Direct Access (DA) is officially and permanently unavailable for leave requests. Please continue to use DA for all other functions except leave requests.

The electronic Commissioned Officer Resources Processing System (eCORPS) will be available for leave entry on October 16, 2017 at 1 p.m. ET. The following information will help you login for the first time and provide you with information and resources to navigate the eCORPS transition.

- ➤ **Leave requests from Oct. 1-- Oct. 16, 2017:** All Corps officers must use a paper Request and Authority for Leave of Absence form 1345 for leave requests.
    - o All leave taken or requested on and after Oct. 1, 2017 must be entered into eCORPS when the system is available. This includes leave requests previously entered into DA as all leave data after Sept. 30, 2017 did not transfer to the new eCORPS system.
- ➤ **Leave requests prior to Oct. 1, 2017:**
    - o All leave data in DA through Sept.30, 2017 was collected and entered into eCORPS.
    - o All existing leave requests in DA were auto-approved through Sept. 30, 2017.
    - o Any leave changes prior to Oct. 1, 2017 will need to be done by CCHQ. Officers should note the adjustments needed (both adding and removing leave taken) and wait for instructions on Nov. 1, 2017.
    - o Leave balance reports through Sept. 30, 2017 are still accessible in DA.
- ➤ **eCORPS webpage and user guides**: eCORPS video guides are available on the Commissioned Corps Management Information System (CCMIS) eCORPS webpage. User guides will be posted soon.
    - o CCHQ will update this webpage almost daily over the next few weeks to assure you can navigate eCORPS on and after launch.
    - o The eCORPS webpage is your official information resource.
    - o Videos and user guides will be updated as changes are implemented to eCORPS.
- ➤ **Logging into eCORPS for the first time:** Your user name and primary email are located on your Officer Secure Area (OSA) dashboard. You can login through CCMIS.
    - o You will need this information when logging into the system.
    - o You will also need the client identification number which is 1003.
    - o After providing this information, a temporary password will be sent to your email.
- ➤ **Spread the word:** Make sure your supervisors and LAOs are aware of the eCORPS transition and resources on the eCORPS webpage. Work with your fellow officers.

Leave balance change request instructions will be sent on Nov. 1, 2017 and posted on the eCORPS webpage. Please wait until then to ask about or request leave adjustments. This will allow time for users and administrators to acclimate to eCORPS. Annual leave validation instructions will also be available in November with a validation deadline of January 1, 2018.

If you still have questions after visiting the eCORPS webpage at: https://dcp.psc.gov/ccmis/eCORPS_m.aspx, please email the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.