

Tips for Readiness Self-Reminders

Challenge

Maintaining readiness can be a challenge with our work schedules and life demands. Time often gets away from us and the next thing we know we are receiving an email notice from RedDOG stating that we will not be basic ready during the next review cycle. MOTIVATE, don't procrastinate! See below for a quick reminder of the readiness requirements and suggestions for creating self-reminders.

Readiness Checklist

Requirement	Deadline
Annual Physical Fitness Test (APFT) ¹	Every 12-mos
Basic Life Support (BLS) Cert. ²	Every 24-mos
Clinical Hours (if applicable)	As required
Licensure ³	As required
Immunizations ⁴	As required
Medical Exam ⁵	Every 5-years
Medical History ⁶	Every 12-mos
Readiness Modules (12) ⁷	One-time
Deployment Role ⁸	Update as needed
Readiness Status (check monthly)	Regularly

Suggestions for readiness self-reminders :

- 1) Set up a deadline date on your Outlook calendar or smartphone with a reminder every week for 6 weeks before your established deadline arrives. This gives you ample opportunity to schedule medical and dental appointments, get any needed vaccinations, fill out your annual report of medical history, sign up for a CPR class, and complete your annual physical fitness testing.
- 2) Pick-a-date for completing all of your requirements. Focus on the first 8 months of the year. Why? Because things get really busy at the end of the fiscal and calendar years. COER's are due, priorities change and your readiness requirements get pushed to the background.
- 3) How do you eat an elephant? One bite at a time! Complete your readiness items in small chunks, doing a few items at a time as not to become overwhelmed. If you have a waiver for any of these items, it's your individual responsibility to ensure that the waiver is kept up-to-date. Once again, plan ahead. Please see the following link to assist you: https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

¹ APFT-due every 12 months-see the link above for instructions

² Basic Life Support- due every 24 months-see the link above for instructions

³ Nursing License-renewal is state specific. Know when you expire, obtain your continuing education throughout the year and renew early- see the link above for specifics on documenting nursing licensure

⁴ Immunizations- Influenza is due annually and you may have to wait until a little later in the year to receive this immunization based on supply and distribution- see the link above for other specific requirements

⁵ Medical Examination-every five years. The new examination must be completed prior to the expiration of the previous 5 year physical-examination forms are available online-see the link above for complete details

⁶ Annual Report of Medical History-is not a readiness requirement per the link above-but it might be good to have it completed as it is reviewed for permanent promotion

⁷ Readiness Modules-there are 12 modules that have to be completed on a one time basis

⁸ Officers should designate a deployment role in Direct Access at least once, but update as needed. If this is not done, an officer will appear on the not qualified list for "deployment role"

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