Electronic Document Upload (eDOC-U)

Commissioned Corps Headquarters

eDOC-U
User Guide

Table of Contents   *Updated June 2023*

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 the electronic Official Personnel Folder (eOPF), Medical Affairs Branch, and Readiness and Deployment Branch.

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.

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, email PHSOPFFix@hhs.gov

2. Login & Access to eDOC-U

Login to the Officer Secure Area of CCMIS by entering your login credentials through AMS | Access Management System.
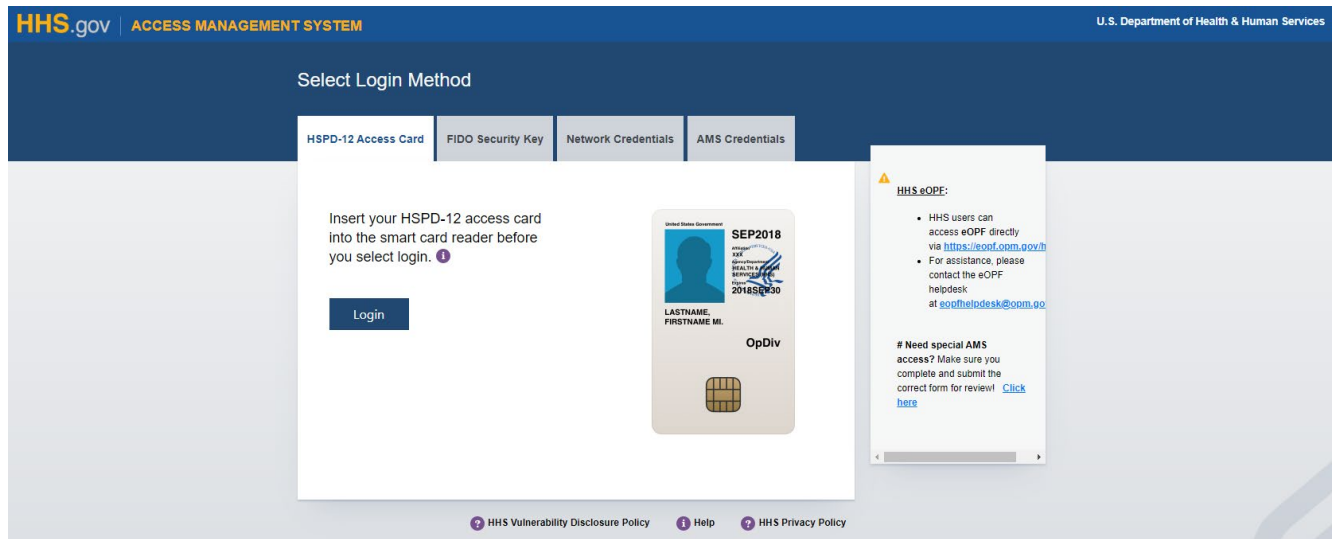
Click "eDOC-U (Document Upload)" in the bottom left of your dashboard.

3. General Requirements & Tips for Uploading Documents

- eDOC-U accepts .pdf file formats with a data limit of 30 MB. Document formats should be converted to .pdf prior to upload.
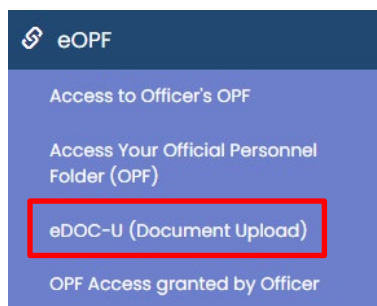- Documents should not be uploaded as .pdf portfolios as any file format can be embedded within a .pdf portfolio - the eOPF cannot display .pdf portfolios.
- Certificates of Appreciation, Letters of Appreciations, and Certificates of Completion should be merged into one PDF per year and uploaded as a single file so long as all documents within the file belong to the same category (e.g., a Certificate of Appreciation should not be merged with a Certificate of Completion).
- Whenever possible, upload documents early in the year from February through October.
- To avoid multiple copies in your eOPF, submit documents only once and check for the documents in your eOPF before contacting Commissioned Corps Headquarters (CCHQ).
- Licenses, credentials, and agency/category awards are manually reviewed by CCHQ staff and will take longer to be viewable in the eOPF.
- You will not be able to view your medical documents within your eOPF.
- Slightly blurry documents or those that are oriented incorrectly do not need to be replaced. Boards can adjust the contrast, magnify, and rotate documents. Only documents that are 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 uploading a document requires you to select the "Document Date". Guidance on the "Document Date" for each type of document can be found on the corresponding document's section of this user guide or directly within eDOCU-U. 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 Promotion Boards. However, the dates are not reviewed by the promotions boards and have no bearing on the promotion process.

Documents Approved for Upload

The documents listed below are approved for upload through eDOC-U. Please note, medical documents and some readiness documents will not be available for viewing in your eOPF.

1.   ACLS Certification
2.   Agency/Category Awards
3.   Appointment
4.   BLS Certification
5.   Board Certification/Credential

6.   BRS Training Certificate
7.   Certificate of Appreciation
8.   Certificate of Completion
9.   Continuing Education Summary Sheet
10.   Counseling Form A
11.   Counseling Form B
12.   Curriculum Vitae
13.   Daily Personnel Order Authorization
14.   Deployment Health Report
15.   Deployment Preparation Plan
16.   HHS-520 – Request for Approval of Outside Activity
17.   Immunization
18.   Letter of Appreciation
19.   Licensure
20.   MAB Evaluations
21.   Medical Records
22.   Officer Statement
23.   Periodic Health Update
24.   PHS7085 Billet/Position Addendum
25.   Request for Information
26.   Request for Medical Waiver
27.   Report of Medical History
28.   Respirator Protection Documents
29.   Sick Leave Medical Documentation
30.   TDY without POs
31.   Telework Agreement
32.   Training
33.   Transcript (Unofficial)
34.   Verified Weight Report 7044-1
35.   Weight Management Plan

5. Upload Documents

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

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.

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.

Some documents submitted through eDOC-U must be viewed and approved by CCHQ staff (e.g., licenses, credentials, agency/category awards). 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.

Steps to upload a document:

1. Select a category of document from the document category dropdown. There are 3 categories – eOPF, Medical, and Readiness.
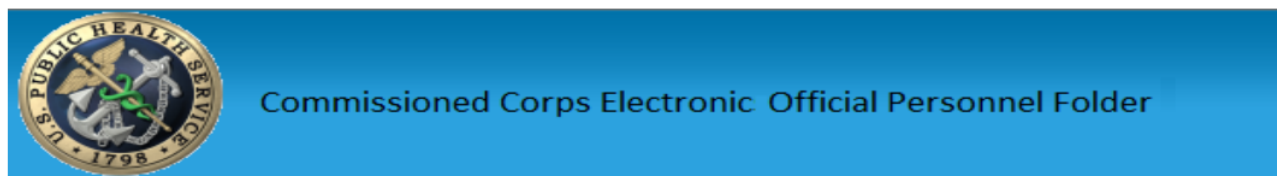
After you select a category, select the type of document from the dropdown list of approved document types for that category. In Example 1 below, the officer selected the "eOPF" category. The document types for eOPF are displayed in the dropdown list.

Example 1

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

Example 2

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

Example 3
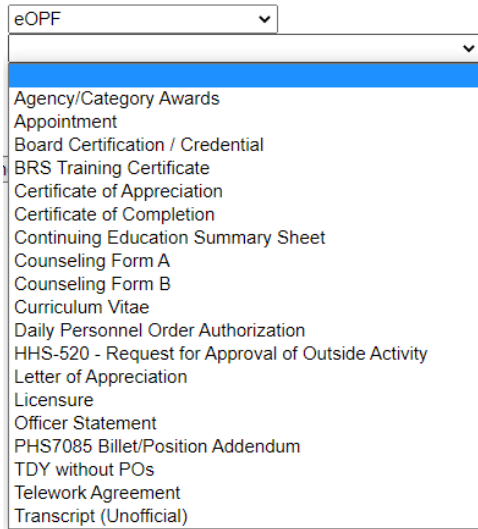
2. When the document type is selected, the screen displays on-screen instructions related to the document type. Each document type has instructional text.

Select the type of document from the dropdown.

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

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.

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

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

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

7. Click upload to upload the document

8. A message displays on the screen with the status of the upload.

Document upload was successful
Click Clear to upload another document

9. Click the Clear button to upload another document. The Clear button clears the attribute values displayed on the screen.

10. If you want to upload another document, repeat steps 1 – 8 above.

11. If you do not have any additional documents to upload, click on the **Return to OSA Menu** button to close the Upload Documents screen.

12. On any screen, the eDOC-U User Guide link displays this document.

6. eOPF Documents

Agency/Category Award

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

Example:
- 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
- Non-PHS honor awards that meet the following criteria:
  - The award is posted in the officer's PIR
  - The award is no older than 7 years
  - The award is an honor award (i.e. CG Achievement Medal or EPA Bronze Award)
  - Documentation must include:
    - Officer's name
    - SERNO
    - Award name
    - Award citation
  - Acceptable forms for documentation include:
    - Nomination form
    - Certificate
    - Official memo from the approving authority

Does NOT Include:

- Certificates of Achievement
- Photographs of plaques or awards
- Emails
- 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
- Agency collateral duty assignments or Assignments in "Acting" positions
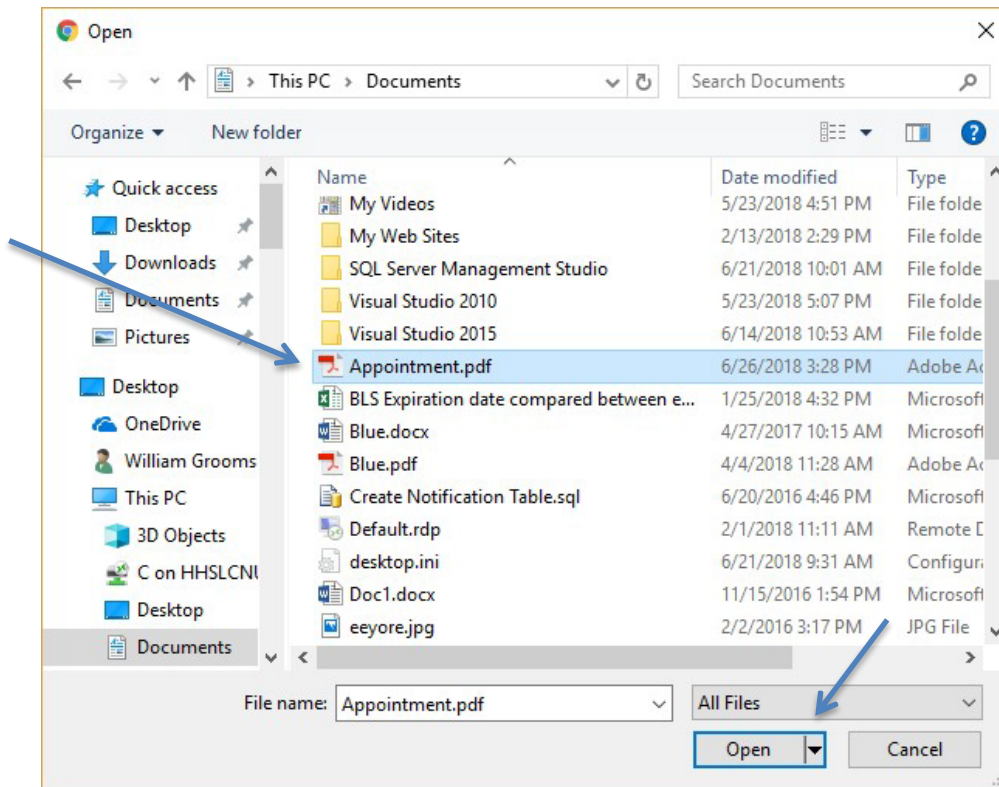- Faculty Appointments
- Official Personnel Orders

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

Board Certification/Credential

IMPORTANT REMINDER: This will not fulfill the Board Certificate pay requirement for Certificate submission.

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. (See examples below)

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: The 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. For documents with no expiration date listed, please use a date beyond the potential span of your career.

BRS Training Certificate

BRS (Blended Retirement System) 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
- Screen Shots of the Training Modules

Document Date: Date certificate was awarded

Certificate and Letter of Appreciation

This category is used for most certificates and formal letters.

Examples:

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

Does NOT Include:

- Certificates of completion for courses or trainings
- PHS ribbons/medals
- Non-PHS Awards
- Letters of appreciation that mention donation of money or goods

Document Date: December 31st and the year the document was given

Note: Certificates and Letters of Appreciation should be merged into one PDF and uploaded for each calendar year. Promotion board members may not review multiple single page submissions from the same year.

Certificate of Completion

This category includes certificates awarded within the last 5 years for completing continuing education classes, conference CE summaries, and other courses or trainings.

Example: Continuing Education course, seminar completion certificate, LMS Practice Hours certificate

Does NOT Include:

- Diplomas and degrees
- Continuing Education Summary Sheets
- Surgeon General's Fitness Roll Call certificates
- Documents older than 5 years or Call to Active Duty

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

Note: Certificates of Completion should be merged into one PDF and uploaded for each calendar year. Promotion board members may not review multiple single page submissions from the same year.

Continuing Education Summary Sheet

Continuing Education (CE) Summary Sheets include CE over the course of one or more years (but no more than 5 years) in table form.

Examples: 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 5 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: December 31st and the year of the most recent course

Note: Utilize the CE Summary Sheet format found here:
https://dcp.psc.gov/ccmis/promotions/pdf/CONTINUING%20EDUCATION%20SUMMARY%20SHEET.pdf

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 counselor (bottom right of form)

Curriculum Vitae

As of Promotion Year 2023, all officers are required to utilize the standardized Curriculum Vitae (CV) format. Category-specific CV formats will be considered improperly formatted by promotion boards. The standardized CV template along with additional information on the CV can be found at https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_curriculum_vitae_m.aspx.

Does NOT Include:

- Civilian CVs
- Resumes
- Category-specific CVs

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

Note: Upload the CV and CV Cover Page together as one PDF.

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.

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. **Be sure you check the box next to "primary" for your primary license.** The primary license is used for readiness and will be displayed on your PIR as the top record. All subsequent unexpired licenses will follow. **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 Laboratory Scientist, American Board of Examiners in Clinical Social Work)
- Environmental Health Credentials (RS, CIH, CSP, CHP)

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.

Officer Statement

The Officer's 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 official OS form can be found here: https://dcp.psc.gov/ccmis/PDF_docs/OS%202023.pdf

TDY without POs

Examples:

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

Does NOT Include:

- Personnel Orders
- Appointment Memos/Orders
- Acting positions in current assignment location

Document Date: Date of the Memo

Telework Agreement

Document Date: Date signed by final approving official

Transcript (Unofficial)

Examples: 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

Document Date: Date of transcript creation or issuance

Note: Official transcripts can only be uploaded for unofficial purposes

7. Medical Documents

(Medical Documents will not be viewable in your eOPF)

Immunizations
(There are two document types: Influenza and Other)

INFLUENZA IMMUNIZATION DOCUMENTS: Only use this upload option if you are submitting documentation of an influenza immunization received between July 1 and December 31 **of the current year.** If you have multiple immunizations listed with your influenza immunization, you MUST also upload the same document under "Other" immunizations.

Upload influenza immunization documentation received outside of the above timeframe using document name "Other" under Immunizations.

Document Date: Date of your most recent influenza immunization

Method: Enter how the immunization was given to you. Most vaccines are given intramuscular, but some are given intranasal, or intradermal.

OTHER IMMUNIZATION DOCUMENTS: Use this upload option to submit all immunizations **except** influenza immunizations received between July 1 and December 31 or the current year. If you are uploading an immunization record or summary, highlight the specific immunizations you are submitting for update. All related pages must be uploaded as a single PDF.

Document Date: Date of the most recent immunization on the form

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

MAB Evaluations

Only use this upload option if you have been asked to submit medical records to the Medical Affairs Branch Evaluations staff.

Example:
Medical records requested by MAB related to a pending Medical Board or related to a duty station request for a medical investigation including records related to an officer's request for a workplace modification or duty limitation related to a medical condition.

Document Date: Date of services performed

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

Periodic Health Update

The U.S. Public Health Service (USPHS) Commissioned Corps requires officers to undergo annual periodic health updates to better protect the health of officers and meet mission priorities. Maintaining this requirement is also vital to assuring your continued access and continuity of services at military treatment facilities.

With some allowances for the continuing public health emergency and the burdens it imposes, all officers are required to complete and submit a PHU in their 2022 birth month period (from the first day of the month prior to their birth month until the last day of the month after their birth month). Some officers who entered the USPHS Commissioned Corps in 2021 or early 2022 may be exempt until 2023. Medical Affairs Branch (MAB) will contact those individuals directly.

Officers should review the PHU Instructions for Officers before completing and submitting their PHU.

The requirements for the 2022 PHU include seven components:

1. **Medical History**: Self-reported update of the officer's medical history <u>since their last submitted PHU</u> which is given to the officer's medical provider for review, verification, and signature (form DD-2807-1)
2. **Physical Examination**: In-person examination based on the officer's health risk factors, as determined by the officer's provider. Minimal requirements are the officer's vital signs (pulse and blood pressure), weight, and height. The DD-2808* must be dated in Field #1 and signed by the provider.
   - **If the officer's Body Mass Index (BMI) exceeds 27.5 kg/m^2**, the provider or their designate must perform "taping" and complete a PHS-7044-1, "Verified Weight Form" which must be submitted with the PHU
3. **Behavioral Health Survey**: Self-reported (<u>after downloading the form to the officer's computer</u>) then given to the officer's provider for review and signature. The behavioral health survey will facilitate a discussion with the provider about the mental well-being of the officer (form PHS-7083)**
4. **Dental Examination:** Done within the six (6) months prior to the PHU submission (form DD-2813)* dated and signed by the dental provider.

5. **Additional Tests**: Screening tests as recommended by the United States Preventive Services Task Force (USPSTF) (e.g. cervical, breast and colorectal cancer screening) and any other testing recommended by the officer's provider based on the officer's age, medical, family, and deployment history, and the officer's occupational and environmental exposures and risks.
6. **Disclosure Statement**: dated and signed by the officer.
7. **2022 PHU Submission Checklist**: completed, dated and signed by the officer.

*The DD-2808 and DD-2813 will not open in most browsers. Download the document (even if the document does not appear on your screen) to your computer desktop (it should open from there) then complete and save.

**In order for the PHS-7083 to properly score and save your responses, you must first download the form to your computer.

Commissioned Corps Headquarters recognizes that officers may still have difficulty accessing their healthcare providers due to the COVID-19 pandemic. For 2022, if after a USPHS Officer has made a reasonable effort to get in-person appointments without success, MAB will accept a PHU with the following components:
- The results of a "virtual" physical examination which contains a provider verified history,
- A completed behavioral health survey signed by your provider, and
- A report of a dental examination done within 12 months of the PHU submission or no dental examination, if the officer has been unable to schedule an appointment with their dental provider during the past year.

The officer must complete and sign the 2022 PHU Submission Checklist indicating which components of the PHU are being submitted and, if necessary, why the officer is not submitting a complete PHU. This will ensure that MAB does not reject the submission when the officer was unable to complete one or more components because of the pandemic.

Officers should provide all necessary forms and a copy of the PHU Instructions for Providers and PHU Instructions for Completing DD-2807-1, 2808, 2813 to their medical providers at the time of their appointment or before, if possible. They should also take a copy of the dental form, DD-2813, to their dentist at the time of their appointment.

All forms and provider instructions are included in a single PDF file, **"PHU Appointment Documents,"** (save file and open with Adobe) which can be found on the CCMIS website under **Forms/Medical.**

Most common reasons for rejection of a PHU submission:
- Scanning errors or illegible scans
- Missing PHU required component
- PHU components are not submitted in a single PDF file
- Forms are not dated
- Required forms are not signed by the provider (only an officer signature on the DD-2807-1 will be rejected)

- Minimum requirements for the physical exam (Height, Weight, Blood Pressure, and Pulse) are not documented on the DD-2808
- A PHS 7044-1 is not submitted with the PHU when an officer's BMI exceeds 27.5 kg/m^2

HOW TO SUBMIT THE PHU:

Officers must scan all documents and test results into a **SINGLE PDF** with all pages oriented in the proper direction. You can use a scanner setting of 200 d.p.i., if needed. The preferred order of documents: Submission Checklist, Disclosure statement, DD-2807-1, PHS, 7083, DD-2808, PHS-7044-1 (if needed), DD-2813, additional medical records. The file must be uploaded through the medical section of eDOC-U using the document name, "Periodic Health Update."

If additional medical records create a file that is too large for uploading, officers should submit the required PHU documents in a single PDF file using the document name, "Periodic Health Update" and send the additional medical records in a separate PDF using the document name, "Medical Records." The required PHU documents should be uploaded before the officer's due date even if the results of some additional testing are not yet available. The additional testing can be uploaded later using the above instructions.

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

The Report of Medical History should 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

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.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

8. Readiness Documents

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.

ATLS Certification

Example:
- American Red Cross Advanced Life Support (ATLS) certification card
- Does NOT Include: Certifications other than (ARC or AHA) ATLS

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 that 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/POM_821.66.pdf and on the Corps Retention Weight Standards FAQs webpage.

Training

Training Certificates and Completion Date

9. Documents Not Accepted in eDOC-U

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

- PHS 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
- Documents prior to your current call to active duty date
- Emails
- Letters of appreciation or thank you letters which do not clearly state the reason for the letter
- Letters of recommendation for promotion - 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 thanking the officer)
- Photographs
- PHS ribbon or medal documentation or certificates - PHS awards documentation is handled within CCHQ
- Program agendas, other materials
- Publications, journal articles, newspaper articles - publications may be listed on your CV
- School acceptance letters