



eOPF Fax Cover Sheet Fax: 301-480-1436 or 1407

Officer Information:

Name: _____

Category: _____

PHS SERNO: _____ EMPLID: _____

Number of pages including cover sheet: _____

This fax cover sheet must accompany eOPF submissions. Make sure you read the eOPF webpage on CCMIS for changes, instructions, and due dates before faxing documents: http://ccmis.usphs.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx

Documents in this fax (check all that apply). Do not forget to mark each page submitted with your NAME, SERNO, and EMPLID:

_____ **License/Credential not required for employment**

*Please see note below on separate fax line for Required Licensure

_____ **Officer Statement(OS)**

_____ **CV (with cover sheet)**

_____ **Basic Life Support (BLS) card**

_____ **Continuing Education documents** (Organize documents in reverse chronological order)

_____ **PHS Support documents** (Organize documents in reverse chronological order)

_____ **HHS520**

_____ **Counseling Form A/B**

_____ **Other—Specify** (Reference list below of items **NOT** to include)

- **Do not call or email to verify receipt of fax.**
- Please check the document processing date on CCMIS under the Officer Support tab at: http://ccmis.usphs.gov/ccmis/eOPF_fax_announcement_m.aspx
- Save your fax confirmation sheet for your record. **This is your only means of confirming your documents were sent on time.**
- **Do not send the following:**
 - ***Licenses** (Required Professional Licenses should be faxed to the Licensure Fax Line For more information please see the Licensure webpage on CCMIS under the Assignments tab at: http://ccmis.usphs.gov/ccmis/ASSIGNMENTS_licensure_m.aspx .
 - **Annual Physical Fitness Test (APFT) Form PHS-7044** (Update in Direct Access and maintain for your records).
 - **Medical documentation/clinical practice agreements**
 - **PHS/non-PHS/prior military awards** (Check your PIR to ensure your awards are in Direct Access. Check the Awards webpage on CCMIS for more information).
 - **Letters recommending an officer for promotion**
 - **Continuing education/PHS support documents older than 7 years to the current promotion board year.**
 - **Publications/articles/program agendas**
 - **Photographs**