

PHS SUPERVISOR

PHS Supervisor is a custom page created to collect supervisor information (name, phone, address) for PHS officers. Eventually, it will capture multiple types of supervisor data, but will initially collect only data for the Deployment Authorization supervisor. Supervisor information may be entered via Self-Service by Officers and via the Readiness component by OFRD.

1.1 Add/Update/View Supervisor Information

1. Click on the [Supervisor](#) link located inside the Self-Service pagelet.



2. The **Supervisor Information** page will display. From this page, you can initially enter your Deployment Authority Supervisor information or update/view your existing supervisor information as needed.



The screenshot displays the "Supervisor Information" form. It is divided into three main sections: Contact, Work Address, and Phones. The "Contact" section includes fields for Contact Type (Deployment Authority), Contact Emplid, Name (SMITH,JOHN), Title (CAPT), and Email (JOHN.SMITH@HHS.GOV). The "Work Address" section includes Country (USA), Address Line 1 (HHS/OPHS/OCCO), Address Line 2 (1101 Wootton Pkwy), Address Line 3, Address Line 4, City (Rockville), State (MD), and Postal Code (20852). The "Phones" section includes fields for Work Phone (301/123-1234), Cell Phone (202/123-1234), Home Phone, and Pager Phone. A "Save" button is located at the bottom left of the form.

3. Enter the information for your Deployment Authority Supervisor as follows:

FIELD	DESCRIPTION/INSTRUCTIONS
<i>Contact</i>	
Contact Type	Contact Type defaults to Deployment Authorization because only the Deployment Authority supervisor is being recorded at this time.
Contact Emplid	Enter the Emplid of the supervisor if he or she is a PHS officer. Use the magnifying glass icon to search for an officer by Name if the Emplid is unknown. Populating this field will automatically populate the name, email, and work address information from the supervisor's Direct Access system data. Leave this field blank if your supervisor is someone other than a PHS officer.
Name	This will automatically display if the Emplid is entered. If this field is empty, enter your supervisor's name using the following format: Lastname, Firstname Middle Initial, Example: Doe, John A. Note: There is no space after the comma between the last name and first name. The middle initial is not required.
Title	This is a free form text entry field.
Email	The work email address is automatically displayed if the Emplid is entered. Otherwise, enter the supervisor's work email address.
<i>Work Address</i>	This section is automatically populated if the Emplid is entered. Otherwise, enter the address information manually.
Country	Country automatically defaults to USA. A different country may be selected if needed.
Address Line 1	Enter first Work Address line.
Address Line 2	Enter second Work Address line if needed.
Address Line 3	Not currently used
Address Line 4	Not currently used
City	Enter the City.
State	Enter the State.
Postal Code	Enter the zip code. Either the 5 digit or 9 digit code is acceptable.
<i>Phones</i>	
Work Phone	Enter the Work phone number.
Home Phone	Enter the Home phone number.
Cell Phone	Enter the Cell phone number.
Pager Phone	Enter the Pager phone number, if applicable.

4. Once you have satisfactorily entered all the supervisor information, click the **Save** button at the bottom of the page to store your changes.