On October 16, 2017 Commissioned Corps Headquarters (CCHQ) will migrate the PHS officer leave system from Direct Access (DA) to the electronic Commissioned Officer Resources Processing System (eCORPS).

CCHQ has finalized a critical date change for officer access to the DA leave system.

Officers should no longer submit leave requests in DA as of 10:00 PM ET on September 28, 2017.

Please use the checklist below to assure you have sufficient time to make a smooth transition to eCORPS.

Leave Transition Checklist:

1. Log into the DA Self-Service section and select "My Email Addresses" to update and verify.
   - Ensure your email addresses are updated and your primary address is selected in the DA Self-Service area.
   - This information will be imported into eCORPS.
   - It is critical that your DA information is accurate in order to obtain your eCORPS password.
2. Please enter all leave requests into DA through, and to include, September 28, 2017 now.
   - You should not submit or remove leave requests in DA as of September 28, 2017 at 10:00 PM ET.
   - **Leave taken between October 1st and October 15th should be submitted using the [PHS-1345](), "Request and Authority for Leave of Absence"** and must be entered into the eCORPS leave system which will be available on October 16, 2017.
3. For FY17 end processing, all annual leave in DA will be manually approved on October 1, 2017 before the data is transferred to eCORPS.

As of September 28th you SHOULD NOT request corrections or changes to your leave balance until eCORPS is online.

Leave validation instructions will be sent in October and posted on the Commissioned Corps Management Information System (CCMIS) eCORPS website.

User guides and videos for the new eCORPS system will be available after October 10th. CCHQ will continue to send regular updates through email and on the eCORPS website.

Your prompt attention to this request is greatly appreciated. If you have any questions, please visit the CCMIS eCORPS website at https://dcp.psc.gov/ccmis/eCORPS_m.aspx or email the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.