



## eOPF Fax Cover Sheet Fax: 301-480-1436 or 1407

Officer Information:

Name: \_\_\_\_\_

Category: \_\_\_\_\_

PHS SERNO: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Number of pages including cover sheet: \_\_\_\_\_

**This fax cover sheet must accompany eOPF submissions.** Make sure you read the eOPF webpage on CCMIS for changes, instructions, and due dates before faxing documents: [http://ccmis.usphs.gov/ccmis/promotions/PROMOTIONS\\_eOPF\\_m.aspx](http://ccmis.usphs.gov/ccmis/promotions/PROMOTIONS_eOPF_m.aspx)

**Documents in this fax (check all that apply).** Do not forget to mark each page submitted with your NAME, SERNO, and EMPLID:

\_\_\_\_\_ **License/Credential not required for employment**

\*Please see note below on separate fax line for Required Licensure

\_\_\_\_\_ **CV (with cover sheet)**

\_\_\_\_\_ **Officer Statement (OS)**

\_\_\_\_\_ **Basic Life Support (BLS) card**

\_\_\_\_\_ **Continuing Education documents** (Organize documents in reverse chronological order)

\_\_\_\_\_ **PHS Support documents** (Organize documents in reverse chronological order)

\_\_\_\_\_ **HHS520**

\_\_\_\_\_ **Counseling Form A/B**

\_\_\_\_\_ **Other—Specify** (Reference list below of items **NOT** to include)

- **Do not call or email to verify receipt of fax.**
- Please check the document processing date on CCMIS under the Officer Support tab at: [http://ccmis.usphs.gov/ccmis/eOPF\\_fax\\_announcement\\_m.aspx](http://ccmis.usphs.gov/ccmis/eOPF_fax_announcement_m.aspx)
- Save your fax confirmation sheet for your record. **This is your only means of confirming your documents were sent on time.**
- **Do not send the following:**
  - **\*Licenses** (Required Professional Licenses should be faxed to the Licensure Fax Line. For more information please see the Licensure webpage on CCMIS under the Assignments tab at: [http://ccmis.usphs.gov/ccmis/ASSIGNMENTS\\_licensure\\_m.aspx](http://ccmis.usphs.gov/ccmis/ASSIGNMENTS_licensure_m.aspx) .
  - **Annual Physical Fitness Test (APFT) Form PHS-7044** (Update in Direct Access and maintain for your records).
  - **Medical documentation/clinical practice agreements**
  - **PHS/non-PHS/prior military awards** (Check your PIR to ensure your awards are in Direct Access. Check the Awards webpage on CCMIS for more information).
  - **Letters recommending an officer for promotion**
  - **Continuing education/PHS support documents older than 7 years to the current promotion board year.**
  - **Publications/articles/program agendas**
  - **Photographs**