

eOPF/PIR

OCCO is providing the following information related to the eOPF and the PIR, as it is strongly suggested that ALL officers periodically review and ensure that these documents are regularly maintained.

Electronic Official Personnel File (eOPF)

The electronic Official Personnel Folder (eOPF) includes documents such as your Commissioned Officers' Effectiveness Reports (COERs), Promotion Information Report (PIR), Curriculum Vitae (CV), licensure validation, and educational information. Your eOPF and your PIR will be available to the promotion board for review during the Spring of 2005. **Upon receipt of this correspondence, you are required to review your eOPF. To ensure documents are included in your eOPF for promotion board review, you must fax materials to OCCO to either one of the following fax numbers:**

Fax: 301-480-1436 OR 301-480-1407

Please include your name, PHS serial number, and category on the upper right-hand corner of all sheets. The faxed documents enter an electronic workflow (no paper copies are produced). Thus, the resulting images are only as good as the fax machine you use to submit the documents (streaks, crooked pages, etc., originate with your machine). **Documents with various shades of contrast, highlighter marking, etc., do not fax well and cannot be read.** OCCO relies on each officer to serve as the "quality assurance" check for his/her own eOPF. **Thus, you must review the images in your eOPF to ensure that documents submitted were received (please allow 2-4 weeks for documents to appear in your eOPF), and that your eOPF is in proper order.** NOTE: OCCO will **NOT** accept photographs, publication reprints, program agendas, and general promotion recommendations other than the Reviewing Official's Statement (as noted below) for inclusion in the eOPF. If you believe that your eOPF contains errors, please email your concerns to OCCO at phsopffix@hhs.gov. Please note that this is a new email address; if you submitted requests for assistance to the old email address (since July 2004), and they have not yet been corrected, please resend your request to the new address to ensure they are received and processed.

Promotion Information Report (PIR)

The **PIR** is an internal document from OCCO, which reflects specific "real-time" information as documented in OCCO's data system and is a succinct summary of verified data about an officer at a given point in time. The PIR is located in the **green** section of your eOPF. Information on the PIR includes general dates, current billet title and equivalent grade, creditable service towards retirement (including military and creditable civil service in the PHS), PHS/military awards authorized for wear on the uniform, COER ratings for the last 5 years, and PHS assignment history.

If you find an error on your PIR, please submit a copy of the PIR to OCCO at the following address with your requested changes in writing and the appropriate substantiating documentation (e.g., copy of personnel orders, award certificates, etc.).

Office of Commissioned Corps Operations
ATTN: PIR Coordinator/DCCOS
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20852

Changes cannot be made without official documentation. Do not provide or send information or documentation about areas that are not reflected on the PIR. Please do not contact OCCO if the data on the PIR is correct. Also, please realize that the Officer Information Summary (OIS) used by some agencies is not the same document as the PIR; OCCO does not currently update the OIS so be sure you are reviewing the *PIR* before requesting changes. **Important note: Officers who have prior military service are strongly encouraged to verify that the military service time on the PIR is correct. Prior military service is a factor in determining total time in service.**