

The purpose of this message is to provide information on a new Commissioned Corps Transformation Initiative, the Officer Profile Database.

Today the Commissioned Corps is launching the Officer Profile Database. To assist you with an understanding of the new system officers will find information on its definition, mission, security measures, benefits, implementation, and instructions to access the new database documents registration web interface.

Definition: Officer Profile Database (OP) is a searchable database containing records of your accomplishments, knowledge and capabilities. Officer profiles information will become part of the Direct Access human resources information system when Direct Access is launched this summer (<http://usphs.gov/transformation/infoTech.aspx>).

Security: All information stored in the OP will be encrypted, restricted to authorized users, and comply with federal and departmental security and privacy requirements.

Mission: To better manage this cadre of highly skilled individuals for the good of the nation. The Commissioned Corps will carry out this mission via a database of documents showcasing accomplishments, skills, competencies, and much more.

Benefits: The new database will allow the Commissioned Corps to enhance Corps' force management to meet both HHS response and public health needs by assessing aggregate officer skill sets.

When merged with Direct Access, the OP will allow officers to:

- Showcase individual accomplishments, skills, knowledge, and competencies
- Search for jobs and the skills needed for that position that might be of interest based upon your personal and career preferences.
- Provide guidance on potential training and career development opportunities.

The information you submit will allow the Corps to:

- Identify officers for special assignments and deployment opportunities.
- Allow hiring officials to identify the right officer for a position at the right time.
- Eventually capture a comprehensive library of the specialized skill sets such as project management, program management and licensure and certifications earned after CAD that each officer possesses.
- Identify needed skill sets for future preparedness and public health needs
- Address unmet public health needs through improved force management such as training and career development.

While participation is not mandatory, officers are strongly encouraged to participate as it will allow unique professional attributes to be represented. This data, like other officer supplied information, will be used by the Corps to impact many force management decisions.

Implementation: Officer Profile will be implemented in phases. Currently, we are launching Phase One. It will consist of collecting pertinent documents *excluding those required upon commissioning*. The documents that are being collected are:

- Other degrees (excluding your commissionable degree),
- Registrations, residencies, certifications or additional licensures (excluding the one(s) presently tracked to maintain your commission).

The only acceptable verification of these accomplishments is for the Corps to receive notification of your achievement **DIRECTLY** from the awarding body or in an unopened official envelope of the awarding body forwarded by the *officer*.

Documents should be mailed to:

Officer Profiles System
1101 Wootton Parkway
Tower Building, Suite 100
Rockville, MD 20852

Officer Steps to Access OP Documents Registration Web Interface:

1. Go to the secure section of the CCMIS website (<https://dcp.psc.gov/cclogin/ccmislogin.aspx>).
2. After entering this activity area go to the menu on the left hand side of the page and click on Officer Profiles.
3. On this page you can register two basic classes of documents: Training and/or Licensure/Certification - click the Add button under the appropriate class to register a document that will be submitted to your profile.
4. Complete all the information requested then click the Submit button.
5. Your information should now show up on the screen under the appropriate heading.
6. You may continue to add documents under either heading, delete any record of the documents you have submitted or log out of the system.
7. Remember you must request the awarding body of the document(s) you have registered to submit them directly to the address in this notification for the document(s) to be validated as part of your profile.

If you have questions concerning your ability to log on to the secure portion of the web site (i.e., user id, passwords) contact the help desk at cchelpdesk@psc.gov. If you have questions specifically concerning Officer Profiles forward them to ops@hhs.gov.