

Readiness: Down-to-Basics



March 2018

This document includes detailed instructions to meet and report basic readiness requirements for U.S. Public Health Service Commissioned Corps officers. Each officer is responsible for maintaining Readiness compliance. Officers should be aware of all readiness criteria as well as the processes and timeframes necessary to meet the criteria (i.e., License, APFT, BLS, Immunizations, medical exam, etc.).

The system of record for updating and reviewing readiness information is now the Readiness Self-Service web application in the Officer Secure Area (OSA) of the Commissioned Corps Management Information System (CCMIS) website. Officers must login to the OSA using the AMS single sign-on security. Using the menu options on the left section of the OSA dashboard, the new self-service and review is initiated by selecting the “RedDOG-Self Service” link.

READINESS TIPS

- Starting 12/01/2017 all officer information to support individual readiness is updated in the CCMIS Officer Secure Area (OSA) through the RedDOG Self-Service (SS) option as shown below:



- Readiness information will be collected, reviewed, and made available to officers on a monthly basis in 2018. We are no longer processing Readiness on a quarterly basis. At the end of the calendar year 2018 officers will see 12 entries instead of the traditional four. Officers will be expected to maintain readiness at all times and update expiring readiness requirements within the one month period to reflect basic readiness for the month.
- For **Readiness assistance**, please fill out and submit a Readiness Assistance Form located in the RedDOG Self-Service Application or send an email to RedDOG at RedDOG@hhs.gov
- For **CCMIS Officer Secure Area (OSA) technical and login assistance**, send an email to: cchelpdesk@psc.gov
- For **Responder e-Learn login assistance**, send an email to: ndmshelpdesk@hhs.gov or call (855) 423-2222 or (888) 202-3327. To request **new Responder e-Learn account**, send your request to DCCPR readiness coordinator at: RedDOG@hhs.gov

Annual Physical Fitness Test (APFT)

Renew: Every 12-months and before expiration of previous APFT

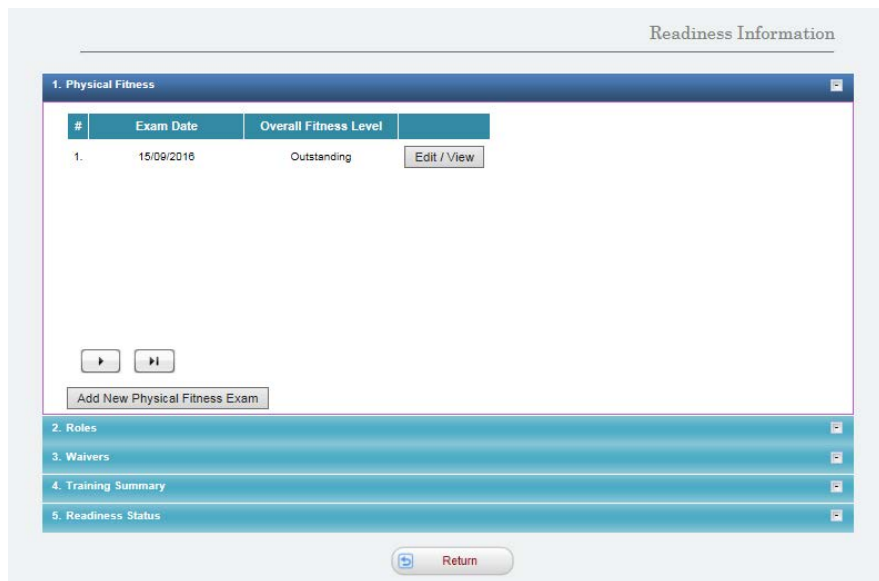
All officers must complete the [APFT in accordance with revised standards](https://dcp.psc.gov/CCMIS/ccis/documents/pom15_004.pdf) (https://dcp.psc.gov/CCMIS/ccis/documents/pom15_004.pdf).

If a medical condition prohibits an officer from completing the APFT, the officer should contact Medical Affairs to obtain a condition specific waiver. See more information about Readiness waivers on page 10.

Documentation Instructions:

1. Update APFT results via CCMIS Officer Secure Area (OSA) Readiness Self-Service (SS).
2. **Please note that officers are no longer required to submit the APFT form** (*POM 15-004, dated 14 May 2015, paragraph 5 states in part that ...Effective immediately, officers should retain the Form PHS-7044 and are not required to submit the form to Medical Affairs. Any forms submitted to Medical Affairs will not be retained...*)

3. To update APFT results via Readiness Self-Service:
 - a. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
 - b. Login to the OSA using the AMS authentication procedure
 - c. Click on “RedDOG-Self Service” on the OSA dashboard. Select “Add new physical fitness exam”
 - d. Enter the following information:
 - Exam Date
 - Evaluator Information
 - Cardio Test results in minutes and seconds
 - Upper Body Strength Test result (# of pushups)
 - Core Muscle Test result (# of crunches or time for side bridge)
 - Flexibility Test (Toe Touch)
4. Remember to select “SAVE” when you are done



Basic Life Support (BLS) Certification:

Renew: Every 24-months and before expiration of previous certification

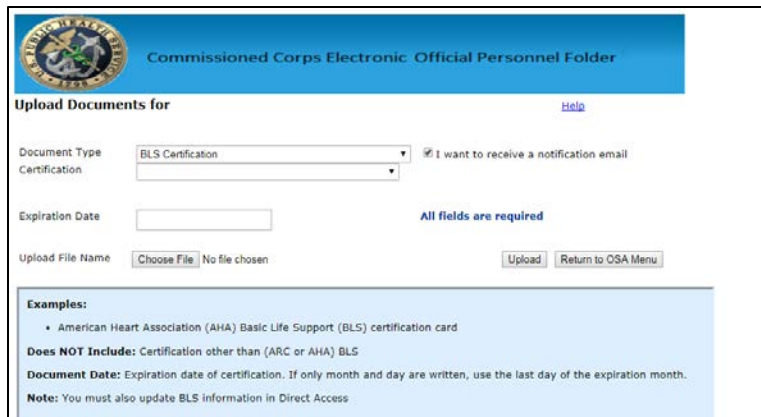
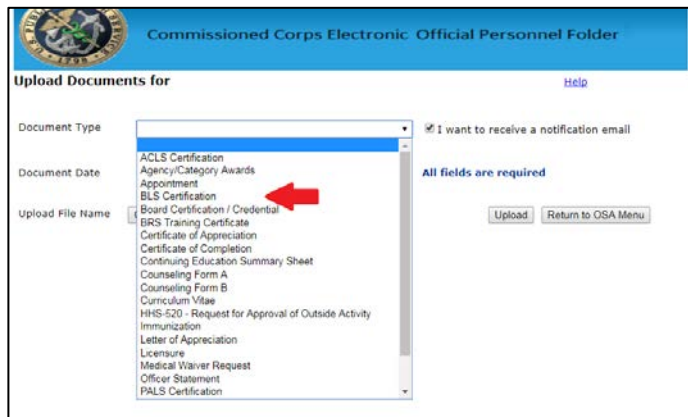
Officers must complete and maintain currency in one of the following approved certifications.

1. American Heart Association (AHA) Basic Life Support (BLS) for health care providers;
2. American Heart Association (AHA) Advanced Cardiac Life Support (ACLS); or
3. American Red Cross (ARC) CPR/AED for the professional rescuer.

AHA and ARC both offer partial online training for above listed certifications. Partial because proper completion of approved certifications requires a hands-on skills test in addition to written exam. At this time, approved certifications cannot be completed online in entirety. For additional information, go to <http://www.heart.org> or <http://www.redcross.org>

New Documentation Instructions:

- Faxing BLS card to eOPF is no longer a readiness requirement.
- Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
- Login to the Officer Secure Area (OSA) using the AMS authentication procedure.
 1. Click on “eDOC-U (Document Upload)” in self-service menu.
 2. Select BLS certification from the “Document Type” drop down menu.
 3. Enter EXPIRATION date (mm/dd/yyyy)
 4. Click “Choose File”, select the correct file (BLS Card) and click “Open”. Click Upload.



Documentation Review:

- Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
- Login to the Officer Secure Area (OSA) using the AMS authentication procedure.
 1. Click on “Access Your Official Personnel Folder (eOPF)” in self-service menu.
 2. Select “Continuing Education Documents” from the drop down. Select the hyper link for the BLS Certification for details. Please note: soon BLS certificates will all display under the BLS section.



Immunizations

Renew: As required and before expiration of previous immunization

Documentation Instructions:

- Submit immunization documents to Medical Affairs via the eOPF Document Upload (eDOC-U) function in CCMIS.
- DO NOT mail immunization documents unless directed by Medical Affairs.

- b. A waiver also meets the requirement.

Licensure/Certification

Renew: As required and before expiration of previous Licensure/certification

Documentation Instructions:

1. Officers who are required to have a valid license/certification should review the information listed on the Officer Secure Area (OSA) dashboard in CCMIS and ensure that:
 - a. A copy of the most recent license/certification is in the eOPF, and
 - b. That the Promotion Information Report (PIR) correctly reflects a compliant status.
2. Copies of current, valid licenses/certifications should be uploaded through eDOC-U prior to the expiration of the previous licenses.
3. All uploaded license documents must show your PHS number.
4. Only the Licensure Technician in DCCPRs Officer Support Section can update or make changes to your professional license. Not, RedDOG.
5. Do not fax license/certifications for renewal and Readiness compliance.
6. Questions and concerns regarding licenses and certifications may be answered by visiting the Licensure webpage at: https://dcp.psc.gov/ccmis/Licensure_m.aspx

Medical Exam

Renew: Every 5-years and before expiration of previous medical exam

Documentation Instructions:

1. Required medical documents (DD-2808 - Report of Medical Examination and PHS-6355 - Report of Dental Exam) are available on [CCMIS](#). Instructions for completing Medical Examination are available at: https://dcp.psc.gov/ccmis/PDF_docs/AGeneralInstructionsVersion8.pdf.
2. DO NOT FAX
3. Mail required documents to Medical Affairs at: 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852. Allow at least two weeks for mail to reach DCCPR as most mail is received and processed at an offsite sorting location. ***Do not mail to any other address, even if a different mailing address is listed on medical forms/instructions.***
4. Although it is not required, you may want to send medical exam documents to Medical Affairs via traceable mail delivery (i.e., certified or registered mail) for self-assurance and record keeping. Please note, the confirmation date is usually the date received at the DCCPR sorting facility and not actually at the date received at DCCPR.
5. Please note that ONLY Medical Affairs can update your medical information (i.e., medical exam, immunizations, etc.).

Report of Medical History

Renew: Every 12-months and before expiration of previous submission

Documentation Instructions:

Note: This is NOT a Readiness requirement at this time. Also, at this time, report of annual medical history is reviewed in connection with permanent promotion eligibility and not for temporary promotion eligibility.

1. Medical History Form DD-2807-1 (Report of Medical History) is available at: <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2807-1.pdf>
2. DO NOT FAX
3. Mail to Medical Affairs at: 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852. *Do Not mail to any other address even if a different mailing address is listed on medical forms.*
4. Although it is not required, you may want to send medical exam documents to Medical Affairs via traceable mail delivery (i.e., certified or registered mail) for self-assurance and record keeping.
5. Please note that ONLY Medical Affairs (https://dcp.psc.gov/ccmis/DCCPR_medical_affairs_m.aspx) can update your medical information (i.e., medical exam, immunizations, etc.) in your official records, – NOT RedDOG. Therefore, please don't mail, email, or fax copies of your medical documents to RedDOG unless specifically requested by RedDOG.

Readiness Course Completion

Completion Frequency: One time

Documentation Instructions:

- To qualify at the Basic Readiness level, you must successfully complete 12 online training modules. At this time, Basic Readiness course completion requirement only needs to be satisfied one-time. To complete the modules:
 1. Go to: <https://respondere-learn.hhs.gov/>
 2. Login using your Username and Password
 3. Click on “my courses” near top left of page
 4. Under “Available Courses”, select “OFRD”
 5. Then select, “Basic Readiness”. You should then see list of following 12 Basic Readiness courses
 - a. Course 110 - Disaster Response
 - b. Course 140 - Preventive Medicine for Field Operations
 - c. Course 141 - Health Consequences and Response
 - d. Course 142 - Disaster Triage
 - e. Course 180 - Infectious Disease Management
 - f. Course 182 - Terrorism
 - g. Course 183 - ABCs of Bioterrorism
 - h. Course 217 - Safety and Security Awareness

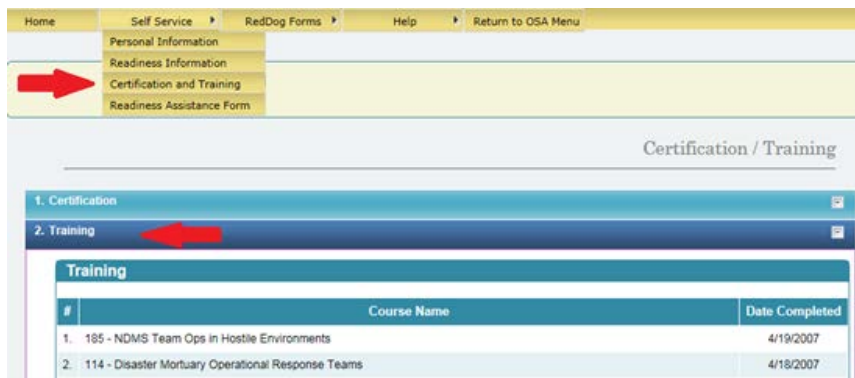
- i. [IS-100.B: Introduction to Incident Command System, ICS-100](#)
 - j. [IS-200.B: ICS for Single Resources and Initial Action Incidents](#)
 - k. [IS-700.A: National Incident Management System \(NIMS\) An Introduction](#)
 - l. [IS-800.B: National Response Framework, An Introduction](#)
6. Select the course you want to complete.
 - a. If you select one of the 8 RedDOG courses (Course 110, 140, 141, 142, 180, 182, 183, or 217), you will be taken to the “course information” page.
 - b. Near bottom center of “course information” page, there should be a drop-down arrow menu that says “Jump to”
 - c. Click on the arrow for desired option.
 - d. If you select one of the 4-FEMA courses (IS-100, IS-200, IS-700, or IS-800), you will be asked to click on link to FEMA’s web-site to complete the course. Click on “interactive web based course” under “Take This Course”.
 7. Satisfactory completion of all 12-courses is required to meet basic level of readiness. Satisfactory completion requires minimum test score of 80% AND completion of post-test surveys.
 8. Information about CE credit for each course is provided in “course overview” section.
 9. Not all e-Learn course modules offer CE credit.
 10. CE credits may or may not be accepted by officers’ particular professional credentialing authority.

- **Course completion records cannot be updated by officers from self-service.** Instead, RedDOG downloads course completion data from [Responder e-Learn](#) (REL) and FEMA-EMI regularly to update course completion records.
 If you successfully completed required (or optional) readiness courses, your readiness status will state “Basic” in the Readiness Status section (see page 12)
 If you successfully completed required (or optional) readiness courses but your course completion records are not listed, send an email with course completion records¹/certificates² attached as a PDF file to the RedDOG-training@hhs.gov . In the subject field of the email, write “Update Course Completion Records”. (Allow 4-6 weeks processing time).

- To view training(s) result(s) via self-service menu in the Officer Secure Area (OSA) of CCMIS
 1. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
 2. Login to the OSA using the AMS authentication procedure
 3. Click on “RedDOG-Self Service” on the OSA dashboard. Select Certification and Training under the Self-Service option on the banner and open Training Summary

¹ REL course completion records can be downloaded or printed by logging into your REL account and clicking on “My Records” near top left of the webpage.

² FEMA course completion certificates can be downloaded or printed immediately after completion of each course or by following instructions in course completion confirmation email from FEMA-EMI.

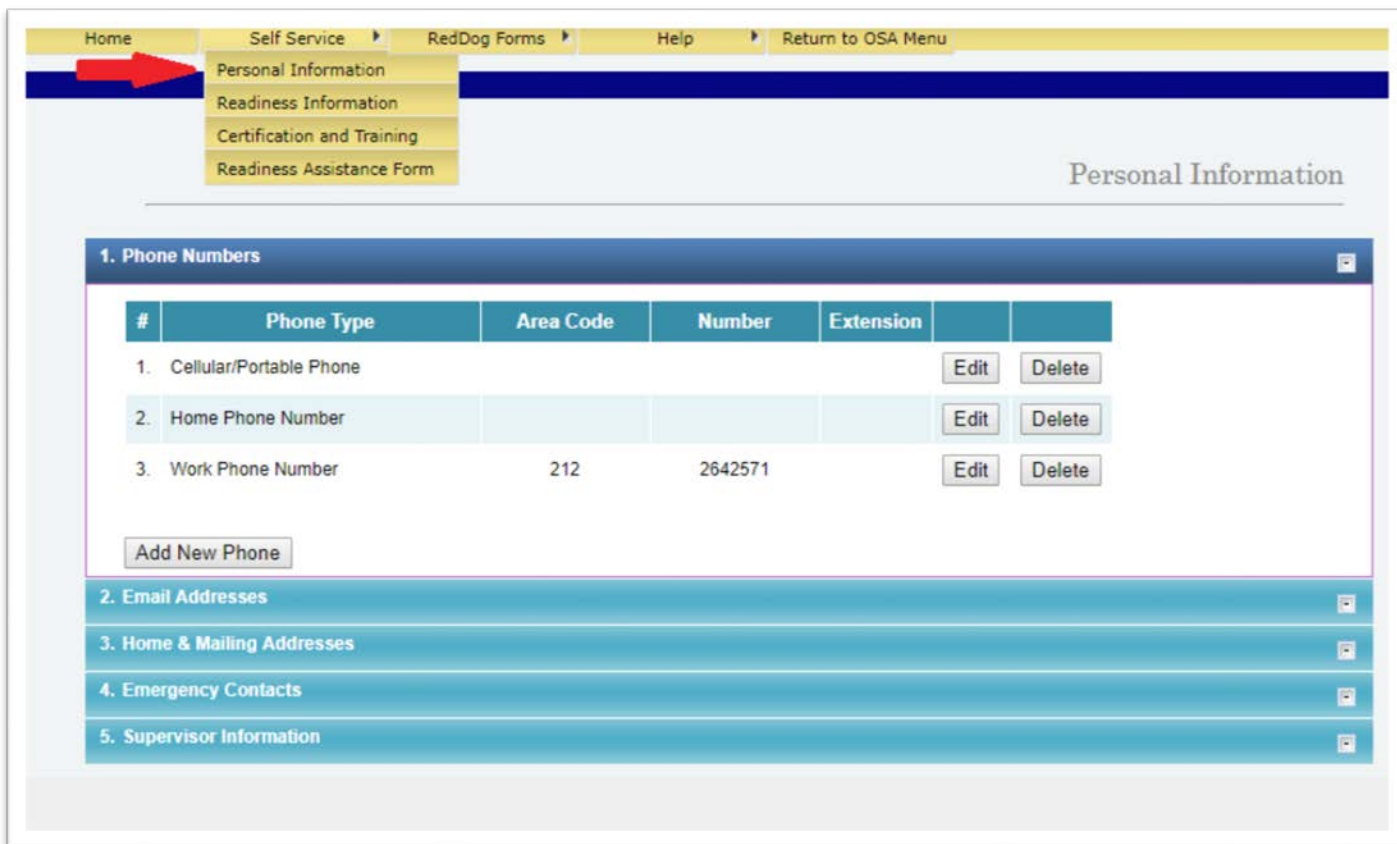


Personal Information

Renew: As needed

Documentation Instructions:

1. Maintain via self-service menu at https://dcp.psc.gov/osa/osa_security_statement.aspx.
2. Login to the OSA using the AMS authentication procedure.
3. Click on “RedDOG-Self Service” on the OSA dashboard. Select “Personal Information” under the Self-Service option on the banner and open the different descriptors for each type of personal information (Phone Numbers, Email Addresses, etc.)
4. It is critical that your contact information, i.e., emails, phone numbers, addresses is kept up to date by you as the information in this section is utilized to inform you of your Readiness status and important changes in your official records.
5. Keeping your personal information up-to-date will also ensure your receipt of important Listserv communications frequently sent to all officers from the Office of the Surgeon General, CCHQ, as well as the Readiness and Deployment Operations Group (RedDOG).



Waivers

Renew: As needed

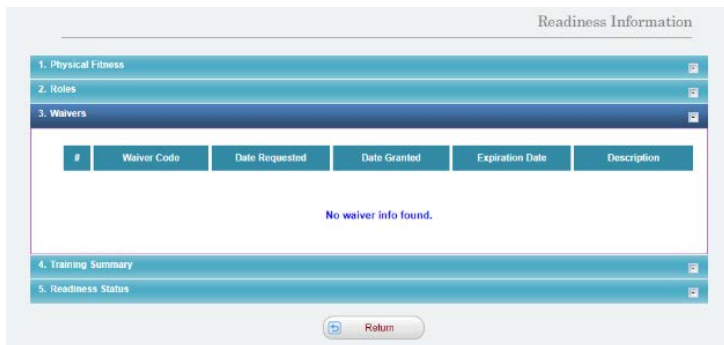
Instructions for Requesting Readiness Waivers:

- **Medical Waivers**

1. Review current policy on the CCMIS website.
2. Officers with an approved waiver will be exempt ONLY from Readiness requirements as annotated on the approved waiver. Readiness is comprised of seven separate requirements which are: APFT, BLS, Immunizations, Licensure, Medical Exam, Readiness Courses, and Deployment Role.
3. If a medical condition prohibits an officer from completing one or more Readiness requirements, the officer **MUST** contact Medical Affairs to obtain a condition specific waiver.
4. Waivers are not automatic, even if Medical Affairs is aware of the medical condition. Waivers will not be automatically renewed either and must be resubmitted.
5. Request for medical waiver should be obtained from your medical care provider and sent to Medical Affairs for approval. Waiver requests should be mailed to Medical Affairs at: 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852.

- **Non-Medical Waivers**
 1. Waivers due to international assignment or special circumstances can be requested by email and granted by the Director, Readiness and Deployment Operations Group (RedDOG).
 2. In case of international assignment, waiver for BLS, or APFT can be granted for 90-days past the officer’s return to CONUS.
 3. Request for waiver should include officer’s name, PHS number, duty location (if OCONUS), nature of circumstances requiring the waiver, time length of the waiver, applicable dates, and any other pertinent information.
 4. Requests for waivers should be submitted through [Commissioned Corps Agency Liaison](#) to the Director, Readiness and Deployment Operations Group (RedDOG) by email at: RedDOG@hhs.gov.

- To view waiver(s) via the Readiness Self-Service menu in the Officer Secure Area (OSA) of CCMIS
 1. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx.
 2. Login to the OSA using the AMS authentication procedure.
 3. Click on “RedDOG-Self Service” in self-service menu, select Readiness Information under the Self-Service option on the banner and click on Waivers

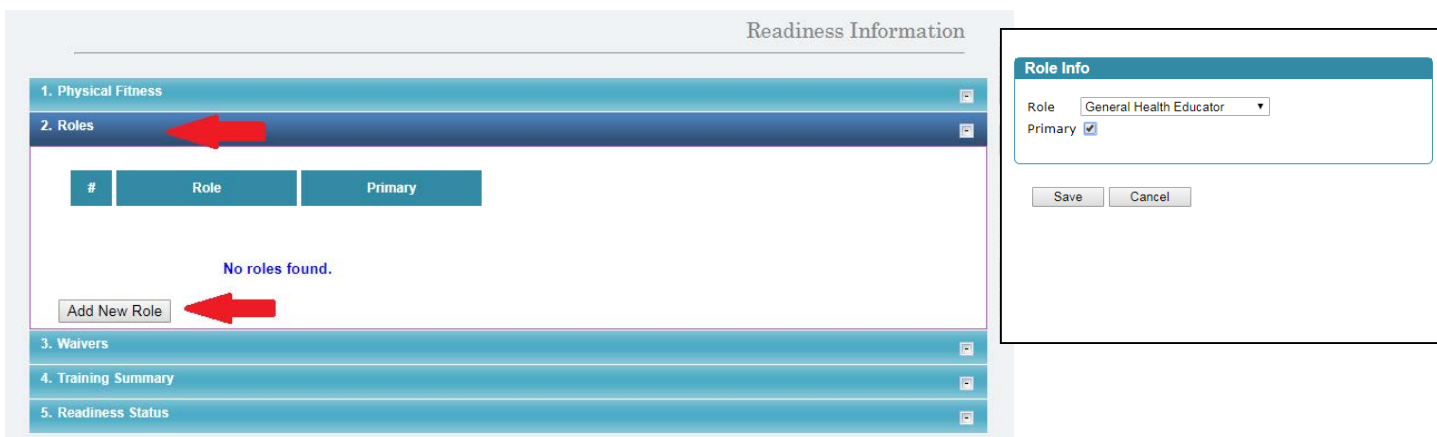


Deployment Role

Renew: Select once then update as needed

Documentation Instructions:

- To update response role(s) via self-service menu in the Officer Secure Area of CCMIS
 1. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
 2. Login to the OSA using the AMS authentication procedure.
 3. Click on “RedDOG-Self Service” in self-service menu, select Readiness Information under the Self-Service option on the banner and click on Roles
 4. Click “Add New Role” and identify the role description. Click the check box if this is your primary deployment role.



Clinical Hours (if applicable)

Renew: As applicable

Documentation Instructions:

If your professional credentials allow you to operate in a clinical setting and you select a clinical deployment role, you must maintain clinical proficiency by accruing minimum of 80 clinical hours each year. Keep a record of clinical hours accrued. Projected systemic upgrades will allow for capability to maintain official electronic record of clinical hours. For applicable professions, maintaining clinical proficiency is recommended and encouraged. At this time however, requirement to sustain minimum level of clinical proficiency is only required of officers that choose to deploy in a clinical role.

View Readiness status in CCMIS/Self-Service

View anytime and regularly

Instructions:

- To view Readiness Status via self-service menu in the Officer Secure Area of CCMIS
 1. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx.
 2. Login to the OSA using the AMS authentication procedure.
 3. Click on “RedDOG-Self Service” in self-service menu, select Readiness Information under the Self-Service option on the banner and click on Readiness Status.
 4. Observe status under the “Basic Status” column. If basic readiness requirements are missing from your file each will be listed under the “Description” column.

Language Skills, Passport Information and Nearest Airport

Renew: As needed

Documentation Instructions:

1. All officers are required to self-report and maintain this information from the Officer Secure Area on CCMIS website under the RedDOG section.
2. This information is used by RedDOG for efficient management of deployment operations and to identify officers that may possess qualifications to support unique mission requirements.
3. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
4. Login to the OSA using the AMS authentication procedure.
5. Click on “RedDOG Forms” in self-service menu, select the appropriate item from the drop down menu to update your information.

FMRB (Field Medical Readiness Badge/Award)

The FMRB recognizes officers who have met criteria beyond the required basic force readiness standards. It is awarded on the basis of proven knowledge and skill related to force readiness and performance while engaged in Corps deployment(s).

FMRB Eligibility Criteria

To qualify for the FMRB, an officer must meet physical, training, deployment, and other eligibility criteria in addition to the basic force readiness standards defined in Inst 812.04: -- Force Readiness Standards (Old CCPM: MC 377).

- **Fitness Criteria** – Minimum fitness standard for FMRB eligibility requires achievement of: 75 points (“Excellent” level) in accordance with APFT standards effective as of 12/18/2015; or Level-2 in accordance with APFT standards effective until 12/17/2015. Minimum fitness level achievement must be current at the time FMRB eligibility is determined.
- **Training Criteria** – Complete the required online courses. For FMRB eligibility, the courses listed below must be completed in addition to the 12 courses required to meet basic level of Readiness.
To complete the FMRB Courses
 1. Go to: <https://responder-learn.hhs.gov/>
 2. Login using your Username and Password
 3. Click on “my courses” near top left of page
 4. Under “Available Courses”, select “OFRD”
 5. Then select, “FMRB”. You should then see list of courses required to meet FMRB eligibility.
 6. Select the course you want to complete.
 - a. Near bottom center of “course information” page, there should be a drop-down arrow menu that says “Jump to”
 - b. Click on the arrow for desired option.
- **Deployment Criteria** – Participate in one or more Corps deployments consisting of a minimum of 7 days. Deployment days may be accumulated from one or more deployments.

Time Requirement

- FMRB eligibility criteria for fitness, training and deployment must be completed within a 3-year period. Fitness level must be current at the time FMRB eligibility is determined.

FMRB Eligibility Determination Procedure

- Please do not submit self-nomination packages for FMRB or applications for determination of FMRB eligibility to Readiness and Deployment Operations Group (RedDOG).
- RedDOG regularly reviews FMRB eligibility of all officers following each quarterly Corps Readiness assessment.
- Officers that are found eligible for FMRB then undergo further administrative review, including adverse actions, and current readiness status.
- The final list of eligible officers is officially approved by the Director, RedDOG and forwarded to the Commissioned Officers’ Awards Program (COAP) staff for issuance of award and certificate.
- Once an officer has been duly authorized to wear the FMRB, he/she may continue to wear the FMRB throughout his/her career as an officer.

Deployment History

View anytime in the Officer Secure Area (OSA) of the CCMIS website

- If you participated in a Corps deployment that was managed by RedDOG, you can view your deployment history for the last 3-years. Older deployment records are maintained in RedDOG’s database archives.
- To view records:
 1. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
 2. Login to the OSA using the AMS authentication procedure.
 3. Click on “RedDOG Forms” in the self-service menu, select the “Deployment History” item from the drop down menu to update your information.

Corrections to deployment records

- If your deployment history is listed incorrectly, you can request correction by emailing RedDOG. Requests for correction should include either documentation to verify deployment or endorsement from requesting officer’s response team-leader. Email endorsements are acceptable.

The time to process corrections depends on following submission instructions and using the format below. Correction requests should be emailed to RedDOG-Response@hhs.gov in the following sample format:

| | | | | |
|-------------------------------|------------------------------|-------------------------------|----------------------------|-----------------------------|
| PHS Number: 12345 | Listed Deployment Start Date | Correct Deployment Start Date | Listed Deployment End Date | Correct Deployment End Date |
| Mission 1 name and/or ID | 1/1/2015 | 1/5/2015 | 1/7/2015 | 2/5/2015 |
| Mission 2 name and/or ID | None | 4/10/2014 | None | 4/20/2015 |
| Mission 3 name and/or ID etc. | Etc. | Etc. | Etc. | Etc. |

Frequently asked questions about deployment history and credit

Question 1: I deployed in support of xyz mission in 2005 and 2011. Why aren't those deployments listed in my deployment history under the Readiness Self-Service application?

Answer 1: Only last three years of deployment history can be viewed in the Readiness Self-Service application due to technical limitations. Complete archives of officers' deployment history is maintained in RedDOG's database.

Question 2: Am I eligible to receive credit for my deployment by my agency? OR
I was not deployed by RedDOG for a specific mission but I was deployed by my agency in support of the same mission. Am I eligible to receive credit for the deployment?

Answer 2: Credit for participation in deployment is only granted when an officer is deployed by RedDOG between official start and end dates of the designated mission.

“Corps deployment” is defined as a directed, temporary assignment of officers from their assigned duties within HHS OPDIVs/STAFFDIVs and non-HHS organizations by the President or Secretary, HHS. Once the mission requirements are established, RedDOG administers all Corps deployment operations for the designated mission from directed Corps activation start date to end date.

On rare occasion, RedDOG and federal agencies, that employ Corps officers, separately but simultaneously deploy Corps officers in support of the same mission. Most recently that occurred with the 2014 and 2015 deployments in support of the Ebola Crisis. Under these circumstances, determination of deployment credit eligibility of an officer who was deployed by a federal agency rather than RedDOG rests with the Director, RedDOG. This is dependent on the fact that the officer's deployment by a federal agency occurred during the Corps activation start and end dates for the designated mission.