



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS DIRECT ACCESS (DA) MIGRATION UPDATE

**TOPIC: TEMPORARY UNAVAILABILITY OF DIRECT ACCESS (DA)
DECEMBER 18, 2015 – JANUARY 4, 2016**

Date: 08/25/2015

Dear Commissioned Corps Officers,

We are writing to inform you that the Commissioned Corps' Direct Access (DA) system **will be offline** from December 18, 2015 through January 4, 2016 due to the implementation of necessary upgrades to the DA system. DA is expected to be back online January 5, 2016.

What impact will this have on Commissioned Corps officers?

- ✓ **NO** ability to login to Direct Access to perform self-service updates from December 18, 2015 until January 5, 2016.
- ✓ **NO** ability for the Division of Commissioned Corps Personnel and Readiness (DCCPR) or Liaisons to perform personnel transactions including, but not limited to, the following:
 - **Security clearances** – will not be able to initiate or update security clearance information.
 - **Awards** – will not be able to enter new awards but can still receive nominations.
 - **Licensure and certifications updates** – will not be able to enter, update, or view licensure and certifications.
 - **Medical evaluations** – will not be able to enter medical evaluations or view results.
 - **Immunizations data entry** – will not be able to enter immunization information or view status.
 - **Positions data entry** – will not be able to create, edit, or view existing positions.
 - **Readiness compliance** – will not be able to process or view readiness information.
 - Between December 18 and January 4, 2016, officers will not be able to login to Direct Access to update, Basic Life Support (BLS) certification, 2015 Annual Physical Fitness Test (APFT), Deployment Roles, and personal information.

- Due to DA shutdown, deadline for completing readiness requirements by January 1, 2016 is extended from December 31, 2015 to January 15, 2016.
- It is recommended that officers update Basic Life Support (BLS) certification, 2015 Annual Physical Fitness Test (APFT), Deployment Roles, and personal information before December 17, 2015.
- Annual Physical Fitness Tests (APFT) that are completed in accordance with [current standards](#) (<http://ccmis.usphs.gov/ccmis/RedDOG/Forms/CC%20Basic%20Readiness%20Standards.pdf>) can ONLY be entered in DA before the scheduled shutdown on December 18, 2015.
 - When DA comes back online on January 5, 2016, content of self-reported APFT results will be revised to correlate with new fitness standards ONLY. Therefore, after December 17, 2015, APFT must be completed in accordance with the [new standards](#). (http://ccmis.usphs.gov/ccmis/ccis/documents/POM15_004.pdf).
- **Calls to Active Duty (CAD)** –
 - will not be able to enter new applicant information into Direct Access.
 - will not be able to process or view calls to active duty.
- **Retiree payroll** – will not be able to enter, update or view retiree pay.
- **Officer profiles** – will not be able to update or view officer profiles.
- **Transfers and reassignments** – will not be able to process transfers and reassignments.
- **Terminations and retirements** – will not be able to process terminations or retirements.

What is DCCPR doing to mitigate these impacts?

- ✓ Although Basic Life Support (BLS) must still be completed by the December 31, 2015 deadline, the deadline for entry of self-service BLS data into Direct Access has been extended to January 15, 2016.
- ✓ CCHQ and its DA Migration Communications Team established a dedicated email account to receive and answer questions DAMigration@HHS.Gov.

What can you do to prepare for the December shutdown of Direct Access?

- ✓ Access DA to enter self-service updates no later than December 17, 2015. This should include not only self-service updates for readiness compliance but all other self-service updates, including personal contact information.
- ✓ Continue to submit documents into your eOPF by the December 31, 2015 deadline.

Please note:

- This shutdown **does not** affect access to your Electronic Official Personnel File (eOPF) and other parts of the Officer Secure Area login on the Commissioned Corps Management Information Systems (CCMIS).

http://ccmis.usphs.gov/ccmis/LOGIN_security_statement_m.aspx

- Readiness information cannot be submitted during the scheduled shutdown of DA.

DA Migration Communications Team's commitment to you:

- ✓ We will provide regular communications updates to the Corps as we complete our migration to the Direct Access system on January 1, 2016.
- ✓ We will share additional information about processing personnel orders and pay items related to the shutdown in the next few weeks.
- ✓ We will distribute information on DA training sessions and user guides as they become available.
- ✓ We are committed to being responsive to your inquiries. Please direct questions and comments to DAMigration@HHS.gov.
- ✓ We established a DA Migration webpage to provide updates on the project and maintain communications and educational resources:
 - http://ccmis.usphs.gov/ccmis/DA_migration_m.aspx