

The Commissioned Corps has launched the new Officer Profile (OP) Database. This new database, coupled with other new programs and services, will greatly benefit officers and the organizations you represent by expanding job/billet opportunities and enhancing recruitment programs.

The below information on the system's definition, mission, security measures, benefits, and implementation will give you a better understanding of the new system. Instructions on registration through the database's web interface are also provided below.

Definition: The OP Database is a searchable database containing records of officers' accomplishments, knowledge, and capabilities. Officer profile 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 Database will be encrypted, restricted to authorized users, and comply with federal and departmental security and privacy requirements.

Mission: To better manage, assign, and develop a cadre of highly skilled health care professionals for the betterment of our nation.

Benefits: The new database will enable officers to better manage their careers by showcasing all of their training and talents/skills, while facilitating force management within the Corps 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
 1. Search for jobs and the skills needed for positions that might be of interest based upon personal and career preferences
 2. Obtain guidance on potential training and career development opportunities

The information that is submitted to the database will allow the Corps to:

- Identify officers for special assignments and deployment opportunities
 1. Allow hiring officials to identify the right officer for a position at the right time.
 2. Eventually capture the specialized skill sets (such as project management, program management, residencies, licensures and certifications) that each officer earned after call to active duty in a comprehensive library
 3. Identify needed skill sets for future preparedness and public health needs

4. 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: The OP Database will be implemented in phases. Currently, OSG is launching Phase One, which consists of officers registering and submitting the following documents (excluding those required for your commission):

- 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 from the awarding body forwarded by the **officer**.

Instructions on How to Register Your Documents:

1. Click on <https://dcp.psc.gov/cclogin/ccmislogin.aspx> or go to the DCP website and log on to the CCMIS.
2. After you log on to the CCMIS, click on “Officer Profiles” on the left hand side of the page under the Activity menu.
3. Once you enter the Officer Profiles page, you can register two basic types of documents: Training and/or Licensure/Certification. Click the “Add” button under the appropriate document type to register a document that will be submitted to your profile.
4. Complete all the information requested then click on the “Submit” button.
5. Your information will appear on the screen under the appropriate document type.
6. You may continue to add documents, delete any record of the documents you have submitted, or log out of the system.
7. Remember to request the awarding body of the document(s) you have registered to submit the document(s) directly to the following address in order for the them to be validated as part of your profile:

Officer Profiles System

1101 Wootton Parkway
Tower Building, Suite 100
Rockville, MD 20852

Contact the help desk at cchelpdesk@psc.gov for questions concerning your ability to log on to the secure portion of the web site (i.e., user id, passwords). Forward questions specifically concerning the Officer Profile Database to ops@hhs.gov.

NOW is the time for you to take charge of your career with the help of the Officer Profile Database!