

Ordering ODU online

Things you will need first to order

- Access to your Direct Access account to get your Employee Identification Number (EMPLID)
- Preregister online for the Uniform Distribution Center (UDC); this is an online request that may take more than a few business days to be satisfied.
- Your Measurements Please see “For guidance on sizes and measuring” below for more information.
- A personal computer with Internet Explorer

Tip: You can find specific words on web pages by using the “Find on this page” function under the “Edit” (Alt+E) menu on the “Menu Bar” or by pressing Ctrl + F.

Direct Access

1. First you must retrieve your employee ID by going to Direct Access and logging in.
 - a. Login page can be found here:
 - i. http://dcp.psc.gov/CCMIS/DA_resources.aspx
 - ii. or http://ccmis.usphs.gov/CCMIS/DA_resources.aspx
 - b. Login page can also be accessed by:
 - i. Going to: CCMIS <http://ccmis.usphs.gov/> or <http://dcp.psc.gov/ccmis/>
 - ii. Place mouse pointer on: “Secure Area”
 - iii. Click on: “Direct Access”
 - iv. Click on: “Login” (for login information go to; http://dcp.psc.gov/CCMIS/self_service.aspx)
2. Once logged in
 1. Click on: “Member Information”
 2. Locate: your number denoted as “EmplID:” (this number can be copied and pasted by right clicking and selecting “copy” or CTRL + C)

Preregister online for the Uniform Distribution Center (UDC)

1. Go to: <http://www.uscg.mil/hq/g-w/g-wp/udc/index.htm>
2. Click on: “Placing Orders” (Top of left hand menu/column just under “UDC Woodbine Home”) <http://www.uscg.mil/hq/cg1/udc/Ordering.asp>
3. Scroll down to: “Shop Online”
4. Click on: “Pre-Register”

Once you register you will receive a confirmation via the email that you provided. “Please remember that this information is handled during normal UDC business hours and may take a few days to process, depending on the number of requests submitted.”

For guidance on sizes and measuring

When on the “Placing Orders” page: <http://www.uscg.mil/hq/cg1/udc/Ordering.asp>,

Click on: “ODU Uniforms” > “Untucked ODU Uniform” (pop-up menu button)

<http://www.uscg.mil/hq/cg1/udc/ODUUntuckedUniforms.asp>

Ordering Uniforms

USPHS officers will be ordering the following required items from this page:

- ODU Coat (“NOAA/PHS ODU UNTUCKED COAT”)
- ODU Trousers (“NOAA/PHS ODU UNTUCKED TROUSERS”)
- PHS Covers (ball cap) (“PHS CAPS”)
- PHS T-Shirt (“PHS T-SHIRT”)
- Blousing Boot Bands (“Trousers Blouser”)

Once you have received confirmation that have been registered via email then go to:

<https://udcistore.net/istore/loginpage.jsp> to login. This page can also be found by using the link provided in the email www.uscg.mil/uniforms then clicking on “Placing Orders” and then clicking on “Online Ordering” or “Web Store.” The Login ID is your “EmplID:”

Once logged in:

1. Click on: “NOAA CORPS AND PHS UNIFORMS” (middle of the page left navigation column)
2. Click on: “**NOAA/PHS ODU Untucked Coat**”
3. Find your corresponding size (as determined by the page url provided above in the section “For guidance on sizes and measuring”)
4. Enter the quantity you wish to order in the space provided
5. Click on: “Add to Cart”
6. Return to: the previous menu page by clicking on: “NOAA CORPS AND PHS UNIFORMS”
7. Click on: “**NOAA/PHS ODU Untucked Trousers**”
8. Find your corresponding size (as determined by the page url provided above in the section “For guidance on sizes and measuring”)
9. Enter the quantity you wish to order in the space provided
10. Click on: “Add to Cart”
11. Return to: the previous menu page by clicking on: “NOAA CORPS AND PHS UNIFORMS”
12. Click on: “**PHS CAPS**”
13. Find your corresponding size
14. Enter the quantity you wish to order in the space provided
15. Click on: “Add to Cart”
16. Return to: the previous menu page by clicking on: “NOAA CORPS AND PHS UNIFORMS”
17. Click on: “**PHS T-SHIRTS**”
18. Find your corresponding size

19. Enter the quantity you wish to order in the space provided
20. Click on: "Add to Cart"
21. Click on: "ODU Accessories & Attachments"
22. Click on: "ODU Accessories"
23. Locate: "Trousers Blouser"
24. Enter the quantity you wish to order in the space provided
25. Click on: "Add to Cart"
26. Click on: "View Cart/Check Out" (at the top of the page)
27. Verify your order is correct
28. Click on: "Check out"
29. Verify: your address is correct (skip to 24 if address is correct)
30. Click on: option "New Address" in the dropdown menu that indicates your name & rank to change your shipping address. (the address field defaults to what you have on file in Direct Access)
31. Click on: "Continue to next step" at the bottom of the page
32. Click on: Radio Button to select "Pay by Credit Card" (selecting option "Charge to Account" will cancel your order)
33. Verify: "Billing Address" (skip to 28 if address is correct)
34. Click on: "Change Billing Information" to update billing address
35. Click on: "Change Credit Card Information" (if you are a first time user or you do not see your information listed)
36. Enter: your "CVV2/CVC2 Number" in the space provided (three or four digit value printed on the card or signature strip)
37. Click on: "Continue to next step" at the bottom of the page
38. Verify: your order is correct
39. Click on: "Place Order" (an email with a order receipt in an attached pdf will be emailed to your registered email almost instantaneously)

Optional and Prescribable items that can also be ordered on the UDC website

- Cap, Utility 8-point
- Hat, Sun (Boonie), Blue
- Parka, Foul Weather, Type II
- Trousers, Foul Weather, Type II
- Belt, Black with subdued buckle
- Cap, Knit (watch), black
- Liner, Polar Fleece, Blue
- ODU Utility Jacket

- T-shirt, Mock Turtle-neck, Winter, Blue

Ordering Required Uniform Components Not Available on UDC website

Name tapes and collar devices must be ordered from the Navy Exchange [NEX](#) or via telephone 1-800-368-4088, select option 1, then select option 3. You may also call Walter Reed National Military Medical Center - Bethesda NEX at 301-295-6366.

- Name tape for Last Name (gold thread on blue background)
- Name tape for USPHS (gold thread on blue background)
- Sew-on Rank Device (Collar)
- USPHS Sew-on Corps Device (Collar)