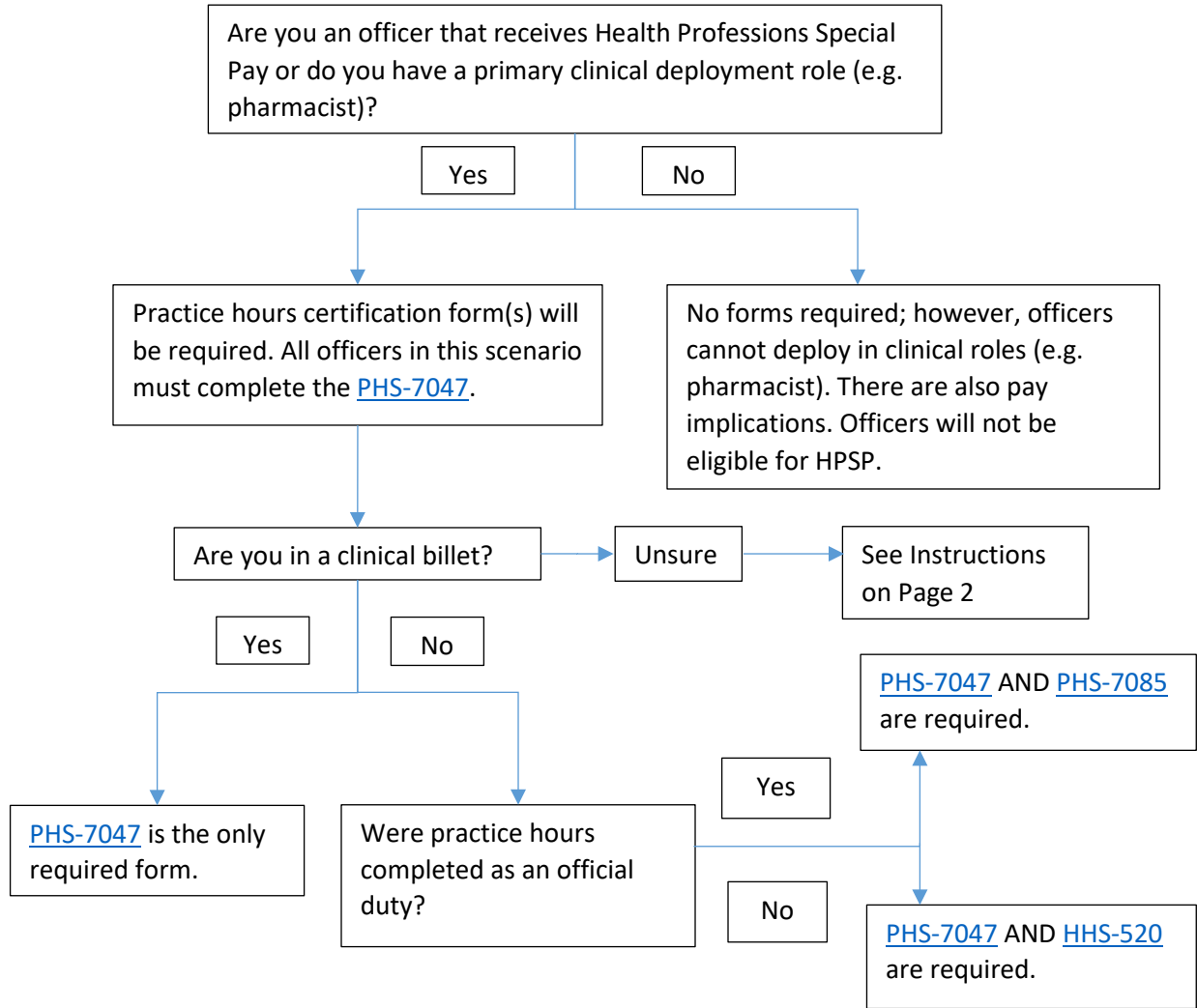


Practice Hours Forms Flow Sheet

How to Verify What Forms to Submit



When are the forms due?

- If HPSP agreement signed prior to 1 June 2019, the forms are due by 1 June 2020. For future years, these will be required on the anniversary date thereafter (many pharmacy contracts were from 28 January 2019, so initial forms would be due 1 June 2020 with the next forms due in 28 January 2021). **Submit forms to phspracticehours@hhs.gov.**
- For agreements after 1 June 2019, certification of practice hours forms are due on the anniversary date.
- To find HPSP agreement (including date of agreement), see instructions on page 3.

Practice Hours Forms Flow Sheet

How to Verify a Clinical Billet

1. Access your Promotion Information Report (PIR) via eOPF on CCMIS.

COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE
MANAGEMENT INFORMATION SYSTEM

/OFFICER - InternetExplorer 11.0

OPF Section: Application Documents

SER No / EmplID:

View PIR

eDOC-U Upload

2. In the PIR find your Current Assignment and look at the Position Primary Job.

Current Assignment

Chief Pharmacist 1
CIVIL SERVICE SERIES 0660: PHARMACIST
Position Grade: 5
Position Primary Job: 81 : CLINICAL PRACTICE, COUNSELING, & ANCILLARY MEDICAL



3. Position Primary Job code 81 qualifies as a clinical billet. In this case, only the PHS-7047 is required.

4. In example #2 (below) this is not designated as a clinical position (not an 81 Primary Job code), and the PHS-7085 (or HHS-520) would be required in addition to the PHS-7047.

Current Assignment

Regulatory Officer
CIVIL SERVICE SERIES 0696: CONSUMER SAFETY
Position Grade: 3
Position Primary Job: 42 : REGULATORY ENFORCEMENT AND LICENSING



Practice Hours Forms Flow Sheet

How to Verify HPSP Agreement

1. Log in to eOPF and select “Personnel Orders” from the drop-down options

OPF Section:

2. From the list of options select the Personnel Order with the NOA Desc: “Health Professions Special Pay (HPSP)”

Personnel Order	02 May 2018	Health Professions Special Pay (HPSP)
Personnel Order	02 May 2018	Board Certified Incentive Pay (BCIP)

3. The Agreement Effective Date will be in the upper right hand corner of the document

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Commissioned Corps of the United States Public Health Service
PERSONNEL ORDER

<input type="text"/>	<input type="text"/>	Effective Date 01-28-2018 <small>(mm-dd-yyyy)</small>
<small>Personnel Order Number</small>	<small>Officer's Name (last, first, middle)</small>	
<small>Social Security Number:</small>	<small>PHS Serial Number:</small>	<small>Type of Action/Number:</small> 8700 - HEALTH PROFESSIONS SPECIAL PAY
<input type="text"/>	<input type="text"/>	<small>Date P.O. Issued:</small> 05-02-2018
<small>Mailing Address:</small>		

Note: This practice hours flow sheet is meant as an aid to our pharmacist officers and does not supersede or replace any directives or instructions provided by CCHQ or your Agency Liaison (contact info for agency liaisons: https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf.)