



US Public Health Service Nursing September 2016 Tip of the Month



Are you Ready? — Readiness Checklist & Helpful Reminders

Officers are responsible for making sure we are deployment-ready at all times. Pick a date each month to check your information in [Direct Access](#) and your eOPF. For starters, make sure these are up to date:

- Annual Physical Fitness Test
- Basic Life Support (BLS)
- Licensure
- Medical exam/Medical history
- Immunizations



A very important administrative check completed for promotion is Basic Readiness. Review your Basic Readiness and Projected Readiness status in Direct Access (linked above). **For more details and requirements visit this link in CCMIS: [Readiness Checklist-Down to Basics](#).**

Important! New eDOC-U Process:

As of August 15th, [eDoc-U](#) is now live for Electronic Official Personnel Folder (eOPF) and Immunizations!

This new feature allows officers to submit documents digitally via CCMIS within the Officer Secure Area. The great news is that fax submissions for eOPF documents and immunizations are no longer necessary. **Please continue to fax all Licensure information to the Licensure fax line at 240-453-6127.**

The following **documents** should be converted to .pdf, .doc or docx (MS Word) and .txt (text files) to upload. Enter the date of the document or event when submitting documents.

- Appointment (e.g., Appointment to a committee, workgroup, PAC Voting Member, etc.)
- **BLS/PALS/ACLS** Certifications (Enter **expiration date**. If day of the month is not displayed, use last day of the month.)
- Certificate of Completion (e.g., completion of training), Continuing Education Summary Sheets
- Counseling Forms A and B
- Curriculum Vitae
- Immunizations
- Letter of Appreciation
- **Officer Statement** (Enter date as January 31, 'year of promotion board' – i.e. January 31, 2017 for 2017 promotion year).
- Transcripts (Unofficial)

***** For more details, please see [eDOC-U Instructions](#) *****



[PHS-NURSE LIST SERV](#)

[TO REQUEST A MENTOR](#)

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Mentoring Workgroup, NPAC Career Development Sub-committee