



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS

DIRECT ACCESS (DA) MIGRATION PROJECT

IMPORTANT ANNOUNCEMENT

Direct Access Employee ID (EMPLID) Number will replace SERNO

DATE: 12/15/2015

As part of the U.S. Public Health Service Commissioned Corps' (Corps) migration to Direct Access (DA), five-digit PHS Serial Numbers or SERNOs will no longer be used by the Corps for official purposes after January 1, 2016. Instead, seven-digit DA Employee Identifications or EMPLIDs will be used to identify officers for official purposes. All Corps officers who have been on active duty since 2009 already have an EMPLID. When the DA system reopens on January 5, 2016 officers will use their EMPLID as their User ID to log in to DA.

FAQs

1. Where do I find my EMPLID?

Your EMPLID can be found on the Commissioned Corps Management Information System (CCMIS) website by logging in to the "Officer Secure Area". Once in the "Officer Secure Area" at the very top of the page, your name will appear followed by your SERNO and EMPLID.

2. When will I use my EMPLID?

You will need your EMPLID when you:

- ✓ Log in to Direct Access
- ✓ Inquire about personnel and pay records

You will have to include your EMPLID on:

- ✓ All PHS forms as a personal identifier
- ✓ eOPF FAX coversheets
- ✓ All official correspondence to the Corps where previously a SERNO would have been used.

3. I just submitted all of my documents for promotion with my SERNO. What should I do?

No action is needed. CCHQ will accept SERNO for Promotion Year 2016 on the eOPF coversheet.

If you have any questions, please don't hesitate to email us at DAMigration@HHS.gov.

Please note: During the transition period and while forms are being revised, a space for SERNOs may appear on forms and documents. Please enter your seven-digit EMPLID instead of your SERNO.