



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

**CATEGORY: LEAVE APPROVAL AND MAINTENANCE**  
**TOPIC: COLTS LEAVE BALANCE VERIFICATION**

Date: 05/21/2015

The U.S. Public Health Service Commissioned Corps (Corps) is migrating active duty pay and personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system on January 1, 2016. Included in the migration to DA will be the Corps' current leave process. The Corps' leave process is currently paper-based, and can take between one and 90 days or more from the time an annual leave slip is submitted to the Leave Maintenance Clerk (LMC) to the time it is entered into the Commissioned Officer Leave Tracking System (COLTS). In DA, the leave process will be known as "Absence Request". The Absence Request process allows officers to enter their leave electronically, and allows leave approvers to view and track leave balances in real time. The successful migration of the leave process to DA will result in:

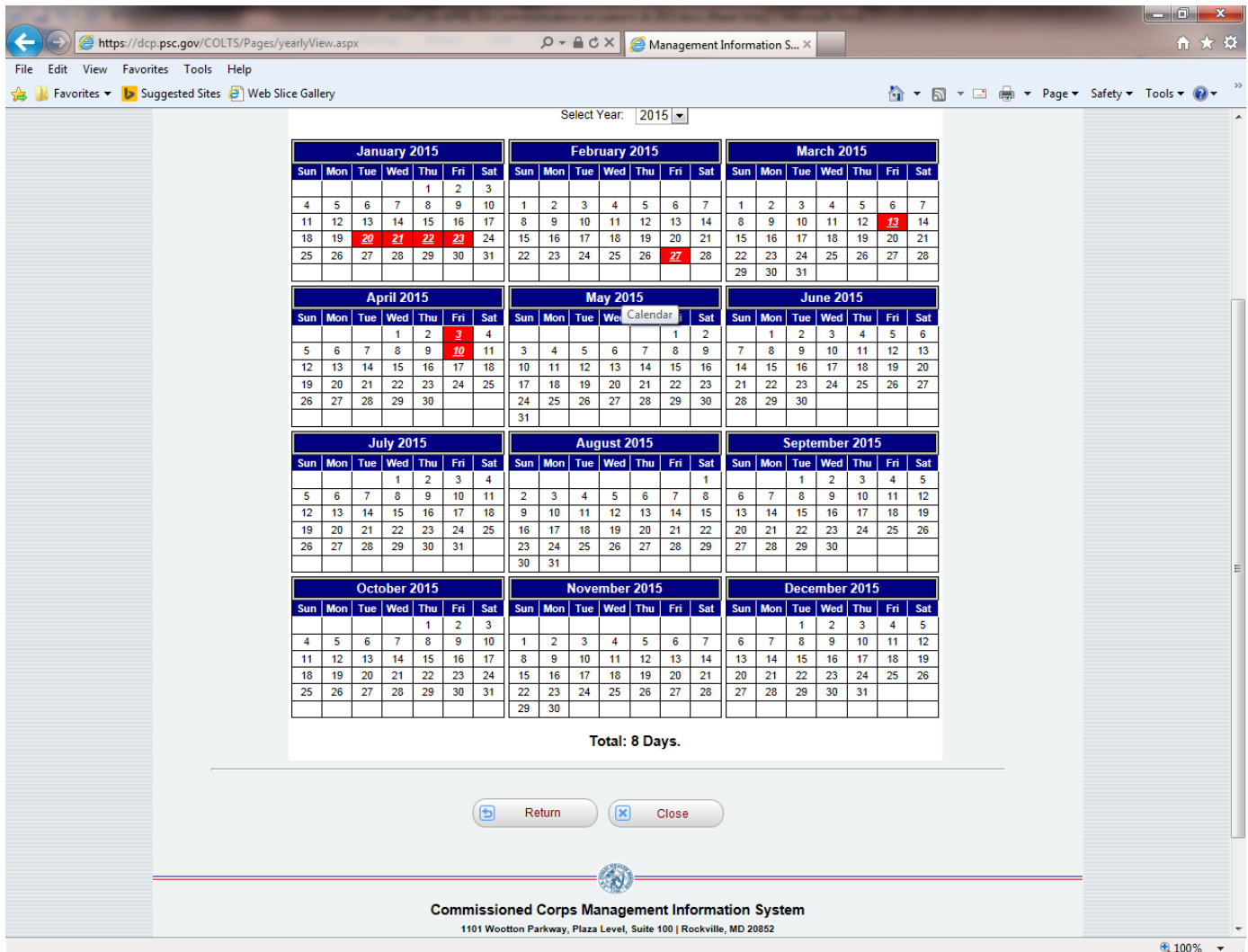
- A streamlined process for requesting, tracking and reporting leave;
- Fewer errors;
- Real-time leave balances;
- Improved auditing compliance; and
- *Leave and Earnings Statements* reflecting the leave balance.

As part of the migration to the DA Absence Request process, each officer's leave balance will be transferred from COLTS to DA through an automated process. To prepare for the transition, Commissioned Corps Headquarters (CCHQ) must ensure each officer's leave record in COLTS is verified for completeness and accuracy.

**To help ensure initial leave balances are accurate in DA when the migration goes live on January 1, 2016, officers and LMCs must complete the following steps by July 1, 2015: \***

- 1) **Officers** must verify their leave balance is accurate by logging into COLTS in the Officer Secure Area of the [Commissioned Corps Management Information System \(CCMIS\)](#) website.
  - Officers and LMCs may find the Leave-Yearly view in COLTS an efficient way to verify the accuracy of leave, as it provides the total number of days taken for a given year at the bottom of the calendar (see Figure 1).
- 2) If **officers** find error(s) in their leave record, they must contact their leave maintenance clerk (LMC) to have the error(s) corrected.

- 3) **LMCs must ensure** the officers under their leave maintenance responsibility are in their COLTS account and have complete hard copy leave folders, if applicable. If not, the LMC should notify the **officer(s)**, who must then contact their former duty station(s) to have all hard copy leave folders forwarded to their current LMC.



**Figure 1: COLTS Yearly View Screenshot. Dates in red indicate when leave has been taken.**

By following these simple steps, officers and LMCs will help CCHQ verify the official annual leave balances more efficiently, resulting in a smoother transition, correct leave balances, and accurate pay when the new system goes live on January 1, 2016.

To learn more about the migration to Direct Access, please visit the [Direct Access Migration Information](#) page. User guides and other training resources will be made available soon to help guide you through the new system.

If you have questions about the DA Migration project, please email us at [DAMigration@HHS.gov](mailto:DAMigration@HHS.gov).

\*Note: Internet Explorer Version 11 users, please complete these steps in order to verify your leave:

- From the CCMS website, click on **“Tools”** at the top of the page and scroll down the menu of items about halfway and select **“Compatibility View Settings”**.
- In the box under **“Add this website:”** enter **“PSC.GOV”** (not case sensitive) then click **“Add”**. Click **“Close”**.
- Log in to the Officer Secure Area – click on **“New COLTS”** under **Leave** on the Select Activity menu. Follow the instructions above for verifying your leave.

If you experience difficulty logging in to verify your leave, please email [cchelpdesk@psc.gov](mailto:cchelpdesk@psc.gov) for assistance.