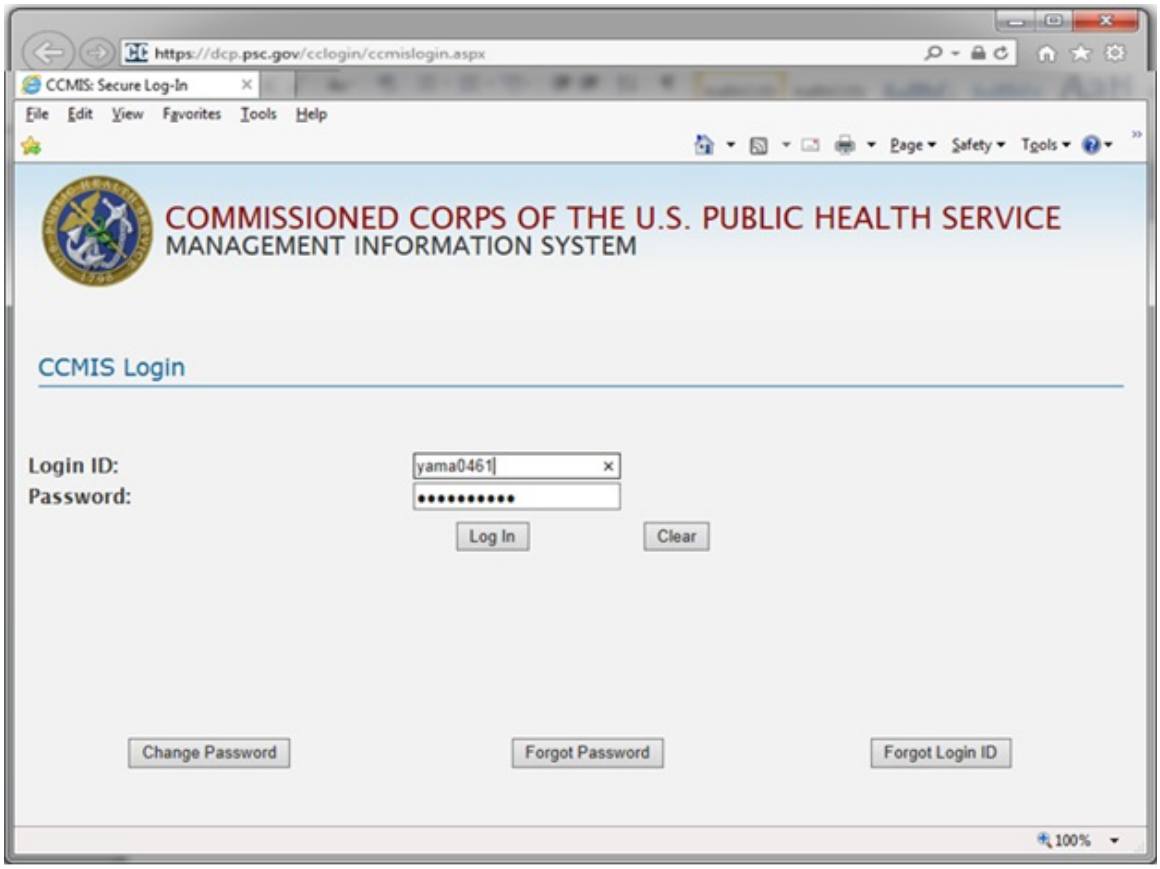
U.S. Public Health Service
Electronic Official Personnel File (eOPF)

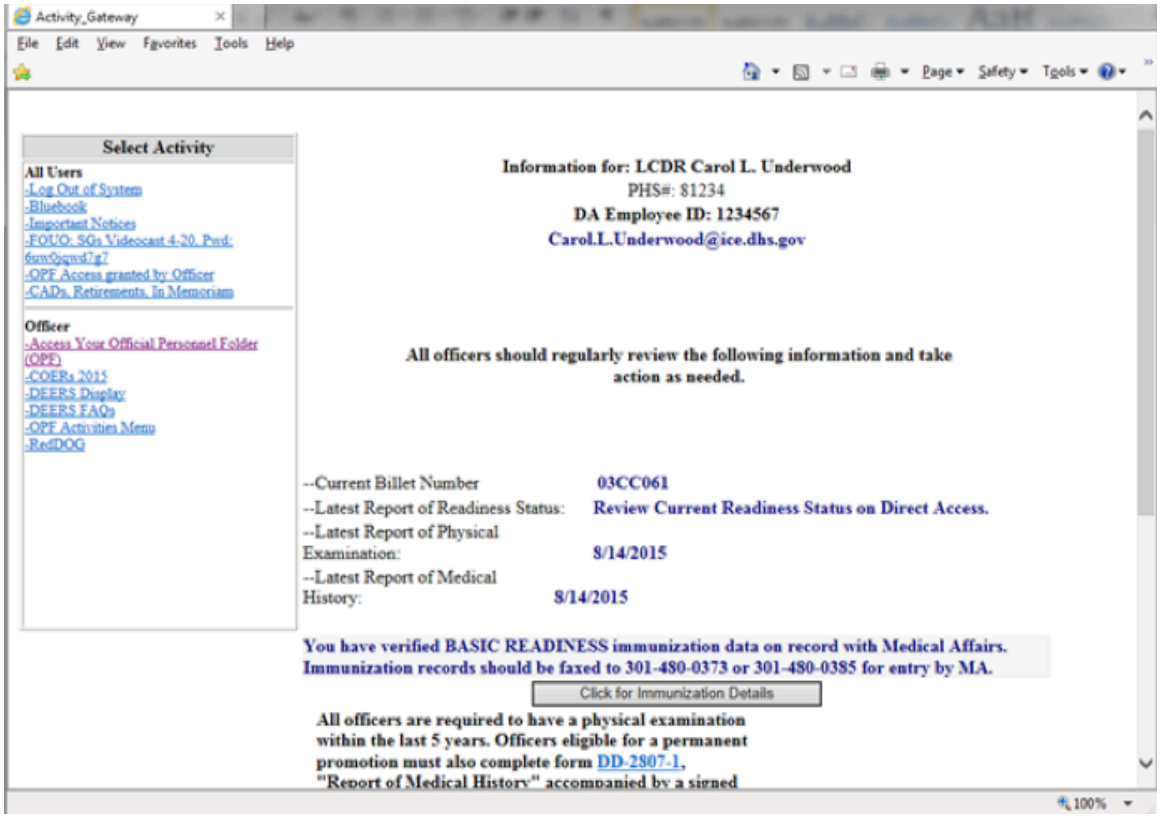
eOPF Document Upload

Officer Job Aid

1. Login as an officer to the eOPF by entering your login credentials to access the officer secure area of the Commissioned Corps Management Information System (CCMIS).

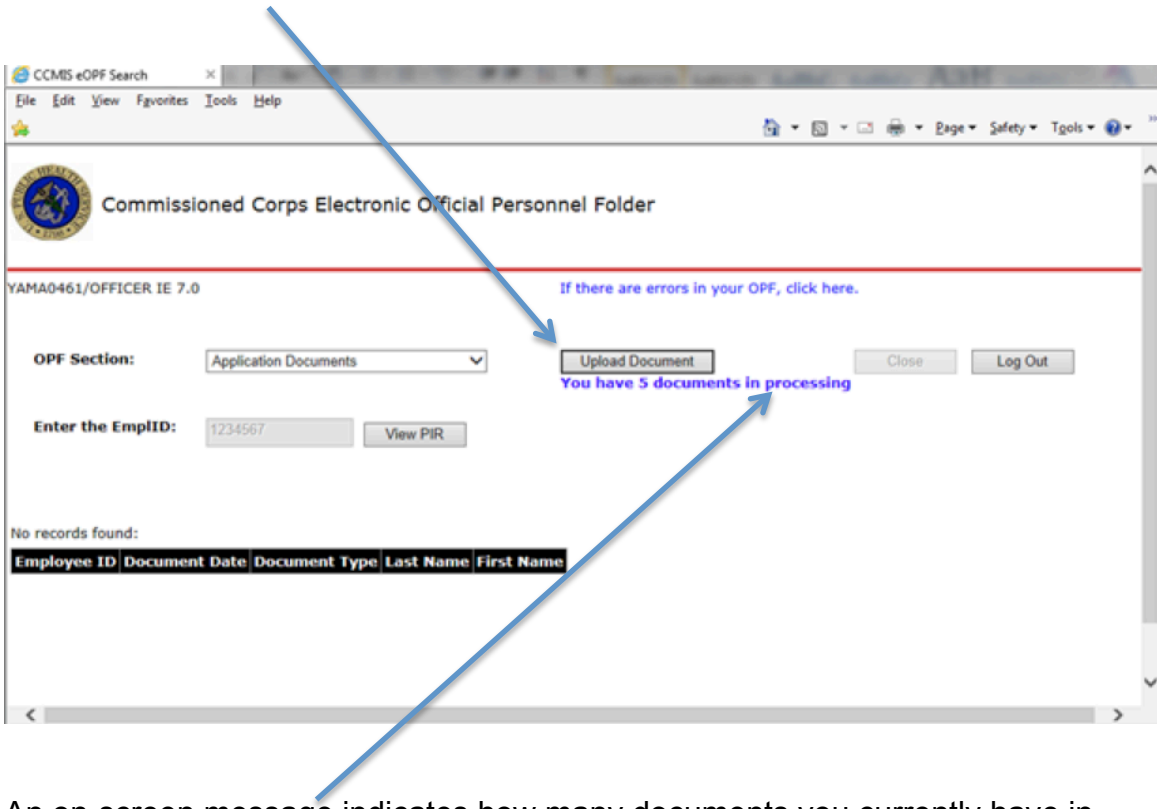


2. Under **Select Activity**, **Officer**, access your Official Personal Folder (OPF) from the **Access Your Official Personnel Folder (OPF)** link.



3. Acknowledge your understanding of Privacy Act Information by selecting **Continue**.

4. Select **Upload Document** from eOPF Search screen.



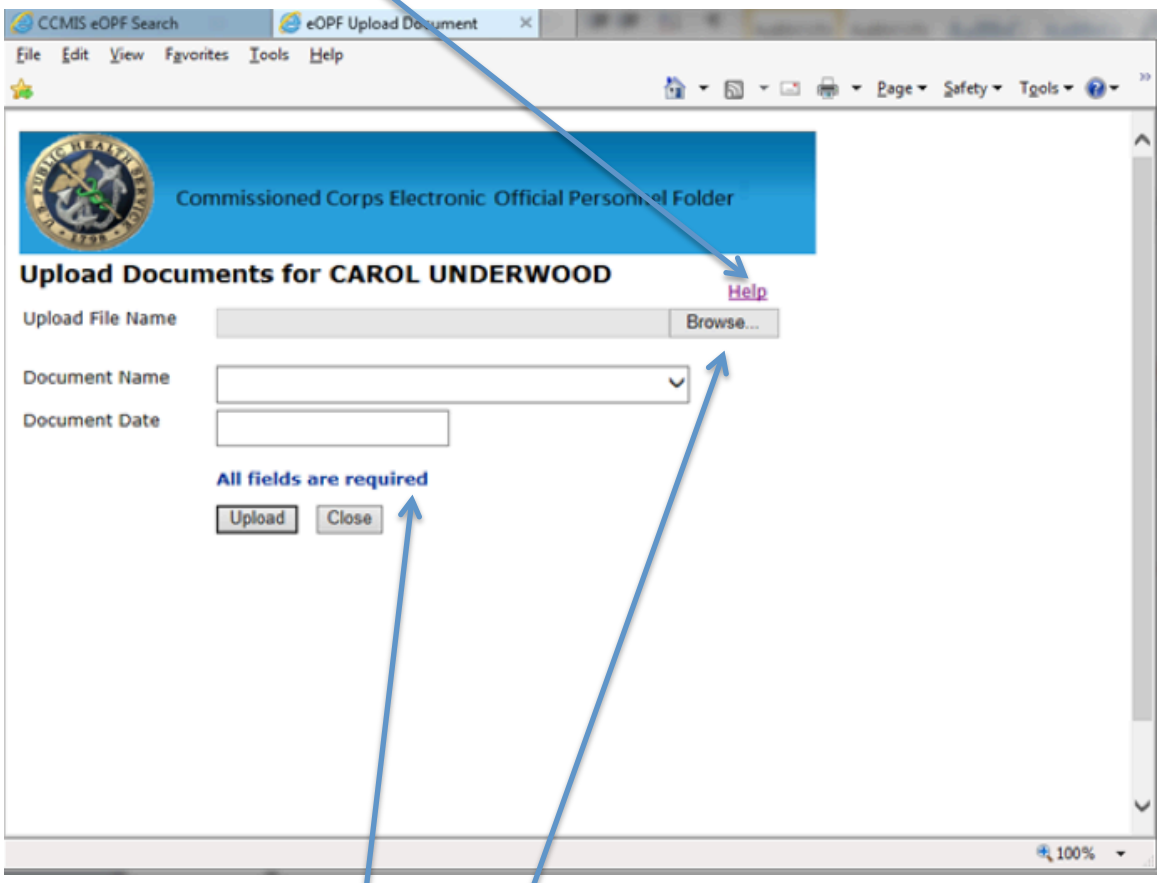
An on-screen message indicates how many documents you currently have in the electronic file room queue for processing (the step before placement into your eOPF). As documents are filed into the eOPF, this number will decrease. After uploading a new document, 'refresh' your Internet browser and the document count will update.

This is not an immediate process. Documents submitted through the eOPF document upload must still be viewed and approved by Commissioned Corps Headquarters (CCHQ) staff. Current staffing and submission volume impact the time frame of final eOPF document filing.

This count does not include immunization documents. Immunization documents are routed directly to Medical Affairs (MA) for processing.

5. The 'Upload Documents' screen displays.

6. Clicking on the **Help** link displays the eOPF Document Update Job Aid for Officers.



Note the **'All fields are required'** message. Documents will not upload unless the 'Document Name' and 'Document Date' fields are filled in.

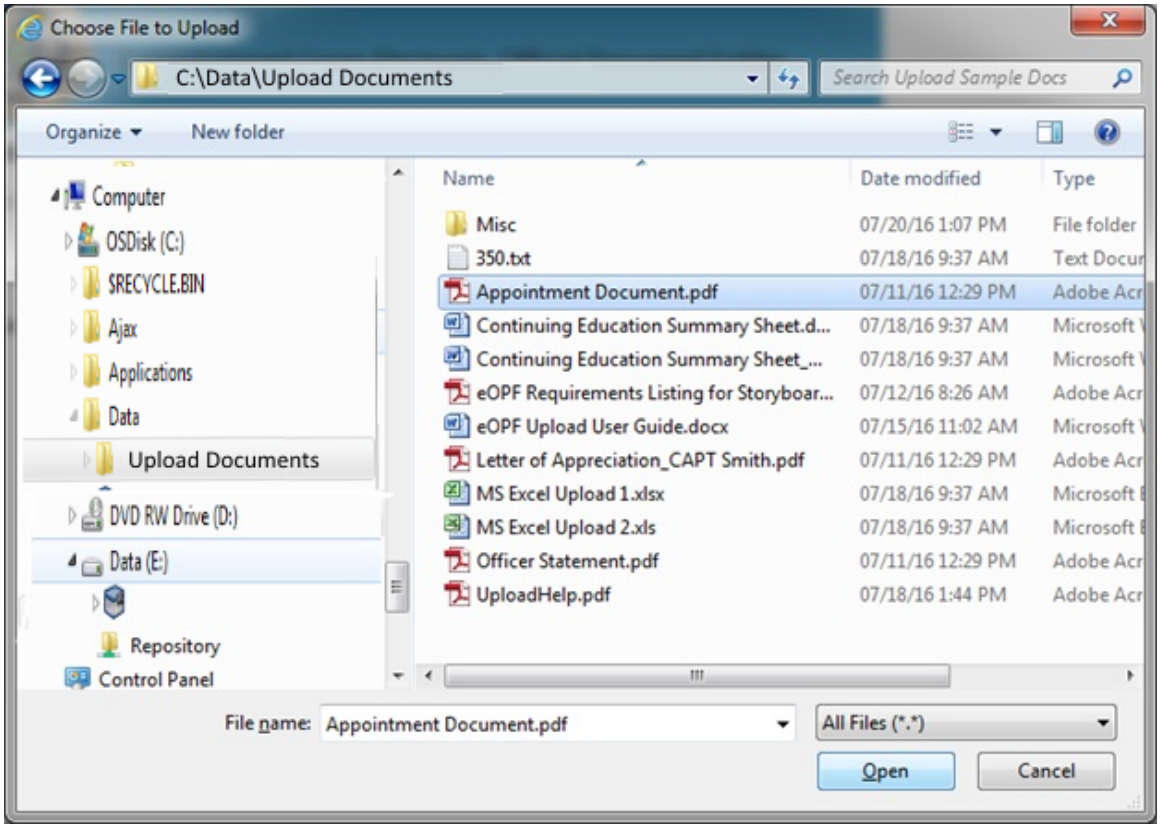
This screen provides a **Browse…** button.

7. Click on the **Browse…** button to locate the document you want to upload from any of your normally accessible drives.

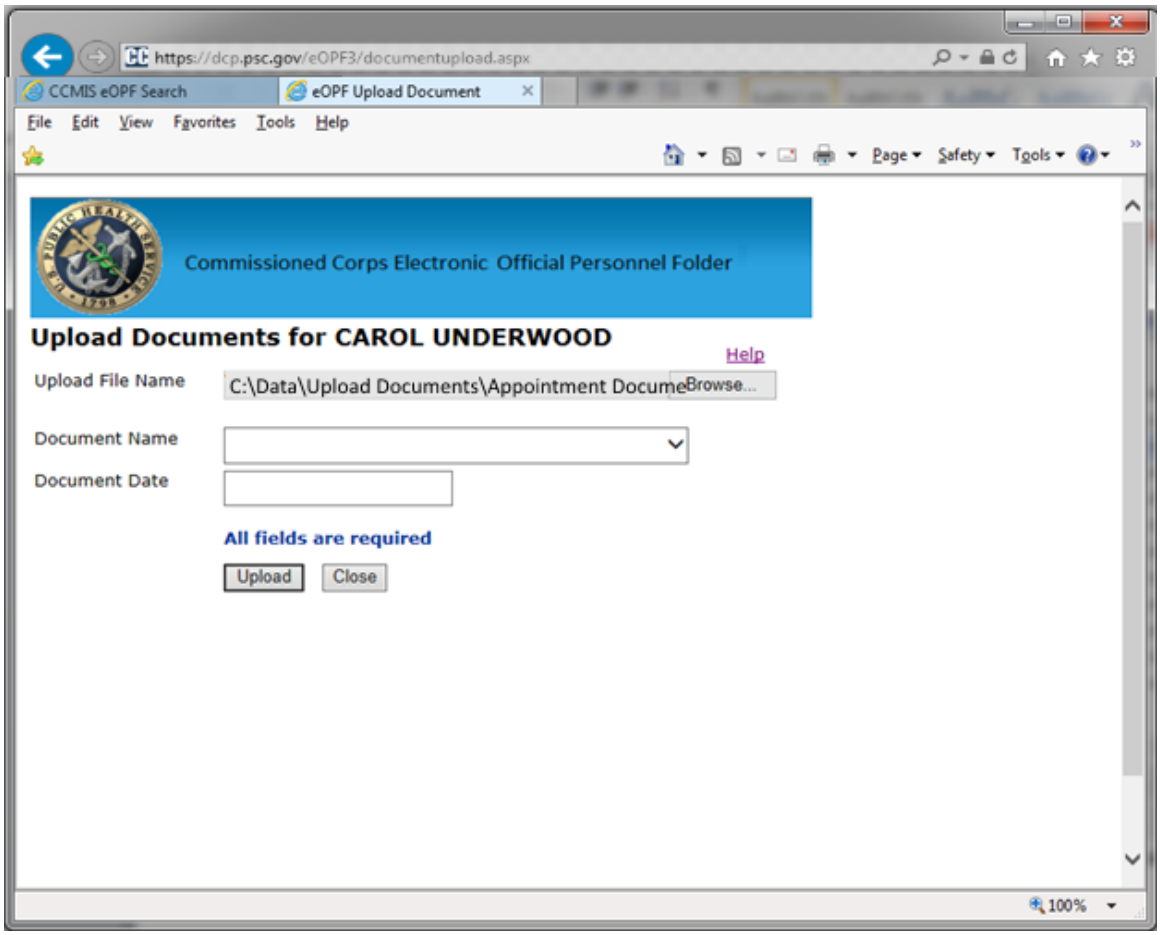
8. A standard Microsoft (MS) dialog box displays.

9. Navigate to the location of the document you want to upload, select the document, and click on **Open**.

   Note: you can upload the following file formats: .pdf, .doc or .docx (MS Word), or .txt (Text files). In the sample screen below, an 'Appointment Document.pdf' is selected for upload.

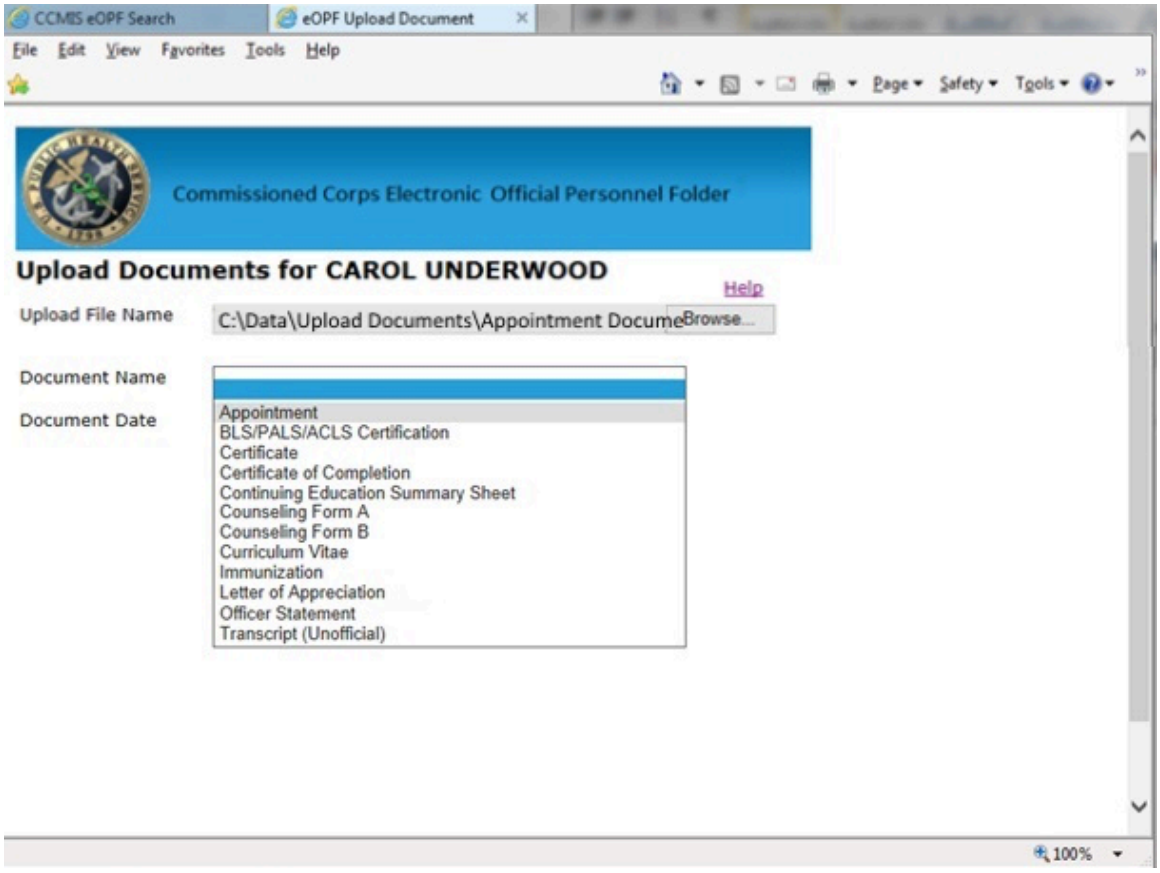


10. The document you selected is entered into the 'Upload File Name' field.



11. Click in the 'Document Name' field. A list of document names will display.

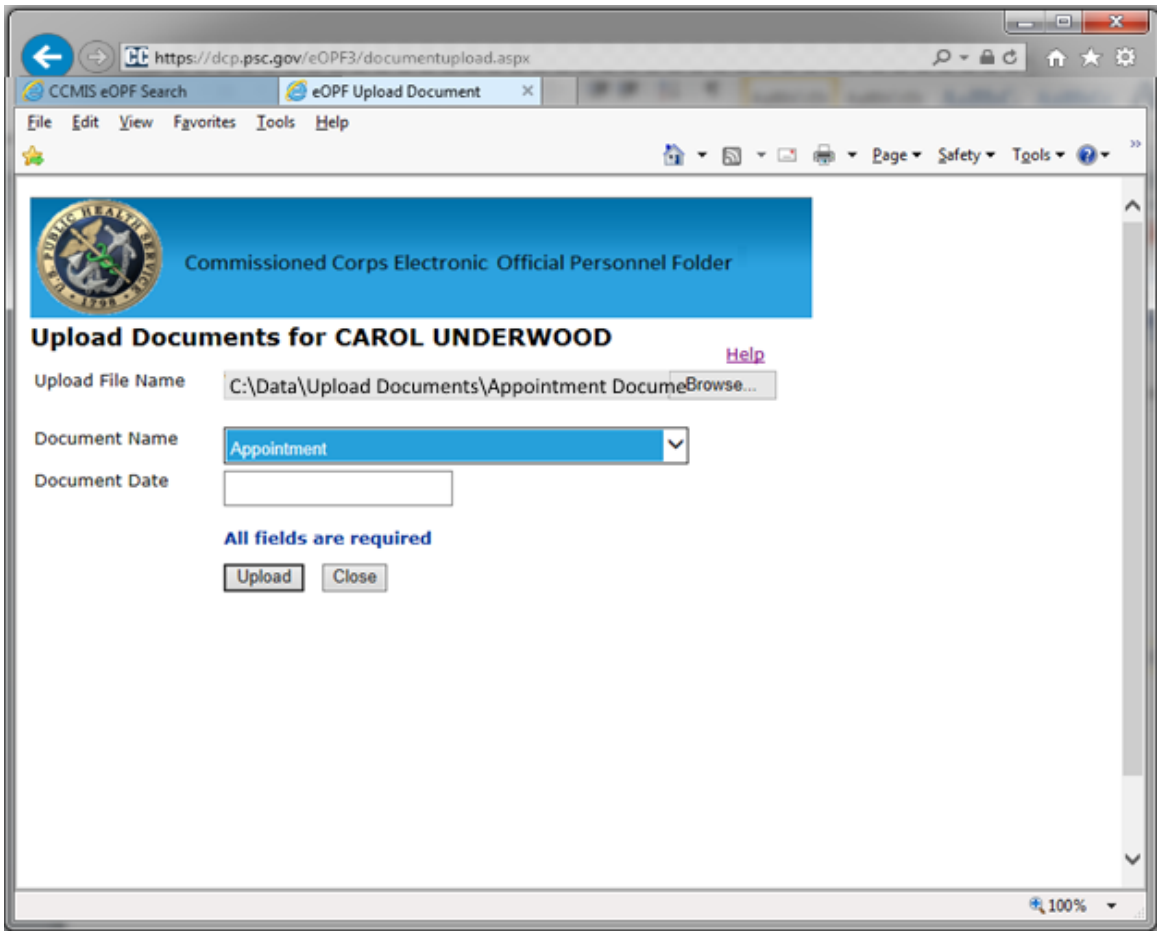
12. Select the document name for the classification of the document you are uploading.



Documents authorized for upload in Phase 1 include:

- Appointment (e.g., appointment to a committee, workgroup, etc.)
- BLS/PALS/ACLS Certification (enter the expiration date of the certification)
- Certificate (e.g., certificate of appreciation)
- Certificate of Completion (i.e., completion of training)
- Continuing Education Summary Sheet
- Counseling Form A
- Counseling Form B
- Curriculum Vitae
- Immunization
- Letter of Appreciation
- Officer Statement (enter the date 31 January 'year of promotion board' - e.g., 1/31/2017 for the 2017 promotion year)
- Transcript (Unofficial)

13. The document name you selected is displayed on the upload screen.



14. Click in the 'Document Date' field.

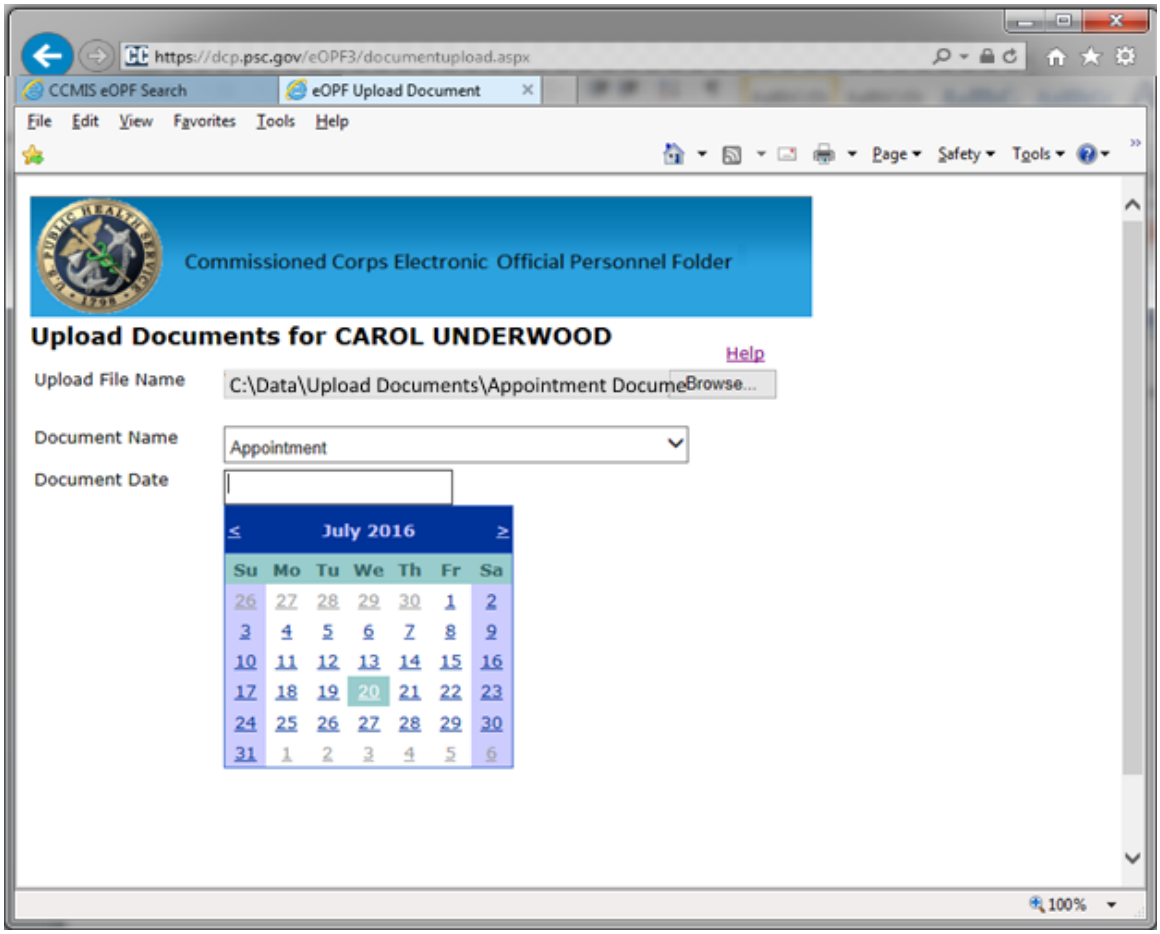
15. A calendar displays.

16. Select the date that should be associated with this document.

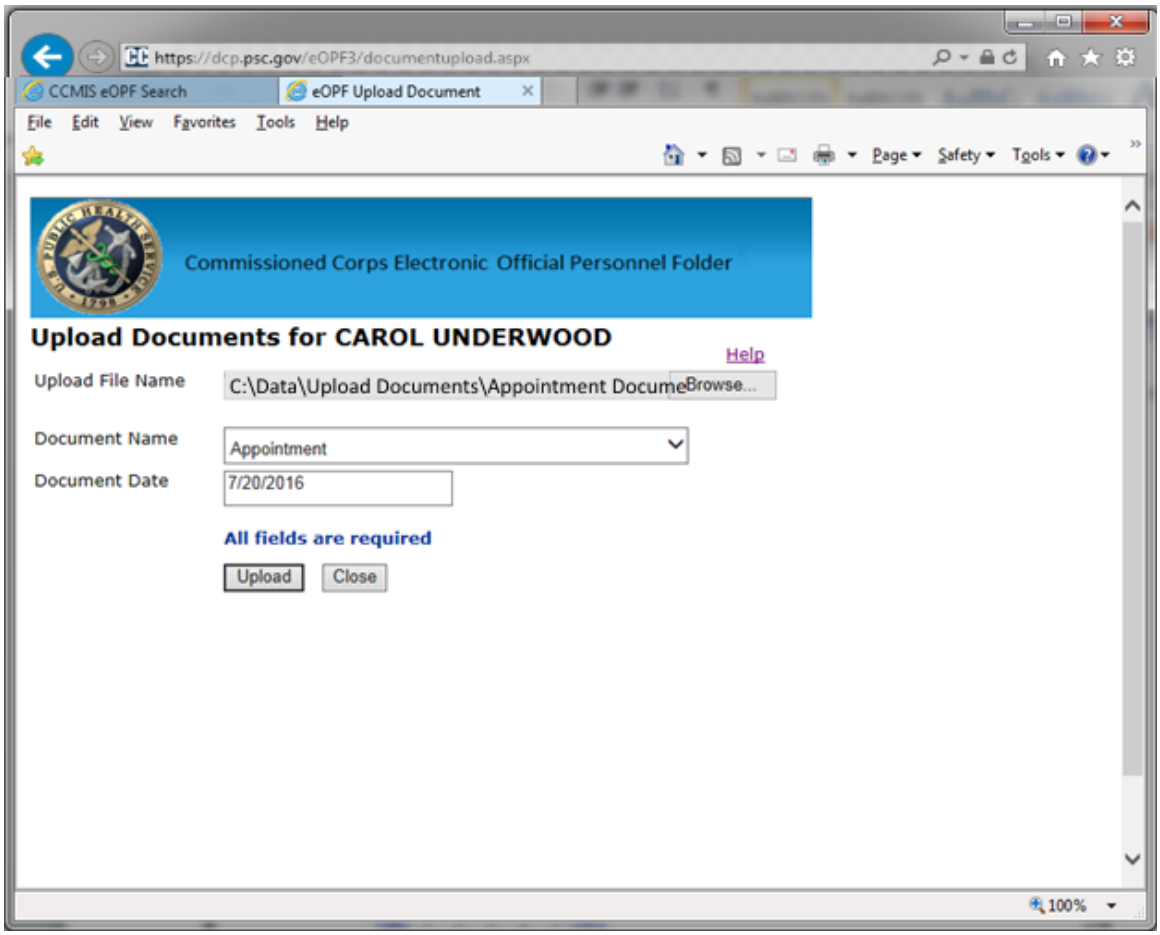
    Note: dates can be in the past or in the future (e.g., a BLS certificate will indicate its future expiration date, 1/31/2017 for Officer Statement for promotion year 2017).

    The date entered should be the date recorded on the document.

    The system tracks the date the document is uploaded.

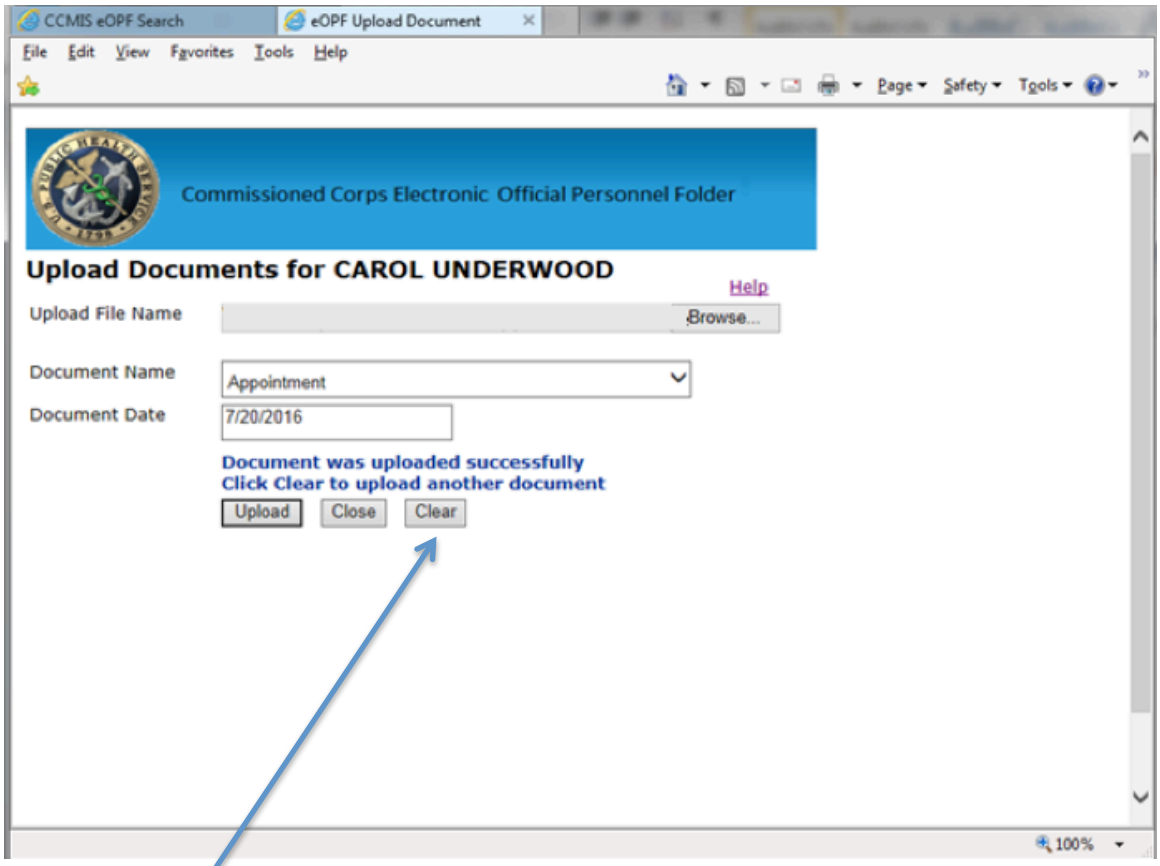


17. Once the date is selected, it is populated into the 'Document Date' field.



18. Click on the **Upload** button to upload the document.

19. The document is uploaded and routed by the system to indexing review.



Note the message indicating that the document was uploaded successfully.

20. A **Clear** button displays. If you would like to upload another document, click on the **Clear** button to clear the attribute values displayed on the screen and then repeat steps 7 – 18 to upload another document.

21. If you do not have any additional documents to upload, click on the **Close** button to close the Upload Documents screen.