



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS
DIRECT ACCESS (DA) MIGRATION UPDATE:
AN INTRODUCTION TO DA MIGRATION
05/13/2015

The U.S. Public Health Service Commissioned Corps Headquarters (CCHQ) is migrating pay and certain essential personnel functions to the US Coast Guard (USCG) and the Direct Access (DA) system on January 1, 2016. This migration places Commissioned Corps pay and personnel processing under one system with the USCG. In preparation for the transition, CCHQ will keep you informed and communicate in advance when action is required by officers. Our top priority is that all personnel have knowledge of this important project in order to ensure a smooth transition.

What is Direct Access?

In 2007, the Department of Health and Human Services and the Office of Management and Budget approved the Commissioned Corps' (Corps) use of the United States Coast Guard's (USCG) human resources system – Direct Access (DA) – in order to increase efficiencies, reduce costs and reduce security risks. The Corps began using the Direct Access system in 2009 to perform several functions, and successfully migrated retiree payroll on January 1, 2014. All active duty officers currently have access to Direct Access to view important personnel data and perform some self-service functions.

Functions currently performed in DA:

- Assignments
- Awards
- Immunizations Tracking
- Officer Profiles
- Position Management
- Readiness Compliance
- Recruitment
- Retiree Payroll
- Security Clearances
- Self-Service

What is Changing?

The Corps currently uses an Oracle-based system to process, and deliver pay and personnel functions including leave tracking. These functions will transition to the PeopleSoft based Direct Access system managed by the USCG. Only a few personnel functions will remain with the Corps' current system.

Functions migrating to DA on January 1, 2016:

- All Active Duty Payroll
- Leave Request and Tracking
- Personnel Orders

Functions that will not migrate to DA:

- Electronic Official Personnel Folders (eOPF)
- Commissioned Officers' Effectiveness Report (COER)
- Promotion Boards

What Does This Mean For You?

- The Corps is changing the software that processes and tracks your pay, leave, and personnel actions.
- The Coast Guard Pay and Personnel Center (PPC) in Topeka, Kansas will become your servicing **payroll** office and will deliver your pay.
- You will have an increased ability to perform self-service actions with respect to pay.
- You will enter your leave electronically and leave approvers will view, track, and process leave balances in real time.
- CCHQ will remain your **personnel** servicing office and will process all your personnel orders.
- The current Corps payroll, personnel, and leave tracking system will continue through the 2015 calendar year.

What is Commissioned Corps Headquarters (CCHQ) doing to make this a seamless transition for you?

- Established a PHS liaison stationed at the USCG PPC in Topeka, Kansas.
- Established a DA Migration Communications Team to prepare you, provide updates, and answer your questions on this important project.
- Established a dedicated email address for your questions: DAMigration@HHS.gov.
- 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
- Providing training sessions to help you learn how to perform all relevant pay and personnel functions in DA.

Officers will be required to complete some necessary, yet simple tasks to prepare for this transition. CCHQ will alert you through emails and postings on the [DA Migration](#) webpage regarding these tasks. CCHQ encourages you to stay engaged on the status of the project by reading each email and website update, asking relevant questions, and participating in upcoming available trainings.

Questions may be directed to the DA Migration Communications Team at DAMigration@hhs.gov.