

DCPS All Hands



June 8, 2022

Agenda


- Welcome
- IHS Corps Updates & Reminders
 - Practice Hours
 - ECORPS
 - COERS
 - Awards
 - PHS Security
 - Deployment & Call Month
 - Reporting COVID
 - CCHQ Connect Sessions

IHS Corps Updates

- IHS Corps Strength

| | |
|--|--------------|
| IHS PHS Officers | 1,505 |
| New Call to Active Duty (CAD) YTD | 26 |
| OBC Class #137, June | 8 |
| Junior COSTEP YTD | 8 |
| Future CADs (1662 submitted) | 21 |

Practice Hours

- Per CCI 241.01 “Readiness and Duty Requirements
 - **Deployment Role:** PHS will base an officer’s deployment role on the officer’s degree that qualified the officer for commission
 - **Clinical Practice Hours:** All PHS officers commissioned with clinical expertise who are not currently in billeted in a clinical position, but are in a clinical profession and in a primary clinical deployment role, are to complete a minimum of 80 clinical practice hours per year.
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Practice Hours

- Validate your 80 Clinical Practice Hours, you must submit the online Form PHS-7047 “Practice Hours”. No paper forms will be accepted.
 - Where to Locate the Form: Sign into your Office Secure Area>> Click “Forms”>> Click “My Forms”>> then click on “Add new Record”>> Choose “PHS-7047 Practice Hours”>> Click “Save” >> Click the “Edit” option to start entering your data on the form.
- Reminder: Upload evidence of your certificate of completion of the “Submitting Practice Hours” webinar located in CCLMS. Upload your training certificate to your eOPF under ‘Certificate of Completion’ (This is a one-time task)

Practice Hours

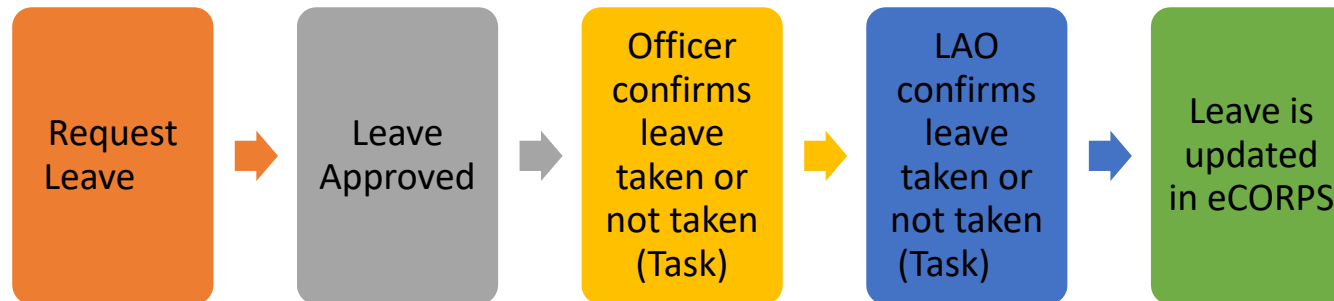
- Signatures for PHS-7047
 - Officer
 - Immediate Supervisor or Supervisor who witnessed you performing practice hours
 - Supervisor's Supervisor
 - Liaisons don't have to sign the PHS-7047
- Position/Billet Addendum Form PHS 7085: You only need to resubmit your addendum when your official duty activities change. (i.e. transfer, reassigned, etc)

ECORPS- Reminder

- ECORPS is the official Leave Tracking System for all Active Duty PHS Officers
- If you or your Leave Approving Official (LAO) transfer, contact your Regional Liaison Office to update your LAO. Provide them with your new LAO's Name and Email.
- If you or your LAO need their password reset, contact your Regional Liaison, they can reset it.
- When requesting Leave, please request it in small increments,(i.e. a week or few days at a time.) It is easier to correct and edit leave in the system.

ECORPS - Reminder

- Flow of Leave in eCORPS



- Return from Leave make it a habit to Confirm your leave
- Don't wait for an eCORPS notification via email to come thru.

COERs

- Annual COER – officers can only have one annual COER per evaluation year.
 - Covers the rating period of 10/1 to 9/30, unless:
 - Officer experienced a rater/supervisor change (transfer, separation, or retirement of a rater/supervisor during the rating period)
 - If a Rater change occurs, the officer's period of evaluation will be split between two different raters
 - The period of evaluation that covers a period of ≥ 6 months will be the officer's annual COER.
- Interim COER
 - Interim COER are optional and used to cover periods not covered by the annual COER.
 - However, officers may have one or more interim COER(s) during a rating period, if an officer experiences one or more Rater changes in a rating period (10/1 to 9/30)
 - If you experiences a rater change, the period ≥ 6 months will be your annual COER, and the remaining period can be covered by an interim COER.

COERs

- Please take a moment to view your Supervisor Information in “RDB – Self Service” page >> click on “Personal Information” >> click on “Supervisor Information” Add or Edit your Supervisor Information as needed.
- This information will be used for your COER

| # | First Name | Last Name | Work Phone | Cell Phone | Email | Agency | From Date | To Date |
|---------------------------|------------|-----------|------------|------------|-------|--------|-----------|---------|
| No Supervisor info found. | | | | | | | | |

AWARDS

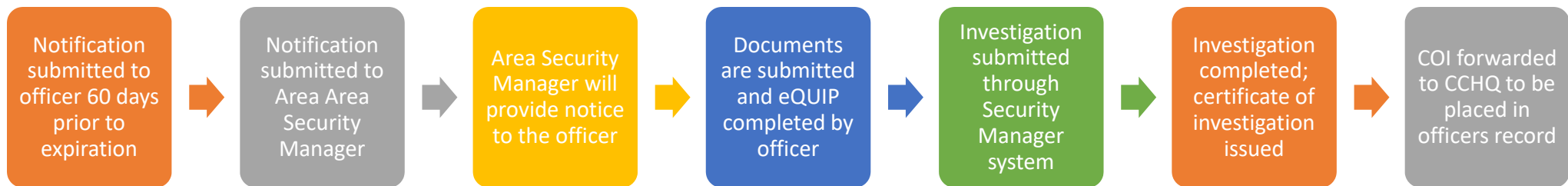
- All PHS Honor Awards (Individual or Unit) need to be submitted to Commissioned Officer Awards Program at CCHQ by **August 1, 2022**, to ensure those awards will reflect in your PIR. If you have questions or need to know the status of your pending awards, please contact your Area Awards Coordinator.
- **Hazard Duty Award (HDA)**: An officer who served in a position requiring frequent an significant risk to his/her safety for 180 days and who have received Hazard Duty Pay quality for the HDA.
- DCPS will be submitting a memorandum with the names of all the officers who meet the criteria to CCHQ. There is nothing you need to do on your end.

Security

- Reminder if you are to travel Outside the Continental United States (OCNUS) (not including U.S. territories (Alaska, Hawaii, Puerto Rico, American Samoa, Virgin Islands and Guam)) You are required to report foreign travel and activities to HHS Office of National Security (ONS)
- Forms:
 - **[HHS-844: Pre-Travel Approval Form](#): For Pre-OCONUS Travel (To be used 30 days prior to personal travel outside of the United States)**
 - **[HHS-845: Post-Travel Follow-up Form](#): For Post-OCONUS Travel (To be used within 5 days of return from travel outside of the United States)**
 - **[HHS-846: General HHS Travel Form](#): To Report Actions and/or Activities (To be used for any required reporting actions related to one self and/or peers.**
- Upon completion of any of the attached forms, please submit them only to International@hhs.gov and PersonnelSecurity@hhs.gov for processing and approval.

Security

- Commissioned Corps Instructions 231.04 “National Security and Suitability Background Investigations” identifies that all Regular Corps Active Duty Officers must obtain and maintain a favorably adjudicated Tier 3 national security background investigation with an additional State criminal history child care check for appointment and/or continued service on active duty.



Deployments & Call Month

- Commissioned Corps transitioned to a new one-tiered deployment strategy comprised of five Deployment Teams.
- All officers and supervisor indicated in RDB should or will receive an email of their Roster Month.
- Check your On Call Month on your dash board in your Officer Secure Area

| On Call Status | |
|-------------------|-------------------|
| Last On Call Date | Next On Call Date |
| 2/1/2020 | 8/1/2022 |

Deployments & Call Month

Return to On Call Schedules

Listed by Roster

CCHQ-Connect@hhs.gov

PHS1

- On call in September 2022

PHS2

- On call in October 2022

PHS3

- On call in June 2022

PHS4

- On call in July 2022

PHS5

- On call in August 2022

PHERST

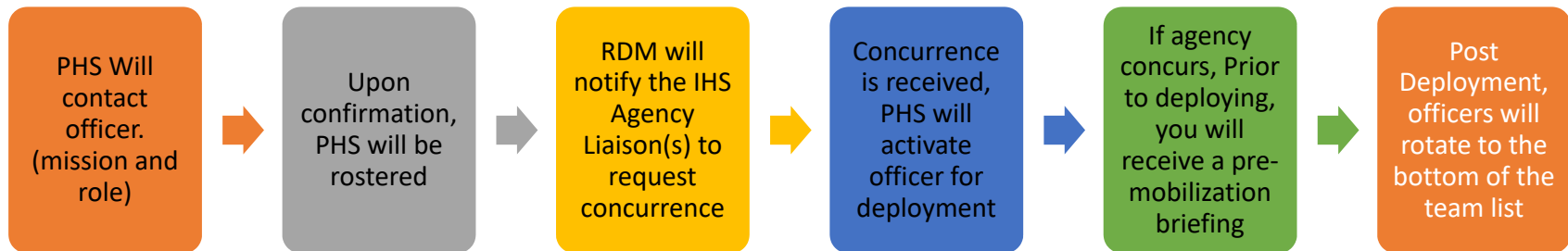
- No on call schedule

Ready Reserve

- No on call schedule

Deployments & Call Month

- When on Call:



Reporting COVID

- Report your results to Medical Affairs via eDOC-U in the Officer Secure Area
 - Select “Medical” and then click “Medical Records” (See below)

Document Category
Document Type
Document Date EST

I want to receive a notification email
All fields are required

I verify that this information is true and accurate to the best of my knowledge.

Upload File Name No file chosen

If you are uploading medical records to update your PHS Medical file, separate each upload by the date of services performed. NOT TO BE USED for documents related to your periodic physical examinations.

Examples:

- Radiology reports
- Medical documentation requested by Medical Affairs not related to a Medical Board
- Medical documentation of new medical conditions

Document Date: Date of services performed

Reporting COVID

- Upon reporting, you may be eligible for a deployment waiver.
- If eligible, Medical Affairs will note this in your RDB Self-Service Area.
- Three types of documentation will be accepted:
 1. PCR Results
 2. A photo (pdf file) of a home test result showing name, Serno, and test date
 3. A statement from a health care provider indicating you had symptoms of COVID-19 and were presumed to be infected.
- If you are unable to provide any of the three options, please contact Medical Affairs Branch at PHSMACCHQ@hhs.gov

CCHQ Connect Sessions

- CCHQ Weekly Connect Sessions. Recordings and slides found in Officer Secure Area >> **OASH Leadership Presentations**










COMMISSIONED CORPS OF THE
U.S. PUBLIC HEALTH SERVICE

Officer Secure Area

Office of the Assistant Secretary for Health (OASH) Presentations & Reports

[Return to OSA Menu](#)

Welcome to the Office of the Assistant Secretary for Health (OASH) Presentations & Reports

-  CCHQ Connect Session #7: Deployment Team Structure – 06/01/2022
-  CCHQ Connect Session #6: Retirement – 05/18/2022
-  CCHQ Connect Session #5: New Promotion Score Sheet; Rank Order/ The Line Number – 5/11/2022
-  CCHQ Connect Session #4: Force Distribution vs. Promotion Rate – 5/04/2022
-  CCHQ Connect Session #3: Failure to Promote, Restricted vs. Non-Restricted, and Opt Out – 4/27/2022
-  CCHQ Connect Session #2: Readiness and Practice Hours – 04/20/2022
-  CCHQ Connect Session #1: Promotion Categories and Rank Conversion – 04/13/2022

Questions / Points of Contact

- General DCPS questions: IHSCorpsInquiries@ihs.gov

| Region | Areas covered | Liaison and Email |
|-----------------|---------------------------------------|---|
| Navajo | Navajo | CDR Lash Hatch - Lashley.Hatch@ihs.gov |
| Northern Plains | Bemidji, Billings, Great Plains | Ms. Robin Davidson - Robin.Davidson@ihs.gov |
| Southeast | Albuquerque, Oklahoma City, Nashville | CDR Dodson Frank - Dodson.Frank@ihs.gov |
| Southwest | Phoenix, Tucson | CAPT Stephen Navarro - Stephen.Navarro@ihs.gov |
| Western | Alaska, California, Portland | CAPT Martha Wanca - Martha.Wanca@ihs.gov |