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.

Check your readiness status immediately to ensure you are considered "basic qualified"!

Readiness Checklist
(Link to checklist can be found in Item 3 below)

Requirement	Deadline
Annual Physical Fitness Test (APFT)	Every 12-mos
Basic Life Support (BLS) Cert.	Every 24-mos
Clinical Hours (if applicable)	As required
Licensure	As required
Immunizations	As required
Medical Exam	Every 5-years
Medical History	Every 12-mos
Readiness Modules (12)	One-time
Deployment Role	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 so you do not 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