

# Positions

## Nurse PAC Presentation 2012

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# Where are we now?

- Billet Collection System Process (BCS) completed placing all officers in positions in Direct Access (DA).
- Billets are now called positions in DA.
- Liaison training completed

# Mindset Shift

- It's not about the officer, it's about the position.
- Focus on responsibilities not capabilities.

# Where to look to review your information?

- Personnel Orders- Locate the DA # (DABS #) which is an 8 digit number.
- CCMIS→Services→Billet/Position Information
- DA: Self Service

# Query Positions

The screenshot shows a Windows Internet Explorer browser window displaying the Management Information System (MIS) for the U.S. Department of Health & Human Services. The address bar shows the URL <http://dcp.psc.gov/billets/default.aspx>. The page header includes the U.S. Department of Health & Human Services logo and the text "U.S. Department of Health & Human Services" and "www.hhs.gov". Below the header is a banner for the "Commissioned Corps of U.S. Public Health Service Management Information System" featuring a photograph of a public health officer. A yellow navigation bar contains the following menu items: "Home", "Query Billets", "Query Positions", and "Query Positions". A blue arrow points to the "Query Positions" menu item. The main content area has a purple header "Office of Commissioned Corps Operations" and a large white box with the text "Billets & Positions Information System". Below this text, it says "Best viewed with Internet Explorer 8" and provides a link for "Browser Settings". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Micro...", "Presentations", "Windows Medi...", "Activity\_Gate...", "Employee-faci...", "Microsoft Pow...", and "Management I...". The system clock shows the time as 10:33 AM.

# Enter DA #

Management Information Systems - Windows Internet Explorer

http://dcp.psc.gov/billets/Pages/PositionsQuery.aspx

File Edit View Favorites Tools Help

Management Information Systems

## Query Positions

Position Number:  8 Characters Left

Title:  60 Characters Left

Position Type:

Position Agency:

Position Category:

Position Grade:

Primary Job:

Hazardous Duty:

Hard to Fill:

Supervisory:

Done

Trusted sites 125%

Start | Taskbar: Inbox - M..., Presenta..., Windows ..., Activity..., Employee..., Microsoft..., Manage..., Direct Ac..., Microsoft ... | 10:36 AM

# Results

Untitled Page - Windows Internet Explorer  
http://dcp.psc.gov/billets/pages/PositionsList.aspx

U.S. Department of Health & Human Services  
www.hhs.gov

Commissioned Corps of U.S. Public Health Service  
Management Information System

Home Query Billets Query Positions

### List of Positions

- View Position Info. \* - Hard to Fill \* - Hazardous Duty Location

#	Position #	Title	Type	Agency	Category	Grade	H	F	Select
1.	19360993	Clinical Nurse Intermediate	General Duty	IHS	Nurse	O - 3			

Total Position(s) Found: 1

### Commissioned Corps Management Information System

1101 Wootton Parkway, Plaza Level, Suite 100 | Rockville, MD 20852

[HHS Home](#)      [Disclaimers](#)      [Office of Public Health and Science](#)  
[Accessibility](#)      [The White House](#)      [Office of Surgeon General](#)

Start    Inbox - M...    Presenta...    Windows ...    Activity...    Employee...    Microsoft...    Untitled ...    Direct Ac...    Microsoft ...    125%    10:36 AM

# Details of Position

Untitled Page - Windows Internet Explorer

http://dcp.psc.gov/billets/pages/ViewPositions.aspx

File Edit View Favorites Tools Help

Position No.: 19360993 \* Type: General Duty \* Title: Clinical Nurse Intermediate \* Category: Nurse \* Agency: IHS

## 1. Position Information

Position Number:	19360993
Position Title:	Clinical Nurse Intermediate
Agency:	IHS
Category:	Nurse
Grade:	O - 3
Primary Job:	CLINICAL PRACTICE, COUNSELING, & ANCILLARY MEDICAL SERVICES
Geocode:	350702006 - SAN FIDEL
Hazardous:	No
Hard to fill:	No
Deployment Eligible:	TIER 3 ELIGIBLE
Supervisory:	N

# DA Self-Service

Employee-facing registry content - Windows Internet Explorer

https://ep.direct-access.us/psp/UCGP1PP/EMPLOYEE/EMPL/h/?tab=DEFAULT

File Edit View Favorites Tools Help

☆ Favorites Employee-facing registry content

Content [Layout](#)

**PHS Self Service Announcement**  
**Welcome to Direct Access for the Commissioned Corps**

**Need Help?**  
See how to use Direct Access Self Service and check the Self Service FAQs at [http://dcp.psc.gov/CCMIS/self\\_service.aspx](http://dcp.psc.gov/CCMIS/self_service.aspx) for additional guidance.

Any errors or omissions in the Direct Access self-service should be addressed to the PSC Help Desk at [CCHelpDesk@psc.gov](mailto:CCHelpDesk@psc.gov). Note that an error in license issuance date will have no effect on your promotion - no further action is required on your part.

**Enterprise Menu**

**Reports**

**My Reports**

**Mass Update**

**Position Management**

**Person Profile**

**Awards Coordinator and Reports**

**Readiness**

**Core HR**

**Accessions**

**Assignments**

**Foundation Tables**

**Self-Service**

- [My Profile](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [My Email Addresses](#)
- [Emergency Contacts](#)
- [Ethnic Groups](#)
- [My Job Preferences](#)
- [View Job Postings](#)
- [Review My Resume](#)
- [Member Information](#)
- [Training Summary](#)
- [Immunizations](#)
- [Physical Fitness](#)
- [Readiness Status](#)
- [Supervisor](#)
- [Medical Exam](#)

Error on page.

Internet 125%

1:00 PM

# Employment

Review My Resume - Windows Internet Explorer

https://ep.direct-access.us/psp/UCGP1PP/EMPLOYEE/USCGP1HR/e/?url=https%3a%2f%2fhr.direct-access.us%2fservelets%2f

File Edit View Favorites Tools Help

★ Favorites Review My Resume

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Employee > Tasks >

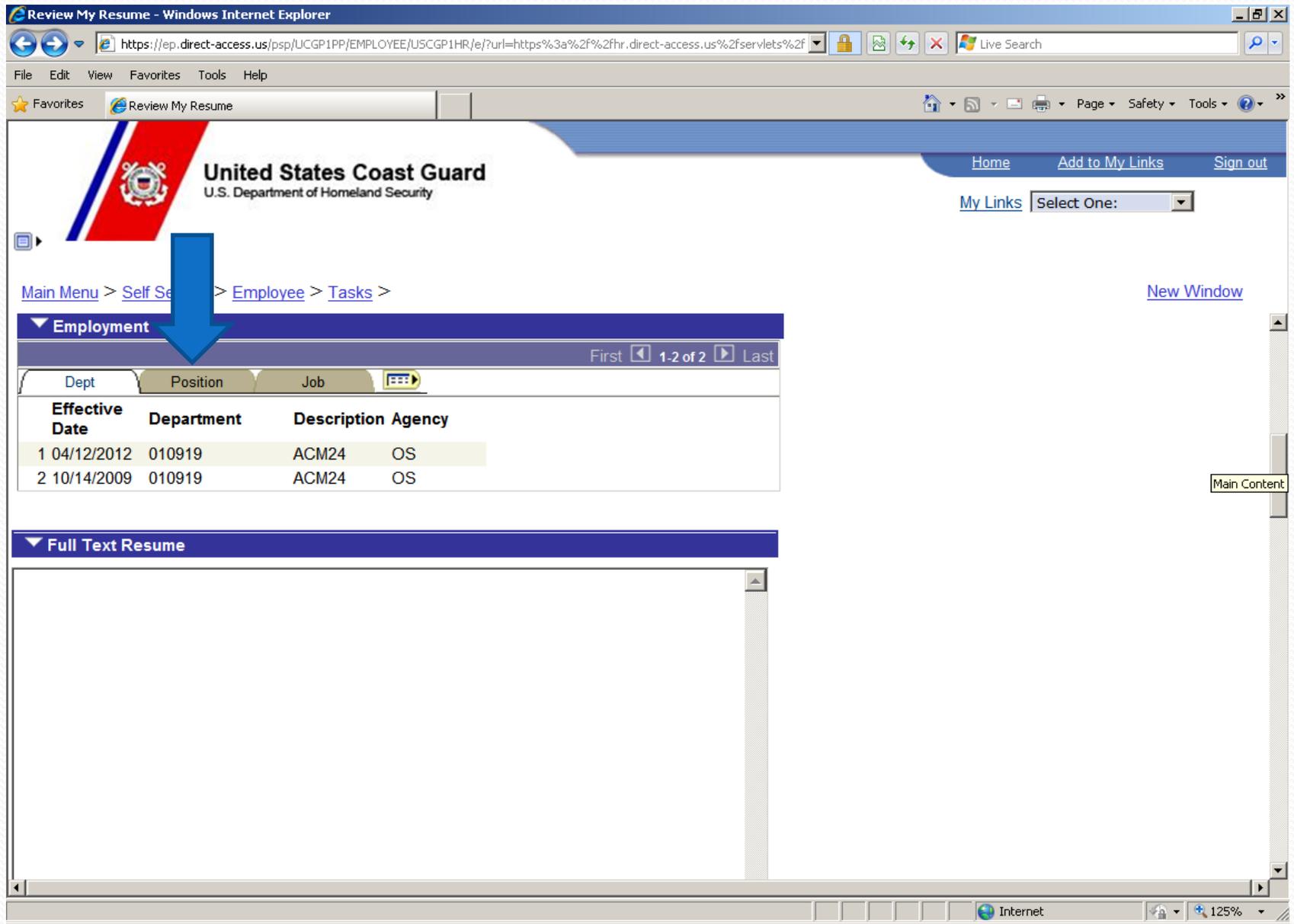
**Employment** First 1-2 of 2 Last

Effective Date	Department	Description	Agency
1 04/12/2012	010919	ACM24	OS
2 10/14/2009	010919	ACM24	OS

Full Text Resume

Main Content

Internet 125%



# Position Information

Review My Resume - Windows Internet Explorer

https://ep.direct-access.us/psp/UCGP1PP/EMPLOYEE/USCGP1HR/e/?url=https%3a%2f%2fhr.direct-access.us%2fservlets%2f

File Edit View Favorites Tools Help

Review My Resume

Home Add to My Links Sign out

My Links Select One:

Main Menu > Self Service > Employee > Tasks > [New Window](#)

Employment

First 1-2 of 2 Last

Effective Date	Position Number	Description	Posn Desc
1 04/12/2012	00118347	Program Coordinator	PERSONNEL SPECIALIST
2 10/14/2009			PERSONNEL SPECIALIST

Full Text Res



# PIR Update

- Current Assignment- The title of the DA position is listed and the associated billet equivalent may not be correct at this time. Projected completion of updating this area is approximately September 2012.
- Assignment History- Lists pay grade of the officer not the grade of the position.

# Promotions for 2013 and 2014

- Personnel Operations Memorandum 12-004 states that there is a two year period following the transformation of an officer' billet, during which any position experiencing a grade change shall be reported in the officer's PIR as the higher grade of the old billet or the new position.
- [http://dcp.psc.gov/eccis/documents/POM12\\_004.pdf](http://dcp.psc.gov/eccis/documents/POM12_004.pdf)

# What do I do if I feel that there was an error in the BCS process?

- Contact your liaison for assistance if you feel there was an error in the BCS process. They, along with your supervisor of the agency will discuss and determine if any changes are to be made.
- The Positions Management Officer (PMO) has no authority to make changes to positions.

# Do I need to do anything when I transfer to a new position?

- New business process only impacts the liaison and the supervisor.
- A DA number is required to process orders in Assignments and will be generated each time a new assignment is assumed.
- This DA number will be on your Personnel Orders and viewable in DA under “Review My Resume.”

# Contact Information:

[directaccesspositions@hhs.gov](mailto:directaccesspositions@hhs.gov)