

Readiness: Down-to-Basics



April 2019

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 (e.g. 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. **Officers who cannot access the OSA due to certificate problems with smartcards and the Access Management System (AMS) should contact the AMS helpdesk at 1-888-663-3447 or AMSHelp@hhs.gov.**

READINESS TIPS

- As of 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:

The screenshot shows the 'Officer Secure Area' dashboard for the Commissioned Corps of the U.S. Public Health Service. The page includes a navigation menu with various options such as 'Login', 'Assignments', 'COER', 'Compensation', 'Forms', 'Medical Affairs', 'Officer Support', 'Policy', 'Promotions', 'Readiness', and 'Training Academy'. A search bar is located at the top. The main content area is titled 'Officer Secure Area' and contains a 'PHS Dashboard' with fields for 'SERNO', 'Email', 'eCORPS User ID', 'DA Employee ID', and 'Current Billet Number'. It also displays 'Licensure Status: Compliant', 'Expiration Date: Not Applicable', and 'Latest Report of Readiness Status: Review Current Readiness Status on'. A red arrow points to the 'RedDOG - Self Service' link in the left-hand menu.

- Readiness information will be collected, reviewed, and made available to officers on a monthly basis starting in 2018. We are no longer processing readiness on a quarterly basis. Officers will now see 12 entries for basic readiness compliance 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.

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 are 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. All communications from the Commissioned Corps will use the Work email that is provided from the personal information section.
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, Commissioned Corps Headquarters (CCHQ), as well as the Readiness and Deployment Operations Group (RedDOG).

Home | Self Service | RedDog Forms | Help | Return to OSA Menu

Personal Information
Readiness Information
Certification and Training
Readiness Assistance Form

Personal Information

1. Phone Numbers

#	Phone Type	Area Code	Number	Extension		
1.	Cellular/Portable Phone				Edit	Delete
2.	Home Phone Number				Edit	Delete
3.	Work Phone Number	212	2642571		Edit	Delete

Add New Phone

2. Email Addresses

3. Home & Mailing Addresses

4. Emergency Contacts

5. Supervisor Information

Readiness Information

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.

Annual Physical Fitness Test (APFT)

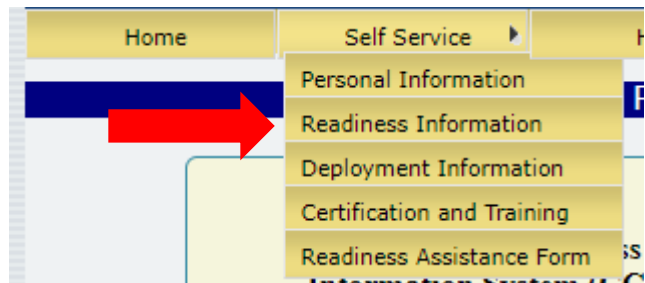
Renew: Every 12-months and before expiration of previous APFT

All officers must complete the [APFT in accordance with the standard](https://dcp.psc.gov/ccmis/ccis/documents/POM18_002.pdf) (https://dcp.psc.gov/ccmis/ccis/documents/POM18_002.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 located on the CCMIS website regarding waivers: https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_medical_waiver_program.aspx

Documentation Instructions:

1. Update APFT results via CCMIS Officer Secure Area (OSA) RedDOG Self-Service (SS) or eDOC-U. If you submit your APFT by entering through eDOC-U, you will be routed to RedDOG Self-Service.



2. 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.
 - d. Choose the Readiness Information option.
 - e. Select “Add New Physical Fitness Exam”
 - f. Enter the following information:
 - Exam Date

- Evaluator Information
- Height
- Weight
- 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

2. Physical Fitness

APFT Info

Please only upload a signed APFT report (7044 form) using the upload button for an APFT completed after 9/30/2018. Do not upload any other forms using this tool.

#	Exam Date	Overall Fitness Level	Uploaded to eDocU		
1.	09/20/2018	Outstanding	<input type="checkbox"/>	Edit / View	Upload Verified APFT to eDOC-U
2.	05/17/2018	Excellent	<input type="checkbox"/>	View	
3.	11/30/2017	Excellent	<input type="checkbox"/>	View	
4.	09/15/2016	Excellent	<input type="checkbox"/>	View	
5.	09/15/2015	3	<input type="checkbox"/>	View	

5. In addition to entering the APFT results above, officers must upload a copy of the completed APFT (7044) document. To do so, press the upload to eDOC-U

APFT Info

APFT Verification Document Upload

Please select an APFT verification document to be uploaded to eDOC-U.

No file chosen

6. Select the Choose File option, use the windows box to select the correct completed version of the PDF that documents the APFT (7044), choose the OPEN option, and the Upload to eDOC-U button.
7. Officers who do not meet the BMI requirement must complete and submit the Verified Weight Report Form (7044-1) to provide percent body fat measurements.

Always submit the Verified Weight Report (PHS 7044-1) in eDOC-U under the Readiness document category and Verified Weight Report document name. Never upload the 7044-1 as an APFT document.

1. Readiness Status					
2. Physical Fitness					
3. Waivers					
#	Waiver Code	Date Requested	Date Granted	Expiration Date	Description
No waiver info found.					
4. Verified Weight					
5. Weight Management					
6. Team Information					
7. Roles					
8. FMRB Status					

Waivers

Renew: As needed

- **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 and must be resubmitted upon expiration.
5. To request a medical waiver, submit a request for medical waiver and medical documentation from your attending health care provider to Medical Affairs. Submit this information through e-DOC-U with the Medical Waiver Request form as one PDF. MAILED AND FAXED DOCUMENTS WILL NOT BE PROCESSED. Medical Affairs will determine if one or more waivers are justified.
6. For additional information on waivers, and the Medical Waiver Request form, please review the information provided at:
https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_medical_waiver_program.aspx

Verified Weight

This table is a view only dataset that presents verified weight information from your APFT (form 7044) or Weight Verification Form (form 7044-1).

- To view verified weight 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 Readiness Information under the Self-Service option on the banner and open Verified Weight

1. Readiness Status								
2. Physical Fitness								
3. Waivers								
4. Verified Weight								

Verified Weight								
#	Date Completed	Frequency	Height	Weight	BMI	Waist	Neck	PBF

- To submit a Verified Weight Form (7044-1) use the eDOC-U application within the OSA dashboard.
 1. Select Readiness section
 2. Select the Verified Weight Report (7044-1)
 3. Enter the date the form the weight reading was completed
 4. Enter the correct values for Height, Weight, BMI, Waist, Hips, Neck, and Body Fat percentage in the respective boxes.
 5. Select the Choose File button and use the search tool to locate the correct electronic form with the results and signatures.
 6. Select open and upload.

Document Category: I want to receive a notification email

Document Type:

Document Date: **All fields are required**

Height (feet) (in) Weight (lbs) BMI

Upload File Name: No file chosen

All officers must submit a "Verified Weight Report", PHS-7044-1, by Sept. 30, 11:59 ET. You will not see this form in your eOPF. The information in the form will be available in the RedDOG Self-Service within one business day.

After October 1, 2018 this form must be submitted as:

- A supplement to your APFT if "taping" is required
- quarterly progress report

Document Date: Date on the signed form

Note: Information about Retention Weight Standards is available on the [Corps Retention Weight Standards webpage](#).

Weight Management

This table is a view only dataset that presents information from Medical Affairs regarding your status for a submitted weight management plan. The table is populated upon submittal of a weight management plan through eDOC-U and a status determination by Medical Affairs.

To view weight management plan status 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 Readiness Information under the Self-Service option on the banner and open Weight Management

The screenshot shows a navigation menu with five items: 1. Readiness Status, 2. Physical Fitness, 3. Waivers, 4. Verified Weight, and 5. Weight Management. The 'Weight Management' item is highlighted in a darker blue. Below the menu is a section titled 'Weight Management Data' which contains a table with three columns: Status Date, Status, and Reviewer.

Team Information

This table is a view only dataset that presents historical information regarding your deployment roles and tier assignments.

- To view team assignment information 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 Readiness Information under the Self-Service option on the banner and open Team Information

4. Historical team assignment is listed. Only the current team is listed as active. Each previous team assignment is provided for historical purposes only and is listed as inactive. Team leadership roles that you are/were assigned (Team Leader/Deputy Team Leader only) are also documented in the data table.

The screenshot shows a navigation menu with three items: 4. Roles, 5. Waivers, and 6. Team Information. The 'Team Information' item is highlighted in a darker blue. Below the menu is a section titled 'Team Data' which contains a table with three columns: #, Team Name, and Team Type.

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.
 5. Identify the primary role by selecting the Primary box. Only one role can be primary.



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, as defined by CCI CC511.01. Additional information regarding the Commissioned Officers’ Awards Program (COAP) is located at: https://dcp.psc.gov/CCMIS/COAP/COAP_index_m.aspx

- **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://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, “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

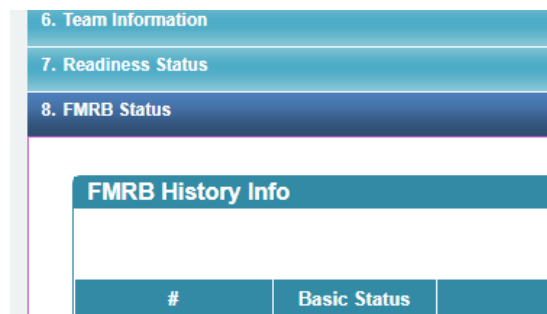
- FMRB eligibility criteria for fitness, training and deployment must be completed within a 3-year period. Fitness level must be current at the time FMRB eligibility is determined.

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, CCHQ RedDOG and forwarded to the Commissioned Officers’ Awards Program (COAP) staff for issuance of award. (COAP processing may take up to 90 days to process awards)
- 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.

View FMRB status via the interface window in RedDOG Self-Service

- To view FMRB status 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 Readiness Information under the Self-Service option on the banner and open FMRB status



- Officers who have received the award via COAP will have a status of Awarded
- Officers who have met the requirements for the award will have a status of eligible
 1. Names on the eligible list will be submitted monthly for review by USPHS leadership for submittal to COAP
- Officers who have not met the requirements for the award will have a status of not qualified

Deployment Information

Passport Information:

Renew: Enter once then update as needed

Documentation Instructions:

- To enter or update passport information 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 Deployment Information under the Self-Service option on the banner and click on Passport Information
 4. Click “Add New Passport”.
 5. Select the passport type (Personal, Government, Diplomatic) and the supporting information from the passport.

1. Passport Information			
#	Passport Type	Passport Number	Issued
1.	Official/Government	999999999	01/0
2.	Personal/Regular	9162104566	05/0

Passport Info

Passport Type

Passport No

Issued Date

Country Issued

Expiration Date

Country of Birth

City of Birth

Comments


Visa Information:

Renew: Enter once then update as needed

Documentation Instructions:

- To enter or update visa information 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 Deployment Information under the Self-Service option on the banner and click on Visa Information
 4. Click “Add New Visa”.
 5. Select the visa type (Business, Student, Tourist) and the supporting information from the visa.

2. Visa Information			
#	Visa Type	Visa Number	Iss
1.	Humanitarian	8888888888	05/25
2.	Personal	76777777	03/30



Visa Information

Visa Type

Visa Number

Issued Date

Country Issued UNITED STATES OF AMERICA

Expiration Date

Comments

Language Information:

Renew: Enter once then update as needed

Documentation Instructions:

- To enter or update language information 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 Deployment Information under the Self-Service option on the banner and click on Language Information
 4. Click “Add New Language”.

5. Select the language. Select any specific dialect for the language chosen and your level of proficiency.

3. Language Information

#	Language	Dialect	
1.	Brahui	Jharawan	BASIC
2.	Spanish		BASIC



Language Information

Language:

Dialect:

Proficiency:

Airport Information:


Renew: Enter once then update as needed

Documentation Instructions:

- To enter or update airport information 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 Deployment Information under the Self-Service option on the banner and click on Airport Information
 4. Click “Add New Airport”.
 5. Select the airport by entering either the airport code or name. Click the check box if this is your primary airport used.

4. Airport Information

#	Code	Airport Name	Co
1.	BWI	Baltimore/Washington International Thurgood Marshall	United
2.	ONT	Ontario International	United
3.	DCA	Ronald Reagan Washington National	United



Airport Search

Code: Name:

Primary

Airport Code:

Airport Name:

Country:

State:

City:

Airport Type:

Deployment History:

For Review purposes only (Displayed Deployment history from 0/01/2016 to present).

Documentation Instructions:

- To review deployment history 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 Deployment Information under the Self-Service option on the banner and click on Deployment History

The screenshot shows a web interface titled "5. Deployment History". Below the title is a section labeled "Deployment History Data" with a red message: "Deployment history viewable is from 1/01/2016 only". Below this is a table with the following data:

#	Event	Event Type	Start Date	End Date	# of Days
1.	2017 Hurricanes Harvey/Irma/Maria	Deployment	10/7/2017	10/27/2017	21
2.	2016 Independence Day Celebration	Deployment	7/3/2016	7/4/2016	2

Certification and Training Information

Certification History:

For Review purposes only

Documentation Instructions:

- To review certifications and expiration dates 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 Certification and Training under the Self-Service option on the banner and click on Certification.

The screenshot shows a web interface titled "1. Certification". Below the title is a section labeled "Certification" with a table containing the following data:

#	BLS Exp Date	ACLS Exp Date	ATLS Exp Date
1.	12/31/2018		

Basic Life Support (BLS) Certification:

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

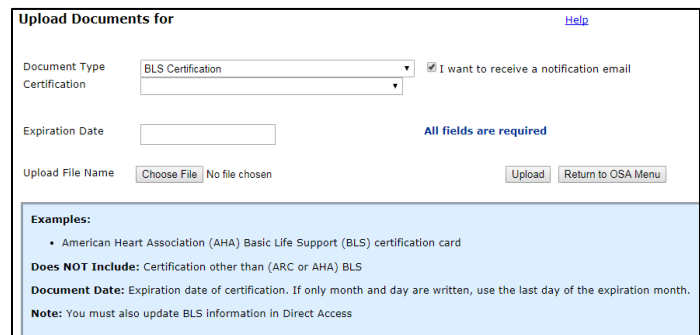
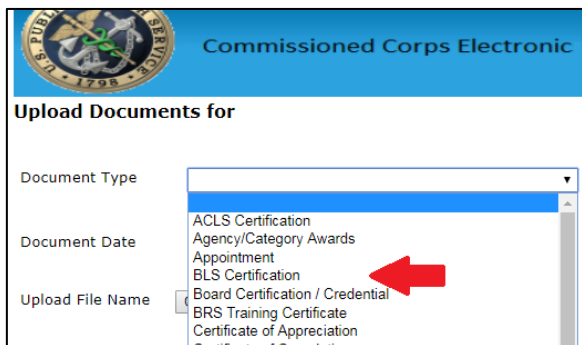
Officers must complete and maintain currency in one of the following approved certifications.

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; or
4. American Safety and Health Institute (ASHI) CPR for the professional rescuer (CPR PRO); or
5. Instructor certification for any of the above courses.

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>

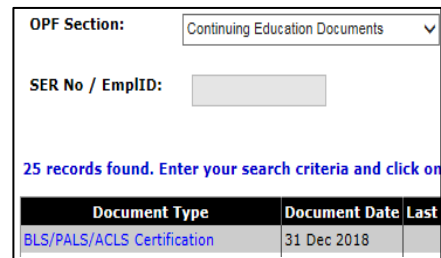
New Documentation Instructions:

- 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 hyperlink for the BLS Certification for details. Please note: soon BLS certificates will all display under the BLS section.



ACLS, ATLS, and PALS Certifications:

****Currently, these certificates can be uploaded to the eOPF. Please note that the transfer of expiration dates will happen periodically and is not automatic.**

Readiness Course Completion

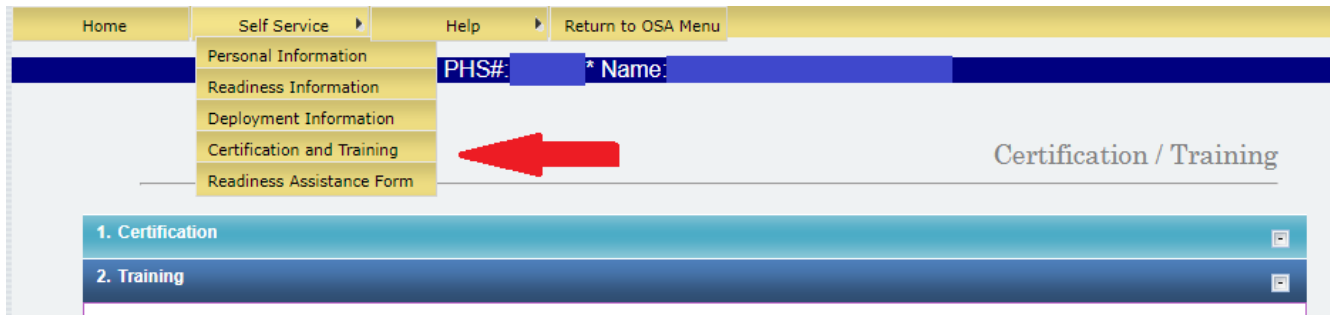
Completion Frequency: One time

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 eight 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.
11. Email certificate(s) to RedDOG-Training@hhs.gov

- To view training(s) result(s) via self-service menu in the Officer Secure Area (OSA) of CCMIS
 2. Go to https://dcp.psc.gov/osa/osa_security_statement.aspx
 3. Login to the OSA using the AMS authentication procedure
 4. 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



Readiness Information for Submission via eDOC-U

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 CCHQs 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. Information regarding licenses and certifications can be found on the licensure webpage at: https://dcp.psc.gov/ccmis/Licensure_m.aspx. Questions should be directed to the Licensure Technician at PHSLicensure@hhs.gov.

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. MAILED AND FAXED DOCUMENTS WILL NOT BE PROCESSED.
- DO NOT mail immunization documents unless directed by Medical Affairs.
- Medical Affairs enters all medical information, NOT RedDOG. Most immunization-related questions can be answered by viewing the immunizations webpage at: https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx
- The following immunizations are required for Basic Readiness:

1. Hepatitis A

- a. 2 immunizations, or
- b. Waiver, or
- c. Positive titer confirming natural or acquired immunity

2. Hepatitis B

- a. 3 immunizations, or
- b. Waiver, or
- c. Positive titer confirming natural or acquired immunity

3. MMR (Measles, Mumps and Rubella)

- a. Measles
 - i. 2 MMR immunizations, or
 - ii. Waiver, or
 - iii. Positive titer
- b. Mumps
 - i. 1 MMR immunization, or
 - ii. Waiver, or
 - iii. Positive titer
- c. Rubella
 - i. 1 MMR immunization, or
 - ii. Waiver, or
 - iii. Positive titer 2 immunizations, or

4. Tetanus/Diphtheria (TD) – Expires every 10 years

5. Varicella (Chickenpox):

- a. 2 immunizations, or
- b. Waiver, or
- c. Positive titer confirming natural or acquired immunity

6. Tuberculosis (PPD)

- a. Two negative tuberculin skin test (TST) results no greater than 12 months apart, or
- b. A single negative interferon-gamma release assay (IGRA) test (e.g., QuantiFERON-TB Gold Test) result is sufficient evidence of the absence of infection with Mycobacterium tuberculosis (TB) and no additional annual TB screening is required.
- c. In the absence of the negative TSTs within 12 months, the officer must continue annual TST screening until this requirement is met or obtain a single IGRA result.

- d. Officers demonstrating a history of positive TST results and who have submitted supporting documentation to Medical Affairs indicating absence of active TB disease (e.g. medical evaluation including chest radiograph) are not required to comply with this TB screening requirement.
- e. PPD is required annually unless you have 2 negative results recorded in less than 12 months. In that case, you will not be required to continue entering an annual PPD to meet readiness.

7. **Influenza**

- a. Obtain an influenza vaccination annually before December 31.
- b. A waiver also meets the requirement.

Physical Exam

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

Documentation Instructions:

1. MAILED AND FAXED DOCUMENTS WILL NOT BE PROCESSED. Required medical documents are available on [CCMIS](#). Instructions for completing Medical Examination are available at: https://dcp.psc.gov/ccmis/PDF_docs/general-instructions-dd2807-1-and-dd2808.pdf

- Only use if you are uploading documents related to your periodic physical (e.g., 5-year physical). You must upload all of your records as one PDF document. Do not upload any other documents in this section.
- The single PDF submission should be in the following order:
 - **Disclosure Statement**
 - **Standard Forms (Report of History DD-2807-1 or military equivalent, Report of Physical Exam DD 2808 or military equivalent, Dental PHS-6380 or DD-2813 or military equivalent)**
 - **Laboratory Studies**
 - **Other required testing including ECG and Audiogram**
 - **Other reports including breast cancer, cervical cancer, and colon cancer screening**

Note: Physical examination forms are located on the Medical Forms webpage:

https://dcp.psc.gov/ccmis/forms/FORMS_medical_m.aspx

- Physical examination information as it relates to promotion is located on the Promotions Medical Requirements webpage:

https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_medical_requirements_m.aspx

2. Please note that ONLY Medical Affairs can update your medical information (e.g. medical exam, immunizations, etc.).

Document Type

Document Date **All fields are required**

Upload File Name

Only use if you are uploading documents related to your periodic physical (e.g. currently required 5-year physical). If possible, upload all of your records as one document. Do not upload any other documents in this section.

Examples:

- Report of Medical History (e.g. DD-2807-1)
- Report of Medical Examination (e.g. DD-2808)
- Report of Dental Examination

Document Date: Date that the exam was completed

Note: Physical Exam forms are located on the [Medical Forms](#) webpage
Physical Examination information as it relates to Promotion is located on the [Medical Requirements for Promotion](#) webpage

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. The report of annual medical history is reviewed in connection with permanent promotion eligibility and not for temporary promotion eligibility.

MAILED AND FAXED DOCUMENTS WILL NOT BE PROCESSED. Use this section to upload your **updated** Report of Medical History and related medical documentation (e.g., currently required updated history for permanent promotion). **You must upload the Report of Medical History and all related documented as a single PDF file.** The Report of Medical History should also be used to update Medical Affairs on new diagnoses or treatments. Do not upload any other documents in this section. IF PART OF YOUR PERIODIC PHYSICAL (e.g., CURRENTLY REQUIRED 5-YEAR PHYSICAL), UPLOAD THROUGH THE PHYSICAL EXAM DOCS SECTION.

Required Document:

Report of Medical History (e.g., DD-2807-1)

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. Please note that ONLY Medical Affairs can update your medical information (e.g. medical exam, immunizations, etc.) in your official records, – NOT RedDOG. Therefore, please do not mail, email, or fax copies of your medical documents to RedDOG unless specifically requested by RedDOG. Contact information for MA: https://dcp.psc.gov/ccmis/DCCPR_medical_affairs_m.aspx

Document Category	<input type="text" value="Medical"/>	<input checked="" type="checkbox"/> I want to receive a notification email
Document Type	<input type="text" value="REPORT OF MEDICAL HISTORY"/>	
Document Date	<input type="text"/>	All fields are required
Upload File Name	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/> <input type="button" value="Return to OSA Menu"/>

Use this section to upload your **updated** Report of Medical History and related medical documentation (e.g. currently required updated history for permanent promotion). The Report of Medical History should also be used to update Medical Affairs on new diagnoses or treatments. Do not upload any other documents in this section. IF PART OF YOUR PERIOD PHYSICAL (e.g. CURRENTLY REQUIRED 5-YEAR PHYSICAL) UPLOAD THROUGH THE PHYSICAL EXAM DOCS SECTION.

Example:

- Report of Medical History (e.g. DD-2807-1)

Document Date: Date that the medical history form was completed

- **Non-Medical Waivers**
 1. Waivers due to international assignment or special circumstances can be requested by email and granted by RedDOG.
 2. In case of international assignment, a BLS waiver 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 your [Commissioned Corps Agency Liaison](#) to the 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

Clinical Hours

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 the capability to maintain official electronic record of clinical hours. Additional notifications from CCHQ will be sent in the future as the electronic recording of clinical hours becomes available through the RedDOG Self-Service system.

Commissioned Corps Headquarters will provide additional guidance regarding the readiness requirement for clinical hours outlined in CCI 241.01.

Frequently Asked Questions: Deployment History and Credit

Q1: *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?*

A1: *Only the 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.*

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@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.

Q2: *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?*

A2: *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.