

Earlier this month, the Commissioned Corps Transformation team released a message on Direct Access, the human resources system. The Corps has adopted the U.S. Coast Guard human resource system, Direct Access, to support Transformation initiatives. Direct Access will eventually serve as the main PHS system for officers. It will provide the officer with a single place to log on, enter and review his or her personnel information, indicate career interests and look for job postings.

Direct Access Self Service for officers will go live 1 June 2009. Direct Access will be used by officers to

- Enter job preference information to be used by OCCO for help in finding a new job assignment
- View job postings of available Corps vacancies and save those of interest for further review
- Review an auto-generated CV that includes the officer's verified data on file in OCCO such as their awards, licensure, certificates, education/degrees, training, memberships, and other skills.
- Update personal info such as addresses, phone numbers, and emergency contacts.
- View/verify other data on file in OCCO such as additional personal information, security clearance information, and job assignment history

What will change with the roll out of Self Service this June?

Direct Access will become the system to enter your home/ mailing addresses, home and office phone numbers, and emergency contact information. Necessary information will be sent back to existing Corps systems.

The CCMIS Secure area will no longer be the way to enter "Next-of-Kin Information", "Update Contact Information", and "Update Special Skills and Languages".

Important: Please note that the payroll address may only be changed through Compensation.

How do I access Self Service in Direct Access once it is rolled out?

1. Get your log in information

You will be provided with Direct Access log in information when you enter the CCMIS Secure area (<http://dcp.psc.gov/SecureArea.asp>).

2. Log in to Direct Access at <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG>
3. Please change your Direct Access password once you successfully enter Direct Access.
4. Review your information.

Direct Access has generated a summary Resume and contact information for each officer, based upon all the information collected from existing Corps systems. You can view this through Direct Access's Self Service function.

Please review your Resume for completeness. Update your addresses and contact information if needed. Again, please change your Direct Access password if you haven't done so already.

5. What if I want to submit other information?

The Officer Profiles collection tool, available through the secure area of CCMIS (<http://dcp.psc.gov/SecureArea.asp>), will collect additional validated information and transfer that information to the Direct Access information system.

For additional information on Officer Profiles, please see the Commissioned Corps E-Bulletin article, located online at http://dcp.psc.gov/cebuletin/articles/Initiative_Announcement_04_2009.aspx

What happens if I cannot log in or forget my password?

Passwords are provided via email. Please contact PPC Customer Care via e-mail by clicking on the link located at <http://www.uscg.mil/ppc/phs/> for password problems. Please be sure to identify yourself as a PHS officer and provide your serial number and/or Direct Access user ID if available.

Is there a user guide for Self Service?

Yes. Please go to the PHS Self Service Procedure Guide, Ver. 3.0 located at <http://www.uscg.mil/ppc/phs/>. This web site is a reference source about Direct Access created specifically for the Corps.