



**HEALTH SERVICES
PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**
Multidisciplinary in Approach, Connected by Service, Advancing Public Health

HSPAC Readiness Subcommittee



Readiness

Deployment Guide

Table of Contents

Things to Consider – Pre-Deployment	3
Things to Consider – Immediately before a deployment.....	4
Administrative Process – Pre-Deployment.....	5
Force Protection – Deployment Checklist	6
Things to Consider – Post-Deployment	9
References and Resources	11
APPENDIX A	12

As an officer in the U.S. Public Health Service Commissioned Corps, you are visible during local, state, national, and international events, and you may be viewed as an expert in your field. Always be cognizant of this fact. This deployment guide provides tips that are general considerations for deployment. The Readiness Deployment Branch (RDB) may have additional requirements. Please consult your chain of command to determine what is appropriate for your deployment.

Things to Consider – Pre-Deployment

- Prepare a Family Care Plan:
One of the most important considerations for officer readiness is to ensure that your family is cared for during times of deployment. A Family Care Plan is very important for all families and is especially critical for single parents and dual active duty parents. Follow this link for further details: <https://www.military.com/spouse/military-life/military-resources/plan-your-familys-care.html>
Additional family care planning training is available under “Deployment Training” in the USPHS Commissioned Corps Learning Management System <https://usphstraining.hhs.gov/login/index.php>
- Designate a primary and an alternate guardian:
A guardian can assume legal responsibility for your family.
- Prepare a Letter of Instruction:
A letter of instruction provides your survivors with a list of things to do.
- Prepare a Power of Attorney:
This will provide your representative with the legal power to act on your behalf.
- Set up your bank accounts such that someone you have designated has equal access.
- As appropriate, ensure life insurance is up to date. Life insurance beneficiaries should reflect your current wishes.
- Make sure copies/records (including policy numbers, etc.) of all-important documents are accessible to next of kin/legal guardian. These should include and are not limited to the following:
 - Will, real estate titles, deeds, mortgages, leases
 - Passport
 - Vaccination records
 - Automobile titles/licenses
 - Birth, marriage, divorce, separation certificates/licenses
 - Insurance policies
 - Social Security Card

- Bank account numbers--savings/checking/retirement/other
- Safety deposit box information and access
- Credit card numbers, stock/bond numbers
- Other: _____

- Ensure key telephone numbers are available to contact next of kin in the event of emergency those who may need to access someone while you are away. In addition, bring a copy of important contacts for the following entities:
 - Officer's agency supervisor
 - HHS Secretary's Operations Center
 - HHS Secretary's Operations Center
 - Emergency point of contact
 - RDB email inboxes:
 - PHSDeployment@hhs.gov (for awards, roster updates, deployment-related inquiries)
 - PHSReadiness@hhs.gov (non-medical readiness and Weight Standards inquiries)
 - PHSPreparedness@hhs.gov (plans & logistics; responder safety; evaluations/metrics)

Things to Consider – Immediately before a deployment:

- Ensure you have your current personal identification. Always carry your Common Access Card (CAC), driver's license, dog tags, and passport if travelling internationally.
 - Military "dog tags" can be obtained from most military bases, online or from the following businesses:
 - Rocky Mountain ID
 - Local military installations
 - Dog Tag Headquarters
 - <http://www.dogtaghq.com/>
 - <http://www.dogtags.com>
- Ensure you have copies of your professional licensure and/or certifications, Basic Life Support (BLS) card, and Yellow Card (an official record of vaccinations). Carry these with you on deployment.
- If taking medications, ensure you have adequate supply for the duration of

deployment, checking for expiration dates before departure.

- Update your contact information in CCMIS under the RDB Self-Service Menu, including work, cell, and home telephone numbers and email addresses.
- If leaving domicile unattended:
 - Stop your newspaper (if any) and have a neighbor pick up other flyers/papers/etc.
 - Arrange for mail to be held (post office will hold mail for 30 days, if you are deployed for more than 30 days, contact your local post office)
 - Arrange for lawn trimming, snow removal, etc.
 - Arrange for care of pets/fish/plants
 - Unplug appliances
 - Turn off water, and as appropriate check sump pump is working properly before departure
 - Notify neighbors/friends to check on your house
 - Notify your home security service of prolonged absence
- Leave the following keys in a safe place or with someone:
 - Automobiles
 - Home
 - Safety deposit box
- Arrange for payment of bills: (recommend using automatic payment mechanisms)
 - Rent/mortgage
 - Lawn service
 - Housekeeping service
 - Utilities
 - Credit card bills
 - Others
- Notify your agency supervisor and obtain approval.
- Make sure work responsibilities are addressed and coverage secured

Administrative Process – Pre-Deployment

- Deployment requests may originate from RDB, HHS, or the requesting Agency. **In some emergency situations, you may not receive orders prior to deployment.**
- Please be aware that you may not receive your travel itinerary with a lot of advanced notice. Begin preparing to deploy as soon as you are notified taking incremental steps to inform your family, supervisors, and work colleagues of pending deployment. Depending on the nature of your deployment, the origin of your travel itinerary may vary.
- Please be flexible and ensure your information is updated in the RDB Self Service Portal under the Personal Information, Readiness, and Deployment Information tabs.
- Officers should identify a contact that family members or a supervisor may reach out to during their deployment if they are unable to reach the officer directly in an emergency.
- For ASPR-sponsored deployments, notify the following entities of your departure from your home and upon arrival at your destination:
 - The Office of Emergency Management (OEM) Resource and Mobilization Section (RAMS)
 - Phone: (800) 872-6367
 - Email: SOC.RC.RAMS@hhs.gov
 - RDB, Response and Deployment Coordinator

Force Protection – Deployment Checklist

Deployment Uniform:

Traveling in uniform depends on the nature of the deployment. Please contact your deployment POC to inquire about the uniform of the day and expectations while traveling. Ensure that you have the proper uniforms for deployment. It is the responsibility of the individual officer to obtain the appropriate uniforms and accessories BEFORE the notice to deploy is received. The requirements to meet basic force readiness includes owning the appropriate deployment uniforms, such as the Operational Dress Uniform (ODU) or Service Khakis (Reference Appendix A for how to purchase ODUs). Wearing uniform while on duty is a condition of service and is not negotiable.

Basic Information on Packing for Deployment:

Luggage should be sturdy and lockable. Try to carry only **one check-in bag and one carry-on**. Military duffle bags are authorized for up to the maximum weight of 70 lbs. on commercial airlines. A good rule of thumb is to only pack what you can carry. For ease of access on deployment, consider packing one set of clothes in each Ziploc storage bag (e.g. one each of

underwear, t-shirt, socks in a single zip lock bag). Wash clothes before wearing to prevent irritation, therefore wash new clothes prior to packing them for deployment.

Please note that the color of luggage and most packed items should be dark in nature (i.e., black, brown, olive green).

Items to include in carry-on:

It is strongly recommended that you include the following items as carry-on (either in your pockets or in a bag) unless otherwise informed at the time of deployment:

- Travel orders (if available)
- Itinerary and flight information, e-ticket
- CAC
- Passport - Personal and if issued, Government
- Driver's license
- Copy of professional license, certifications, and BLS card
- Vaccination Records/International Certificate of Vaccination (Form PHS-731, also referred to as a Yellow Card)
- Money (small bills and quarters for laundry)
- Credit cards (personal and government, if issued)
- Cell phone (with the team's POCs pre-programmed), a charger, and car charger
- Headphones
- Small notebook/pen/pencil
- Important phone numbers of the Emergency POC, agency supervisor, HHS secretary's operations center, RDB, and team roster
- Detailed map of the area you are deploying to before you get there (if available)
- Small flashlight (pocket-size) with extra batteries
- Watch (black/waterproof)
- 30-day supply of prescription and OTC medications (if needed)
- One day's worth of bottled water, snacks, and one package of Meal Ready to Eat (MRE)
- Hand sanitizer
- Dog tags (worn)
- Stethoscope, if you are a clinician
- One set of uniform components (e.g., ODUs and boots) with appropriate cover/ball cap + undergarments for several days

Suggested items to include in checked bag:

- Additional sets of uniform components (e.g., ODUs, weather appropriate gear)
- PT uniform and sneakers
- Civilian clothes and footwear, appropriate for weather
- Undergarments

- Extra blousing boot bands and bootlaces
- Shoe shine kit
- Baby wipes
- Alcohol rubbing pads
- Toiletry products (e.g., soap, deodorant, shampoo, shaving kit, hand cream, foot powder and moleskin, lip balm, toothpaste/brush/dental floss/mouthwash, comb/hairbrush, feminine hygiene products)
- Insect repellent (pump type) with $\geq 30\%$ DEET, Tecnu (poison ivy cream)
- Sewing kit
- Shower shoes/flip flops
- Sunblock (SPF 30)
- Tissues (several small packs)
- Toilet paper in Ziploc bag
- First aid kit (pocket-size), to include OTC anti-diarrheal, antacids, antihistamines, pain and fever medications
- Prescription medications (if any)
- Extra pair of prescription eyeglasses and an eyeglass repair kit
- Sunglasses, military type/style
- Water bottle (alternative option is military-style Camelback hydration pack)
- Clothesline/or small rope (~25 ft)
- Clothes pins
- Cup (pocket size, collapsible)
- Ear plugs (for use while sleeping or on military plane)
- Headlamp or flashlight (extra batteries)
- Laundry bag with your name on it
- Multi-tool or pocket knife
- Lock(s) for duffel bag(s)
- Mosquito netting
- Mirror (unbreakable)
- Pocket snacks (trail mix, hard candy)
- Powdered laundry soap in a double Ziploc bag (enough for a couple of loads)
- Sealable, waterproof bags, (e.g., Ziploc bags, preferably in the quart-size, freezer version)
- Travel pillow
- Sleeping bag or blanket
- Sleeping pad or bed sheet
- Towels/washcloths, large and small (suggest quick-drying camping-style towels)

The list provided above may help you obtain the items you may not have considered.

However, the actual requirements for any given deployment may vary.

Do Not Bring the Following Items:

- Alcoholic Beverages
- Cappuccino/Coffee Makers
- Cooking stoves, to include Sterno Heaters
- Large Sums of Money
- Jewelry Purses
- Firearms
- Picnic Coolers
- Illegal Drugs

Things to Consider – Post-Deployment

Operation Corps Strong

Operation Corps Strong (OCS) was established to develop resilience focused program for USPHS Officers and their Families that supports the unique culture of the Corps. Our goals are: (1) promote a resilient and ready Corps through innovative initiatives focused on Deployment Resilience, Suicide Prevention, Officer and Family Support; (2) Synthesize services and resources and make them accessible to Officers and their Families; (3) Strengthen and unify our Corps through cross category collaborations and initiatives.

Additional information on the Operation Corps Care can be found at:

<https://dcp.psc.gov/OSG/hso/ocs.aspx>.

Corps Care Program:

The Corps Care program is designed to address the medical behavioral health, and spiritual needs of officers and their dependents. The program focus is on contacting recently deployed officers; attempting to ensure each officer has the chance to express concerns/issues about the deployment, ensure the officer's well-being is sustained, and to connect the officer with any needed or requested resources. CCHQ/RDB will also ensure that all deployed officers will be contacted by Corps Care upon returning from their mission. Corps Care is available to assist officers in obtaining access to comprehensive services and resources through a network of providers.

Access to health care services can be contacted at: CorpsCare@hhs.gov.

Reimbursement:

Depending on the nature of your deployment, you may be provided with housing (e.g., DoD housing or centrally billed lodging) and food. In other situations, you will be reimbursed for your housing and meals on a per diem basis. Please discuss reimbursement details with the

Admin/Finance Officer on your team or designated Point-of-Contact.

Required:

- Complete ASPR expense sheet (if applicable)
- Scan all receipts pertaining to your travel voucher into the IT “Travel Management Program” and sign your travel voucher for approval (i.e. CONCUR.GOV or Fed Travel)
- Send your official government passport (maroon) back to your Agency (i.e., IHS, CDC, NIH, HRSA, FDA) (as applicable)
- Ensure your IT “Travel Management Program” account is transferred back to your agency for future work-related travel

Recommended:

- Check your IT “Travel Management Program” to ensure repayment for your travel voucher went through.

Post-Deployment Reintegration

- If your deployment was 14 days or more consider requesting a few days off prior to returning to work for rest and relaxation (see [Post Deployment Respite Absence](#), POM 15-002). Plan on spending some time with the entire family doing family things but be flexible if they have other plans. Recommend review of the USPHS Personnel Operations Memorandum (POM-15-002) for additional information and guidance on Post-Deployment Respite Absence.
- Officers who deploy for 14 or more consecutive days away from their permanent duty station will earn Post-Deployment Respite Absence (PDRA) at 1 full day in the following rates/increments. Please be advised that the deployment dates do not reflect PDRA:

Deployment Time	Respite Days Earned
14 days (but less than 30 days)	1 day
30 days (but less than 60 days)	2 days
60 days (but less than 90 days)	3 days
90 days (but less than 120 days)	4 days

- Show interest and pleasure in how your family members have grown and mastered new skills in your absence and let them know you are proud of them. Comment on positive changes.
- Expect it will take a little time to become re-acquainted with your spouse. Be sure to tell them just how much you care about them. Resist the temptation to criticize. Remember that your spouse and co-workers have been doing their best to run things while you

were gone. Give them credit for their efforts, even if their way of doing things is different from yours.

- Take time to understand how your family may have changed during the separation. Plan to slowly re-integrate into your workflow by setting realistic goals for meeting the demands of daily work activities
- Don't be surprised if some family members or co-workers are a bit resentful of your deployment. Others often think of the deployment as more fun and exciting than staying at home -- even if you know otherwise. Show appreciation to your work colleagues, supervisor and friends for supporting you doing your deployment and your return to work.
- Meet with your supervisor to discuss work related expectations and provide her/him with updates on your progress toward meeting the goal of returning to work.
- Infants and small children may be shy or even fearful around you at first. Be patient and give them time to become reacquainted.
- Be wise with your reimbursement.
- Most importantly, make time to talk with your loved ones. Your spouse and each child need individual time and attention from you.

References and Resources

- Readiness and Deployment Branch, RDB, Readiness: [Down-to-Basics Published in 2019](#)
- [Health Services Officer Professional Advisory Committees \(HSPAC\)](#)
- Health Services Operation Corps Strong program: <https://dcp.psc.gov/OSG/hso/ocs.aspx>
- Commissioned Corps Personnel and Readiness, CORPS CARE (CC) Program; at email address: CorpsCare@hhs.gov
- USPHS POM 15-002 [Post Deployment Respite Absence](#)
- More information on the deployment process can be found here: https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx#MEMBERSHIP
- Policy reference: Personnel Operations Memorandum (POM) 15-002, https://dcp.psc.gov/ccmis/ccis/documents/POM15_002.pdf.

APPENDIX A

Purchasing ODUs

In-Store

Coast Guard Exchange store locations are found here: <https://shopcgx.com/store-locations.html>

If you are assigned to the National Capitol Region, or traveling to the area, you may obtain ODUs at the Coast Guard Exchange located at:

- 2703 Martin Luther King Jr Ave SE, Building 49, Washington, DC 20593
- 6335 Multiplex Drive, Centreville, VA 20121
- 2401 Hawkins Point Road, Building 33 Baltimore, MD 21226

YOU MUST CALL AHEAD TO OBTAIN A SPONSOR and schedule an appointment NO LESS THAN 48 HOURS prior to the requested visit at 202-372-4780 or x4781. You will be required to give your name, social security number and date of birth for entry onto the secured portion of the Coast Guard Headquarters Campus. Anyone who does not have an appointment or uniform shop sponsor will not be permitted access to the station. You must have your military ID card to access the base and utilize the Exchange. Any questions may be directed to Exchange Manager, Christy Jordan at the number above or at cjordan@cg-exchange.com. Please read the instructions for visitors at: [USCG Base- National-Capital-Region/](#)

Online

- Access to Internet Explorer to access the U.S. Coast Guard Exchange website
- Use the official link at: <http://shopcgx.com/uniforms>
- You must create an account on the page
- An email address and password will be required to register the account on EXCHANGE site
- You should prepare to order items in advance as shipping may take up to 7-14 days

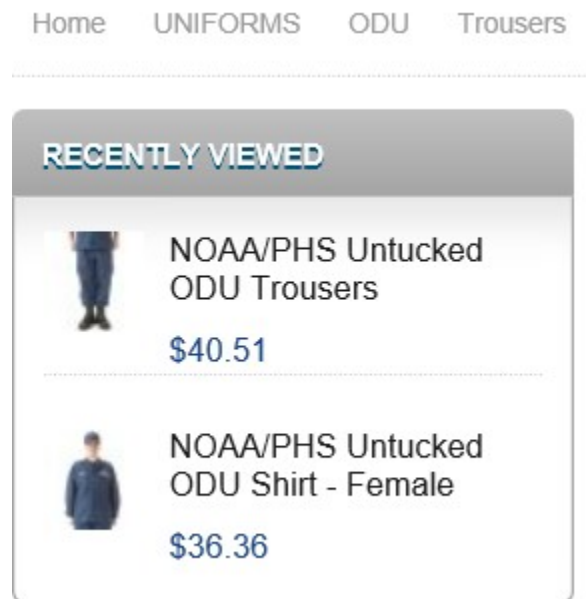
Shop Exchange (Log on) Instructions

- Log on to the site for the first time: you must create an account.
 - Login page can be found here:
 - <http://shopcgx.com/uniforms>
 - Or open a browser in Internet Explorer and type shop Coast Guard Exchange
 - To register an account on the Shop Exchange site:
 - i. Under sign in, select register button to establish an account on the Shop

exchange site

- ii. Once you complete the registration process
 - iii. You will receive an email confirmation from Coast Guard Exchange site: noreply@shopcgx.com
 - iv. Access the site and select the Uniforms tab
<http://shopcgx.com/uniforms>
 - v. Select the ODU menu button
 - vi. Scroll down the page to locate NOAA/PHS Untucked ODU Shirt and Trousers
 - vii. Choose the ODU Shirts selection choice: Female/Male
 - viii. Click on the display to open the window that displays guidance on sizes and measuring specifications
 - ix. Select size and length and quantity of items to order
 - x. Click on add to cart button
 - xi. Select the continue shopping button to navigate to previous pages
 - xii. Choose the NOAA/PHS Trousers, click on the display window to open the view
 - xiii. View window shows sizes and measuring specification for trousers, waist and inseam is provide in the chart
 - xiv. Select size and length and quantity of items to be order
 - xv. Select the view chart to navigate to the cart view
 - xvi. Review the cart order and make any changes to the order
 - xvii. Select the Proceed to Check or Continue shopping button
- Ordering Items:
USPHS officers will be ordering the following required items from this page:
 - ODU Coat (“NOAA/PHS ODU UNTUCKED COAT”)
 - ODU Trousers (“NOAA/PHS ODU UNTUCKED TROUSERS”)
 - PHS Covers (ball cap, “PHS CAPS”)
 - PHS T-Shirt (PHS T-SHIRT”)
 - Blousing Boot Bands (“Trousers Blouser”)
- Optional Items:
- Foul Weather Parka
 - Fleece Foul Weather Liner Jacket

Tips to navigate the exchange site:



*The buttons above the display “recently viewed” will allow you to navigate between pages on the site. **The recently viewed window will appear for prior ordered items as well as viewed items.**

- Log out:
 - Click on: “My account” button to sign out
 - Or select the home button above the recently viewed window to go to the Shop Exchange site Member Information”
 - Remember to secure your log in information

You will receive an email confirmation when your order has been processed and shipped from the Coast Guard Exchange Uniform Distribution Center UDCorders@uscg.dhs.gov