



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee



Welcome to the United States Public Health Service!

The 2022* **TOP TIPS** for Scientists in the USPHS

WEBSITES AND LISTSERVS

A. Explore these key websites:

1. Commissioned Corps Management Information System (CCMIS): Public Health Service (PHS) personnel management site where PHS-wide updates are posted (*check site regularly for updates*[†]): <https://dcp.psc.gov/ccmis/>
 - **Login** section contains access to officer personnel information websites
 - **Assignments** contains information about Service Member Civil Relief Act and Permanent Change of Station moves
 - **COER** contains information on your annual evaluation, the Commissioned Officers' Effectiveness Report (COER)
 - **Financial Services** contains information on retirement pay, regular pay, and Thrift Savings Plan (TSP) retirement contributions
 - **Forms** contains information on forms for many parts of an officer's career
 - **Medical Affairs** contains information on dental, immunizations, and the periodic health update (PHU)
 - **Personnel & Career Mgmt** contains CCHQ contacts, and information on awards
 - **Policy** contains information on current and past USPHS policies
 - **Promotions** contains information on current and past promotion cycles, promotion checklists, and other promotion relevant information
 - **Readiness** contains information on the Annual Physical Fitness Test (APFT), readiness status, and the Readiness and Deployment Branch
 - **Training Branch** contains information on the Officer Basic Course (OBC) and the Learning Management System (LMS)
 - **Corps Care** contains details about a comprehensive program that assists officers with improving readiness and preparedness, building resiliency, and cultivating healthier lives (PHSCorpsCare@hhs.gov)
2. Electronic Commissioned Officer Resources Processing System (eCORPS) Leave system contains mandatory requirements to request and enter leave in eCORPS: <https://phsleave.lyceum.com/Login.aspx>

* Information is up-to-date as of January 2022.

[†] While the CCMIS website is updated frequently, not all pages are updated with the same regularity, so some information may be out-of-date.

- Username is first four letters of last name (ALL CAPS) and last four numbers of SSN
 - This system allows you to request different types of leave from your duty station, change or confirm leave taken, and shows your annual leave balance
 - The system will require that you identify a leave granting authority
3. Officer Secure Area (OSA) sign in: https://dcp.psc.gov/osa/osa_security_statement.aspx. Login is through the Access Management System (AMS) chip-and-pin system. Main page is the **PHS Dashboard**, where you can find your SERNO (PHS ID), licensure status and expiration date, latest report of readiness status, latest report of physical examination, latest report of medical history, information on promotion status, and immunization details. Mobile devices can be registered to access OSA without a PIV card (instructions: <https://ams.hhs.gov/amsApp/help/docs/JobAids/how-to-register-your-mobile-device-for-one-time-password.html>). Officer links on the left give you access to your:
- Electronic Official Personnel File (eOPF):
 - View official documents related to your tenure in the PHS: Application Documents, Personnel Orders, PHS awards, past COERs, Promotion Board Score Sheets
 - Interface where you submit your annual evaluation (COER, under Forms)
 - Interface where you can input your billet number and retrieve a description
 - Electronic Document Upload (eDOC-U) – where you can upload documents into your OPF including CV, Officer Statement, Continuing Education Documents, Letters and Certificates of Appreciation, BLS certifications, licensure, immunizations, and others.
 - eCMCS Messaging Center – communication tool for conducting official business for officers and civilians who support Corps activities
 - Readiness and Deployment Branch – where you can use the self-service tab to:
 - Update your **personal information**
 - Add your **readiness information** (physical fitness exam results, roles) and view your waivers and readiness status
 - Update your BLS **certification** and view your training history
 - Request assistance via the **readiness assistance form**
4. Commissioned Corps Learning Management System (CCLMS): platform for online training for Commissioned Corps officers (<https://usphstraining.hhs.gov>)
- Training used at OBC
 - Instructions on how to make updates to the CCLMS account. https://dcp.psc.gov/ccmis/PDF_docs/CCLMS%20Login%20Assistance%20Guide.pdf
 - Email PHScota@hhs.gov if you have login trouble
5. Responder eLearn: <https://respondere-learn.hhs.gov/>
- Eight basic readiness courses
 - Field Medical Readiness Badge Courses
 - The Field Medical Readiness Badge (FMRB) recognizes officers who have met criteria beyond the basic force readiness standards. This is an important recognition of deployments and knowledge of deployment related skills.
 - Username is first 3 letters of last name (lowercase) followed by 5 digit PHS SERNO

- Email “technical support” at NDMSHelpdesk@hhs.gov if you have login trouble
- 6. Scientist Professional Advisory Committee (SciPAC) site: <https://dcp.psc.gov/OSG/scientist/>
 - The Career Development Subcommittee website may be particularly useful for new officers and those up for promotion: <https://dcp.psc.gov/OSG/scientist/careerdev-sc.aspx>
- 7. USPHS Scientist Facebook group: [facebook.com/groups/USPHSScientist/](https://www.facebook.com/groups/USPHSScientist/)
- 8. USPHS Scientist Twitter: https://twitter.com/PHS_Scientist?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

B. Sign up for key listservs to ensure receipt of current information. Some recommendations are:

1. Scientist category:
 - via e-mail: LISTSERV@LIST.NIH.GOV Type the following text in the message body: “subscribe USPHS-Scientist” and provide your name
 - via web: <https://list.nih.gov/> Find the USPHS-Scientist list on the List of Lists, then click on the list name to go to the main archive page for the list. Click “Join” or “leave the list” and fill in the form; you can also control type and frequency of communication here.
2. Junior Officer Advisory Group (JOAG): <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=JOAG&A=1>
3. Commissioned Corps Headquarters (CCHQ): When you update your personal information in the Readiness Tab in the Officer Secure Area (https://dcp.psc.gov/osa/osa_security_statement.aspx), you will be added to the listserv.
4. Agency-specific listservs may be available. Contact your agency Commissioned Corps liaison officer for details.
5. Chartered advisory organization listservs exist for the Minority Officer Liaison Council (MOLC), Black Commissioned Officer Advisory Group (BCOAG), American Indian/Alaskan Native Commissioned Officer Advisory Council (AIANCOAC), Asian Pacific American Officer Committee (APAOC), and Hispanic Officer Advisory Committee (HOAC). Please check the CCMIS website (<https://dcp.psc.gov/ccmis/>) for more information.
6. Other chartered group listservs exist for the PHS Athletics Group, PHS Ensemble, SG Honor Guard, PHS Band, Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG), Commissioned Corps Women’s Issues Advisory Board (CCWIAB) and Prevention through Active Community Engagement (PACE). Please check the CCMIS website (<https://dcp.psc.gov/ccmis/>) for more information.

PAY AND BENEFITS

A. Obtain ID cards and enroll in benefits

1. Common Access Card (CAC), i.e. Uniformed Services ID, is often obtained at Officer Basic Course (OBC)
2. Dependent Identification Card (use the following link to find a facility):

- <http://www.dmdc.osd.mil/rsl/appj/site?execution=e1s1>
3. Enroll self and family members into the Defense Enrollment Eligibility Reporting System (DEERS)
<https://www.tricare.mil/deers/>
 4. Enrollment in TRICARE (military and uniformed services health care program): This is automatic for USPHS officers; dependents can elect to enroll in various health plans. Changes to the initial enrollment can be made via the TRICARE patient portal link:
<https://tricare.mil/Military-Hospitals-and-Clinics/Types-of-Military-Facilities/SecurePatientPortal>
 5. Officers are enrolled in Delta Dental through July 2, 2022:
<https://feds.deltadentalins.com/phsaddp/>. Starting July 3, officers will receive dental insurance benefits through United Concordia; no action is required for enrollment. Enroll dependents in dental plan through the following link:
<https://tricare.mil/CoveredServices/Dental/TDP>
 6. Manage your Thrift Savings Plan retirement savings
<https://www.tsp.gov/index.html>

B. Understand your pay

1. Use the Regular Military Compensation Calculator to compute your regular military compensation (<http://militarypay.defense.gov/Calculators/RMC-Calculator/>), including:
 - Base Pay
 - Basic Allowance Subsistence
 - Basic Allowance Housing
 - Federal Tax Advantage
2. For additional questions (i.e. Verification of Employment for loans, to change TSP contribution, etc.) contact the Compensation Team at PHSCCHQCompensation@hhs.gov or through eCMCS:
 - In eCMCS, under the drop down menu of the “Message Center” Menu Bar (blue bar at top) Access Secure Message.
 - Once the “Secure Message” screen is open, click “Search” next to “To:” to select recipient(s) of secure message. - for FSB mail: Description/Name: CCHQ FINANCIAL SERVICES MAILBOX; Type: MAILBOXES (Not MEMBER)
 - Click the “Add Selected” button.
 - Add attachments if any.
 - Click Send Secure Message button.
3. Re-Certification of dependents
 - Complete Form PHS-1637-1
 - Annual BAH Recertification is necessary to ensure the officer still has dependents. The Military Pay Technician from the Compensation Branch sends an email to let officers know when it is time to recertify. Recertification months are based on the last digit of your social security number (SSN). For example, SSN 123-45-6789 would recertify in September (the 9th month).
4. Health Professions Special Pays (for Clinical Psychologists)
 - Eligibility requirements are listed in POM 821.70, CCD 151.05, and CCI 633.01
 - <https://dcp.psc.gov/ccmis/HPSP/HPSP.aspx>

CAREER MANAGEMENT

A. If your supervisor is not a PHS officer, meet with your supervisor to discuss:

1. The PHS mission: <https://www.usphs.gov/about-us>
2. Your readiness requirements and deployment operations:
https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx#MEMBERSHIP
https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf
3. Supervisor role in the annual COER. See the website below for additional information:
https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx
4. The benchmarks by which you will be measured for promotion:
<https://dcp.psc.gov/OSG/scientist/resources-and-links.aspx>
<https://dcp.psc.gov/ccmis/promotions/PDF/2022%20PROMOTION%20BENCHMARKS%20FINAL.pdf>
5. Mentorship: mentors can help with career navigation and promotion; contact the SciPAC Mentoring Subcommittee Chair: (<https://dcp.psc.gov/OSG/scientist/mentoring-SC.aspx>).
6. The SciPAC Recruitment & Retention subcommittee offers support to new officers through its New Officer Monthly Meetings and Call to Active Duty seminars. Contact the subcommittee chair for current activities and more information (<https://dcp.psc.gov/OSG/scientist/recruitment-readiness-retention-SC.aspx>).

B. Understand the promotion process and get organized

1. Review standardized promotion benchmarks (for all categories):
<https://dcp.psc.gov/ccmis/promotions/PDF/2022%20PROMOTION%20BENCHMARKS%20FINAL.pdf>
Additional Scientist specific resources:
<https://dcp.psc.gov/OSG/scientist/resources-and-links.aspx>
2. Update your CV into the required format for all PHS officers: CV guidelines:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx
3. SciPAC enlists other Scientists to review your CV and provide advice each fall. Contact the Career Development Subcommittee for more information:
<https://dcp.psc.gov/OSG/scientist/careerdev-sc.aspx>
4. Review the COER (supervisory evaluation) process:
https://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx
5. During promotion-eligible years:
 - Write a strong Officer's Statement (OS)—why you should be promoted:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx
 - Secure a Reviewing Official's Statement (ROS)—why your second line supervisor (or supervisor's supervisor) thinks you should be promoted. This is a section within the COER completed by the Supervisor. Plan and review during the promotional year with your Supervisor:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_ROS_m.aspx
6. Complete readiness requirements—Basic Life Support (BLS), APFT (Annual Physical Fitness Test), annual verified weight, and Periodic Health Update (https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_Periodic_Health_Update.aspx), deployment role (done after basic ready), online training (8 modules in addition to the 4 FEMA courses done at OBC), immunizations, height and weight requirements,

assigned CCLMS trainings, and other requirements as identified.

- See Basic Readiness Compliance Checklist for details:
https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf
7. Make sure your certifications/licenses/credentials are up-to-date with CCHQ, if applicable. Check your OPF in the Secure Area:
https://dcp.psc.gov/osa/osa_security_statement.aspx
- For more info, see also:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_licensure_and_certifications_m.aspx

C. Awards

1. Familiarize yourself with the awards process:
https://dcp.psc.gov/CCMIS/COAP/COAP_frequently_asked_questions_m.aspx
Understand the value of letters of appreciation and awards (See SciPAC Benchmarks):
<https://dcp.psc.gov/ccmis/promotions/PDF/2022%20PROMOTION%20BENCHMARKS%20FINAL.pdf>

D. Job Vacancies

1. Once subscribed to the SciPAC listserv, you will receive weekly updates of job announcements from around the Department of Health and Human Services (HHS) and other Non-HHS agencies.

GROUPS: Officers are encouraged to join the organizations below based on their interest

A. Scientist Professional Advisory Committee (SciPAC): provides advice and consultation to the Office of the Surgeon General and to the Chief Scientist Officer on professional and personnel issues that impact Scientist Officers. In addition, the SciPAC functions in a resource and advisory capacity to Scientist Officers.

1. Monthly teleconferences: the teleconferences occur at 1200 ET on the first Tuesday of every month, unless otherwise noted. Meeting information may be updated on an annual basis and is distributed through the listserv. It is recommended to use Zoom to capture meeting attendance (if unable to join online, can also call the toll-free number: 1-833-568-8864, Meeting ID: 160 273 2410 Passcode 401921. Please note to check the most recent SciPAC Monthly Meeting invitation for Zoom link and dial-in information). All Scientist officers are encouraged to participate. Attendance on the SciPAC monthly call is taken into consideration when applying to become a SciPAC voting member. Non-mandatory training sessions sometimes occur immediately following the SciPAC teleconference starting ~1300 ET using the same dial-in number and passcode. The meeting information website is <https://dcp.psc.gov/OSG/scientist/meetings.aspx>.
2. Subcommittees: there are 11 SciPAC subcommittees (Awards, Career Development, Category Day, Mentoring, Policy, Recruitment & Retention, Deployment Preparedness, Rules & Membership, Science, Visibility, and Website: <https://dcp.psc.gov/OSG/scientist/subcommittees.aspx> for more information). The Chair of each subcommittee is a SciPAC voting member, as are often the Co-chairs.

- B. Junior Officer Advisory (JOAG):** group of junior officers (rank O-4 and below) who seek to enhance their professional experience by involvement in group activities that further JOAG's mission (<https://dcp.psc.gov/OSG/JOAG/>)
1. Monthly teleconferences: teleconferences occur at 1 PM ET on the second Friday of every other month (toll-free number: 1-641-715-3580; passcode: 131583#). All junior officers are encouraged to participate.
 2. Mentorship: contact information for the peer to peer mentoring network through JOAG can be found at https://dcp.psc.gov/OSG/JOAG/committees_pdevelopment.aspx.
 3. Committees: JOAG has 9 committees (Awards, Communications & Publications, Membership, Outreach, Policy & Procedures, Professional Development, Public Health & Community Service, Readiness & Deployment, and Recruitment & Retention).
- C. Commissioned Officers Association (COA, <https://coausphs.org/>):** the organization exists to promote the mission and interests of the USPHS and its officers.
1. Annual USPHS Scientific and Training Symposium: sponsored by the sister organization of COA, the Commissioned Officers Foundation for the Advancement of Public Health (COF), the conference is held in late spring/early summer in a different state each year. It is a great way to network, hear and meet high-ranking leaders, and attend SciPAC's Category Day. Mark your calendar and book your room early. Go to <https://www.phscof.org/symposium.html> for details.
 2. Local COA branch: provides support and resources for anything from policies to uniform wear, as well as provides an opportunity to meet other officers in your area and participate in volunteer and other activities. Go to <https://coausphs.org/page/Branches> for details.
- D. Minority Officer Liaison Council (MOLC):** serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to ethnic minority officers it represents in the PHS with specific objectives. Go to <https://dcp.psc.gov/OSG/molc/> for details.
- E. Black Commissioned Officers Advisory Group (BCOAG):** provides assistance and consultation to the Office of the Surgeon General on issues related to the representation and participation of African-Americans in the USPHS. Go to <https://dcp.psc.gov/OSG/bcoag/> for details.
- F. Asian Pacific American Officer Committee (APAOC):** provides assistance and consultation to the Office of the Surgeon General on issues related to the representation and participation of Asian Pacific Americans in the USPHS. Go to <https://dcp.psc.gov/OSG/apaoc/> for details.
- G. Hispanic Officer Advisory Committee (HOAC):** provides assistance and consultation to the Office of the Surgeon General on issues related to the representation and participation of Hispanic Americans in the USPHS. Go to <https://dcp.psc.gov/OSG/hoac/> for details.

- H. American Indian/Alaskan Native Commissioned Officers Advisory Committee (AIANCOAC):** provides advice and consultation to the Surgeon General on issues related to professional practice and the personnel activities (Commissioned Corps or Civil Service) of American Indian and Alaska Native individuals. Go to <https://dcp.psc.gov/OSG/aiancoac/> for details.
- I. Sexual Orientation and Gender Diversity Advisory Group (SOAGDAG):** provides advice and consultation to the Surgeon General on issues related to LGBT officers and other sexual and gender minorities and their allies in the USPHS. Go to <https://dcp.psc.gov/OSG/sogdag/> for details.
- J. Prevention through Active Community Engagement (PACE):** provides officers with the opportunity to put themselves at the forefront of the National Prevention Strategy (NPS) by actively interacting with citizens at the community level. The focus is to educate the public about the Commissioned Corps, the NPS, and all other Office of the Surgeon General initiatives. Go to <https://dcp.psc.gov/OSG/pace/> for details.
- K. Commissioned Corps Women's Issues Advisory Board (CCWIAB):** identify and analyze key issues that impact women in the Commissioned Corps and develop action plans to address these issues

ABBREVIATIONS

Familiarize yourself with key abbreviations, including those found in this top tips document:

AIANCOAC	American Indian/Alaskan Native Commissioned Officer Advisory Committee	FMRB	Field Medical Readiness Badge
AMS	Access Management System	HHS	Department of Health and Human Services
APFT	Annual Physical Fitness Test	HOAC	Hispanic Officer Advisory Committee
APAOC	Asian Pacific American Officer Committee	JOAG	Junior Officer Advisory Group
BCOAG	Black Commissioned Officers Advisory Group	LT	Lieutenant
BLS	Basic Life Support	LCDR	Lieutenant Commander
CAC	Common Access Card	MOLC	Minority Officer Liaison Council
CAPT	Captain	OBC	Officer Basic Course
CCHQ	Commissioned Corps Headquarters	OS	Officer's Statement
CCLMS	Commissioned Corps Learning Management System	OSG	Office of Surgeon General
CCMIS	Commissioned Corps Management Information System	PACE	Prevention through Active Community Engagement
CCWIAB	Commissioned Corps Women's Issues Advisory Board	PCS	Permanent Change of Station
CDR	Commander	PHS	Public Health Service
COA	Commissioned Officers Association	PHU	Periodic Health Update
COER	Commissioned Officers' Effectiveness Report	PIR	Promotion Information Report
CV	Curriculum Vitae	RDB	Readiness and Deployment Branch
DEERS	Defense Enrollment Eligibility Reporting System	ROS	Reviewing Official Statement
eCORPS	Electronic Commissioned Officer Resources Processing System	SOAGDAG	Sexual Orientation and Gender Diversity Advisory Group
eDOC-U	Electronic Document Upload	SciPAC	Scientist Professional Advisory Committee
eOPF	Electronic Official Personnel Folder	SERNO	PHS Serial Number
FEMA	Federal Emergency Management Agency	SSN	Social Security Number
		TRICARE	Health care program of the U.S. Military and Uniformed Services
		TSP	Thrift Savings Plan
		USPHS	United States Public Health Service

Bonus Tip: Do not hesitate to ask other PHS officers anything. Although the process can be overwhelming at times, other PHS officers have already been through it and can help you navigate.

Welcome Aboard!

EX SCIENTIA VERA • *Truth From Knowledge*
