



U.S. Public Health Service

Nursing TIP of the Month August 2016

Direct Access



General Information about Direct Access?

Direct Access (DA) places Commissioned Corps pay and personnel processing under one system with the United States Coast Guard. This results in a standardized system that reduces security risks and cost.

The following functions are currently performed in the DA system: Assignments, Awards, Immunizations, Tracking, Leave Requests and Officer Profiles, Personnel Orders, Position Management, Readiness Compliance, Recruitment, Retiree Payroll, Security Clearances and Self-Service.

The following functions will not be maintained in DA system: Electronic Official Personnel Folder (eOPF), Commissioned Officers' Effectiveness Report (COER), and Promotion Boards.

You can download the document entitled "PHS Self-Service Procedure Guide." The guide offers screen shots and step-by-step guidance. A guide for Self-Service Direct Access training for Corps officers can be found at: <http://www.uscg.mil/ppc/phs>.

What do I do if my information in Direct Access appears incorrect?

Direct Access receives its information from other Corps systems on a daily basis. Any errors unable to be corrected through Direct Access self-service should be addressed by contacting the Commissioned Corps Help Desk at CCHelpDesk@psc.gov.

How do I get other licenses and certificates in Direct Access?

An officer can enter degrees, licenses, and certifications (beyond your qualifying degree and not required for active duty status) by having the awarding organization send official documents to the Officer Profiles Coordinator at OPS@HHS.Gov.

Where do I enter my BLS information?

BLS, ACLS, ATLS, and EMR certifications are entered using the "My Profile" link located in the Self-Service menu option in Direct Access. Please follow the Basic Life Support data entry instructions in the Readiness Checklist at: http://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

How do I view job postings for Corps officers?

You can view job postings in Direct Access through Self-Service by following the directions in the PHS Self-Service Procedure Guide at <http://www.uscg.mil/ppc/phs/>.

What happens if I cannot login or I forgot my password?

Click the "Forgot My Password" on the DA login page. Answer prompts and you will receive an email entitled "My Portal Direct Forgot Password." Click on the link provided, set a new password, follow prompts. If you do not receive an email, please e-mail PPC Customer Care at <http://www.uscg.mil/ppc/phs>.

What if I have a question about readiness?

Please go to the RedDOG website for specific guidance: http://ccmis.usphs.gov/ccmis/ReDDOG/REDDOG_index_m.aspx.

*Information cited from http://dcp.psc.gov/ccmis/DA_self_service_m.aspx#2

[TO REQUEST A MENTOR](#)

[PHS-NURSE LIST SERV](#)

Background: USNS Comfort

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