



eOPF Document Viewer & Uploader

Commissioned Corps Headquarters (CCHQ)

User Guide: July 2026

DOCUMENT VIEWER & UPLOADER USER GUIDE

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VERSION HISTORY

This page summarizes the changes from each revision of the process to the next. Revision numbering will begin with 1.0. The minor changes will be annotated by changing the second digit, i.e., the first minor change after the basic document will be recorded as “1.1.” Major changes will be annotated by changing the first digit, i.e., the first major change after release of the basic document would be numbered as “2.0.”

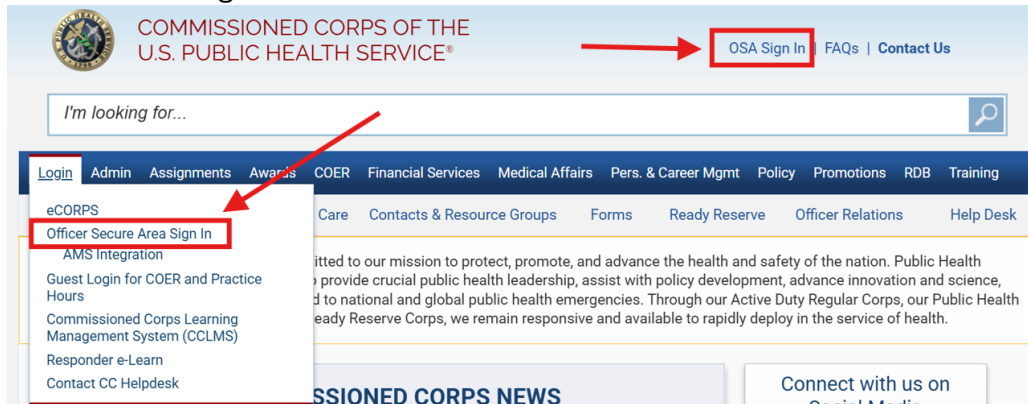
Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	<i>Concept Plus</i>	<i>7.30.2026</i>			

Introduction

This user guide provides clear, step-by-step instructions for accessing and using the applications within the Officer Secure Area (OSA). It highlights key steps and important notes to ensure a smooth and efficient experience. Use this guide as your reference to navigate the site confidently and maintain readiness.

Accessing the Officer Secure Area (OSA)

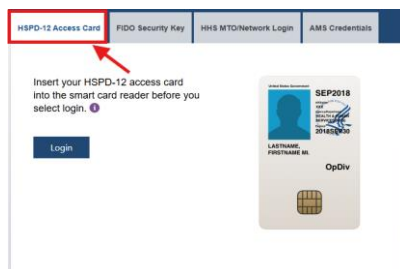
1. Copy / paste <https://dcp.psc.gov/ccmis/> into your web browser.
2. There are two options to access OSA:
 - a. Menu Login
 - i. On the blue menu, select “Login”
 - ii. From the list of options, select “Officer Secure Sign in Area”.
 - b. “OSA Login” link



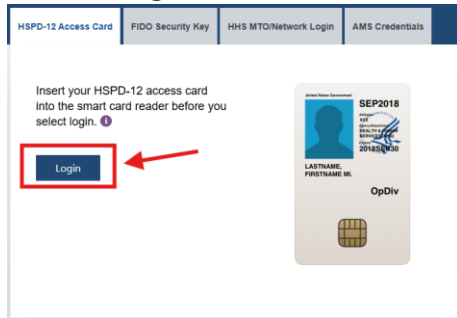
3. You will be taken to another page with a Security Statement, and you will need to select the blue button that reads, “Continue to Secure Area”.



4. Once selected, you will be redirected to a login page so you can select a login before attempting to access the system. Make sure the tab for “HSPD-12 Access Card” is selected.



5. Select “Login”.



6. Select “Agree” to the HHS Terms of Service and Privacy Policy.

U.S. Department of Health & Human Services Terms of Service and Privacy Policy

WARNINGWARNING***WARNING***

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

WARNINGWARNING***WARNING***



7. Select the appropriate certificate for authentication and access to the site.

8. Enter your PIN when prompted.

9. You will be redirected to the Commissioned Corps of the U.S. Public Health Service Management Information System Dashboard.

Officer Secure Area Home Page

When you are redirected to the Commissioned Corps Officer Secure Area, you should see a menu on the left and a dashboard on the right.

The menu will be used to navigate the applications within the site (e.g., Access Your Official Personnel Folder (eOPF), Document Uploader, etc.). To minimize the menu, but not completely remove it, select the red box with lines in the top right corner.

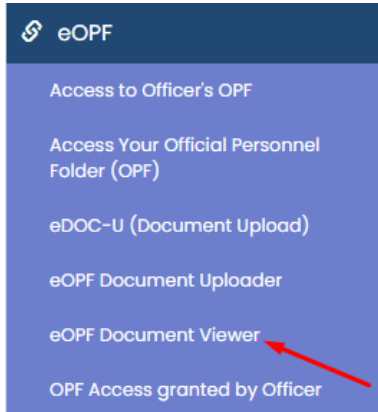


That dashboard will contain an overview of your personnel records and compliance with:

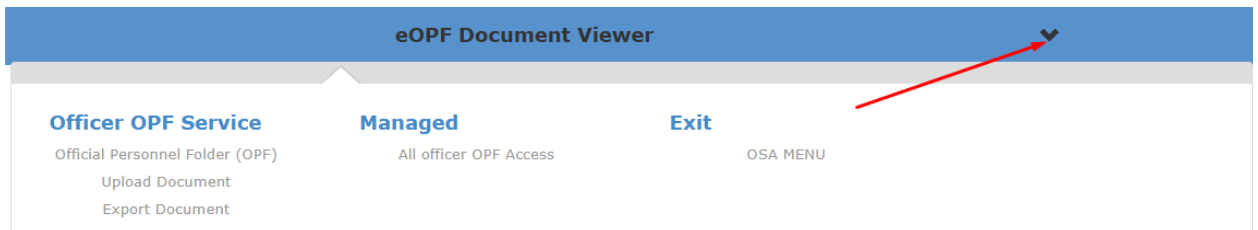
- License and Certification Details
- Retention Weight Standards
- Promotion Details
- Projected Readiness
- Deployment On Call Status
- Periodic Health Update (PHU) Details
- Retirement Details
- Officer Dashboard
 - Deployment Readiness
 - Medical Readiness
 - Training Readiness
 - Officership Readiness

eOPF Document Viewer

1. Select eOPF Document Viewer from the menu.

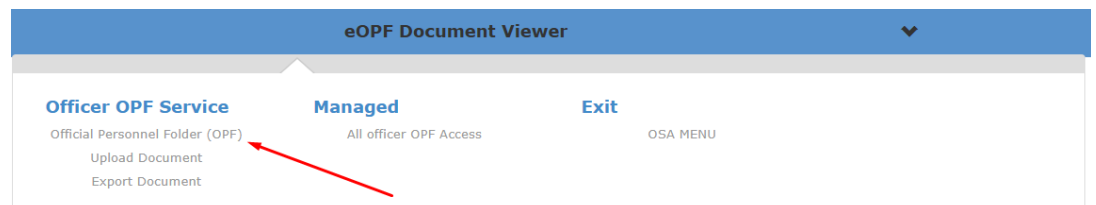


2. To the right of eOPF Document Viewer, will be a pull-down menu option.

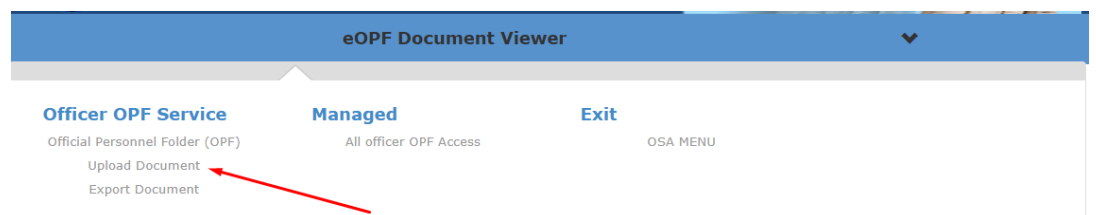


3. Under OPF Service, there are three categories of options:
 - a. Officer OPF Service

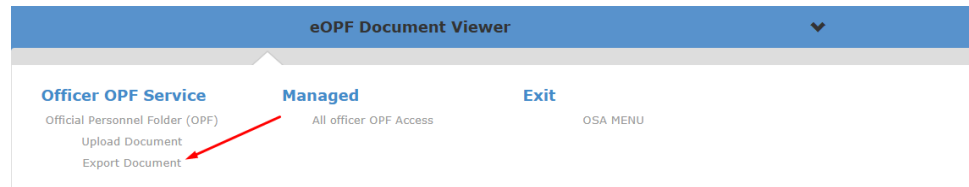
- i. Official Personnel Folder (OPF) [Main Category]



- ii. Upload Document [Submenu Category]

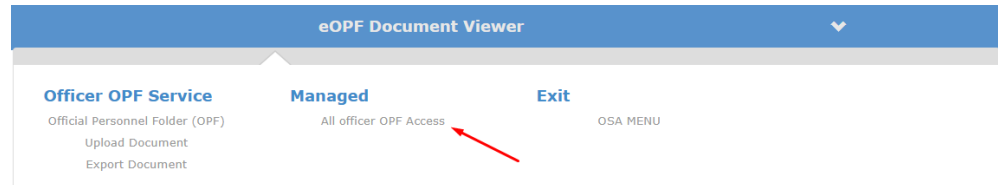


- iii. Export Document [Submenu Category]



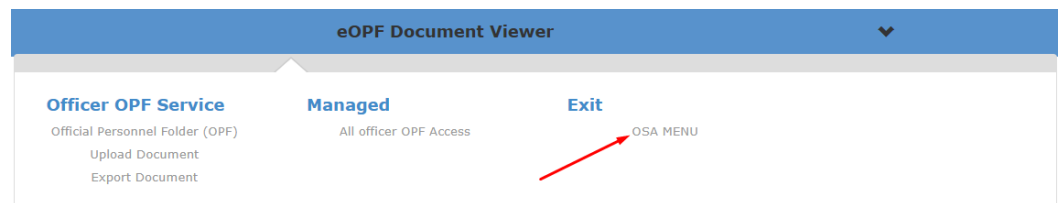
b. Managed

i. All Officer OPF Access



c. Exit

i. OSA Menu



Officer Personnel Folder (eOPF)

Under Officer OPF Service, select Officer Personnel Folder (eOPF).

eOPF Document Viewer

Officer OPF Service
Official Personnel Folder (OPF)
Upload Document
Export Document

Managed
All officer OPF Access
Liaison Access

Exit
OSA MENU

Privacy Act Information

This official personnel folder is to be used only for official purposes.
I understand that the contents are confidential and are not to be disclosed to unauthorized persons.
Unauthorized disclosures may subject the individual responsible to a substantial fine.

Officer SERNO [REDACTED]

Continue to Search eOPF Continue As Liaison Continue As Officer

To search for eOPF documents click on the “Official Personnel Folder (eOPF):

- Continue As Officer: All Officers can search their own documents
- Continue As Liaison: Liaisons can search officer documents under their agency
- Continue to Search eOPF: eOPF staff users can search all officer documents

1. Selecting any of these options you will be redirected to the “Search” page.
2. In the “SERNO” field, your information will be automatically entered for officers.
For Liaisons and Staff, the user will enter the SERNO
3. Use the pull-down menu under “OPF Section” to select the appropriate document.

eOPF Document Viewer

Search

Search eOPF Documents

SERNO:

View PIR

OPF Section:

--- SELECT ONE ---

--- SELECT ONE ---

Administrative Action Documents

Application Documents

BLS/ACLS/PALS Certifications

COER Documents

Confidential Documents

Continuing Education Documents

Curriculum Vitae

Deployment Preparation Plan

ID Cards

Insurance Forms

Leave Documents

Letter of Reprimand

Licenses, Credentials and Certificates

Miscellaneous Documents

Outside Activity Documents

PHS Awards and Non-PHS Awards

PHS Support Activities Documents

Personnel Orders

Practice Hours

Search Documents

- For this example, “Application Documents” has been selected. The next step will be to “Search Documents”.
- The search results will appear in the table below the information that was entered to initiate the search.

SERNO:

View PIR

OPF Section:

Deployment Preparation Plan

Search Documents

Search Results

SERNO	First Name	Last Name	Document Date	Document Type	
			2026-03-19	Deployment Preparation Plan (DPP)	
			2026-03-19	Deployment Preparation Plan (DPP)	
			2026-03-19	Deployment Preparation Plan (DPP)	
			2026-03-13	Deployment Preparation Plan (DPP)	
			2025-10-29	Deployment Preparation Plan (DPP)	
			2025-10-29	Deployment Preparation Plan (DPP)	
			2025-10-22	Deployment Preparation Plan (DPP)	
			2025-10-22	Deployment Preparation Plan (DPP)	

Go to page: 1 of 1 Row count: 10

Showing 1-8 of 8

6. There is also the option to view your Promotion Information Report (PIR) by selecting “View PIR” to the right of the SERNO.

Search eOPF Documents

SERNO: [REDACTED] [View PIR](#)

OPF Section:
Separation Documents

Search Documents

Search Results

Serno	First Name	Last Name	Document Date	Document Type
No data available!				

Row count: 10

7. You will be redirected to a page with your name, promotion category, category, primary deployment role, and serial number. This page will have all of the information that will be considered for your promotion. To exit this page, select “Return to Previous Page”.

Promotion Information Report (PIR)

[REDACTED]

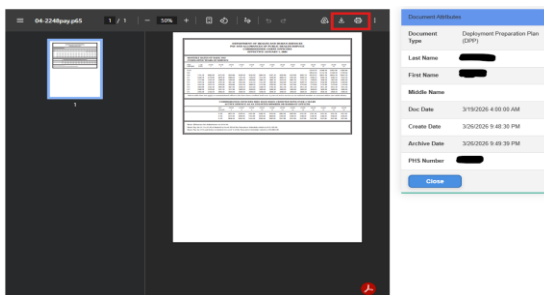
Promotion Category: Allied Health
Category: Pharmacist
Primary Deployment Role: Pharmacist

Serial Number: [REDACTED] [Return to Previous Page](#)

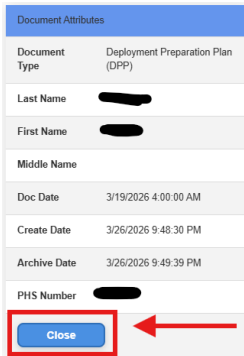
8. To view the document, select the eye in the right column.

Deployment Preparation Plan (DPP) [View](#)

9. A pop-up will appear showing the PDF document and the document attributes. There are also options to both download and print the document.



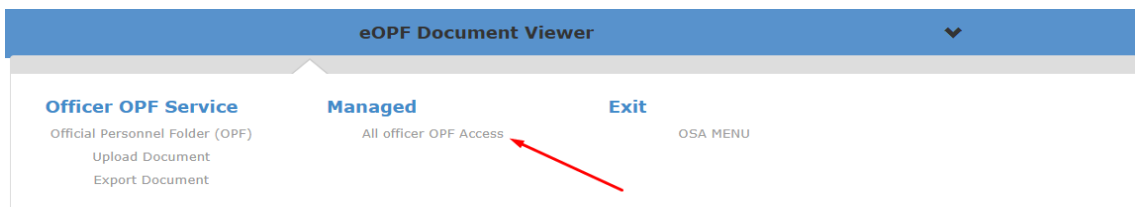
10. Select “Close” to exit the pop-up.



Document Attributes	
Document Type	Deployment Preparation Plan (DPP)
Last Name	[REDACTED]
First Name	[REDACTED]
Middle Name	
Doc Date	3/19/2026 4:00:00 AM
Create Date	3/26/2026 9:48:30 PM
Archive Date	3/26/2026 9:49:39 PM
PHS Number	[REDACTED]
Close	

All Officer OPF Access

1. To access “All Officer OPF Access”, select the pull-down menu for eOPF Document Viewer under the “Managed” category.



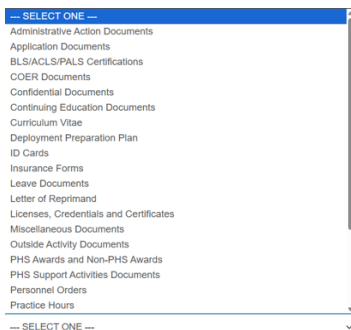
eOPF Document Viewer ▼

Officer OPF Service
Official Personnel Folder (OPF)
Upload Document
Export Document

Managed
All officer OPF Access

Exit
OSA MENU

2. You will be redirected to a search page with the SERNO pre-populated and a pull-down menu option for the OPF section with different options to choose.

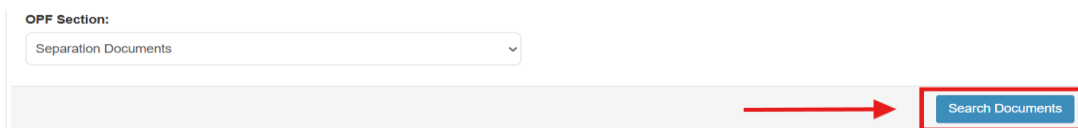


— SELECT ONE —

Administrative Action Documents
Application Documents
BLS/ACLS/PALS Certifications
COER Documents
Confidential Documents
Continuing Education Documents
Curriculum Vitae
Deployment Preparation Plan
ID Cards
Insurance Forms
Leave Documents
Letter of Reprimand
Licenses, Credentials and Certificates
Miscellaneous Documents
Outside Activity Documents
PHS Awards and Non-PHS Awards
PHS Support Activities Documents
Personnel Orders
Practice Hours

— SELECT ONE —

3. Once your selection has been made, select “Search Documents”.



OPF Section:
Separation Documents ▼

Search Documents

4. The search results will appear in the table below the information that was entered to initiate the search. The list of documents for the OPF section selected will contain the SERNO, First Name, Last Name, Document Date, and Document Type.

Search eOPF Documents

SERNO: [REDACTED] [View PIR](#)

OPF Section: Separation Documents

[Search Documents](#)

Search Results

Serno	First Name	Last Name	Document Date	Document Type
No data available!				

Row count: 10

- a. There is also the option to view your Promotion Information Report (PIR) by selecting “View PIR” to the right of the SERNO.

Search eOPF Documents

SERNO: [REDACTED] [View PIR](#)

OPF Section: Separation Documents

[Search Documents](#)

Search Results

Serno	First Name	Last Name	Document Date	Document Type
No data available!				

Row count: 10

5. You will be redirected to a page with your name, promotion category, category, primary deployment role, and serial number. This page will have all of the information that will be considered for your promotion. To exit this page, select “Return to Previous Page”.

Promotion Information Report (PIR)

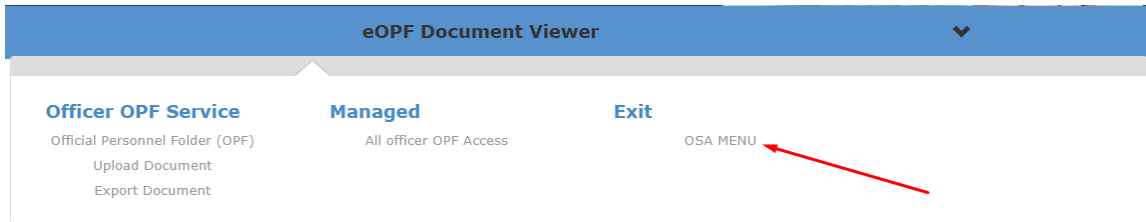
[REDACTED]

Promotion Category: Allied Health
Category: Pharmacist
Primary Deployment Role: Pharmacist

Serial Number: [REDACTED] [Return to Previous Page](#)

Exit eOPF Document Viewer

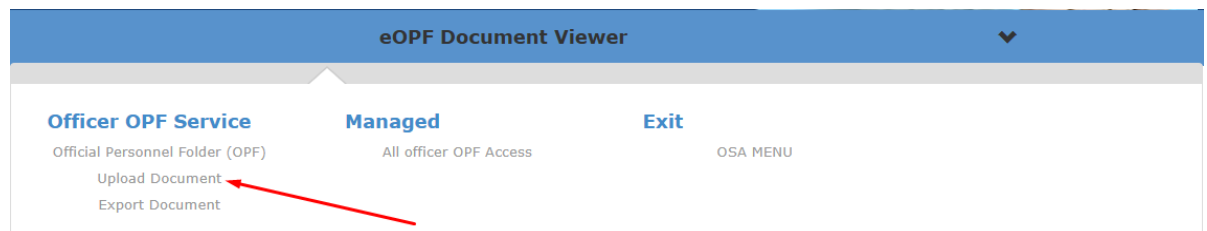
1. From the menu, select “OSA Menu”



2. After selecting it, you will be redirected to the page where you will need to select “continue” for entering a secure area.

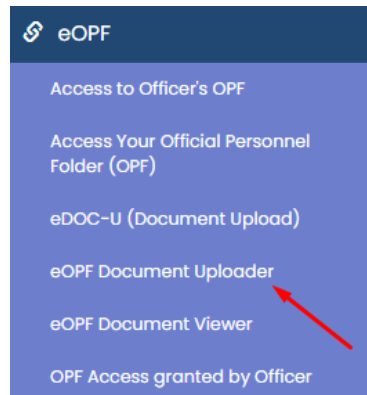
Upload Document Menu

1. To access the Document uploader, there are two options:
 - a. OPTION 1: Select “eOPF Document Viewer” from the home page and use the pull-down menu to select “Upload Document”.



Note: For details of Upload Document check the section [Document Uploader](#)

- b. OPTION 2: Select “Document Uploader” from the home page.

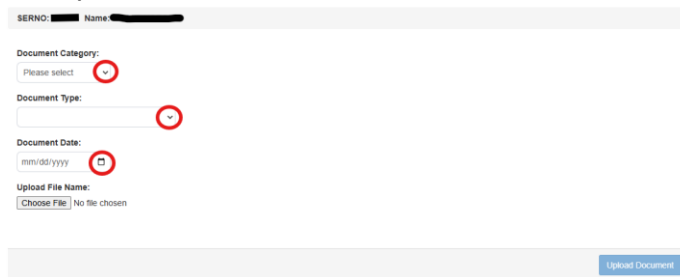


[Continue to the next page for instructions on how to use the document uploader]

eOPF Document Uploader

1. The user will be redirected to a page with your SERNO and name at the top of the page with options for:

- a. Document Category (pull-down menu)
 - i. eOPF
 - ii. Medical
 - iii. Readiness
- b. Document Type (pull-down menu, must select a category first)
- c. Document Date (calendar icon)
- d. Upload File Name



SERNO: [REDACTED] Name: [REDACTED]

Document Category:
Please select

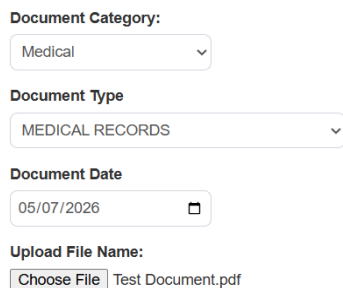
Document Type:

Document Date:
mm/dd/yyyy

Upload File Name:
Choose File | No file chosen

Upload Document

2. For this example, the document category selected is “Medical” and document type selected is “Medical Records”.



Document Category:
Medical

Document Type
MEDICAL RECORDS

Document Date
05/07/2026

Upload File Name:
Choose File | Test Document.pdf

3. Select the checkbox to verify the information is true and accurate to the best of your knowledge.

Document Category:
Medical

Document Type
MEDICAL RECORDS

Document Date
05/07/2026

Upload File Name:
Choose File Test Document.pdf

☒ I verify that this information is true and accurate to the best of my knowledge.

4. Select “Upload Document”.

Document Category:
Medical

Document Type
MEDICAL RECORDS

Document Date
05/07/2026

Upload File Name:
Choose File Test Document.pdf

☒ I verify that this information is true and accurate to the best of my knowledge.

Upload Document

5. A pop-up will appear to show the upload status of the document.

Uploading data...

100%

6. Once the upload is complete, you will receive a green status message stating the “Document was successfully uploaded”.

Document was successfully uploaded.

Upload Document