



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

CATEGORY: LEAVE APPROVAL AND MAINTENANCE

TOPIC: Entering Advance Leave for December

SPECIAL INSTRUCTIONS for Corps Officers

Effective: 11/13/2015

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, the DA system **will be offline** from December 18, 2015 through January 5, 2016. Because the DA system will be offline during the holiday season and during what is typically a peak time for taking annual leave, Commissioned Corps Headquarters (CCHQ) created a December Leave Module in the COLTS system for your convenience. **This new module will enable Leave Maintenance Clerks (LMCs) to enter leave in advance on behalf of officers assigned to them, for the month of December 2015.**

This document summarizes guidance applicable to Corps officers and LMCs.

- General Guidance
- Special Instructions for Officers
- Frequently Asked Questions (FAQs)

General Guidance:

The DA system will shutdown from December 18, 2015 to January 5, 2016. **During the shutdown period, LMCs will not be able to enter leave into COLTS.**

Special Instructions for Officers

Officers taking annual leave during the month of December must inform their LMCs of the approved leave dates **as soon as possible or no later than Monday, December 7, 2015**. This will give LMCs time to enter advanced leave on the officer's behalf before the DA deadline on December 17th at 11:59 p.m. EST. Remember to confirm with your LMCs that your leave is certified in COLTS. This certification is critical to ensure that your leave balance is accurate once the migration is complete.

CCHQ cannot ensure an accurate leave balance following DA migration if you do not follow these procedures. Corrections to leave balances will be made after the DA migration is complete and all pay and personnel adjustment requests have been addressed.

Frequently Asked Questions (FAQs)

- 1) **Question:** Can officers enter advanced leave in the December Leave Module?

Answer: No, officers are unable to enter advanced leave on their own behalf in the December Leave Module. **Only LMCs will have access to the new module and can enter advanced leave for officers.**

- 2) **Question:** What happens if changes need to be made to the leave dates taken or not taken during the shutdown period, December 18 to December 31, 2015?

Answer: If changes need to be made to leave dates from December 18 to December 31, 2015 please inform your LMC immediately so that he/she can contact OSColts@hhs.gov to request changes. Be advised that these changes will not reflect in your leave record on January 5, 2015. Any changes to leave balances from December 18 to December 31 will be done only as time allows after DA is back online.

- 3) **Question:** What if I want to take leave from January 1 to January 4, 2016 while DA is offline?

Answer: You must request leave, external to Direct Access, using the current paper leave request form. On January 5, 2016 you will be able to enter leave requests in DA. More information about how to perform leave requests in DA will be emailed and posted on the DA Migration Information website in the coming weeks.

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.