



U.S. Public Health Service Nursing TIP of the Month October 2015 Direct Access Migration



Functions migrating to DA on January 1, 2016 (*Direct Access Updates*)

- All Active Duty Payroll
- Leave Request and Tracking
- Personnel Orders

Direct Access/Active Duty Pay

Starting January 2016, officers will pay twice monthly. Officers will receive pay on the 15th for work conducted on the 1st through the 15th. Officers will receive a second payroll deposit on the 1st of the month for work conducted on the 16th through the end of the previous month. *Twice Monthly Pay Date Starting January 2016*

Direct Access/COLTS Conversion

Do you know your Empl ID #?

- You will need to know your Direct Access (DA) Employee (Empl) number. When you login to DA, you can find your DA Empl # by going to “Self Service” and click on “Member Information,” you will see your “Empl ID”. You will need to know your DA/Empl ID # as it will be required for all actions, and your USPHS Serial # will no longer use as of January 1, 2016.
- All leave will be managed on Direct Access (DA) on 1 January 2016 and the Commissioned Officer Leave Tracking System (COLTS) will be deactivated.
- As a reminder the Leave Year is now based on the Fiscal Year (FY), not Calendar Year. Use or lose will not occur this year (2015). The next use or lose will be 30 Sep 2016 and you can only carry over 60 days of Annual Leave into FY 2017 (1 Oct 2016 – 30 Sep 2017).

Direct Access (DA) Shutdown 18 Dec 2015 - 4 Jan 2016

How DA offline can impact Promotion Year 2016?

- Basic Life Support (BLS) DA submission deadline of 31 Dec 2015 extended to 15 Jan 2016.
- Awards, Licenses, Medical Evaluations, Immunizations, Positions Changes, Position Changes, Transfers, and Readiness such as APFT, Basic Life Support will not be processed until after 4 Jan 2016; however, they must have been completed before 31 Dec 2015 to meet readiness or count toward promotion consideration.
- eOPF will not be impacted - Continue to submit documents into your eOPF by the December 31, 2015 deadline.

What to do to prepare for DA offline?

- Update DA by 17 Dec 2015.
- Schedule 5-year physicals now.
- Submit any forms to Medical Affairs early.
- Complete APFT & BLS course early. Reminder APFT does not get mailed in, just update into DA and retain a copy for record.
- Set a goal of early November to submit documents and complete any requirements.

Reminder TIP:

Review the Promotion Information: [Promotion Year 2016 Checklist](#)

Currently, the Commissioned Corps Management Information System webpage does not have a direct link to the Nursing Professional Advisory Committee (NPAC) but you can access NPAC by clicking the following link: <http://phs-nurse.org/about-npac>.

Point of contact: CAPT Deborah Schneider, CAPT Lori Luu, CDR Casey Hadsall, and CDR Jonathan Paulsel for the Mentoring Workgroup, N-PAC Career Development Subcommittee.

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