "Nurse" Readiness Role is no longer displayed in the list of Readiness Roles.







The screenshot shows the same "Readiness Roles" grid as before, but now only three roles are listed: "Physician Assistant", "Preventive Medicine", and "Researcher". The "Nurse" role is no longer present. The "Delete" column still shows trash can icons for the remaining roles. Below the table is a button labeled "+ Add New Readiness Roles".

Readiness Role	Primary	Edit	Delete
Physician Assistant	<input checked="" type="checkbox"/>		
Preventive Medicine	<input type="checkbox"/>		
Researcher	<input type="checkbox"/>		

[+ Add New Readiness Roles](#)

- You must click on the **Save** button at the bottom of the page to actually remove the item.

Add new Readiness Roles in the grid below. Edit Readiness Roles by selecting the edit button.

Readiness Role	Primary	Edit	Delete
Physician Assistant	<input checked="" type="checkbox"/>		
Preventive Medicine	<input type="checkbox"/>		
Researcher	<input type="checkbox"/>		

[+ Add New Readiness Roles](#)

Add new Readiness Teams in the grid below. Edit Readiness Teams by selecting the edit button.

Readiness Teams (Approval Not Required)

Administrative Flags (Approval Not Required)

There are currently no Administrative Flags for this profile. Please add one if required.

[Competencies](#) [Qualifications](#) [Education](#)

Save

[Return to Previous Page](#)

8.4 Readiness Teams – View Only Access



Officer Memberships will be used to associate a PHS officer with a readiness team. Assignment to a membership will be considered assignment to a deployment position. This page is populated via an interface and is view only within Direct Access.

- From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.
- Click on the **Qualifications** link.

My Current Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

*Description:

Profile Actions:  

[Competencies](#) **[Qualifications](#)** [Education](#)

[Competencies](#) [Qualifications](#) [Education](#)

Save

[Return to Previous Page](#)

3. Scroll down to the **Readiness Teams** section.

My Current Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

*Description:

Profile Actions:   

[Competencies](#) Qualifications [Education](#)

Add new awards in the grid below. Edit awards by selecting the edit button.

[▶ Honors and Awards \(Approval Not Required\)](#)

Add new licenses in the grid below. Edit licenses by selecting the edit button.

[▶ Licenses & Certifications \(Approval Not Required\)](#)

Add new Basic Life Support in the grid below. Edit Basic Life Support by selecting the edit button.

[▶ Basic Life Support \(Approval Not Required\)](#)

[+ Add New Basic Life Support](#)

Add new Readiness Roles in the grid below. Edit Readiness Roles by selecting the edit button.

[▶ Readiness Roles \(Approval Not Required\)](#)

[+ Add New Readiness Roles](#)

Add new Readiness Teams in the grid below. Edit Readiness Teams by selecting the edit button.

Readiness Teams (Approval Not Required)	Customize Find New All   First  1-2 of 2  Last
Readiness Team	
Mission Critical	
Tier Three Roster A	

[▶ Administrative Flags \(Approval Not Required\)](#)

[Competencies](#) Qualifications [Education](#)

[Return to Previous Page](#)

- To view the details behind the Readiness Team, click on the Readiness Team name. The **View Readiness Teams** page will be displayed.

My Current Profile

View Readiness Teams

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

This page displays the item details.

Details	
Effective Date:	05/21/2010
Readiness Team:	MC Mission Critical
Status:	Active
Role End Date:	
Team Role:	

[Return to Previous Page](#) Previous Readiness Teams [Next Readiness Teams](#)

- Click the [Return to Previous Page](#) link to return to the My Current Profile page.

9 BASIC LIFE SUPPORT

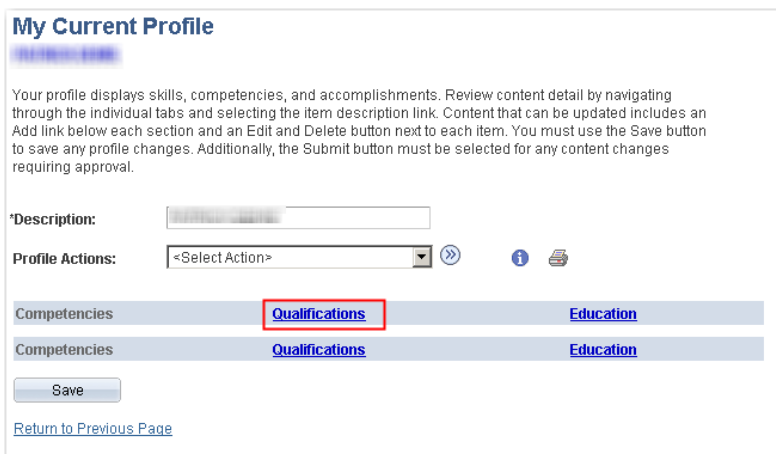
9.1 Data Entry for Basic Life Support

Officers can capture their Basic Life Support and other life support certifications using Self-Service. A PHS officer is expected to have at least one of the Basic Life Support (BLS) certifications active at any given time.

1. From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.



2. Click on the **Qualifications** link.






- 3. You will be directed to a listing of all entered **Qualifications**. Scroll down to the Basic Life Support section.

My Current Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

***Description:**

Profile Actions:   

Competencies **Qualifications** **Education**



Add new awards in the grid below. Edit awards by selecting the edit button.

▶ Honors and Awards (Approval Not Required)

Add new licenses in the grid below. Edit licenses by selecting the edit button.

▶ Licenses & Certifications (Approval Not Required)

Add new Basic Life Support in the grid below. Edit Basic Life Support by selecting the edit button.

▼ Basic Life Support (Approval Not Required) Customize Find View All First 1 of 1 Last		
BLS Code	Edit	Delete
Basic Life Support		

+ Add New Basic Life Support

Add new Readiness Roles in the grid below. Edit Readiness Roles by selecting the edit button.

▶ Readiness Roles (Approval Not Required)

+ Add New Readiness Roles

Add new Readiness Teams in the grid below. Edit Readiness Teams by selecting the edit button.

▶ Readiness Teams (Approval Not Required)

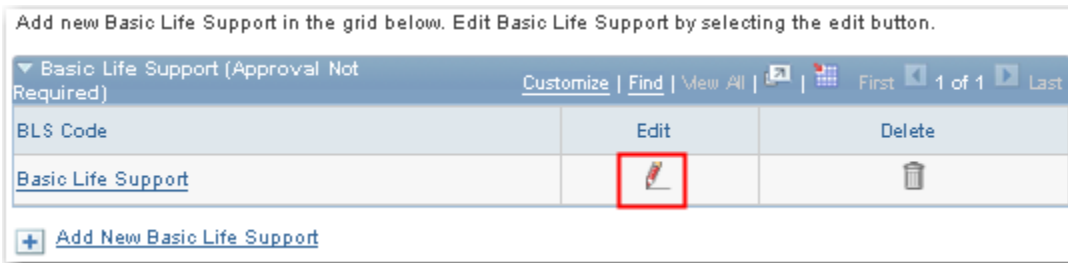
Add new Administrative Flags in the grid below. Edit Administrative Flags by selecting the edit button.

▶ Administrative Flags (Approval Not Required)

Competencies **Qualifications** **Education**

[Return to Previous Page](#)

- Click on the **Red Pencil** icon in the Basic Life Support section.



- The **Update Basic Life Support** page will display.





My Current Profile

Update Basic Life Support

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details	
BLS Code:	BLS Basic Life Support
EMT Level:	Interm - EMT Cert Level
EMT Expiration Date:	01/31/2013 
1st Responder Expr Date:	<input type="text"/> 
BLS Expiration Date:	<input type="text"/> 
ATLS Expiration Date:	<input type="text"/> 
ACLS Expiration Date:	07/31/2010 

[Return to Previous Page](#)

6. Change the BLS information as appropriate. The BLS certification information consists of the following fields:

FIELD	DESCRIPTION/INSTRUCTIONS
BLS Code:	“BLS” code is defaulted.
EMT Level:	Enter the Level of Emergency Medical Technician (EMT) and Paramedics certification received, if applicable. Leave this field blank if you do not have an EMT Level Certification. The EMT Certification levels are: Adv Adv - EMT Level (Advanced) Basic Basic - EMT Level (Basic) Intrm Intrm - EMT Level (Intermediate) Param Param - EMT Level (Paramedic)
EMT Expiration Date:	Enter the date that the indicated EMT Level certification expires. <i>Leave this field blank if you do not have this certification.</i>
1st Responder Expr Date:	Enter the date that the First Responder certification expires. <i>Leave this field blank if you do not have this certification.</i>
BLS Expiration Date:	Enter the date that the Basic Life Support certification expires. <i>Leave this field blank if you do not have this certification.</i>
ATLS Expiration Date:	Enter the date that the Advance Trauma Life Support certification expires. <i>Leave this field blank if you do not have this certification.</i>
ACLS Expiration Date:	Enter the date that the Advance Cardiac Life Support certification expires. <i>Leave this field blank if you do not have this certification.</i>

7. Once you have completed entering your Basic Life Support certifications, click on **OK**.

My Current Profile
Update Basic Life Support

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details

BLS Code:	BLS	Basic Life Support
EMT Level:	Interm - EMT Cert Level ▾	
EMT Expiration Date:	01/31/2013	31
1st Responder Expr Date:		31
BLS Expiration Date:		31
ATLS Expiration Date:		31
ACLS Expiration Date:	07/31/2010	31

OK

[Return to Previous Page](#)

8. You will be directed back to the **Qualifications** section of My Current Profile. Click on the **Save** button to commit the changes you made.

10 VIEW JOB POSTINGS

Officers are able to view a list of job postings, based on a variety of search criteria, using Self-Service.

1. From the Portal Homepage, click on the [View Job Postings](#) link located in the Self-Service pagelet.



2. You will be directed to the **View Job Postings** page.

The screenshot shows the "View Job Postings" page. It includes a search criteria section with the following fields and instructions:

- Category: [Dropdown] Select Job Category or leave blank for all
- Business Unit: [Dropdown] Select Business Unit or leave blank for all
- Agency: [Dropdown] Select Agency or leave blank for all
- State: [Dropdown] Select State or leave blank for all
- Location: [Text] [Search] Select Location or leave blank for all
- Function: [Dropdown] Select Job Function or leave blank for all
- Job Code: [Text] [Search] Select Jobcode or leave blank for all
- Grade: [Text] [Search]

A yellow "Search" button is located below the Job Code field.

Below the search criteria is a table header with the following columns:

Business Reference	Unit	Job Title	Category	Agency	Function	Location	From Grade	To Grade	Job Basket
--------------------	------	-----------	----------	--------	----------	----------	------------	----------	------------

At the bottom of the page, there is a yellow button labeled "Save Selected Items to Job Basket" and a blue link labeled "Job Basket".

- You can use any or all of the search criteria to define your job search. The more criteria you define, the more specific your job search will be. To define your search criteria, make selections using the drop-down menus located to the right of each row.

FIELD	DESCRIPTION/INSTRUCTIONS
Category	The category or discipline you wish to find a job requisition for
Business Unit	Should be populated with "Public Health Service"
Agency	Refers to the agency you hope to find a job with
State	Refers to the state you hope to find a job in
Location	Allows you to search for a specific city you hope to find a job in. If you wish to populate this field, click the magnifying glass icon to the right of "Location". You will be redirected to a page on which you can enter the city you wish to search for a job in. After you have finished typing the city, click the "Lookup" button. A number of choices may pop up; click on the choice most applicable to the search you wish to conduct. You will be redirected back to the "View PHS Job Postings" page
Function	Refers to the function of the job for which you are searching. Ex: Applied Public Health, Mental Health, etc
Job Code	The Officer Job Code recommended for the position, based on Rank and Category. If you wish to populate this field, click on the magnifying glass icon located to the right of "Job Code". You will be redirected to a page that allows you to search for a specific job code. If you do not know the specific job code for which you are looking, you can click "Lookup" button and all available job codes will pop up. Click the job code most applicable to the search you wish to conduct.
Grade	The grade for which you are searching

NOTE: Some of these drop-down menus will include Coast Guard-related choices. PHS Officers should refrain from selecting these.

- Once you have completed populating your search criteria, click the **Search** button located to the right of the *Grade* field.

Reference	Business Unit	Job Title	Category	Agency	Function	Location	From Grade	To Grade	Job Basket
137705	PHS	Clinical Nurse	Nurse	Bureau of Prisons		RICHMOND, VA	03	04	<input type="checkbox"/>
137706	PHS	Clinical Nurse	Nurse	Bureau of Prisons		RICHMOND, VA	03	04	<input type="checkbox"/>
137710	PHS	Clinical Nurse	Nurse	Bureau of Prisons		COLEMAN, FL	03	04	<input type="checkbox"/>
137713	PHS	Clinical Nurse	Nurse	Bureau of Prisons		COLEMAN, FL	03	04	<input type="checkbox"/>

Save Selected Items to Job Basket [Job Basket](#)

- Click the blue hyperlink located in the **Job Title** row to view the details of a position. You will be redirected to a page with any additional details concerning the job.

Job Description:
 "BOP-COA-RN-3139 - This Registered Nurse position is located at the Federal Correctional Complex in Coleman, Florida. Coleman is located in rural Central Florida in Sumter County, approximately 50 miles north of Orlando, and 65 miles northeast of Tampa, Florida. Interstate 75 and the Florida Turnpike are easily accessible from our location, providing easy transportation access to both of these metropolitan areas. Coleman is located between the Atlantic and Gulf Coasts of Florida which makes the driving time to our beautiful beaches on either coast, a little over an hour away. The areas surrounding Coleman have public schools as well as parochial schools. The University of Florida is located in Gainesville, Florida, which is approximately 75 miles away. In close by Lake County, there are more than 1,000 lakes which offer a wide variety of recreational activities. Sports enthusiasts experience the adrenaline rush found at several water-ski schools and a nationally recognized triathlon training center. Registered Nurses are responsible for providing a full range of nursing services to include assessing, diagnosing, planning, implementing, and evaluating the medical condition of inmate patients. Additionally, they provide information to other health care team members and contribute to the maintenance or restoration of health status. The incumbent is required to maintain appropriate licensure and level of expertise. For more information, contact Jose Acebal, Health Services Administrator, at (352) 689-3016 or jacebal@bop.gov.

Please apply before: 01/01/2010 (example: 12/31/2000)

[Add Job to Basket](#) [Job Basket](#)

[Return to Job Postings](#)

- If you are interested in any of the Job Requisitions, you can click the “**Add Job to Basket**” button on the Job Description page, or you can check the box located in the “**Job Basket**” row on the page where your original search results showed up. To return to this page from the Job Description page, click the “**Return to Job Postings**” link located at the bottom of the Job Description page.
- Your Job Basket will save the jobs that you have selected until they are either filled, or you delete them. This means that you can sign out of Direct Access, return at a later date, click on the “**Job Basket**” link at the bottom of the “**View PHS Job Postings**” page, and you will be redirected to a page that lists all of the job requisitions you have added to your basket.

Reference	Business Unit	Job Title	Category	Agency	Function	Location	From Grade	To Grade	Job Basket
137705	PHS	Clinical Nurse	Nurse	Bureau of Prisons		RICHMOND, VA	03	04	<input type="checkbox"/>
137706	PHS	Clinical Nurse	Nurse	Bureau of Prisons		RICHMOND, VA	03	04	<input type="checkbox"/>
137710	PHS	Clinical Nurse	Nurse	Bureau of Prisons		COLEMAN, FL	03	04	<input type="checkbox"/>
137713	PHS	Clinical Nurse	Nurse	Bureau of Prisons		COLEMAN, FL	03	04	<input type="checkbox"/>

[Save Selected Items to Job Basket](#) [Job Basket](#)

- If you wish to express interest in a position, click the **Apply for this Job** button on the Job Description page, or click the **Save Selected Items to Job Basket** if you would like to express interest in all of the jobs in your basket.

11 REVIEW MY RESUME

Officers can view their resume using Self-Service. Most of Review My Resume is View Only.

NOTE: Officers may not update their resume information on these pages; however, they can paste a text version of their resume into the Full Text Resume field.

1. From the Portal Homepage, click on the [Review My Resume](#) link located in the Self-Service box.



2. You will be directed to the **Resume** page. Screenshots are located below.

Apply for Job

Resume

20

This page shows your complete resume, allowing for easy printing using your browsers print button. To expand or collapse a section click on the triangle to the left of the heading.

Submitted on: 08/14/2009

Jobs Applied for: 0

▼ Contact Detail

Phone Type	Country Code	Contact #
1 BUSN		202/475-3660
2 CELL		703/826-7160
3 HOME		703/859-4628
4 H_FX		703/859-4629
5 W_CL		202/574-6935
6 W_FX		202/457-6631

Email Type	Email Address
1 BUSN	cghrms@comdt.uscg.mil
2 HOME	cghrms@comdt.uscg.mil

Addr Type	Address Line 1	City	State	Postal
1 BUSN	CHEROKEE INDIAN HOSPITAL	CHEROKEE	NC	28719
2 HOME	1416 Field Avenue	Metairie	LA	70001
3 MAIL	P.O. Box 459832	Fairfax	VA	22031

▼ Employment

First ◀ 1-2 of 2 ▶ Last

Effective Date	Department	Description	Agency
1 01/01/2006	132373	HGFHG	Indian Health Service
2 06/29/2002	132662	HGFL-1	Indian Health Service

▼ Full Text Resume

This is where an officer can paste a text version of his/her resume. This is a plain text field, so formatting such as bold, center or underline is not available.


Enter your resume in this field. Be sure to save your updates by clicking the Save button at the bottom of the page.

▼ Languages			
Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
▼ Memberships			
Membership	Date Issued	View Details	
Tier Three Roster B	06/01/2006	View Detail	
▼ Honors and Awards			
Honor or Award	Date Issued	View Details	
PHS Achievement Medal	12/01/2008	View Detail	
PHS Com Corps Training Ribbon	09/10/2007	View Detail	
PHS Unit Commendation	06/20/2007	View Detail	
PHS Commendation Medal	01/22/2007	View Detail	
PHS Unit Commendation	11/09/2006	View Detail	
PHS Unit Commendation	08/01/2006	View Detail	
PHS Achievement Medal	10/12/2004	View Detail	
▼ Licences and Certificates			
License or Certificate	Date Issued	View Details	
Pharmacist	09/30/1960	View Detail	

▼ College/University Education		
Degree	Major	View Details
Doctorate in Pharmacy	PHARMACIST-GENERAL	View Detail
▼ Training		
Course Title	School Name	View Details
110 - Disaster Response	LMS	View Detail
111 - NDMS in Review	LMS	View Detail
112 - DMAT Roles and Resp	LMS	View Detail
113 - Vet Issues in Disasters	LMS	View Detail
114 - Dis Mortuary Op Resp Tms	LMS	View Detail
120 - Pers+Family Preparedness	LMS	View Detail
121 - Media Rel+Role of PIO	LMS	View Detail
122 - Personal Gear	LMS	View Detail
125 - Occupational Safety	LMS	View Detail
130 - Incident Management Syst	LMS	View Detail
140 - Prev Med for Field Ops	LMS	View Detail
141 - Hlth Consq and Response	LMS	View Detail
142 - Disaster Triage	LMS	View Detail
144 - Mass Gathering Medicine	LMS	View Detail
147 - Critical Inc Stress Mgmt	LMS	View Detail
180 - Infectious Disease Mgmt	LMS	View Detail
181 - Haz Mat Awar- NDMS Teams	LMS	View Detail
182 - Terrorism	LMS	View Detail
183 - ABCs of Bioterrorism	LMS	View Detail
201 - CCRF Overview	LMS	View Detail
202 - PHS History	LMS	View Detail
210 - Cultural Awareness	LMS	View Detail
211 - Civil Military Ops	LMS	View Detail
212 - Health System Design	LMS	View Detail
217 - Safety + Security Aware	LMS	View Detail

▼ Preferences						
Preference	Career Path	Agency	Region	Desired Start Dt	Job Function	Comments
First Choice	Clinical and Clinical Admin	Public Health Service	Atl (AL,FL,GA,KY,MS,NC,SC,TN)	04/08/2009	APH	I prefer this region of the country because of its proximity to my family.
Second Choice	Public Health / Epidemiology	Bureau of Prisons	Atl (AL,FL,GA,KY,MS,NC,SC,TN)	04/08/2009	APH	I prefer this region of the country because of its proximity to my family.

▼ Member Flags	
Member Flag	End Date
1	

 Save

Click here to save any changes to your resume text.

12 PHS MEMBER INFORMATION

PHS officers can view their Member Information, including their Personal/Employee Information, Contact Information, Security Clearance, Career Information, Service Dates, Person Profile Summary, and Training Summary via Self-Service. This section provides the procedure for viewing Member Information using Self-Service.

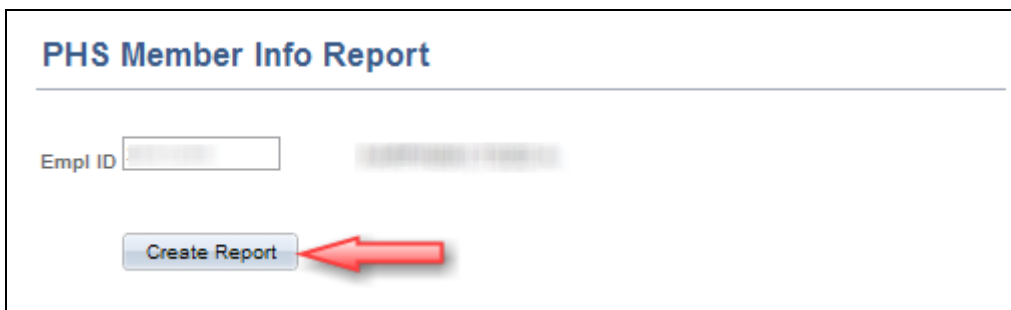
IMPORTANT: This report will only show PHS employee record data. Dual status members will only see their PHS Job and Training data. No CG data will be included in this report.

12.1 View PHS Member Information

1. From the Portal Homepage, click on the [Member Information](#) link located in the Self-Service pagelet.



2. Click **Create Report** to generate your Member Information report.



The output of the report will launch in PDF format in the system browser.

PHS OFFICER INFORMATION

Identification			
Name:		Employee ID:	
Status:	A	SERNO:	
Home/Mailing/Business Addresses			
Business Address:		Effective As Of:	02/11/2012
Mailing Address:		Effective As Of:	10/21/2010
Home Address:		Effective As Of:	10/21/2010
Phone Numbers			
Business Phone:			
Home Phone:			
Email Addresses			
Business Email:			
Emergency Contacts			
Name:		Relationship:	Brother
Name:		Relationship:	Spouse
Employee Information			
Birth Location:		Date of Birth:	
Country:	USA	Sex:	F
Marital Status:	Unknown		
Ethnicity			
Ethnic Group/Category:			
Security Clearance			
Agency:	OPM	SCI Eligible:	
Investigate Type:	SSBI	Investigate Date:	
Interim:		Interim Date:	
Clearance:		Clearance Granted:	
Call SECTEAM::	N		
Agency Granting Clearance:	HHS	Adjudication Status:	Favor 3
Adjudication Date:		SF312 Date:	

PHS OFFICER INFORMATION

Current Employment Information							
Company:	PHS			Hire Date:			
Rank:	CAPT			Component:	PHS		
Employee Class	AD			Job Code:	Veterinary Director		
Current Location:				Country:	USA		
Career Summary							
Date	Action	Reason	Department	Position	Job	Grade / Rank	Category
02/00/2012	Transfer	Permanent Change of Station		Regional Health Administrator	070003 Veterinary Director	Perm: / Temp: O6 / CAPT	Veterinarian
Service Dates							
Active Duty Base Date:							
Creditable Service Date:							
Exp Active Duty Term Date:							
Exp Loss Date:							
Seniority Credit Date:							
Training and Experience Date:							

PHS OFFICER INFORMATION

Basic Life Support Summary						
Rating Model	EMT Level	EMT Expr Date	1 st Responder Expr Date	BLS Expr Date	ATLS Expr Date	ACLS Expr Date
BLS			08/01/2010	11/12/2011		
Readiness Roles Summary						
Effective Date	Code	Readiness Role				Primary
03/10/2012	R00014	Epidemiologist				N
03/10/2012	R00003	Public Health Veterinarian				Y
Readiness Teams Summary						
Effective Date	Code	Readiness Team				
04/10/2009	MC	Mission Critical				
11/23/2009	SOG	Special Operations Group				
05/07/2010	SOG	Special Operations Group				
05/21/2010	SOG	Special Operations Group				
Administrative Flags Summary						
Effective Date	Code	Administrative Flag	Begin Date	End Date		

PHS OFFICER INFORMATION

Education Summary						
Date Acquired	Major Code	Degree	School	Qualifying	Accredited	
Licenses and Certifications Summary						
Issue Date	License	Expiration Date	State	Qualifying	Verified	
06/30/1959	Veterinarian	04/30/2012	MD	Y	N	
07/25/1995	Veterinarian	12/31/2011	VA	Y	N	
Honors and Awards Summary						
Issue Date	Code	Honor and Award	From Date	To Date	Grantor	
02/25/1997	CGPHSUC	Unit Commendation	10/01/1995	10/01/1996	PHS	
01/01/1998	CG2550	Bicentennial Unit Commendation	01/01/1998		PHS	
03/24/1998	CGHE	Army Achievement Medal			USA	
01/20/2000	CGPHSUC	Unit Commendation	07/01/1998	12/01/1999	PHS	
01/07/2002	CG170	Commendation Medal	03/01/2001	09/01/2001	PHS	
03/20/2004	CGPHSUC	Unit Commendation	03/01/2001	12/01/2003	PHS	
07/13/2004	CG185	Achievement Medal	08/01/2003	12/01/2003	PHS	
09/20/2004	CGPHSUN	Outstanding Unit Citation	04/01/2001	10/01/2003	PHS	
06/24/2005	CG4515	Commissioned Corps Training Ribbon			PHS	
11/08/2005	CG170	Commendation Medal	02/01/2004	07/01/2005	PHS	
01/23/2006	CG2545	Crisis Response Service Award	08/01/2005	02/01/2006	PHS	
06/10/2006	CGPHSUC	Unit Commendation	05/01/2005	08/01/2005	PHS	
08/17/2006	CGPHSUC	Unit Commendation	01/01/2005	12/01/2005	PHS	
01/24/2007	CGPHSUN	Outstanding Unit Commendation	08/01/2005	03/01/2006	PHS	
08/13/2007	CGPHSUC	Unit Commendation	01/01/2007	03/01/2007	PHS	
11/27/2007	CG4510	Regular Corps Ribbon			PHS	
01/14/2008	CG2530	Special Assignment Award	01/01/2005	12/01/2007	PHS	
12/15/2008	CG2545	Crisis Response Service Award	08/01/2008	10/01/2008	PHS	
08/06/2009	CG2555	Recruitment Service Ribbon	04/01/2006	08/01/2009	PHS	
12/10/2009	CG170	Commendation Medal	09/01/2008	09/01/2008	PHS	
01/12/2010	CGPHSUC	Unit Commendation	09/01/2008	09/01/2008	PHS	
04/18/2011	CGPHSUN	Outstanding PHS Unit	07/01/2009	01/01/2010	PHS	

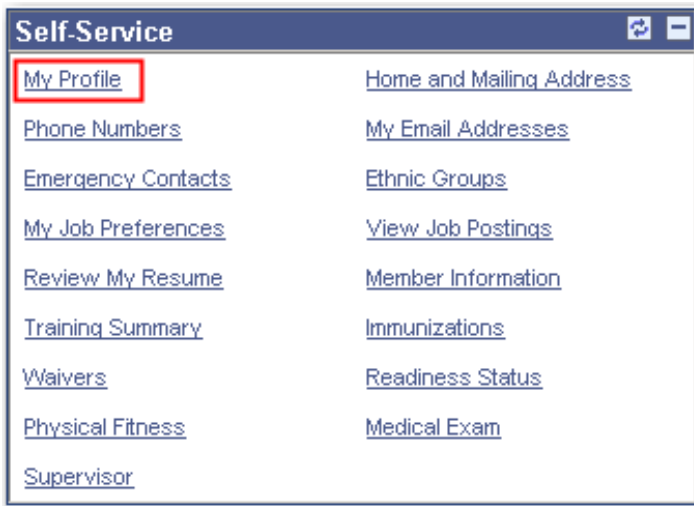
PHS OFFICER INFORMATION

Training Summary				
Course	Title	Status	Start Date	End Date
030002	111 - NDMS in Review	Completed	02/18/2004	02/18/2004
030001	110 - Disaster Response	Completed	02/18/2004	02/18/2004
030009	125 - Occupational Safety	Completed	02/18/2004	02/18/2004
030024	201 - CCRF Overview	Completed	02/18/2004	02/18/2004
030025	202 - PHS History	Completed	02/18/2004	02/18/2004
030029	141 - Hlth Consq and Response	Completed	02/18/2004	02/18/2004
030004	113 - Vet Issues in Disasters	Completed	02/19/2004	02/19/2004
030003	112 - DMAT Roles and Resp	Completed	02/19/2004	02/19/2004
030011	124 -Team Safety	Completed	02/19/2004	02/19/2004
030005	114 - Dis Mortuary Op Resp Tms	Completed	02/25/2004	02/25/2004
030030	142 - Disaster Triage	Completed	02/25/2004	02/25/2004
030032	147 - Critical Inc Stress Mgmt	Completed	02/25/2004	02/25/2004
030033	180 - Infectious Disease Mgmt	Completed	02/25/2004	02/25/2004
030035	182 - Terrorism	Completed	02/25/2004	02/25/2004
030036	183 - ABCs of Bioterrorism	Completed	02/25/2004	02/25/2004
030006	120 - Pers+Family Preparedness	Completed	02/26/2004	02/26/2004
030028	140 - Prev Med for Field Ops	Completed	02/26/2004	02/26/2004
030046	217 - Safety + Security Aware	Completed	02/26/2004	02/26/2004
030007	121 - Media Rel+Role of PIO	Completed	02/27/2004	02/27/2004
030040	324 - Basic Conc in Epidem	Completed	02/27/2004	02/27/2004
030048	322 - Public and Env Health	Completed	02/27/2004	02/27/2004
030045	216 - Working Effect Overseas	Completed	02/27/2004	02/27/2004
030041	212 - Health System Design	Completed	02/27/2004	02/27/2004
030040	211 - Civil Military Ops	Completed	02/27/2004	02/27/2004
030008	122 - Personal Gear	Completed	02/27/2004	02/27/2004
030026	130 - Incident Management Syst	Completed	02/27/2004	02/27/2004
030027	137 - Outreach Activities	Completed	02/27/2004	02/27/2004
030031	144 - Mass Gathering Medicine	Completed	02/27/2004	02/27/2004
030034	181 - Haz Mat Awar- NDMS Teams	Completed	02/27/2004	02/27/2004
030037	185 - NDMS Tm Ops in Host Env	Completed	02/27/2004	02/27/2004
030038	187 - Refugee Health Care	Completed	02/27/2004	02/27/2004
030039	210 - Cultural Awareness	Completed	02/27/2004	02/27/2004
030043	214 - Staying Healthy Overseas	Completed	03/01/2004	03/01/2004
030042	213 - International Deployment	Completed	03/01/2004	03/01/2004
030047	219 - Incident Command System	Completed	03/02/2004	03/02/2004
030044	215 - The Fog of Relief	Completed	03/02/2004	03/02/2004
030012	126 - Aircraft Safety	Completed	03/10/2004	03/10/2004
030013	131 -Tents and Command Setup	Completed	03/10/2004	03/10/2004
030014	132 - Field Pharmacy	Completed	03/11/2004	03/11/2004
030015	133 - Logistical Issues	Completed	03/11/2004	03/11/2004
030016	134 - Telecommunications	Completed	03/11/2004	03/11/2004
030017	135 - Information Technology	Completed	03/11/2004	03/11/2004
030018	136 - Litter Bearing	Completed	03/11/2004	03/11/2004
030019	143 - Legal Issues And Answers	Completed	03/11/2004	03/11/2004
030023	172 - Intraosseous Infusion	Completed	03/11/2004	03/11/2004
030050	150 - Airway Management	Completed	03/11/2004	03/11/2004
030083	310 - Dealing With Grief	Completed	03/17/2004	03/17/2004

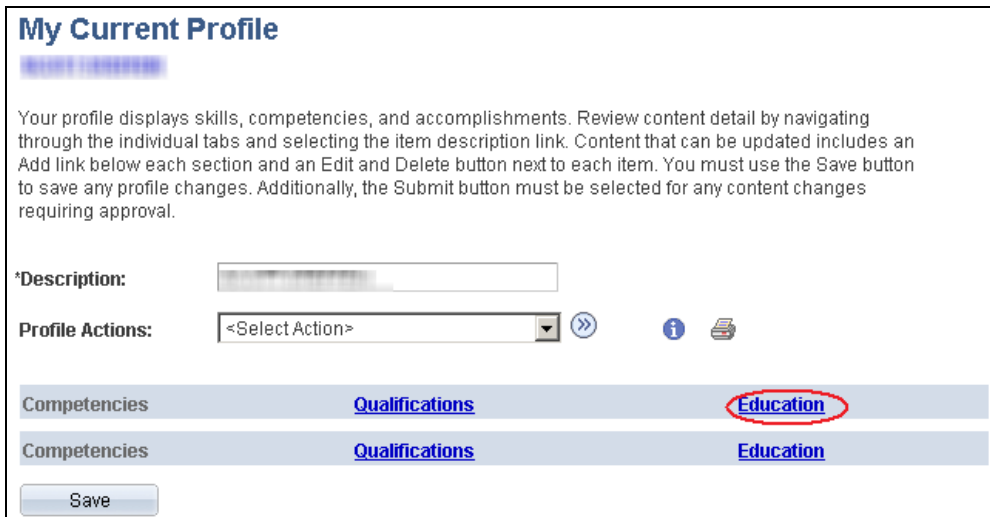
13 EDUCATION – VIEW ONLY

Individual PHS officer education (degree) information is maintained in the Person Profile of Direct Access. Education will be used to track information related to an officer’s university education as well as their internships, residencies and fellowships. The information is available to PHS officers in My Current Profile. This section provides the procedure for viewing Education using Self-Service.

1. From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.



2. Click the **Education** link.






A list of the officer’s current Degrees will be displayed in the Education content section.

3. Click on the Degree to view the record.


My Current Profile


Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Add link below each section and an Edit and Delete button next to each item. You must use the Save button to save any profile changes. Additionally, the Submit button must be selected for any content changes requiring approval.

*Description:

Profile Actions:   

Competencies **Qualifications** **Education**

▼ Degrees (Approval Not Required) Customize | Find | View All |  First 1 of 1 Last

Degree	Major Code	Qualifying
Doctorate in Pharmacy 	PHARMACY	<input checked="" type="checkbox"/>

4. A screenshot and description of each field is listed below.

My Current Profile

View Degrees

Empl ID:

Profile Type: PERSON Person

This page displays the item details.

Details

Date Acquired: 05/30/2008

Degree: PHARMD Doctorate in Pharmacy

Major Code: 1345 PHARMACY

Status: Active

Country: USA United States

State: WI Wisconsin

School Code: 240444 UNIV OF WISCONSIN-MADISON

Minor Code:

Average Grade:

Graduated

Terminal Degree for Discipline

Qualifying

Accredited

Educator:

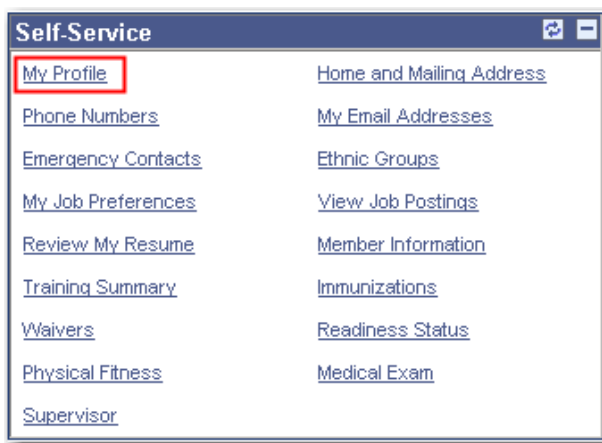
FIELD	DESCRIPTION
Date Acquired	Indicates the date the degree was granted.
Degree	Indicates the type of degree earned. The system will hold multiple degrees of the same type, but only one per Date Acquired.
Major Code	The code and major associated with the degree.
Status	Indicates an officer's status.
Country	Indicates the country that the degree was earned in.
State	Indicates the state for the school where the degree was earned.
School Code	Indicates the code and school where the degree was earned.
Minor Code	If applicable, indicates the code and minor associated with the degree.
Average Grade	Indicates the grade point average.
Graduated Checkbox	Indicates that the degree has been completed.
Terminal Degree for Discipline Checkbox	N/A
Qualifying Checkbox	Indicates whether or not this is a qualifying degree of the officer. Each officer should have one qualifying degree under which he or she was commissioned.
Accredited Checkbox	Indicates that the institution where the degree was obtained has met PHS accreditation standards.
Educator	A free text field. If applicable, indicates the name of the institution if it is a hospital or other facility rather than a school.

- Click **Return to Previous Page** to return to My Current Profile or Home to return to the Portal Homepage.

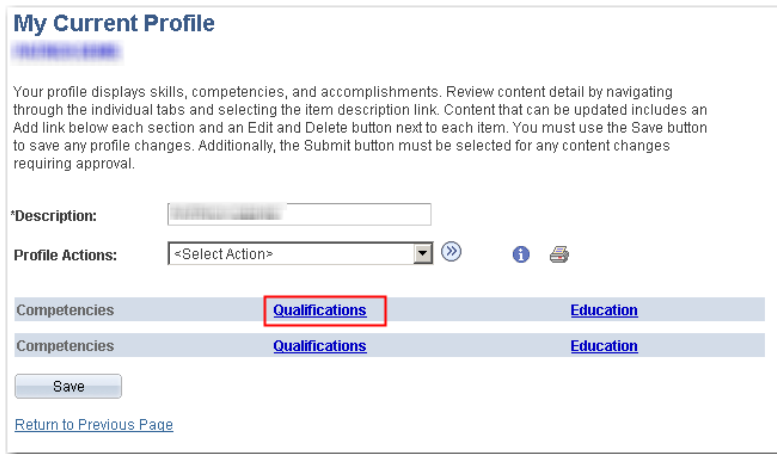
14 LICENSES & CERTIFICATIONS – VIEW ONLY

Individual PHS officer license and certification information is maintained in the Person Profile of Direct Access. Licenses and Certifications will be used to track information related to an officer's licensures, registrations, certifications, Board certifications as well as an officer's National Provider Identifier Number and Drug Enforcement Administration Number. The information is available to PHS officers in My Current Profile. This section provides the procedure for viewing Licenses & Certifications using Self-Service.

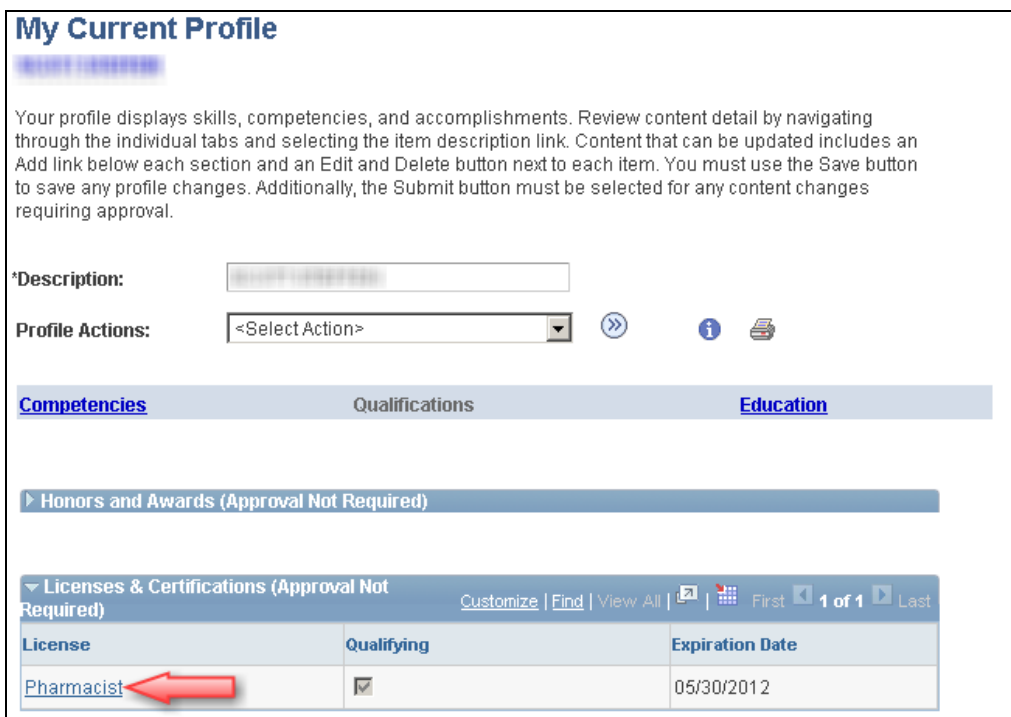
- From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.



2. Click on the **Qualifications** link.



3. A list of the officer's current licenses/certifications will be displayed in the Licenses & Certifications content section. Scroll down to see the Licenses & Certifications section.



Click on the License/Certification to view the record.

4. A screenshot and description of each field are listed below.

My Current Profile

View Licenses & Certifications

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

This page displays the item details.

Details

Issue Date:	05/30/2008	
License:	PHARM	Pharmacist
Status:	Active	
Country:	USA	United States
State:	WI	Wisconsin
Type of Restriction:	0-None	
	<input type="checkbox"/> Renewal In Progress	
	<input type="checkbox"/> License Verified	
Expiration Date:	05/30/2012	
	<input checked="" type="checkbox"/> Qualifying	
License/Certification Number: 12345678		
Issued By:	State of Wisconsin	

FIELD	DESCRIPTION
Issue Date	Indicates the date the license was issued.
License	Indicates the type of license issued. The system will hold multiple licenses of the same type, but only one per Issue Date.
Status	Indicates an officer's status.
Country	Indicates the country that the license was issued in.
State	Indicates the state that the license was issued in.
Type of Restriction	Indicates the type of restriction for the license. The default value is N-None.
Renewal in Progress	N/A
License Verified	N/A
Expiration Date	Indicates the date the License or Certification expires.
Qualifying	Indicates whether or not the license was used to qualify the officer for his or her commission.
License/Certification Number	Indicates the License Number given by the issuing authority.
Issued By	Indicates the license/certification authorizing authority.

5. Click **Return to Previous Page** to return to My Current Profile or [Home](#) to return to the Portal Homepage.

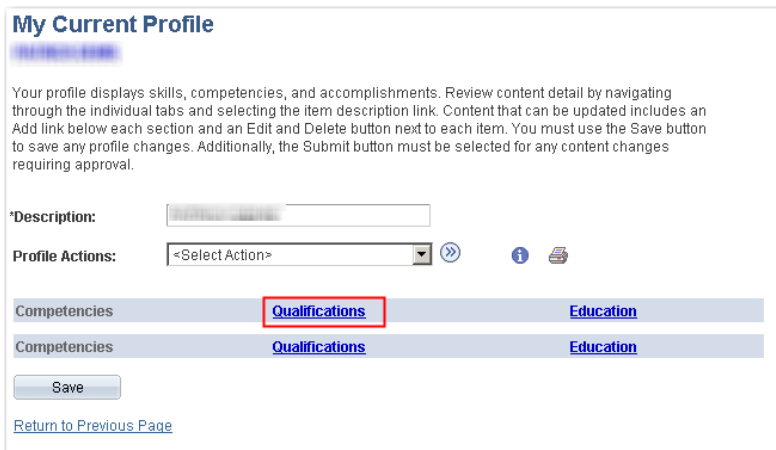
15 HONORS & AWARDS – VIEW ONLY

Individual PHS officer honors and awards that have been approved are maintained in the Person Profile of Direct Access. Honors and Awards will be used to track information related to an officer's Lower-Level Honor Awards, Service Awards, Badges/Metals, and Non-PHS Awards. The information is available to PHS officers in My Current Profile. This section provides the procedure for viewing Honors and Awards using Self-Service.

1. From the Portal Homepage, click on the [My Profile](#) link located in the Self-Service pagelet.

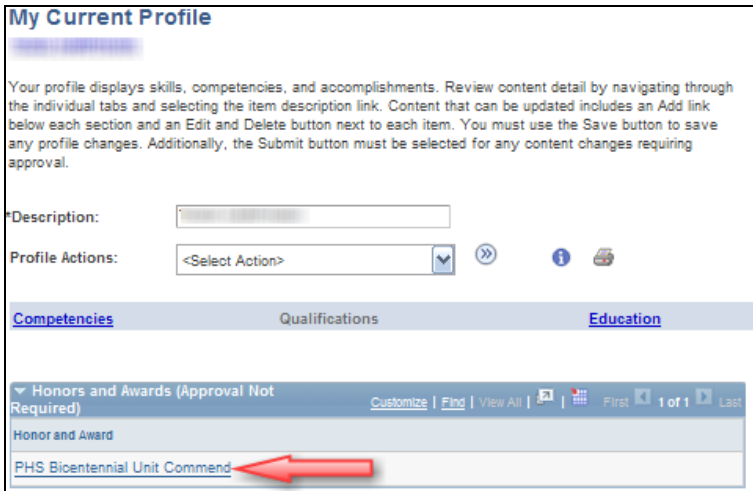


2. Click on the **Qualifications** tab. Scroll down to see the Awards section.



A list of the officer's current honors and awards will be displayed in the Honors & Awards content section.

- Click on the Honor/Award to view the record.



- View the fields as indicated below.



NOTE: The citation of the award will not be entered into this page. The award itself will be scanned into an officer's eOPF and the citation can be read there.

FIELD	DESCRIPTION
Issue Date	Indicates the date the honor or award was issued.
Honor and Award	Indicates the type of honor or award issued. The system will hold multiple awards of the same type, but only one per Issue Date.
Status	Indicates an officer's status.
From Date	The begin date of the period of performance for which the officer/unit was nominated.
To Date	The end date of the period of performance for which the officer/unit was nominated.
Grantor	Indicates the service or organization that granted the award.

- Click **Return to Previous Page** to return to My Current Profile.

16 TRAINING SUMMARY – VIEW ONLY

PHS officer training data is maintained in the Training Summary of Direct Access. The Training Summary is used to track information on Readiness Courses that a PHS officer has completed. Training courses are loaded via an interface from PHS. The data in Direct Access is view only. This section provides the procedure for viewing Training using Self-Service.

1. From the Portal Homepage, click on the [Training Summary](#) link located in the Self-Service pagelet.



2. View the fields as indicated below.

Training Summary				
Select the Internal Training Course Name to view Details.				
Internal Training				
Course Name	Course Start Date	Course End Date	Status	
Other Professional Training				
Course Name	Course Start Date	Course End Date	Status	Facility/School
IS-100 Intro to ICS, I-100	10/20/2009	10/20/2009	Completed	EMI
IS-200 ICS-1 Res+Init Act Inc	10/21/2009	10/21/2009	Completed	EMI
IS-700 NIMS, An Introduction	10/22/2009	10/22/2009	Completed	EMI
IS-800.A NRP, An Introduction	10/23/2009	10/23/2009	Completed	EMI
110 - Disaster Response	12/01/2009	12/01/2009	Completed	LMS
140 - Prev Med for Field Ops	12/01/2009	12/01/2009	Completed	LMS

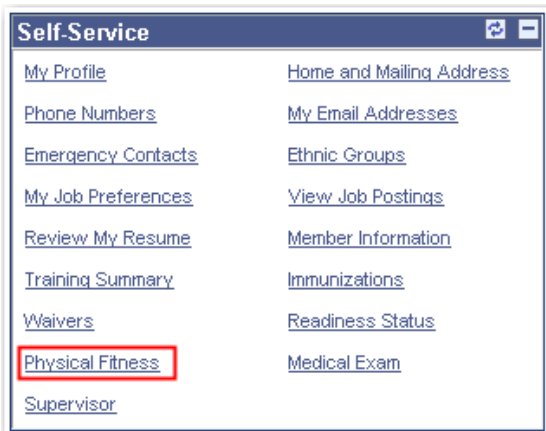
FIELD	DESCRIPTION
Course Name	The description of the course.
Course Start Date	Course start date.
Course End Date	Course completion date.
Status	Course completion status.
Facility/School	The source of the course data.

17 PHYSICAL FITNESS EXAM RESULTS

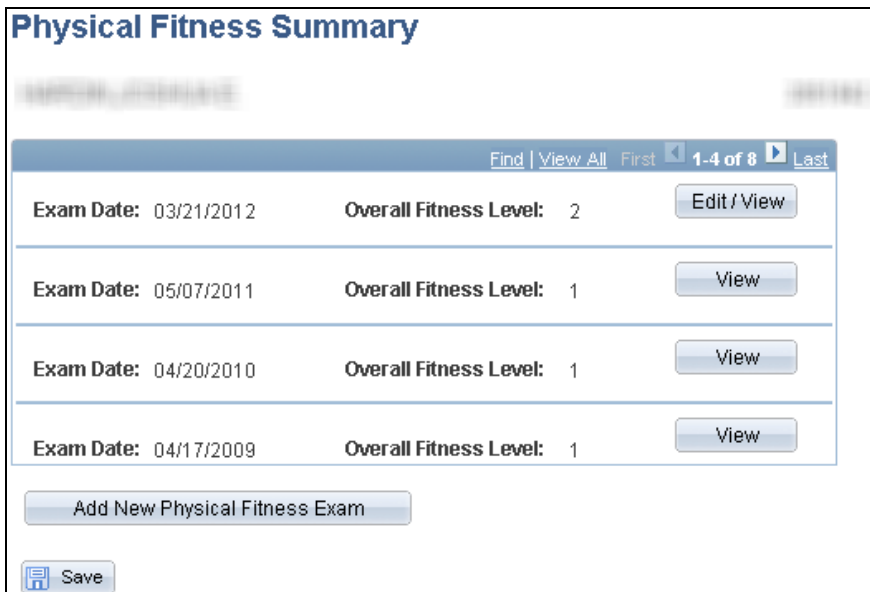
A PHS officer's annual physical fitness exam results can be entered in two ways—via self service by the officer or via the Physical Fitness page in the Readiness Component by OFRD. For Self Service, the officer may:

- Add the results from of a new physical fitness exam
- View/Update the results of the current physical fitness exam
- View historical results of past physical fitness exams

1. Click on the [Physical Fitness](#) link located inside the Self-Service pagelet.



2. The **Physical Fitness Summary** page will display. From this page, you can look at previous exams, edit your most recent exam or add the results of a new physical fitness exam.



17.1 Add New Physical Fitness Exam Information

- 1. To add the results from a new fitness exam, click the **Add New Physical Fitness Exam** button from the **Physical Fitness Summary** page. The Physical Fitness Results data entry screen will appear to enter your exam results.

Physical Fitness Results

Find | View All | First | 1 of 8 | Last

Exam Date: 03/02/2012 Overall Fitness Level: 0

Evaluator: *Name: Department: Business Email Address: Phone:

Cardio Test

Test: Time in Minutes: 0 Seconds: 0 Level: 0

Upper Body Strength Test

of Pushups in 2 min.: 0 Level: 0

Core Muscle Test

Test: Number for Crunches in 2 min: 0 Level: 0

Time for Sidebridge Minutes: 0 Seconds: 0

Return to Summary

Save Return to Search Notify

2. Enter the new test results as follows:

FIELD	DESCRIPTION/INSTRUCTIONS
Exam Date	The date of the exam must either be the current date or a date in the past. You cannot enter a future date in this field.
Overall Fitness Level	The overall fitness level is system calculated based upon the score of each of the individual fitness tests. It will update when you save your exam results.
<i>Evaluator section</i>	
Evaluator	If the test evaluator is a PHS officer, enter the evaluator's emplid. Use the magnifying glass icon to look up the evaluator's name if you do not have the Emplid available. The system will populate the Name, Department, Business Phone and Email Address from the evaluator's Direct Access record. If the test evaluator is not a PHS officer, leave this field blank.
Name	If the test evaluator is not a PHS officer, enter the name of the evaluator.
Department	If the test evaluator is not a PHS officer, enter the evaluator's department.
Business Phone	If the test evaluator is not a PHS officer, enter the evaluator's business phone number.
Email Address	If the test evaluator is not a PHS officer, enter the evaluator's email address. Note: Business Phone and Email Address are contact information for the evaluator so that the test may be validated. Validation is random.
<i>Cardio Test section</i>	
Test	Select the type of cardio test from the drop-down list. The valid cardio type options are: <ul style="list-style-type: none"> ○ 1.5 Run – 1.5 mile run/walk ○ 450M Swim – 450 meter swim ○ 500Y Swim – 500 yard swim
Time in Minutes	Enter the test results time minutes.
Seconds	Enter the test results time seconds.
Level	The cardio test level is system calculated based upon the result of the cardio test and the officer's age and gender.
<i>Upper Body Strength Test</i>	
# of Pushups in 2 min.	Enter the test results for the number of pushups completed in 2 minutes.
Level	The upper body strength test level is system calculated based upon the result of the strength test and the officer's age and gender.
<i>Core Muscle Test</i>	
Test	Select the type of Core Muscle Test from the drop-down list. The valid core muscle test options are: <ul style="list-style-type: none"> ○ Crunches ○ Sidebridge
Number for Crunches in 2 min.	If the crunches test is chosen, enter the test results for the number of crunches in 2 minutes.
Time for Sidebridge Minutes	If the sidebridge test is chosen, enter the test results time minutes.
Seconds	If the sidebridge test is chosen, enter the test results time seconds.
Level	The Core Muscle Test level is system calculated based upon the result of the strength test and the officer's age and gender.

- Once you have satisfactorily entered all the physical fitness test results, click the **Save** button at the bottom of the page to store the record.

17.2 Edit/View the most recent Physical Fitness Exam Information

- To view or correct the most recent exam results, click the **Edit/View** button on the top row of the Summary page. The most recently recorded **Physical Fitness Results** page will appear with fields open for correction.
- Complete or update the fields in the same manner as adding a new exam.
- Once you have validated the newly entered data, click the **Save** button at the bottom of the page to save your changes.

17.3 View Historical Physical Fitness Exam Information

- To view an historical physical fitness exam record, click on the **View** button corresponding to the specific Exam Date from the Summary page. The **Physical Fitness Results** page will display in view only.

Physical Fitness Results

[Find](#) | [View All](#) | [First](#) ◀ 2 of 8 ▶ [Last](#)

Exam Date: 06/03/2009	Overall Fitness Level: 4
Evaluator: 2043950	Name: ██████████
Department: PHS Officer	
Business Phone: 301/796-1649	Email Address: ██████████

Cardio Test

Test: 1.5 Run	Time in Minutes: 10	Seconds: 15	Level: 4
----------------------	----------------------------	--------------------	-----------------

Upper Body Strength Test

# of Pushups in 2 min.: 70	Level: 4
-----------------------------------	-----------------

Core Muscle Test

Test: Crunches	Number for Crunches in 2 min.: 82	Level: 4
Time for Sidebridge	Minutes: 0	Seconds: 0

[Return to Summary](#)

2. Click on the left and right arrow buttons to view the previous record(s) or next record(s) respectively or the [First](#) or [Last](#) links to view the most recent or oldest test record, respectively.



Find | View All | First | 2 of 8 | Last

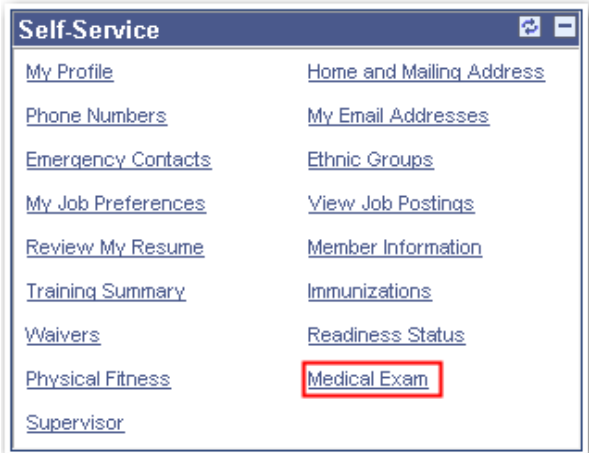
Click on the [View All](#) hyperlink to see all the records at one time using the scroll bar to the right to shift up or down.

3. Click on the **Return to Summary** button to return to the summary view.
4. Click on the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.

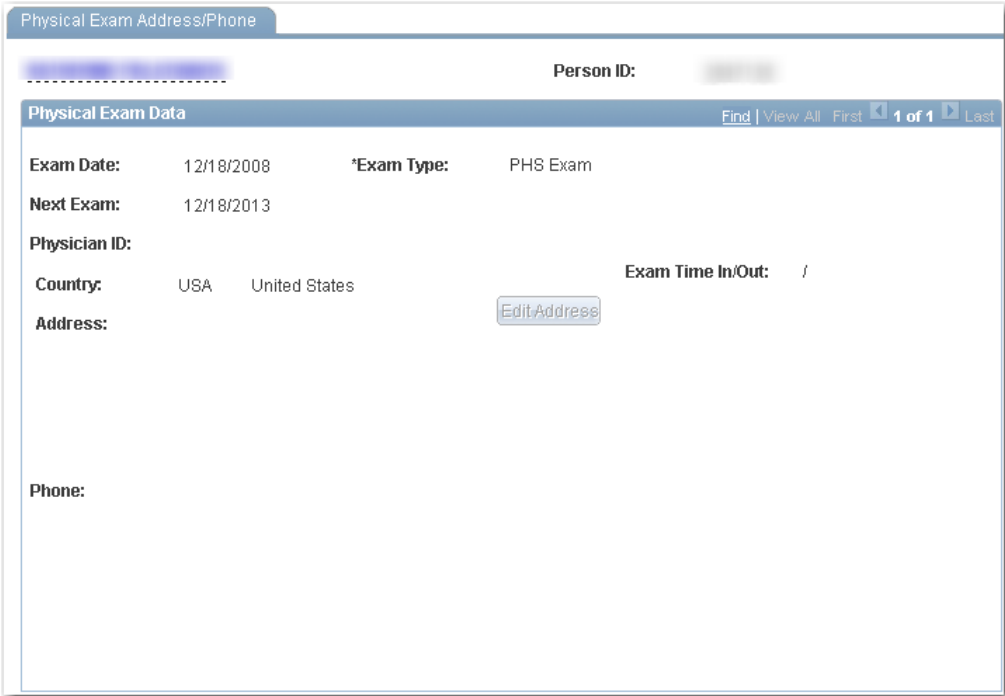
18 MEDICAL EXAM – VIEW ONLY

The Medical Exam table is used to record an officer’s physical examination history. Information will be brought into Direct Access via an interface from the MAB database. Officers will be able to view their own physical exam information via the Self-Service component. OFRD will be able to view physical exam information for officers via the Readiness component.

- 1. Click on the [Medical Exam](#) link located inside the Self-Service pagelet.



- 2. The **Physical Exam Data** page will display.



FIELDS	DESCRIPTION
Exam Date	Displays the date of the physical exam.
Exam Type	Displays the Exam Type Description, "PHS Exam". The Exam Type defaults to "PDC". <i>Note: Description changed from "Periodic (Quinquennial) 5-Yr Exam".</i>
Next Exam	Displays the default next exam date which is five years from the Exam Date.
Physician ID	Not used at this time.
Exam Time In/Out	Not used at this time.
Country	Defaults to USA.
Address	Not used at this time.
Phone	Not used at this time.

3. If you wish to view historical physical exam information, you may use the navigation bar (blue bar) at the top right of the page to browse through the available physical exam data pages.



Click on the left and right arrow buttons to view the previous record(s) or next record(s) respectively or the [First](#) or [Last](#) links to view the most recent or oldest record, respectively. Click the [View All](#) hyperlink to see all the records at one time using the scroll bar to the right to shift up or down.

19 PHS SUPERVISOR

PHS Supervisor is a custom page created to collect supervisor information (name, phone, address) for PHS officers. Eventually, it will capture multiple types of supervisor data, but will initially collect only data for the Deployment Authorization supervisor. Supervisor information may be entered via Self-Service by Officers and via the Readiness component by OFRD.

19.1 Add/Update/View Supervisor Information

1. Click on the [Supervisor](#) link located inside the Self-Service pagelet.



2. The **Supervisor Information** page will display. From this page, you can initially enter your Deployment Authority Supervisor information or update/view your existing supervisor information as needed.

The screenshot displays the "Supervisor Information" form. It is divided into three main sections: Contact, Work Address, and Phones. The "Contact" section includes fields for Contact Type (Deployment Authority), Contact Emplid (with a search icon), Name (SMITH,JOHN), Title (CAPT), and Email (JOHN.SMITH@HHS.GOV). The "Work Address" section includes Country (USA), Address Line 1 (HHS/OPHS/OCCO), Address Line 2 (1101 Wootton Pkwy), Address Line 3, Address Line 4, City (Rockville), State (MD), and Postal Code (20852). The "Phones" section includes Work Phone (301/123-1234), Cell Phone (202/123-1234), Home Phone, and Pager Phone. A "Save" button is located at the bottom left of the form.

3. Enter the information for your Deployment Authority Supervisor as follows:

FIELD	DESCRIPTION/INSTRUCTIONS
<i>Contact</i>	
Contact Type	Contact Type defaults to Deployment Authorization because only the Deployment Authority supervisor is being recorded at this time.
Contact Emplid	Enter the Emplid of the supervisor if he or she is a PHS officer. Use the magnifying glass icon to search for an officer by Name if the Emplid is unknown. Populating this field will automatically populate the name, email, and work address information from the supervisor's Direct Access system data. Leave this field blank if your supervisor is someone other than a PHS officer.
Name	This will automatically display if the Emplid is entered. If this field is empty, enter your supervisor's name using the following format: Lastname,Firstname MiddleInitial, Example: Doe,John A. Note: There is no space after the comma between the last name and first name. The middle initial is not required.
Title	This is a free form text entry field.
Email	The work email address is automatically displayed if the Emplid is entered. Otherwise, enter the supervisor's work email address.
<i>Work Address</i>	This section is automatically populated if the Emplid is entered. Otherwise, enter the address information manually.
Country	Country automatically defaults to USA. A different country may be selected if needed.
Address Line 1	Enter first Work Address line.
Address Line 2	Enter second Work Address line if needed.
Address Line 3	Not currently used
Address Line 4	Not currently used
City	Enter the City.
State	Enter the State.
Postal Code	Enter the zip code. Either the 5 digit or 9 digit code is acceptable.
<i>Phones</i>	
Work Phone	Enter the Work phone number.
Home Phone	Enter the Home phone number.
Cell Phone	Enter the Cell phone number.
Pager Phone	Enter the Pager phone number, if applicable.

4. Once you have satisfactorily entered all the supervisor information, click the **Save** button at the bottom of the page to store your changes.

20 IMMUNIZATIONS – VIEW ONLY

The Immunization table will store data on an officer’s immunization history. The data will be brought into Direct Access via interface. Officers will be able to view their own immunization information using the Self-Service component. OFRD will be able to view immunization data for officers via the Readiness component.

1. Click on the [Immunizations](#) hyperlink inside the Self Service box.




2. The **Immunization Information** page will display.

Immunization Information							
Immunization							
Code	Description	Dose Number	Date Received	Next Due Date	Action Name	Exception Reason	Completion Stat
010	TB	0	11/21/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	04/13/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	03/09/2005		Exception/Waiver	TB Skin Test	Complete
037	Tetanus/Diphtheria	00	09/01/2005	09/01/2015	Immunization		Complete
037	Tetanus/Diphtheria	00	08/13/1996	08/13/2006	Immunization		Complete
045	Polio	00	09/07/2001		Immunization		Complete
050	Small Pox	00	10/28/2003		Immunization		Complete
050	Small Pox	00	04/12/1978		Immunization		Complete
052	Chickenpox	0	11/21/2006		Exception/Waiver	Titers	Complete
060	Yellow Fever	00	09/24/2001		Immunization		Complete
070.1	Hepatitis A	00	05/31/2000		Immunization		Complete
070.1	Hepatitis A	00	08/16/1996		Immunization		Complete
070.3	Hepatitis B	00	03/14/1997		Immunization		Complete
070.3	Hepatitis B	00	10/22/1996		Immunization		Complete
070.3	Hepatitis B	00	08/13/1996		Immunization		Complete
487	Influenza	00	10/14/2010	10/01/2011	Immunization		Complete
487	Influenza	00	10/20/2009	10/01/2010	Immunization		Complete
487	Influenza	00	11/19/2008	10/01/2009	Immunization		Complete
487	Influenza	00	11/08/2007	10/01/2008	Immunization		Complete
487	Influenza	00	12/19/2006	10/01/2007	Immunization		Complete
487	Influenza	00	10/17/2005	10/01/2006	Immunization		Complete
487.8	H1N1	00	10/14/2010		Immunization		Complete
487.8	H1N1	00	02/17/2010		Immunization		Complete
V06.4	MMR	00	09/07/2001		Immunization		Complete

3. Below is a description of each column.

FIELD	DESCRIPTION
Code	Displays the immunization code. It is the same as the MAB code.
Description	Displays the immunization name.
Dose Number	Displays the number in a series of immunizations.
Date Received	Displays the date the immunization was given.
Next Due Date	Displays the expiration date for the immunization. If the immunization does not expire, the data will be blank.
Action Name	Displays the entry as “Immunization” or “Exception/Waiver”
Exception Reason	Displays the Exception Reason, if the Action Name is “Exception/Waiver”. Examples: TB Skin Test, Titers
Completion Stat	Displays the status of the vaccine or the overall status of a series of vaccines.

4. Click on the  symbol at the top of the grid to export the listing of Immunizations to Microsoft Excel.

