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

CATEGORY: LEAVE APPROVAL AND MAINTENANCE
TOPIC: DUE SEPTEMBER 30, 2015 COLTS Leave Balance *Verification*
DUE OCTOBER 30, 2015 COLTS Leave Balance *Certification*

SPECIAL INSTRUCTIONS for Corps Officers and Leave Maintenance Clerks (LMCs)

Effective: 08/28/2015

The U.S. Public Health Service Commissioned Corps (Corps) is migrating active duty pay (ADP) and certain personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system on January 1, 2016. To prepare for this migration, Commissioned Corps Headquarters (CCHQ) must ensure each officer's leave record in COLTS from *January 1, 2005 to September 30, 2015* is verified for completeness and accuracy **no later than Wednesday, September 30, 2015** in order for LMCs to complete the certification process in October.

This document summarizes guidance applicable to Commissioned Corps officers and Leave Maintenance Clerks (LMCs).
- ➢ General Guidance
- ➢ Special Instructions
- ➢ Frequently Asked Questions (FAQs)

General Guidance:
On May 21, 2015 we distributed a communication to LMCs and officers requesting they begin the process of verifying leave balances in preparation for the migration of active duty pay (ADP) to Direct Access (DA). When the migration to DA is complete, the "Leave" process or "Absence Request" process, as it is known in DA, will allow officers to enter leave electronically thereby giving officers and approvers the ability to view and track leave balances in real-time.

Other benefits of successfully migrating the leave process to DA include:
- ➢ Streamlined process for requesting, tracking and reporting leave;
- ➢ Ability to report real-time leave balances;
- ➢ Improved auditing compliance; and
- ➢ *Leave and Earnings Statements (LES) or Pay Slips (new term for LES)* reflecting the correct leave balance.

Special Instructions

VERIFYING LEAVE FOR OFFICERS and LMCs
To ensure leave balances are accurate in DA when the migration goes live on January 1, 2016, **the following steps must be completed by officers and LMCs no later than September 30, 2015**.

➢ **Officers** must verify their leave from January 1, 2005 to September 30, 2015 and confirm the total number of days taken for leave each year is accurate. To assist officers in this effort we are providing the instructions below:
  o Go to the CCMIS homepage http://ccmis.usphs.gov/ccmis/
  o Click *Login* and scroll down to select *Officer Secure Area.*
  o A security statement will appear, please click on *Continue to Secure Area* at the bottom of the security statement.
  o Enter login and password.
  o Under "Activity Menu" scroll down to the heading "Officer" and click on *New COLTS.*
  o When the COLTS page appears, click on the *Reports* tab and select *Leave-Yearly* view and select calendar year 2005 at the top. The *Leave-Yearly* view in COLTS is 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).

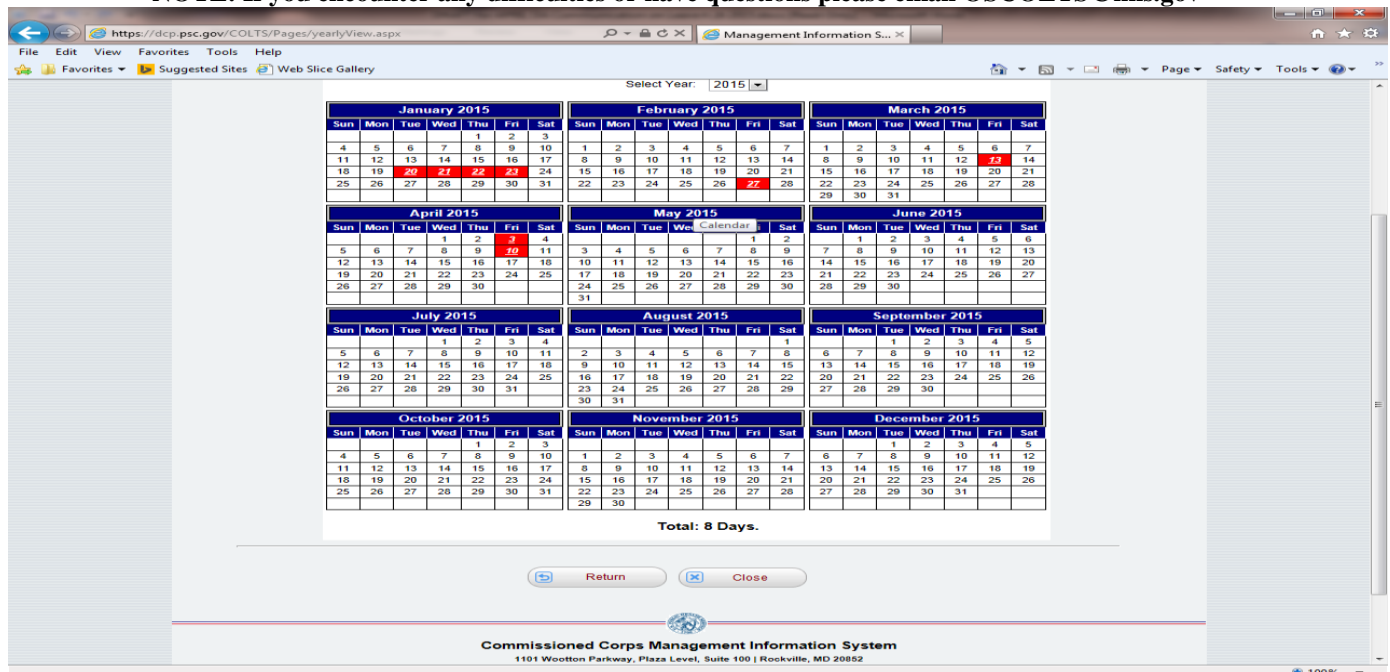**NOTE: If you encounter any difficulties or have questions please email OSCOLTS@hhs.gov**

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

  o If **officers** find error(s) in their leave record, they **must contact** their LMCs as soon as possible to work together and have corrected by the September 30, 2015 deadline.
➢ **LMCs must ensure** the officers under their leave maintenance responsibility are in their COLTS account and have complete hard copy leave folders no later than September 30, 2015. If leave folders are incomplete, please notify the officer as it is their responsibility to contact their former duty station(s) to request that all hard copy leave folders are forwarded to their current LMC.

- **LMCs** will gather and sort, by year, leave documentation for their officer(s) beginning **January 1, 2005 to September 30, 2015** and compare to the total annual leave deducted in COLTS by year.
- The **LMC** will note, investigate, and correct errors between the totals found in the leave folders and documentation and those in COLTS by working directly with officer(s).
- It is the responsibility of **officer(s)** to provide documentation to LMCs in order to correct discrepancies.

CERTIFYING LEAVE FOR LMCs ONLY
When the verification process is complete on September 30, 2015, the role LMCs play in certifying leave for the officers under their leave maintenance responsibility is critical. LMCs can begin certifying officers' leave on Monday, October 5 and must be completed by Friday, October 30, 2015.

- To assist LMCs in this endeavor, please see instructions below:
  - Go to the CCMIS homepage http://dcp.psc.gov/ccmis/
  - Click *Login* and scroll down to select *Officer Secure Area*
  - A security statement will appear, please click on *Continue to Secure Area* at the bottom of the security statement.
  - Enter login and password.
  - Under "Activity Menu" scroll down to the heading "Leave" and click on *New COLTS.*
  - When the COLTS page appears, click on the *Miscellaneous* tab and select *Leave Certification Module* as shown below.
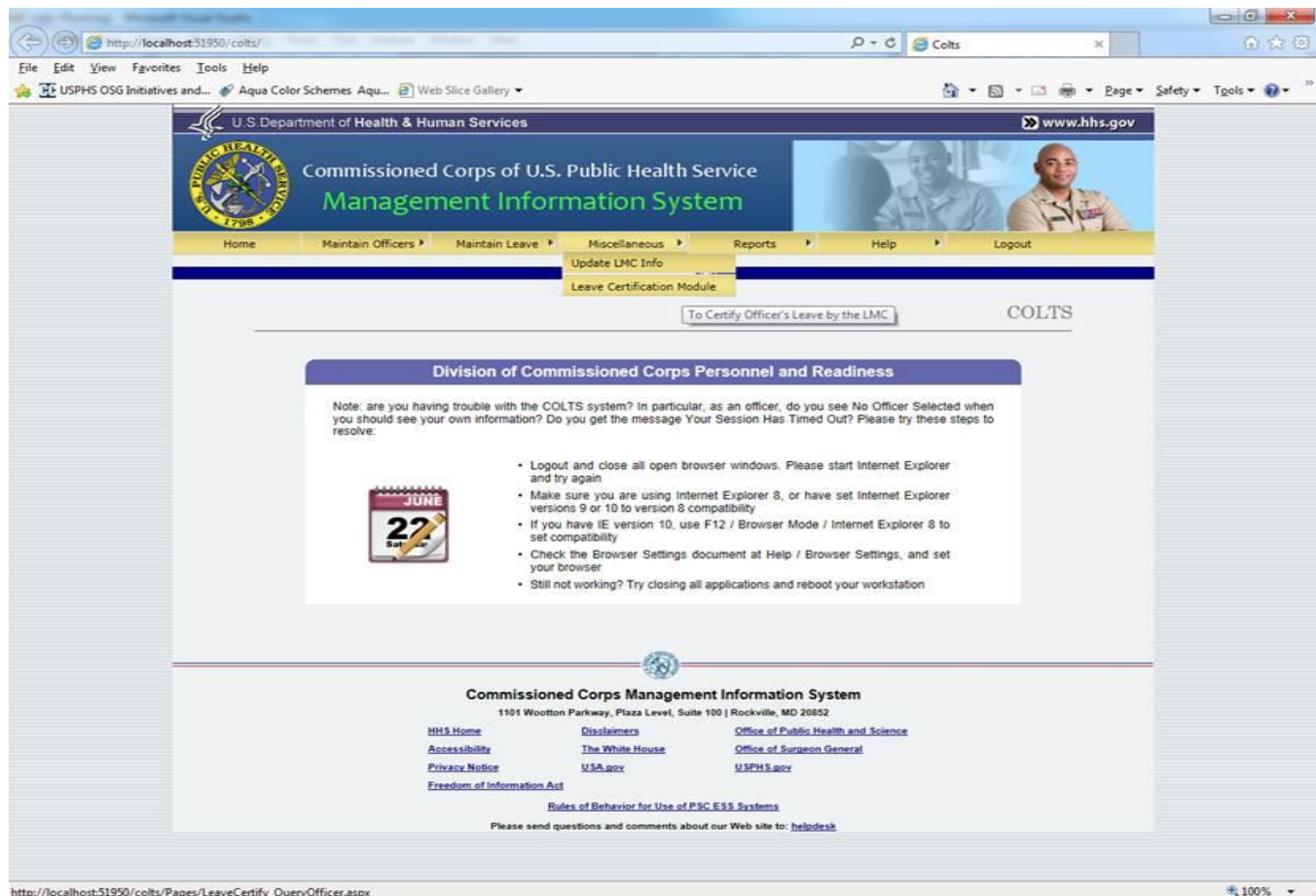
- Enter the SERNO of the Officer for whom you would like leave certified and click ***Retrieve***. To view a list of officers from a specific agency you can do so by leaving the SERNO field blank, selecting agency from the "Agency" dropdown menu below, and then clicking ***Retrieve***.

- To certify, select the Officer(s) by clicking on the icon in the "***Commands***" column.

➢ After selecting officer(s), the next screen will contain the following data elements:
- o *Balance Date*: Pre-populated to September 30, 2015; cannot be changed.
- o *Leave Balance*: Pre-Populated with number of hours of leave remaining **as of September 30**; cannot be changed.
- o *Certification Date*: Pre-populated to date LMC enters information; cannot be changed.
- o If the leave balance amount is correct, please check the box *Leave Balance as of 09/30/2015 is Certified*.

Note: LMCs are directed to maintain all leave documentation and folders until otherwise directed.

➢ Once the *Leave Balance as of 9/30/2015 is Certified* box is checked a *SAVE* button will appear. Press *SAVE* to save the information entered or *CANCEL* if you are unable to certify leave due to errors. **Please Note:** Once the screen is saved, LMCs cannot access the record(s) again, only the COLTS Coordinator will have access after the screen has been saved.

By following the above instructions, officers and LMCs will contribute to a smoother transition, correct leave balances, and accurate pay when migration to the new system is completed on January 1, 2016.

Frequently Asked Questions (FAQs)

1) **Question:** Who do I contact if I am experiencing difficulty when logging in to verify or certify an officer's leave?

   Answer: If you experience difficulty in logging in to verify or certify leave, please email CCHELPDESK@hhs.gov for assistance.

2) **Question:** If COLTs is showing an incorrect leave balance, how can I make the necessary corrections?

   Answer: The officer should immediately contact their LMC. The LMC will correct leave or escalate to agency liaison for further review and correction. If neither the LMC nor the agency liaison is able to correct the error please contact the OSCOLTS@hhs.gov mailbox.

3) **Question:** What is the time period for which we are verifying leave?

   Answer: January 1, 2005 to September 30, 2015.

4) **Question:** What happens if the certification process for an officer is not completed by the October 30, 2015 deadline?

   Answer: If an officer's leave is not certified by October 30, 2015 the consequences may include an incorrect leave balance being migrated over to the new Direct Access system and an impact on pay.

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 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.