

Commissioned Corps of the U.S. Public Health Service

eD  C-U

Electronic Document Upload

Officer User Guide
Updated October 1, 2018

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1. Introduction

eDOC-U (electronic Document Upload) is a method for officers to submit specific documents to Commissioned Corps Headquarters (CCHQ) electronically. By following the directions in this guide, officers can submit documents to their electronic Official Personnel Folder (eOPF), medical folder, Medical Affairs personnel, and RedDOG Self-Service.

The eDOC-U process is not an immediate document upload. Once you submit your documents, they must be viewed and electronically filed by CCHQ staff. The number of your documents submitted and waiting for processing is displayed in the eDOC-U feature. Save a screen shot of the **'Document was Uploaded Successfully'** message after uploading each document.

If you have questions about the eDOC-U submission process, email the Commissioned Corps Help Desk at: CCHelpDesk@hhs.gov.

If there is an error with documents in your eOPF, check the [Contact Information to Correct eOPF Errors](#) webpage link in the top right corner of your eOPF, when logged into you eOPF. This webpage contains the correct emails for various document errors.

See Appendix A for additional resources related to eDOC-U.

2. Login & Access to eDOC-U

1. Login to the Officer Secure Area of CCMIS by entering your login credentials through the AMS | Access Management System.

HHS.gov Improving the health, safety and well-being of America

iAM@HHS IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES

AMS | Access Management System Simplifying access to the Department's systems

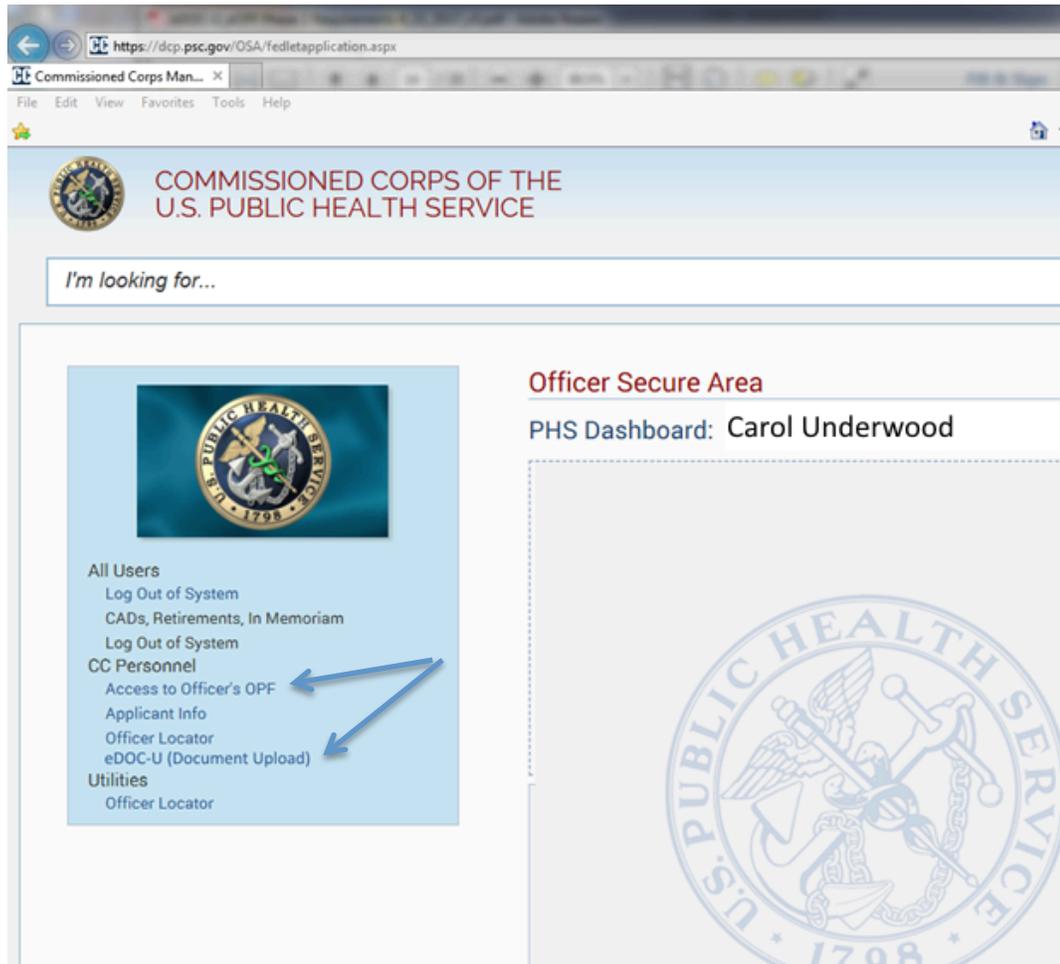
Login Methods to AMS

<h4>HSPD-12 Access Cards ?</h4> <p>Insert your HSPD-12 Access Card in your smart card reader before you try to login.</p> <p>Login</p> 	<h4>Network Credentials ?</h4> <p>Applies to: ACF, ACL, AHRQ, CDC/ATSDR, CMS, HRSA, IHS, NIH, OIG, OS, PSC, SAMHSA</p> <p>Select OpDiv: <input type="text" value="Select one..."/></p> <p>Network Username: <input type="text" value="Username"/></p> <p>Network Password: <input type="text" value="Password"/></p> <p>Login</p>	<h4>AMS Credentials ?</h4> <p>AMS Username: <input type="text" value="Username"/></p> <p>AMS Password: <input type="text" value="Password"/></p> <p>Login</p> <p>First-time AMS User? Forgot AMS Username? Forgot AMS Password?</p>
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[Need Help?](#) | [Self-Help Web Portal](#) | [HHS Privacy Policy](#)

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2. There are 2 options on the Activities screen for document upload.



eOPF Access

If you need to access or review the contents of the eOPF, while uploading documents, select 'eOPF'. This method of access uses a software license and may slow-down your upload process. You should use this option only if you need to research the eOPF while uploading documents (e.g., search).

eDOC-U (Document Upload)

If you only need to upload documents, select 'eDOC-U (Document Upload)' on the Activities screen. This is the most efficient upload option. By eliminating the software license required when entering the eOPF, eDOC-U upload activity is faster. This is beneficial during large volume submission periods (e.g., prior to Promotion Boards).

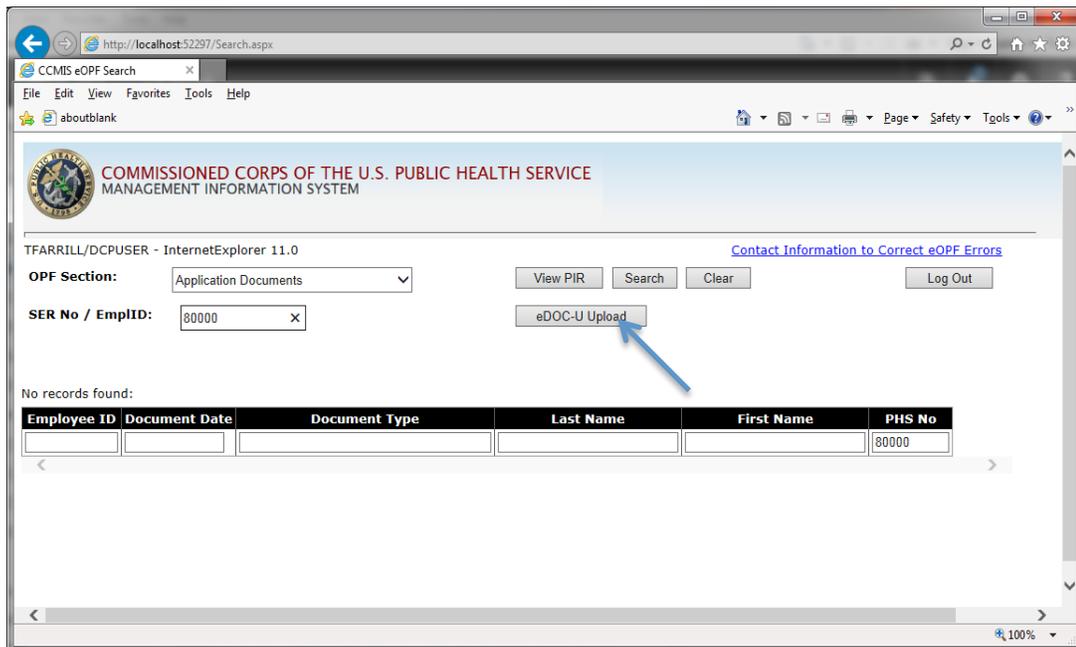
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2.1 Access to eDOC-U via eOPF

If you select **eOPF**, you can upload documents from either the Privacy Act Information screen (below) –



or the eOPF Search screen -



The 'Document Upload' screen is displayed after you click the **eDOC-U Upload** button.

2.2 Access to eDOC-U via eDOC-U Document Upload

If you select [eDOC-U Document Upload](#), you can upload documents without accessing your OPF. The 'Upload Documents' screen is displayed immediately after you click on the [eDOC-U Document Upload](#) link.

Commissioned Corps Electronic Official Personnel Folder

Upload Documents for CAROL UNDERWOOD [eDOC-U User Guide](#)

You have 8 documents pending in eOPF processing.

Document Category I want to receive a notification email

Document Type

Document Date **All fields are required**

Upload File Name No file chosen

3. General Requirements & Tips for Uploading Documents

- eDOC-U currently accepts the following file formats: .pdf, .doc, .docx, or .txt, with a data limit of 30 MB. Any other document formats should be converted to a .pdf prior to upload.
- Certificates, Certificates of Completion (with or without a Summary Sheet), and Letters of Appreciation may be uploaded in batch as a single file so long as all documents within the file belong to the same category (e.g., a Certificate may not be included with a Certificate of Completion).
- Whenever possible, upload documents early in the year, from February through September.
- To avoid multiple copies in your eOPF, submit documents only once and check the eOPF Status, Licensure, and Immunizations webpages before contacting the Division of Commissioned Corps Personnel and Readiness (DCCPR). If DCCPR is experiencing delays in eOPF filing, an announcement will be posted.
- The Reviewing Official Statement (ROS) must be submitted by your Reviewing Official to your CC Liaison and be received by DCCPR before the deadline on the Promotion Checklist. Your Liaison will have an earlier deadline for the ROS to ensure the document is processed in due time. Though not related to the COER, it will be indexed in the COER section of the eOPF.
- Check the eOPF Status webpage for the current document processing date. When the date displayed matches the date that you uploaded, check to ensure all documents are present and in the correct section of your eOPF. This does not apply to Licensure, Immunizations, and other medical documents. **You will not be able to view your Medical documents and Verified Weight Report form in your eOPF.**

- NOTE: Blurry documents or those that are slanted do not need to be replaced. Boards can adjust the contrast and magnify documents when reading them. Only documents that are totally illegible should be replaced.

See Appendix B for detailed information related to documents currently not accepted in eDOC-U.

4. Correctly Classifying & Dating Documents

Correctly classifying your uploaded documents is important to help facilitate the accurate placement of documents. It also minimizes the workload and risk of error for CCHQ personnel reviewing the documents.

It is important to note that the process to upload a document requires you to select the document's date. Some documents require an artificial date to display the image in the correct order or to generate information correctly into CCHQ systems. The posted dates are also key in pulling the correct documents for the Promotion Boards. However, the dates are not reviewed by the Board and have no bearing on the promotion process.

See Appendix C for more detailed upload instructions for each eDOC-U document type.

4.1 Documents Approved for Upload

As of October 1, 2018, the 31 documents listed below are approved for upload through eDOC-U. **Medical documents and some Readiness documents will not be available for viewing in your eOPF.**

1. ACLS Certification
2. Agency/Category Awards
3. Annual Physical Fitness Test 7044
4. Appointment (e.g., appointment to a committee, workgroup, etc.)
5. BLS Certification
6. Board Certification/Credential
7. BRS Training Certificate
8. Certificate of Appreciation
9. Certificate of Completion
10. Continuing Education Summary Sheet
11. Counseling Form A
12. Counseling Form B
13. Curriculum Vitae
14. HHS-520-Request for Approval of Outside Activity
15. Immunization
16. Letter of Appreciation
17. Licensure
18. Medical Board Records
19. Medical Records

- 20. Officer Statement
- 21. PALS Certification
- 22. Physical Exam Documents
- 23. Request for Information
- 24. Request for Medical Waiver
- 25. Report of Updated Medical History
- 26. Sick Leave Medical Documentation
- 27. TDY without POs
- 28. Telework Agreement
- 29. Transcript (Unofficial)
- 30. Verified Weight Report 7044-1
- 31. Weight Management Plan

5. Upload Documents

The 'Upload Documents' screen is displayed below. This is the screen where you select a Document Category and then a Document Type to upload, enter a date associated with the document, and navigate to a location where the document is currently stored to select the document for upload.

Note: Instructions for uploading the 'Annual Physical Fitness Test 7044' are located in Section 6 of this document.

Please note the on-screen message that tells you 'All fields are required'.

There is also a pre-selected checkbox about email notifications from the system. You can deselect the checkbox if you do not want to receive an email confirmation.

The screenshot shows the 'Upload Documents' interface for an officer named Carol Underwood. At the top, there is a blue header with the U.S. Public Health Service logo and the text 'Commissioned Corps Electronic Official Personnel Folder'. Below the header, the page title is 'Upload Documents for CAROL UNDERWOOD' and there is a link to the 'eDOC-U User Guide'. A message indicates 'You have 8 documents pending in eOPF processing.' The form contains several fields: 'Document Category' with a dropdown menu showing 'Please Select', 'Document Type' with an empty dropdown, 'Document Date' with an empty text box, and 'Upload File Name' with a 'Choose File' button and the text 'No file chosen'. A checkbox labeled 'I want to receive a notification email' is checked. A red message 'All fields are required' is displayed. At the bottom right, there are 'Upload' and 'Return to OSA Menu' buttons. Blue arrows point to the 'Document Category' dropdown, the 'Document Type' dropdown, the notification checkbox, and the 'All fields are required' message.

The screen also contains important information related to the status of previous uploads. An on-screen message indicates how many documents you currently have in the electronic file room queue for processing (the step before document routing or placement). In the example above, the officer has 8 documents 'pending' in eOPF processing. This means the documents are not yet routed.

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As documents are filed and routed, this number will decrease. After uploading a new document, 'refresh' your Internet browser and the document count will update.

Upload is not an immediate process. Documents submitted through eDOC-U must still be viewed and approved by CCHQ staff. Current staffing and submission volume impact the time frame of final document filing and routing.

If you submit medical documents, there is a second status line displayed on the screen (examples below).

You have 8 documents pending in eOPF processing
You have 2 documents pending in Medical Affairs processing

If you submit Readiness documents, there will not be a separate on-screen status. ACLS, BLS, and PALS will display as pending eOPF documents. The Verified Weight Report PHS 7044-1 will not display as pending, but will automatically update your RedDOG Self-Service information within one (1) business day.

1. Select a category of document from the Document Category dropdown. There are 3 categories – eOPF, Medical, and Readiness.

Commissioned Corps Electronic Official Personnel Folder

Upload Documents for CAROL UNDERWOOD [eDOC-U User Guide](#)

You have 8 documents pending in eOPF processing.

Document Category: Please Select (dropdown menu)
Document Type: Please Select (dropdown menu)
Document Date: [Empty field]
Upload File Name: Choose File No file chosen

I want to receive a notification email

All fields are required

Upload Return to OSA Menu

2. After you select a category, select the type of document from the dropdown list of approved document types for that category. In Example 1 below, the officer selected the 'eOPF' category. The document types for eOPF are displayed in the dropdown list.

Example 1

Upload Documents for CAROL UNDERWOOD [eDOC-U User Guide](#)

You have 8 documents pending in eOPF processing.

Document Category: eOPF (dropdown menu)
Document Type: [Open dropdown menu showing list of document types]
Document Date: [Empty field]
Upload File Name: [Empty field]

I want to receive a notification email

All fields are required

Upload Return to OSA Menu

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In Example 2, the officer selected the 'Medical' category. The document types for Medical are displayed in the dropdown list.

Example 2

Upload Documents for CAROL UNDERWOOD [Help](#)

You have 8 documents pending in eOPF processing.

Document Category: Medical

Document Type:

- IMMUNIZATIONS
- MEDICAL BOARD RECORDS
- MEDICAL RECORDS
- PHYSICAL EXAM DOCUMENTS
- REPORT OF MEDICAL HISTORY (ANNUAL)
- REQUEST FOR INFORMATION
- REQUEST FOR MEDICAL WAIVER
- SICK LEAVE MEDICAL DOCUMENTATION

Document Date: _____

Upload File Name: _____

I want to receive a notification email

All fields are required

Example 3

In Example 3, the officer selected the 'Readiness' category. The document types for Readiness are displayed in the dropdown list.

Upload Documents for CAROL UNDERWOOD

You have 8 documents pending in eOPF processing

Document Category: Readiness

Document Type:

- ACLS Certification
- Annual Physical Fitness Test 7044 - Web Application
- BLS Certification
- PALS Certification
- Verified Weight Report 7044-1
- Weight Management Plan

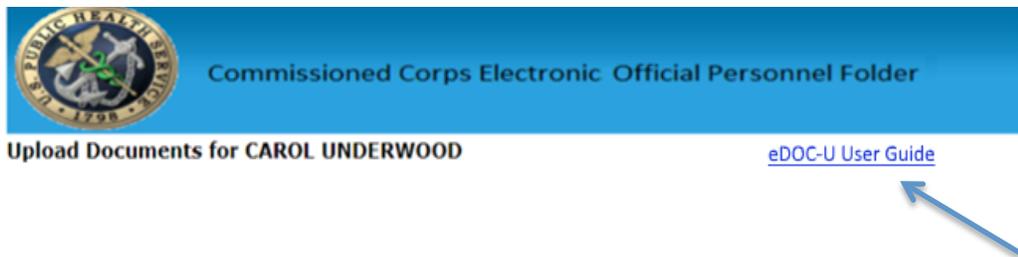
Document Date: _____

Upload File Name: _____

I want to receive a notification email

All fields are required

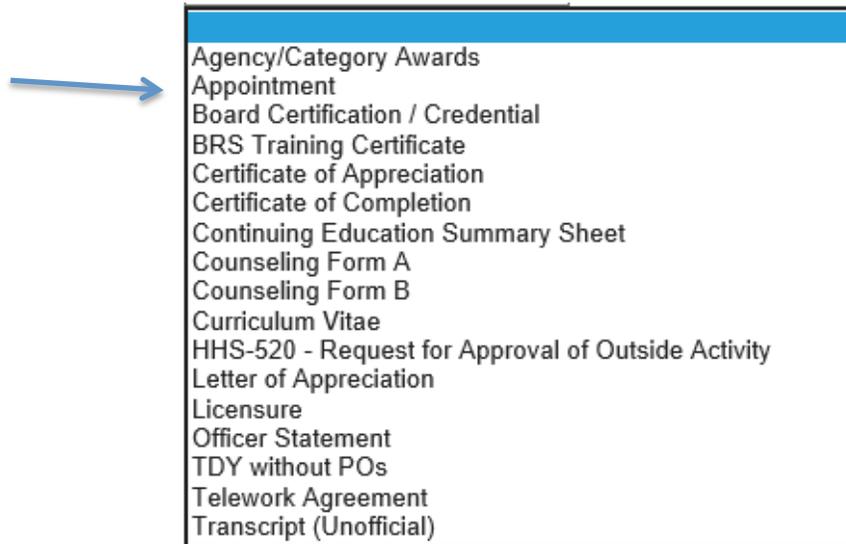
On any screen, the [eDOC-U User Guide](#) link displays this document.



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When the document type is selected, the screen displays on-screen instructions related to the document type. Each document type has instructional text. The full list of document types and their instructional text is located in Appendix C.

3. Select the type of document from the dropdown.



4. Select the date that should be associated with the document.

Upload Documents for CAROL UNDERWOOD

You have 8 documents pending in eOPF processing.

Document Category: eOPF I want to
Document Type: Appointment

Document Date: All fields a

Upload File Name:

Examples:

- Appointment letter
- Appointment letter

Does NOT Include:

- PAC voting member
- Appointment to non-PHS boards such as for professional organizations
- Agency collateral duty assignments or Assignments in "Acting" positions
- Faculty Appointments
- Official Personnel Orders

Document Date: Date of the letter or date appointed if the letter is not dated

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Note: According to the on-screen instructions for the eOPF document date, you should use the date of the letter or date appointed if the letter is not dated.

5. Click on the **Choose File** button to locate the appointment document you want to upload from any of your normally accessible drives.

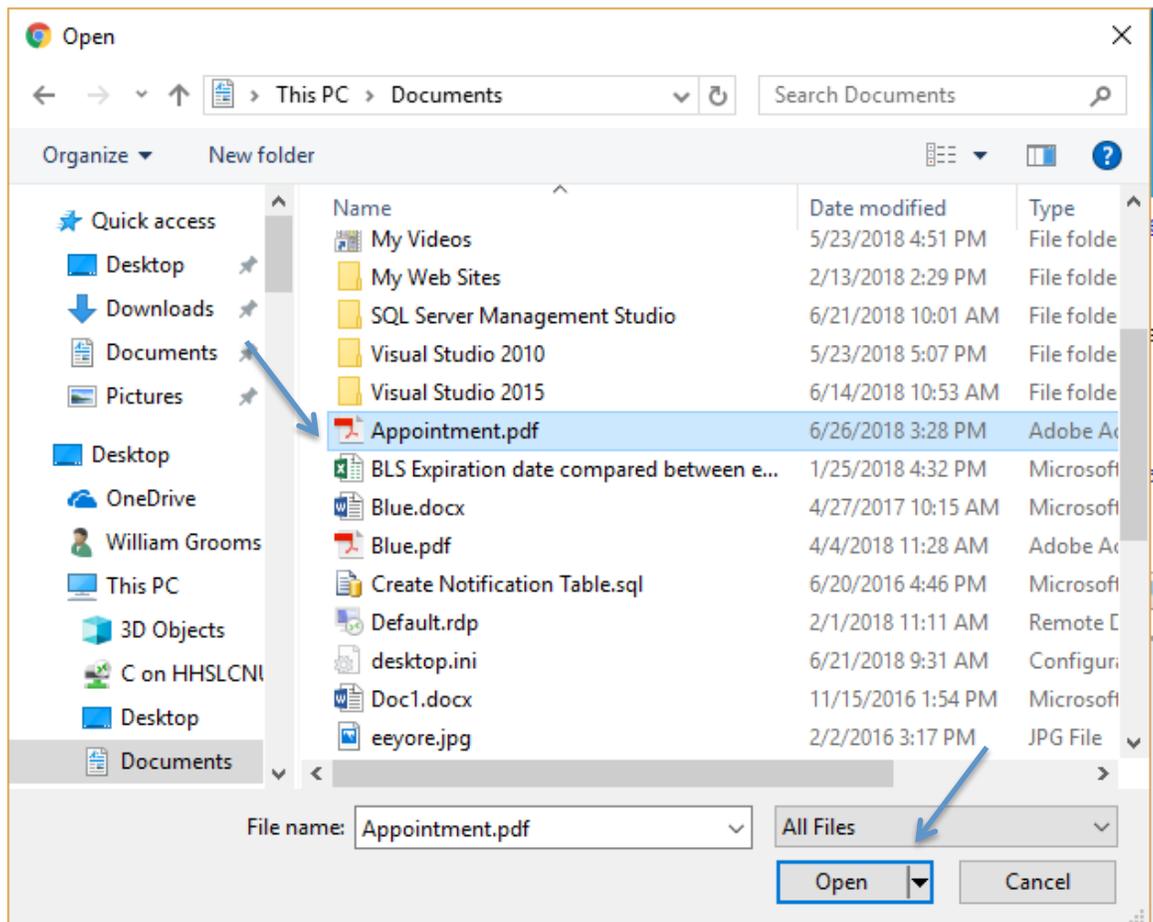
Upload Documents for CAROL UNDERWOOD

[Help](#)

You have 8 documents pending in eOPF processing.

Document Category	eOPF	<input checked="" type="checkbox"/> I want to receive a notification em.
Document Type	Appointment	
Document Date	6/25/2018	All fields are required
Upload File Name	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

6. Navigate to the file you want to upload and click on **Open**.



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- The document you selected is entered into the 'Upload File Name' field.

Upload Documents for CAROL UNDERWOOD [Help](#)

You have 8 documents pending in eOPF processing.

Document Category I want to receive a notification email
Document Type

Document Date **All fields are required**

Upload File Name Appointment.pdf



- Click the **Upload** button to upload the document.
- A message displays on the screen with the status of the upload.

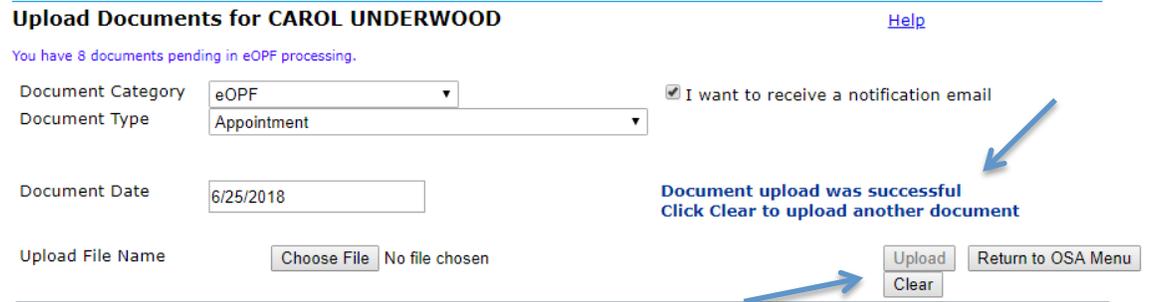
Upload Documents for CAROL UNDERWOOD [Help](#)

You have 8 documents pending in eOPF processing.

Document Category I want to receive a notification email
Document Type

Document Date **Document upload was successful
Click Clear to upload another document**

Upload File Name No file chosen



- Click the **Clear** button to upload another document. The **Clear** button clears the attribute values displayed on the screen.
- If you want to upload another document, repeat steps 1 – 8 above.
- If you do not have any additional documents to upload, click on the **Return to OSA Menu** button to close the Upload Documents screen.

6. Upload Annual Physical Fitness Test 7044 Documents

The instructions for uploading Annual Physical Fitness Test 7044 documents are listed below. The steps and screens are different than those for other eDOC-U uploads.

1. Log into CCMIS and go to eDOC-U.
2. Select the Readiness category.
3. Select the 'Annual Physical Fitness Test 7044' document type.

Upload Documents for KEVIN

Document Category: Readiness

Document Type: **Annual Physical Fitness Test 7044 - Web Application**

Document Date:

Upload File Name:

Browse

4. The browser opens the RedDOG Self-Service Physical Fitness screen. Select the **Add New Physical Fitness Exam** button.

PHS#: 20999 * Name: Qais Saeed

Readiness Information

#	Exam Date	Overall Fitness Level	Officer Signed Date	Evaluator Signed Date	Uploaded to eDocU
1.	07/25/2018	Outstanding			

Add New Physical Fitness Exam

Return

5. The APFT form displays.

Physical Fitness Results

Exam Date: 9/17/2018 Overall Fitness Level: Outstanding

Search Evaluator by SerNo or Last name or enter name and email manually.

Evaluator SERNO: Evaluator Last Name:
 Evaluator Name: Evaluator SerNo:
 Email Address:

BMI Info

* Height: ft in (inches) * Weight (pounds): BMI:

Cardio Test

* Test: 1.5 Run Results: Minutes: Seconds: Score:

Core Test

* Test: Plank Results: Minutes: Seconds: Score:

Upper Body Test

* Test: Pushups Results: Score:

Flexibility Test

* Test: Toe Touch Results: Satisfactory

6. Complete the APFT form fields with the information from your APFT form. Click **Save**.

7. The screen returns to the RedDOG Self-Service Physical Fitness (APFT) tab. Select **Upload Verified APFT**.

1. Physical Fitness

Physical Fitness (APFT)

#	Exam Date	Overall Fitness Level	Officer Signed Date	Evaluator Signed Date	Uploaded to eDocU		
1.	07/25/2018	Outstanding			<input type="checkbox"/>	<input type="button" value="Edit / View"/>	<input type="button" value="Upload Verified APFT"/>

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- Complete uploading of the verified APFT by selecting the verified PDF document from your computer.

APFT Verifaion Document Upload

Please select an APFT verification document to be uploaded to eDocU.

Choose File APFT_75236_02092018.pdf

Upload to eDocU Cancel

- Click **Upload to eDOC-U**. The screen returns to RedDOG Self-Service.
- RedDOG Self-Service indicates that the APFT has been uploaded to eDOC-U with a check mark once the process is completed successfully.

1. Physical Fitness

Physical Fitness (APFT)

#	Exam Date	Overall Fitness Level	Officer Signed Date	Evaluator Signed Date	Uploaded to eDocU		
1.	07/25/2018	Outstanding			<input checked="" type="checkbox"/>	Edit / View	Upload Verified APFT

Add New Physical Fitness Exam

- You can close the Readiness screen and return to the OSA Menu page by clicking the **Return to OSA Menu** button.

Home Self Service RedDog Forms Help Return to OSA Menu

PHS#: 20999 * Name: Qais Saeed

Readiness Information

- The eDOC-U screen is refreshed to the entry point.

Upload Documents for KEVIN

[eDOC-U User Guide](#)

Document Category I want to receive a notification email

Document Type

Document Date

All fields are required

Upload File Name No file chosen

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Appendix A – eDOC-U Resources

The links below provide additional resources related to eDOC-U.

eOPF (electronic Official Personnel Folder)

eOPF Contact List for Errors (must be logged into eOPF):

<https://dcp.psc.gov/eOPF2/HelpDesk.aspx>

eOPF Frequently Asked Questions:

https://dcp.psc.gov/ccmis/CCMIS_eopf_faqs_m.aspx

eOPF Status:

https://dcp.psc.gov/ccmis/eOPF_fax_announcement_m.aspx

eOPF Overview: Tips and General eOPF Information:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx

Licensure:

https://dcp.psc.gov/ccmis/Licensure_m.aspx

Officer Statement (Promotions):

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_OS_m.aspx

Medical

About Medical Affairs:

https://dcp.psc.gov/ccmis/DCCPR_medical_affairs_m.aspx

Immunizations:

https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx

Readiness

About RedDOG:

https://dcp.psc.gov/ccmis/DCCPR_readiness_and_deployment_m.aspx

Corps Retention Weight Standards:

https://dcp.psc.gov/ccmis/weightstandards_m.aspx

Annual Physical Fitness Test (APFT):

https://dcp.psc.gov/CCMIS/RedDOG/REDDOG_APFT_m.aspx

Appendix B – Documents Not Accepted in eDOC-U

The following document types are not currently accepted via eDOC-U upload.

- Any documents older than 7 (seven) years from the promotion cycle cutoff - applies only if you have been on active duty the entire seven year duration
- Award nominations
- Clinical practice agreements
- Compensation Documents (SGLI, W-4, etc.) - send to the Compensation Branch
- Congratulatory letters such as those written by colleagues or supervisors regarding promotion or awards
- Degrees
- Documents containing information on individuals other than the letter author and recipient (e.g., letters which document the pairing of a mentor and mentee and contain information on both parties should not appear in the eOPF)
- Documents prior to your current call to active duty date
- Emails
- Hand-written notes - letters of appreciation and thank you letters should have official letterhead and be typed
- Letters of appreciation or thank you letters which do not clearly state the reason for the letter
- Letters of recommendation for promotion, other than the Reviewing Official's Statement - letters of appreciation or outside activity statements that contain any recommendation or expression of support for promotion or position will not be included in the eOPF
- Letters which mention a donation of money or goods - these letters may not appear in the eOPF regardless of other letter content (e.g., even the letter thanks the officer)
- Photographs
- PHS ribbon or medal documentation or certificates - PHS awards documentation is handled within DCCPR
- Program agendas, other materials
- Publications, journal articles, newspaper articles - publications may be listed on your CV
- School acceptance letters

Appendix C – Upload Instructions for All eDOC-U Document Types (by Category)

When the officer selects a 'Category' and then a specific 'Document Type', the system displays the following on-screen instructions.

eOPF

Agency/Category Award

Awards received by agencies, categories or SG appointed groups that are determined by a **formal process**. Must be in document form.

Examples:

- IHS Director's Award/Agency
- Stanley Kissel Award/HSO Category
- VADM Richard Carmona Award/PHS recognition
- PHS Responder of the Year Award/PHS recognition
- JOAG recognition award/SG Appointed Group

Does NOT Include:

- Any award that has an associated ribbon, i.e., BOP MSM or EPA Bronze award
- Certificates of Achievement
- Photographs of plaques or awards
- Agency awards approved at the regional or center level

Document Date: Date of issuance on the document

Appointment

Examples:

- Appointment letter to an elected position in a PAC
- Appointment letter by the Surgeon General

Does NOT Include:

- PAC voting member appointments
- Appointment to non-PHS boards such as for professional organizations

Document Date: Date of the letter or date appointed if the letter is not dated

Board Certification/Credential

A **Board Certification** is an advanced credential that goes beyond state licensure earned by process of examination by a recognized board of specialists in that professional field. **Each certification and credential must be uploaded separately** (i.e., You have two separate board certifications from different credentialing bodies). Use the official acronym when typing in the name of the Credentialing body.

Examples:

- Board Certifications issued by accredited organizations
 - American Board of Family Medicine (ABFM)
 - American Board of Pediatric Dentistry (ABPD)
- Certifications issued by either national or state credentialing agencies
 - Certified in Public Health (CPH)

Does NOT Include:

Category Professional Licensures (required as a condition of service for your commissioning), Continuing Education Documents, ACLS/BLS certifications.

Document Date: should be the expiration date of the document. If only month and year are present (no day), please use the last day of the month listed.

BRS Training Certificate

Examples:

- Certificate produced from the completion of the PHS Learning Management System (LMS) BRS Opt-In Training
- Certificate produced from the completion of the DoD Joint Knowledge On-line (JKO) BRS Opt-In Training

Does NOT Include:

- Letters Attesting Completion of the BRS Course
- Cover Pages
- Screenshots of the Training Modules

Document Date: Date certificate was awarded

Certificate of Appreciation

This category is used for most certificates.

Examples:

- Certificates awarded as a thank you or to show appreciation
- Surgeon General's Fitness Roll Call certificates

Does NOT Include:

- Letters of Appreciation
- Certificates of Completion for courses or trainings
- PHS ribbons/medals
- Non-PHS Awards

Document Date: Date certificate was awarded

Certificate of Completion

This category includes certificates awarded within the last **7 years** for **completing** continuing education classes, conference CE summaries, and other courses or trainings. **Combine and submit all documents for one year in one upload (see note below).**

Example:

- Continuing Education course or seminar completion certificate

Does NOT Include:

- Diplomas and Degrees
- Continuing Education Summary Sheets
- Surgeon General's Fitness Roll Call certificates
- Documents older than 7 years or Call to Active Duty

Document Date: Date of the last CE received for the year of upload

Note: Group CEUs together by the year in which they occur. Upload as one document at the end of the year. Promotion Board members do not have time and will not review multiple single page CEU submissions.

Continuing Education Summary Sheet

CE Summary Sheets include CE over the course of one or more years (but no more than 7 years), and usually in table form. **Combine and submit all documents in one upload (see note below) with CE Summary on top.**

Example:

- Printout of multiple CE courses, usually from multiple CE providers over a period of time, in table format

Does NOT Include:

- Certificates of Completion
- CE over 7 years or prior to Call to Duty
- BLS/PALS/ACLS Certificates or training documents
- Multiple CE credits from a single conference or event

Document Date: Use December 31st and the year of the most recent course

Note: There is no specific format for the CE summary sheet. Please limit each summary sheet to a single year.

Counseling Form A

This category is only used to upload completed and signed Counseling Form A.

Document Date: Signature date of counselor (bottom right of form).

Counseling Form B

This category is only used to upload completed and signed Counseling Form B.

Document Date: Signature date of counseling officer (bottom right of form)

Curriculum Vitae

Only PHS CVs in the category specific format should be uploaded. Formats are located on your category PAC website at <https://dcp.psc.gov/osg/>

Does NOT Include:

- Civilian CVs
- Resumes

Document Date: Date listed on the CV or December 31st of that year

Note: Upload the CV and CV coversheet together as one document.

HHS-520 – Request for Approval of Outside Activity

This category is only used to upload completed and signed HHS-520 forms (Request for Approval of Outside Activity).

Document Date: Signature date of final approving official

Letter of Appreciation

This category includes formal letters received within the last year. **Combine and submit all documents for one year in one upload (see note below).**

Examples:

- Formal Letter of appreciation – on letterhead
- Formal Thank you letter – on letterhead

Does NOT Include:

- Certificates of appreciation
- Thank you certificates
- Letters of appreciation that mention donation of money or goods

Document Date: Date the letter was written

Note: Promotion Board members do not have time and may not review multiple single page submissions.

Licensure

Category Professional Licensure only (required as a Condition of Service to maintain your commissioning). If you do not see your license on the drop-down list above, it is not a professional licensure. You might need to upload it as a Board Certification document instead. If you have multiple licenses, be sure you check the box next to 'Primary' for your primary license. This will be the license that is viewed on your PIR. **Each license must be uploaded separately.**

Examples:

- State Issued Licenses (PE included)
- Licenses issued by National Credentialing Boards/Agencies (i.e. Nurse Practitioner, Physician Assistant, Medical Lab Technologists, American Board of Examiners in Clinical Social Work)
- Environmental Health Credentials (RS, CIH, CSP, CHP)

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Does NOT Include:

- Certifications, Credentials, Continuing Education Documents, ACLS/BLS certifications

Document Date: Should be the expiration date of the document. If only month and year are present (no day), please use the last day of the month listed.

Only PDF, DOC, and DOCX file formats permitted.

Officer Statement

The Officer Statement (OS) must be the correct form for the promotion year and signed by the officer.

Document Date: January 31st of the **promotion** year

Note: The OS must be uploaded by the deadline on the [Promotion Checklist](#)

TDY without POs

Examples:

- Detail within current Agency
- TDY to location outside of agency (i.e., DCCPR)

Does NOT Include:

- Personnel Orders
- Appointment Memos/Orders

Document Date: Date of the Memo

Telework Agreement

Document Date: Date signed by final approving official

Transcript (Unofficial)

Example:

- Transcripts from unofficial sources such as electronic transcript printouts

Does NOT Include:

- School acceptance letters
- Official transcripts uploaded for the purpose of obtaining education and/or degree credit

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Document Date: Date of transcript creation or issuance

Note: Official transcripts can only be uploaded for unofficial purposes.

Medical

Medical Documents will not be available for viewing in your eOPF.

Immunizations

If you are uploading an immunizations record or summary, highlight the specific immunizations you are submitting for update. Whenever possible consolidate related pages into a single PDF.

Examples:

- Influenza vaccination record
- Vaccination summary sheet
- Tdap vaccination record

Document Date: Date of most recent immunization on the form

Note: Immunizations information is located on the [Immunizations webpage](#)

Medical Board Records

Only use this upload option if the Medical Review Board Staff requested that you submit additional medical records to them. Whenever possible consolidate related pages into a single PDF.

Example:

- Medical records requested by Medical Affairs related to a Medical Board

Document Date: Date of services performed

Note: Information about medical boards is located at:

https://dcp.psc.gov/ccmis/ccis/documents/CCPM49_3_1.pdf.

Medical Records

If you are uploading medical records, to update your PHS file, separate each upload by the date of services performed. Whenever possible consolidate related pages into a single PDF. NOT TO BE USED for documents related to your periodic physical examinations.

Examples:

- Radiology reports
- Medical documentation requested by Medical Affairs not related to a Medical Board
- Medical documentation of new medical conditions

Document Date: Date of services performed

Physical Exam Documents

Only use if you are uploading documents related to your periodic physical (e.g., 5-year physical). You must upload all of your records as one PDF document. Do not upload any other documents in this section.

Examples:

- Report of Medical History (e.g., DD-2807-1)
- Report of Medical Examination (e.g., DD-2808)
- Report of Dental Examination

Document Date: Date that the physical examination was completed

Note: Physical examination forms are located on the Medical Forms webpage:
https://dcp.psc.gov/ccmis/forms/FORMS_medical_m.aspx

Physical examination information as it relates to promotion is located on the Promotions Medical Requirements webpage:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_medical_requirements_m.aspx

Report of Medical History

Use this section to upload your **updated** Report of Medical History and related medical documentation (e.g., currently required updated history for permanent promotion). **You must upload the Report of Medical History and all related documented as a single PDF file.** The Report of Medical History should also be used to update Medical Affairs on new diagnoses or treatments. Do not upload any other documents in this section. IF PART OF YOUR PERIODIC PHYSICAL (e.g., CURRENTLY REQUIRED 5-YEAR PHYSICAL), UPLOAD THROUGH THE PHYSICAL EXAM DOCS SECTION.

Required Document:

- Report of Medical History (e.g., DD-2807-1)

Document Date: Date that the medical history form was completed

Request for Information

If you are uploading a request for information, please note it can take up to thirty business days to process your request.

Examples:

- Requests from officers for their records
- Officer copy of VA Request for Records

Document Date: Date the request form is completed

Note: Information request forms are located at:

<https://www.gsa.gov/Forms/TrackForm/32889>

Request for Medical Waiver

Upload the Medical Waiver Request form with supporting medical documentation in one document. Medical Affairs has sole discretion of approval and time limitations of all medical waivers.

Example:

- Medical Waiver Request form
- Medical documentation supporting the need for a waiver

Document Date: Date of request

Note: The Medical Waiver Request form and detailed information on submitting a request are located at:

https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_medical_waiver_program_m.aspx

Sick Leave Medical Documentation

Only use this upload option if you have been on sick leave for 30 or more days or you are contacted by Medical Affairs requesting additional medical records. A medical report is required every 30 days if an officer is on extended sick leave.

Examples:

- Physician's medical report
- Pertinent health records relating to use of sick leave

Document Date: Date of services performed

Note: Information about the use of sick leave is located at:
<https://dcp.psc.gov/ccmis/ccis/documents/CC363.01.pdf>

Readiness

Annual Physical Fitness Test 7044

Selecting this document type directs the user to the Annual Physical Fitness Test in RedDOG Self-Service. APFT data is entered in the on-screen fields and then uploaded to eDOC-U from this location (see section 6, page 12 of the eDOC-U User Guide for detailed instructions).

ACLS Certification

Example:

- American Red Cross Advanced Life Support (ACLS) certification card

Does NOT Include:

- Certifications other than (ARC or AHA) ACLS

Document Date: Expiration date of the certification. If only month and day are written, use the last day of the expiration month.

BLS Certification

Examples:

- American Heart Association (AHA)
- Basic Life Support (BLS) certification card

Does NOT Include:

- Certifications other than (ARC or AHA) BLS

Document Date: Expiration date of the certification. If only month and day are written, use the last day of the expiration month.

PALS Certification

Example:

- American Red Cross (ARC) Pediatric Advanced Life Support (PALS) certification card

Does NOT Include:

- Certifications other than (ARC or AHA) PALS

Document Date: Expiration date of the certification. If only month and day are written, use the last day of the expiration month.

Verified Weight Report 7044-1

All officers must submit a 'Verified Weight Report', PHS-7044-1, by Sept. 30, 11:59 ET. You will not see this form in your eOPF. The information in the form will be available in the RedDOG Self-Service within one business day.

DO NOT upload your Weight Management Plan here.

After October 1, 2018, this form must be submitted as:

- A supplement to your APFT if 'taping' is required
- A quarterly progress report

Document Date: Date on the signed form

Note: Information about Retention Weight Standards is available on the [Corps Retention Weight Standards webpage](#).

Weight Management Plan

If your Body Mass Index is less than 19.0 kg/m² or greater than 30.0 kg/m², use this upload option to submit documentation required by POM 821.66 'Retention Weight Standards'. All documentation must be scanned into a single PDF file. Do not submit a multi-page document as separate PDF files. Documents uploaded through this option are reviewed by Medical Affairs.

DO NOT UPLOAD PHS 7044-1 'VERIFIED WEIGHT REPORT' THROUGH THIS UPLOAD OPTION.

Note: Information on documentation requirements can be found in POM 821.66 at: https://dcp.psc.gov/ccmis/ccis/documents/POM18_001.pdf and on the [Corps Retention Weight Standards FAQs](#) webpage.