Officer Secure Area (OSA) Dashboard and Readiness

TABLE OF CONTENTS

Goal 2
Commissioned Corps Headquaters (CCHQ) 2
Login to your Officer Secure Area (OSA) 2
Main Menu of the OSA Dashboard 3
OSA Dashboard – Important Items (Upper Part) 3
OSA Dashboard – Important Items (Lower Part) 4
Accessing Messages and Surveys (eCMCS Messaging Center) 4
Accessing RedDOG - Self Service 5
RedDOG - Self Service - Personal Information 6
RedDOG - Self Service - Readiness Information – Readiness History 7
RedDOG - Self Service - Readiness Information – APFT 8
RedDOG - Self Service - Readiness Information - Verified Weight - Weight Management 9
RedDOG - Self Service - Readiness Information – Immunization 10
RedDOG - Self Service - Readiness Information – Role 11
RedDOG - Self Service - Deployment Information 12
RedDOG - Self Service - Certification and Training 13
RedDOG - Self Service - Readiness Assistance Form 14
Accessing Your Official Personnel Folder (OPF) 15
Uploading Documents – eDOC-U (Document Upload) - Readiness 15
Uploading Documents – eDOC-U (Document Upload) - Medical 16
Uploading Documents - eDOC-U (Document Upload) - Licensure 16
If Forecast is “Not Qualified” 17
Examples of “Not Qualified” Forecast 17
Recently Signed Documents 17
Contacts if Questions 18

Goal

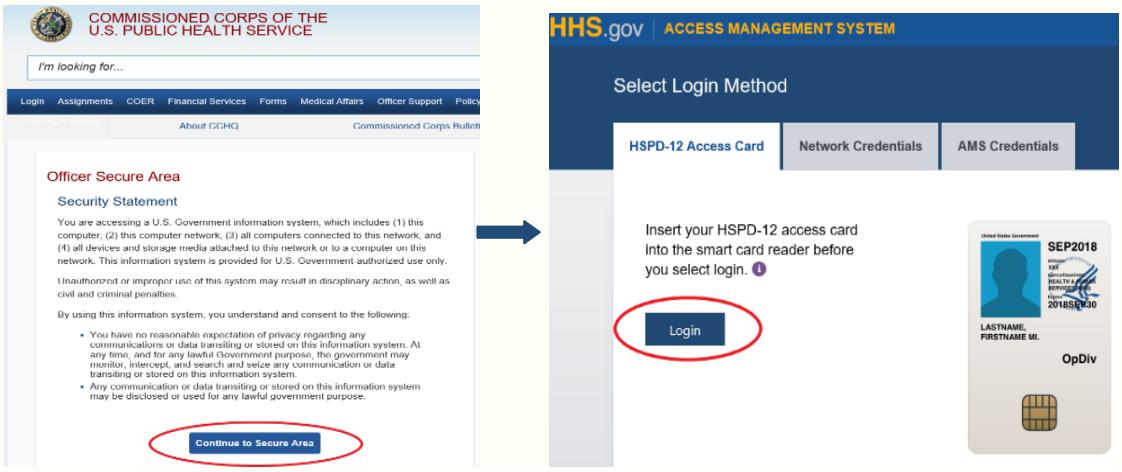
This document is to assist in familiarizing you with the CCMIS Officer Dashboard.
This document is to be used with the "Readiness: Down-to-Basics Guide," which provides detailed instructions to meet and report basic readiness requirements for U.S. Public Health Service Commissioned Corps officers: https://dcp.psc.gov/ccmis/ReDDOG/REDDOG_essentials_m.aspx

Commissioned Corps Headquaters (CCHQ)

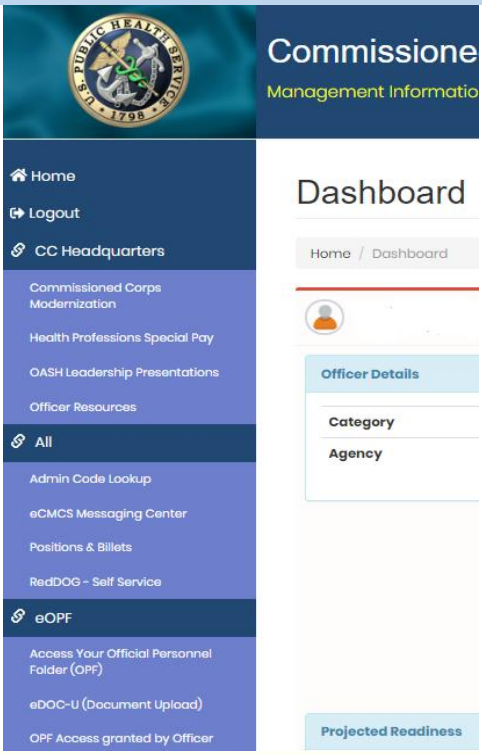
Each officer is responsible to maintain basic readiness standards as outlined in Commissioned Corps Instruction (CCI) 241.01 "Readiness and Duty Requirements," CCI 241.02 "Deployment of Corps Officers," Personnel Operations Memorandum (POM) 821.76 "Deployment Procedures," Commissioned Corps Directive 121.02 "Deployment and Readiness," POM 821.75 "Readiness Compliance," CCI 221.02 "Medical Readiness," POM 821.71 "Physical Examination Requirements."
Link to the most current policies: https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx

Login to your Officer Secure Area (OSA)

https://dcp.psc.gov/ccmis/



Main Menu of the OSA Dashboard

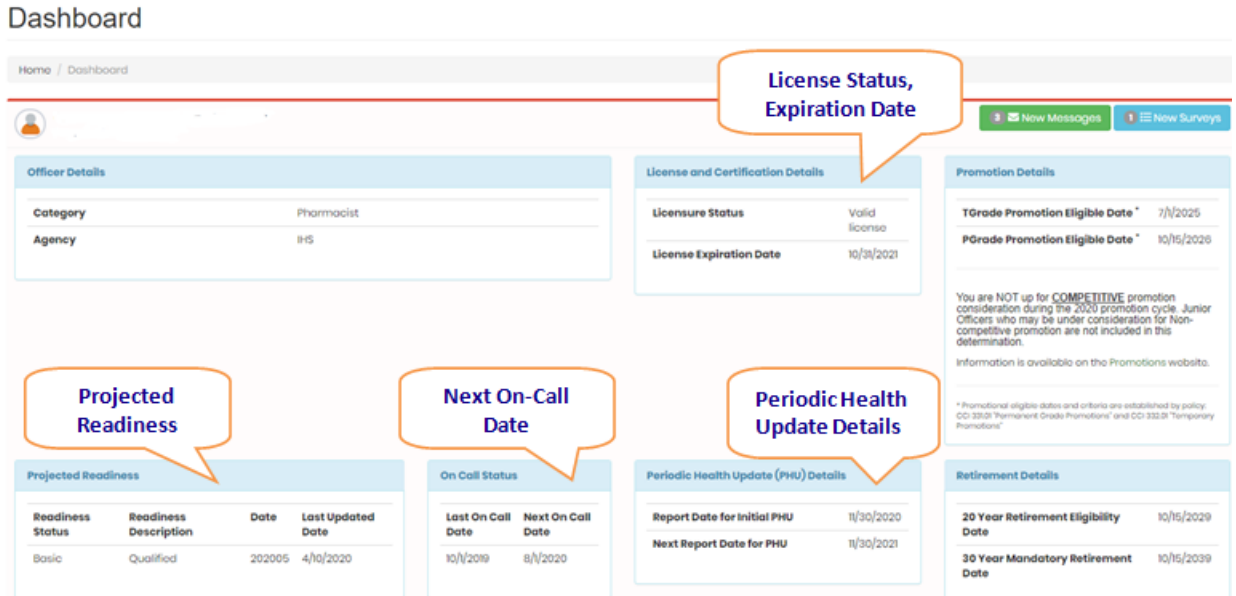


OSA Dashboard Access Area

- CC Headquarters
- eCMCS Messaging Center
- Positions and Billets
- RedDOG – Self Service
- Access your Official Personnel Folder (OPF)
- eDOC-U (Document Upload)
- OPF Access granted by Officer

OSA Dashboard – Important Items (Upper Part)

License and Certification Details, Promotion Details, New Messages and Surveys, Retirement Eligibility Dates Projected Readiness, On Call Status for Deployments with the Last and the Next On-Call Dates, Periodic Health Update (PHU) Details



OSA Dashboard – Important Items (Lower Part)

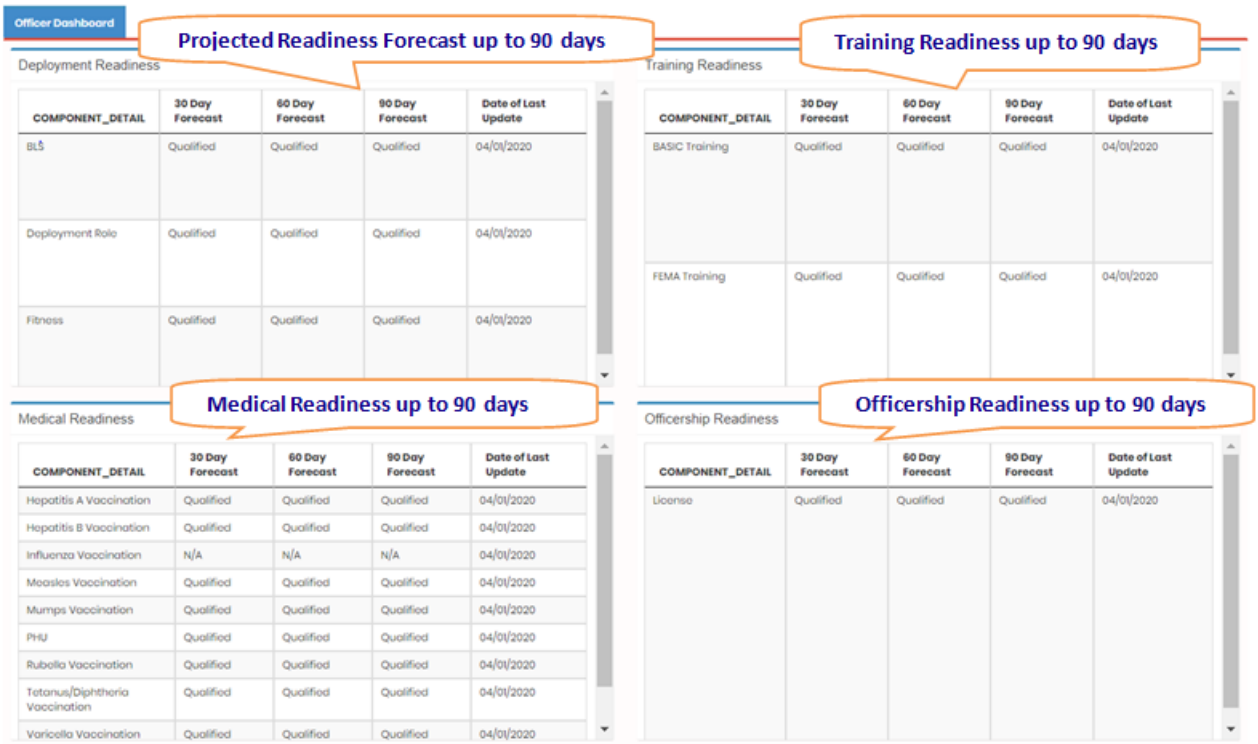
Up to 90 Days of Forecast for being Basic Readiness Qualified

Deployment Readiness: BLS, Deployment Role, Fitness

Training Readiness: BASIC and FEMA Training

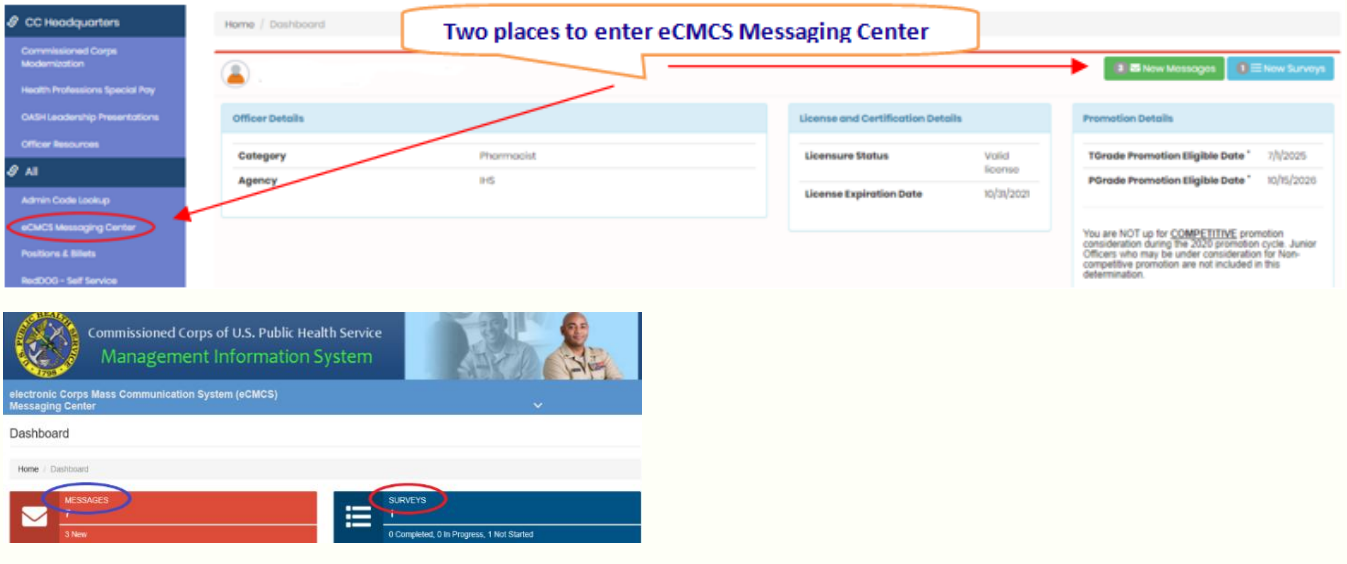
Medical Readiness: Immunizations, Medical Exam, Verified Weight

Officer Readiness: License



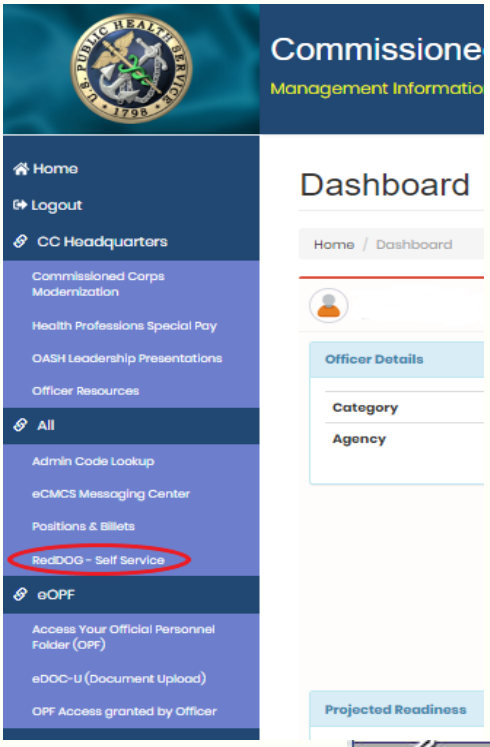
Accessing Messages and Surveys (eCMCS Messaging Center)

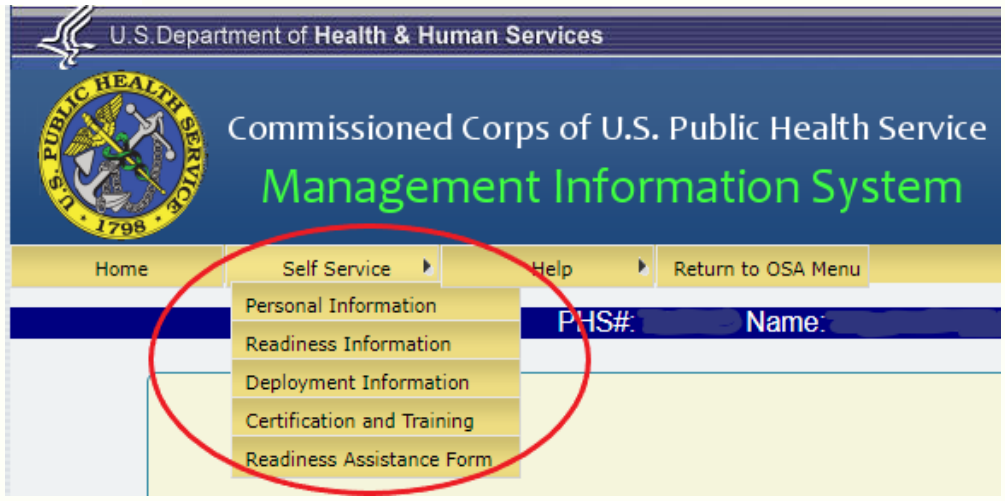
Check important Messages and Surveys from Commissioned Corps Headquarters (CCHQ).



Accessing RedDOG - Self Service

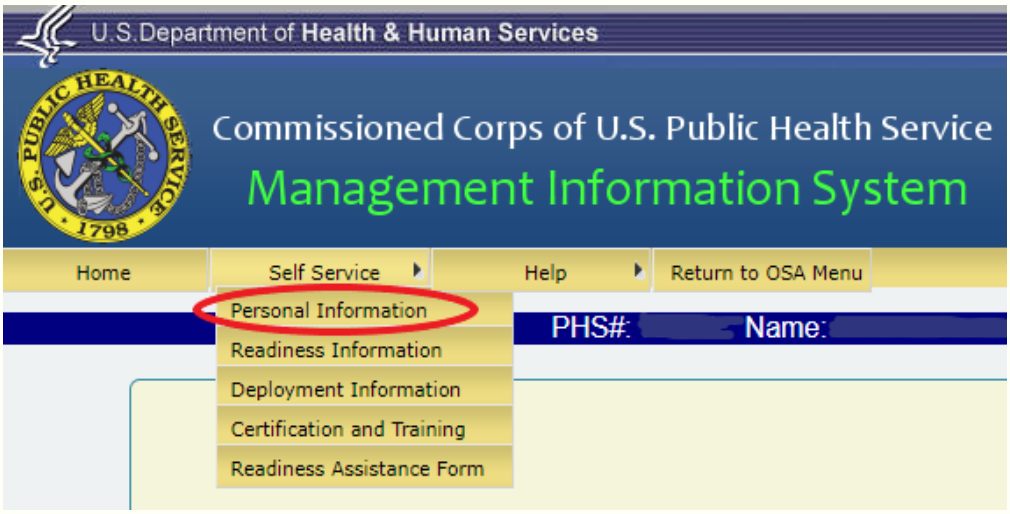
RedDOG Self Service is the main area to verify and upload readiness information.

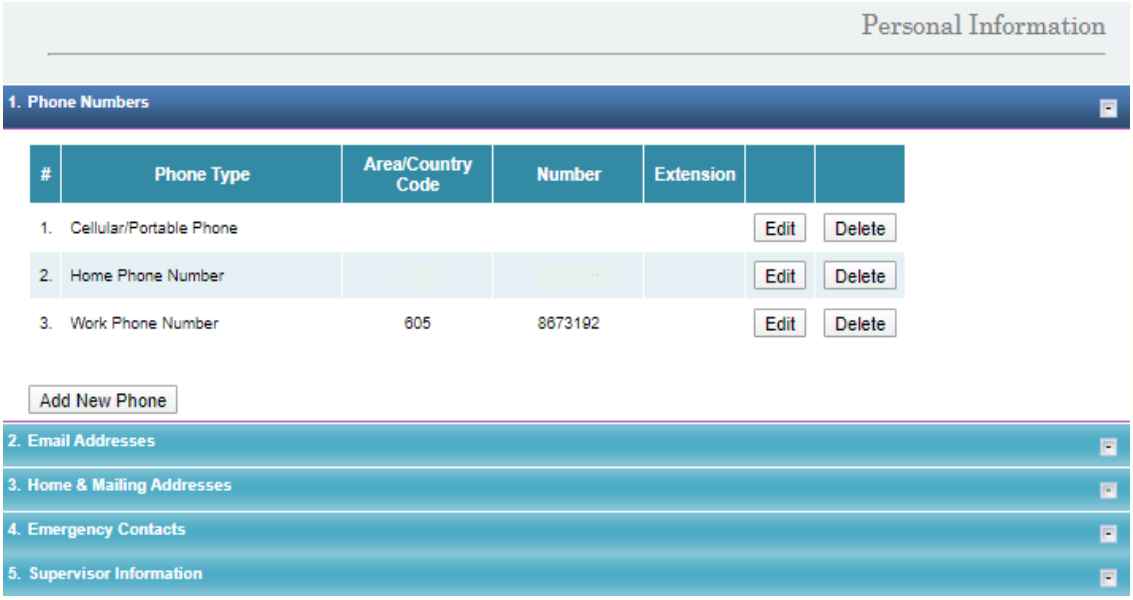




RedDOG - Self Service - Personal Information

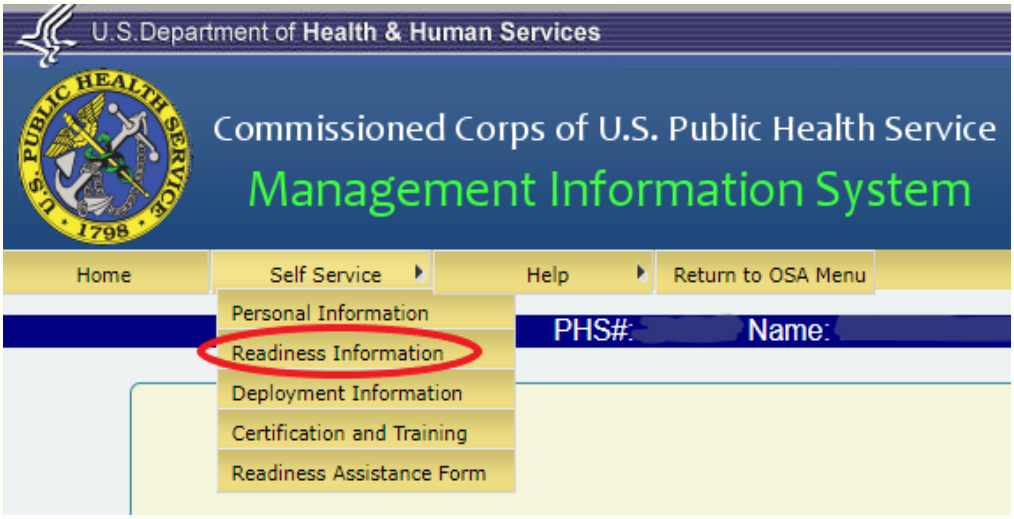
Self Service menu is the only official resource to provide and update contact information.
Personal Information should be always kept up-to-date.

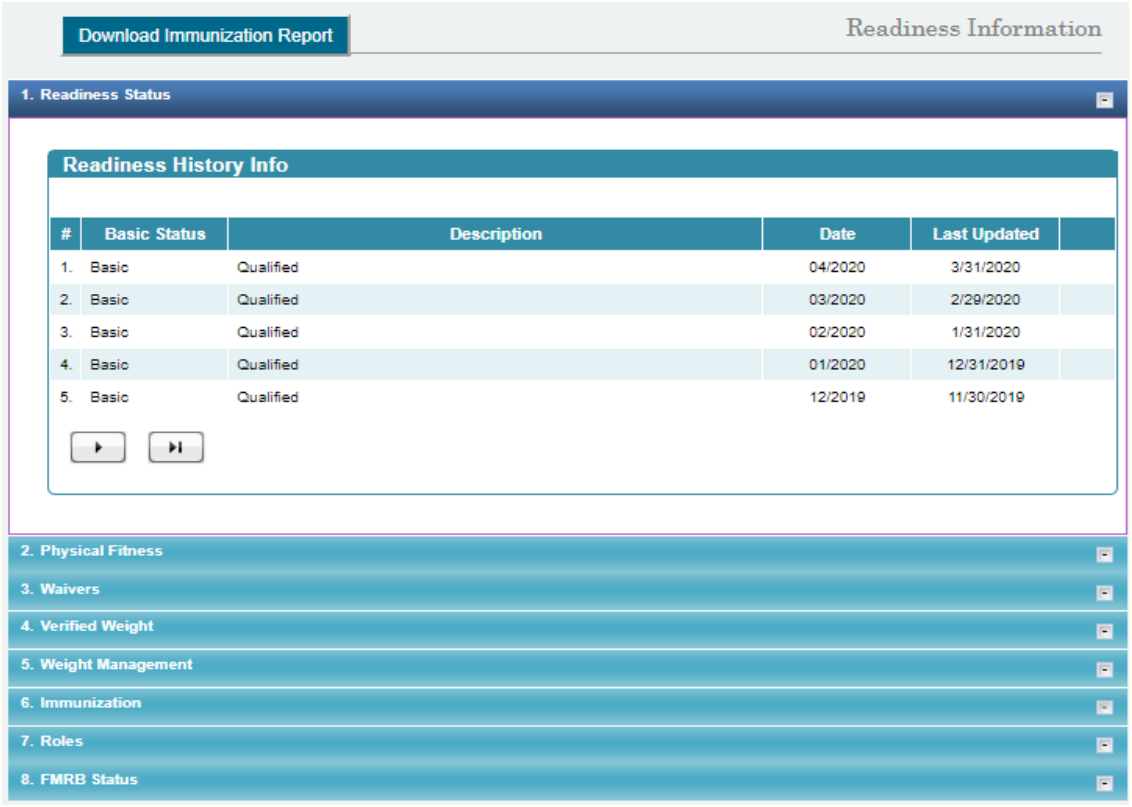




RedDOG - Self Service - Readiness Information – Readiness History

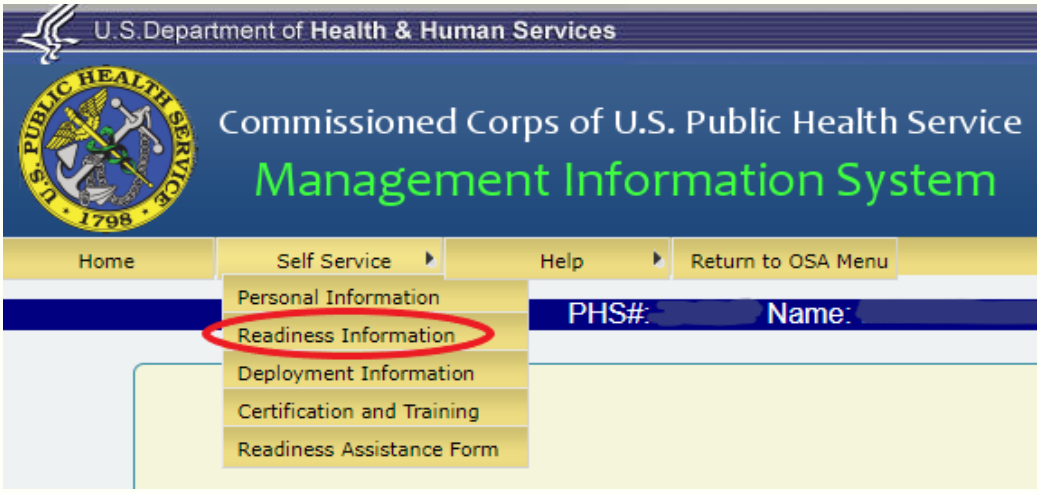
View and verify the Readiness History.

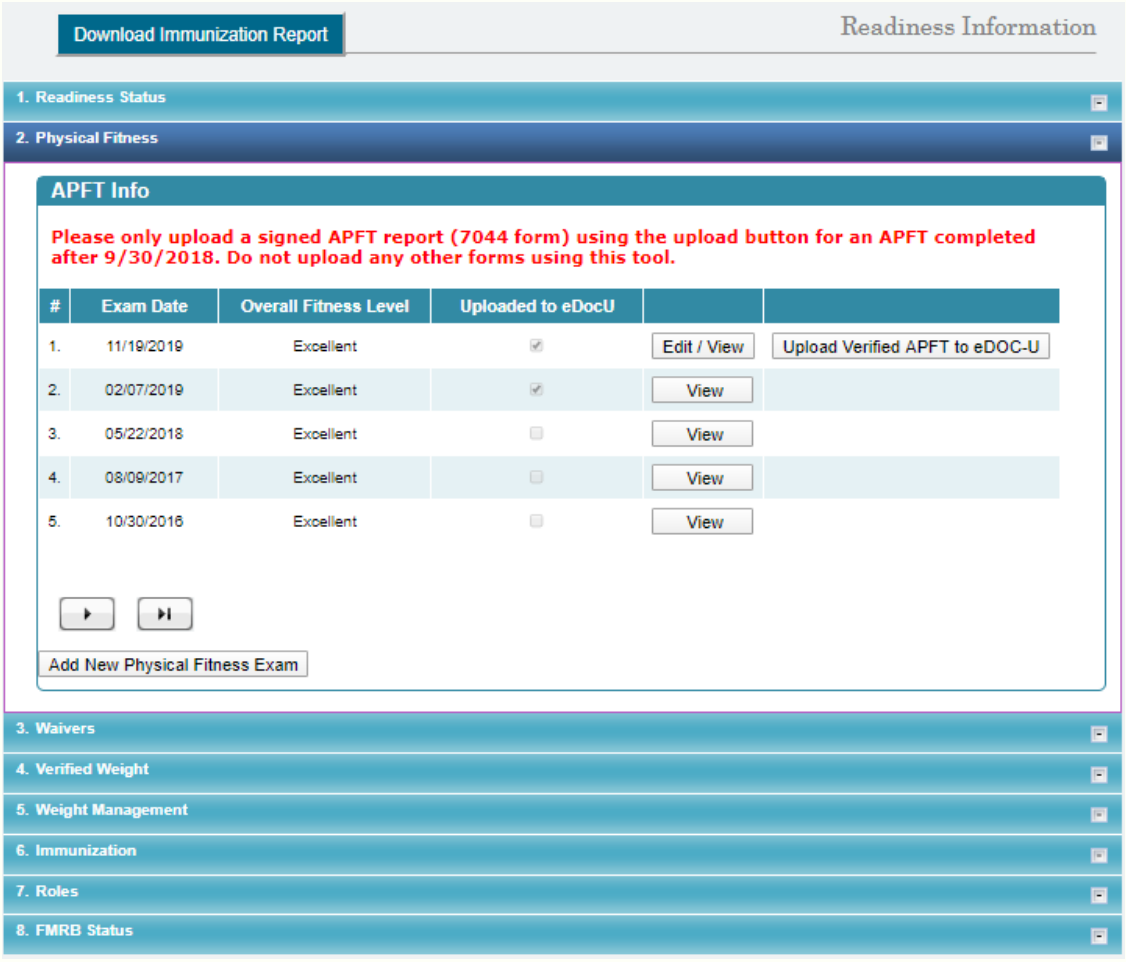




RedDOG - Self Service - Readiness Information – APFT

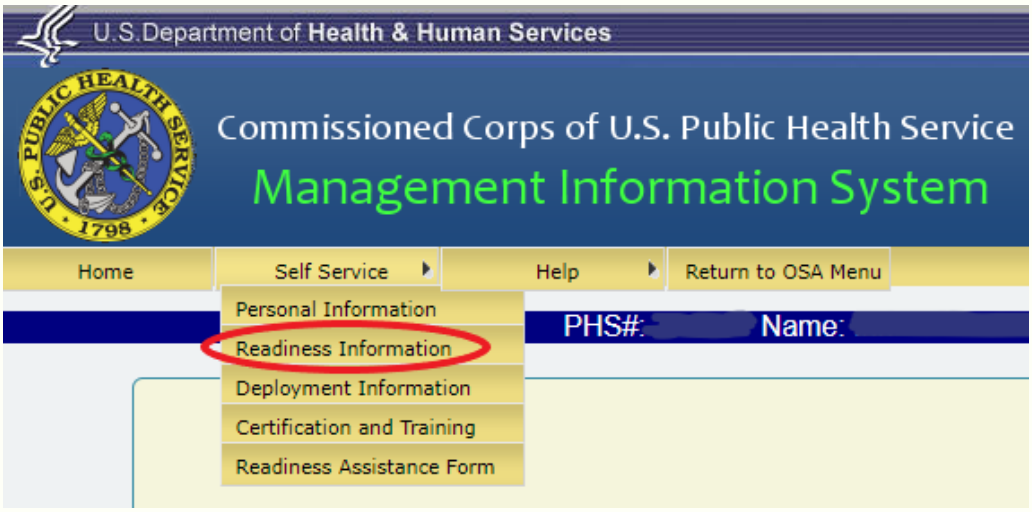
Enter APFT exam information using “Add New Physical Fitness Exam.”
AND
Upload signed APFT report (PHS 7044 form) using “Upload Verified APFT to eDOC-U” on the right side.

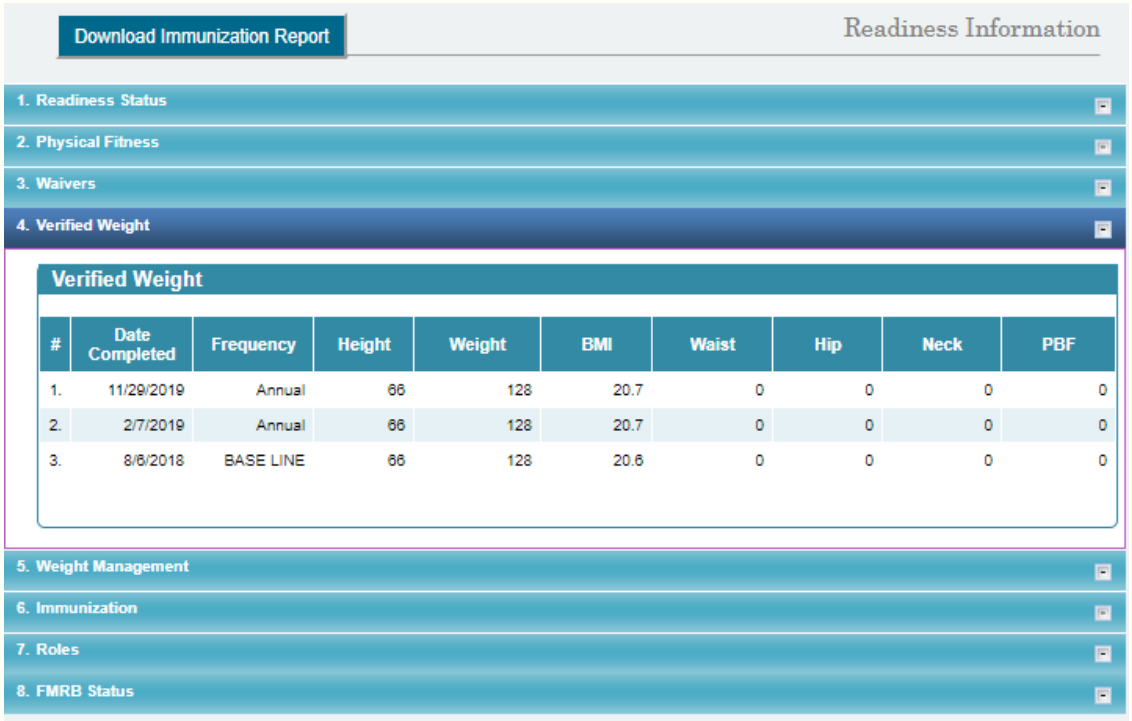




RedDOG - Self Service - Readiness Information - Verified Weight - Weight Management

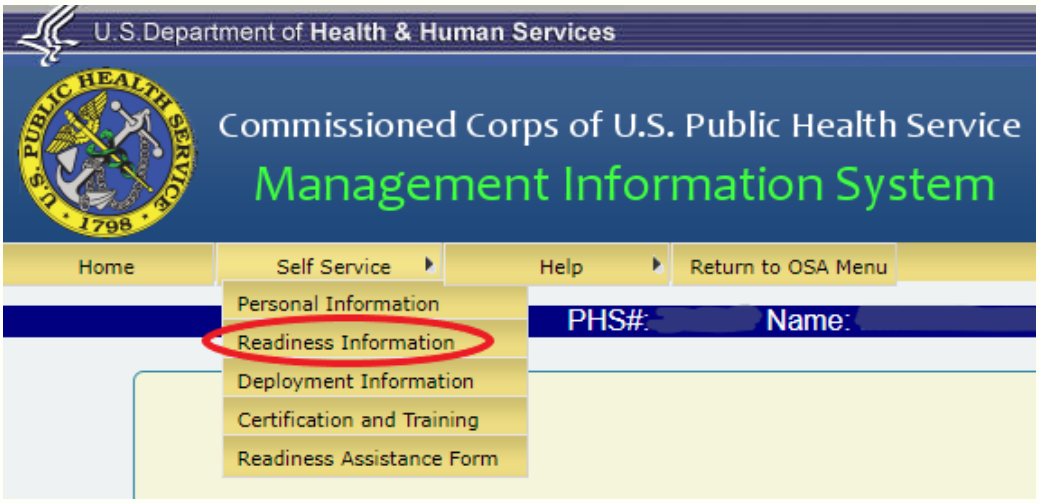
If required, enter the results AND upload PHS 7044-1 form.
Verify the weight under Verified Weight.

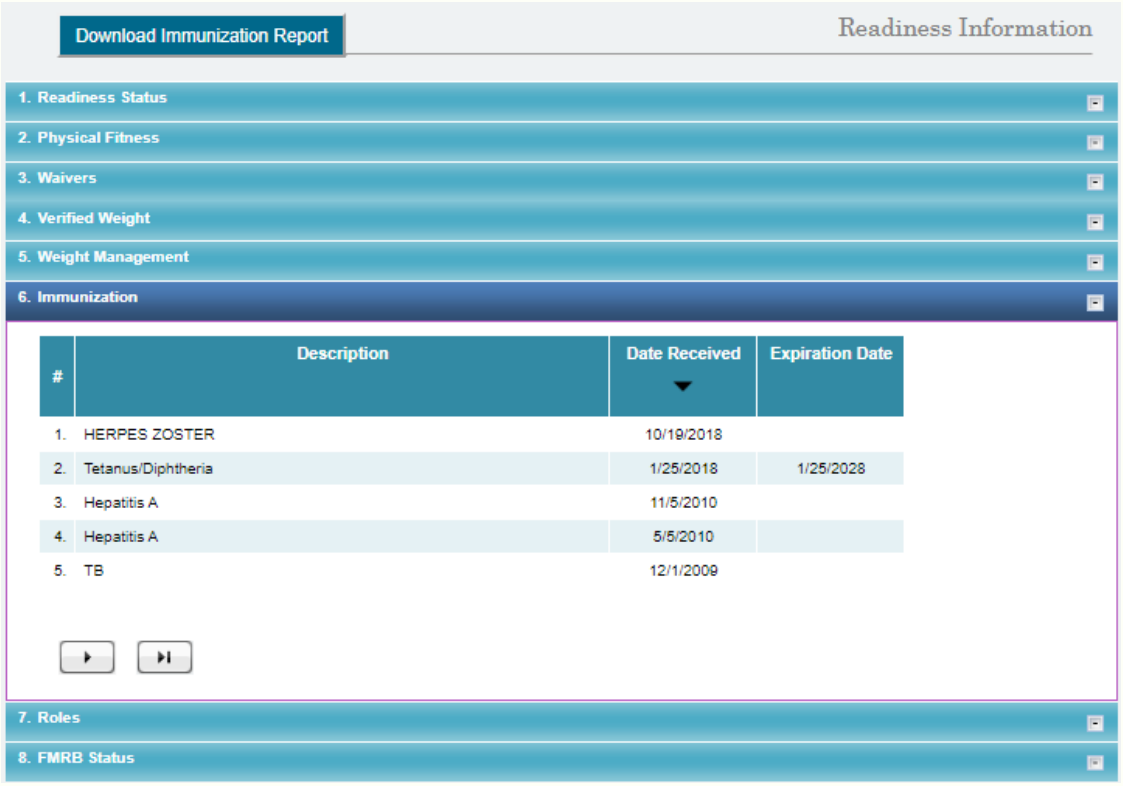




RedDOG - Self Service - Readiness Information – Immunization

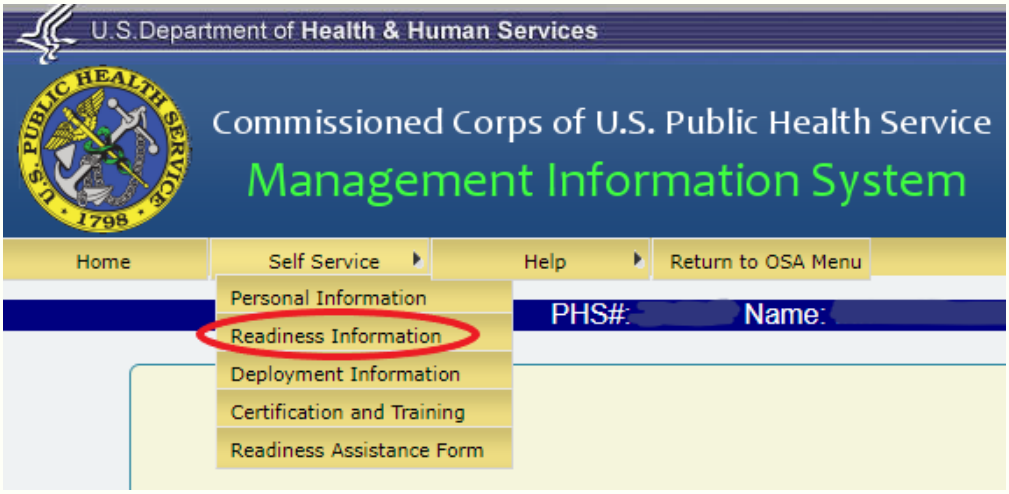
If desired, you may download the Immunization Report, check Immunization History and update immunization prior to expiration by uploading new immunization record via eDOC-U (Document Upload) under Medical.

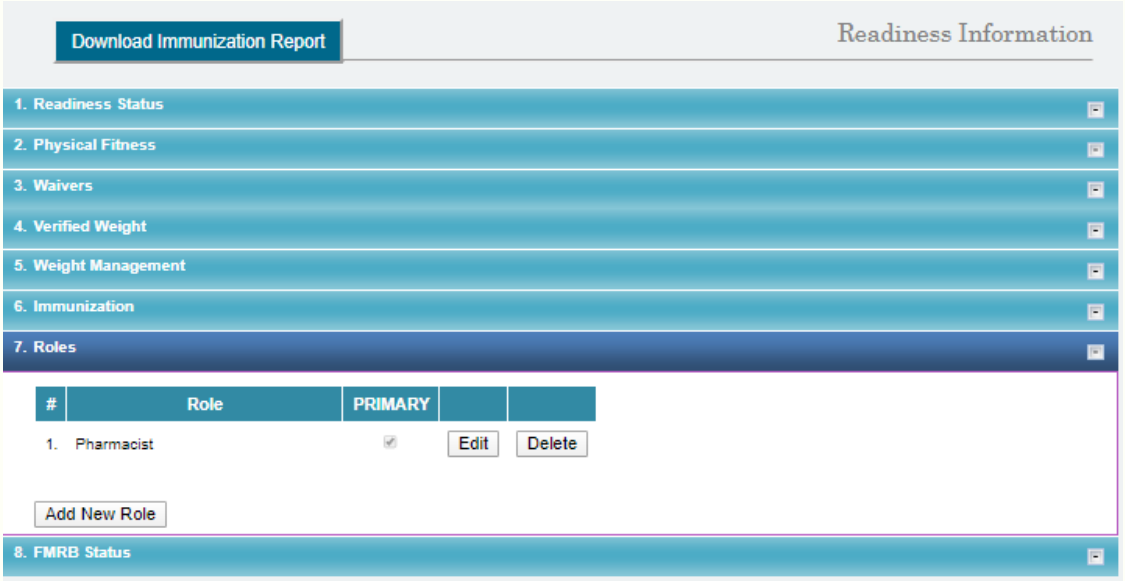




RedDOG - Self Service - Readiness Information – Role

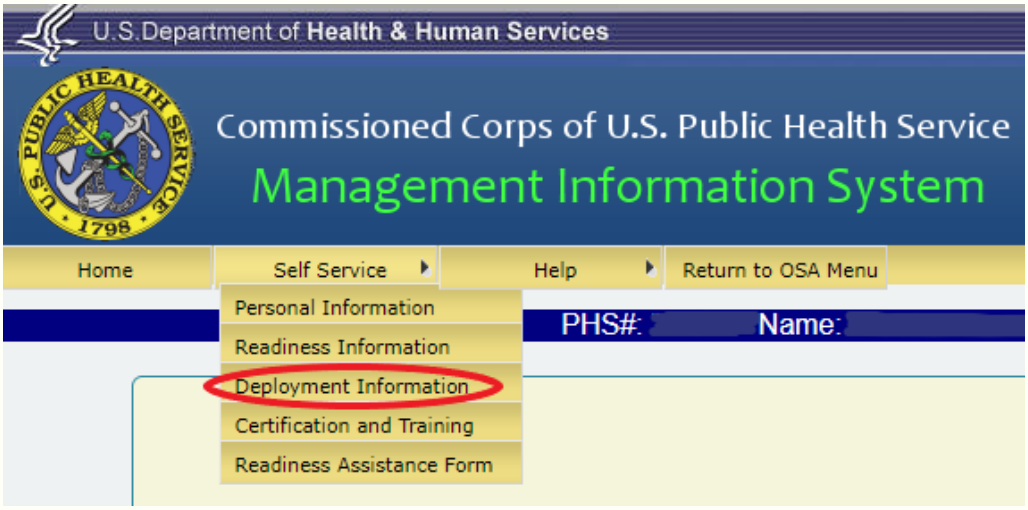
Enter Role, Add New Role and Edit/Delete Current Role.

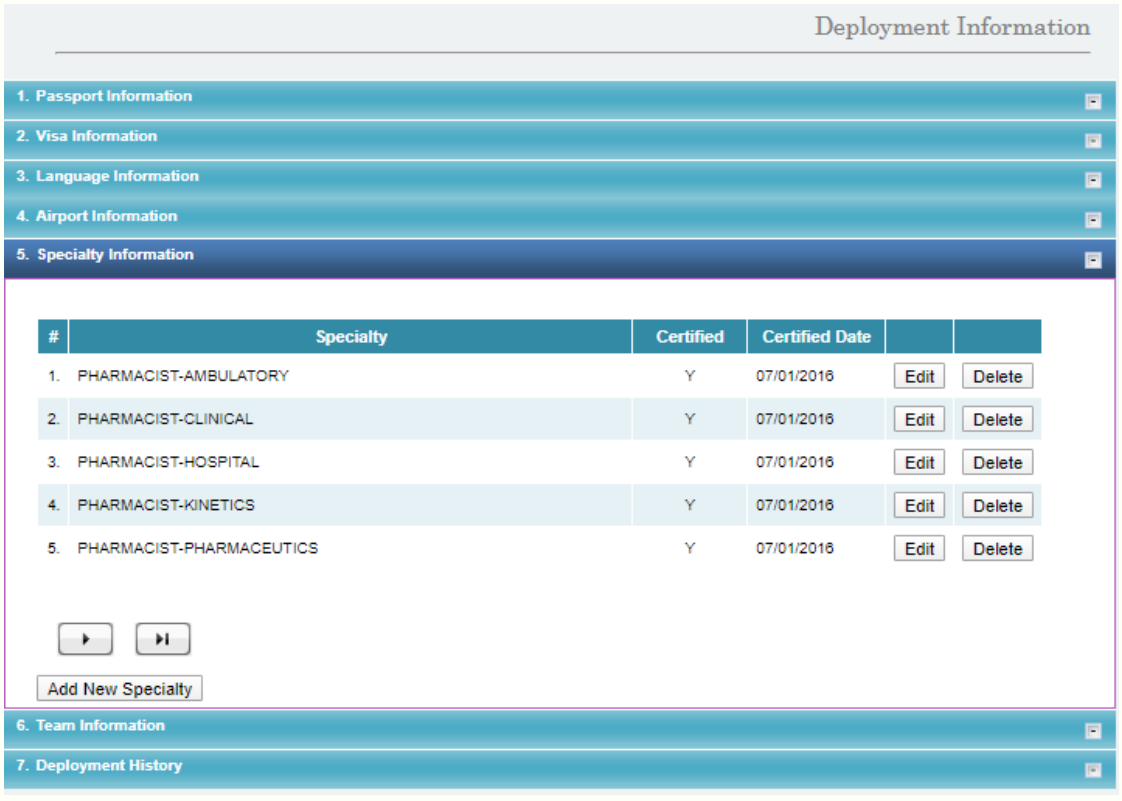




RedDOG - Self Service - Deployment Information

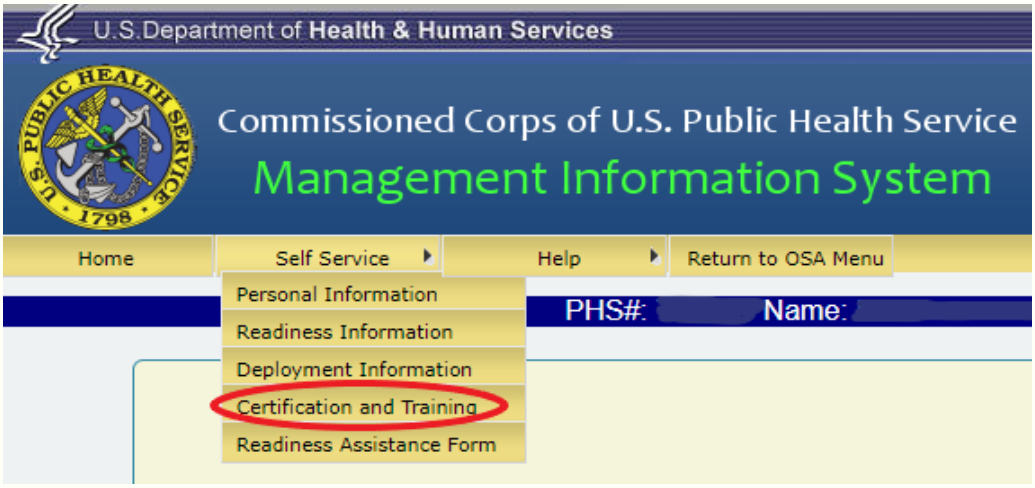
Required items to enter: Passport, Airport.
Items to enter if needed: Visa, Language, Specialty.
Items for review for verification only: Team Information and Deployment History.





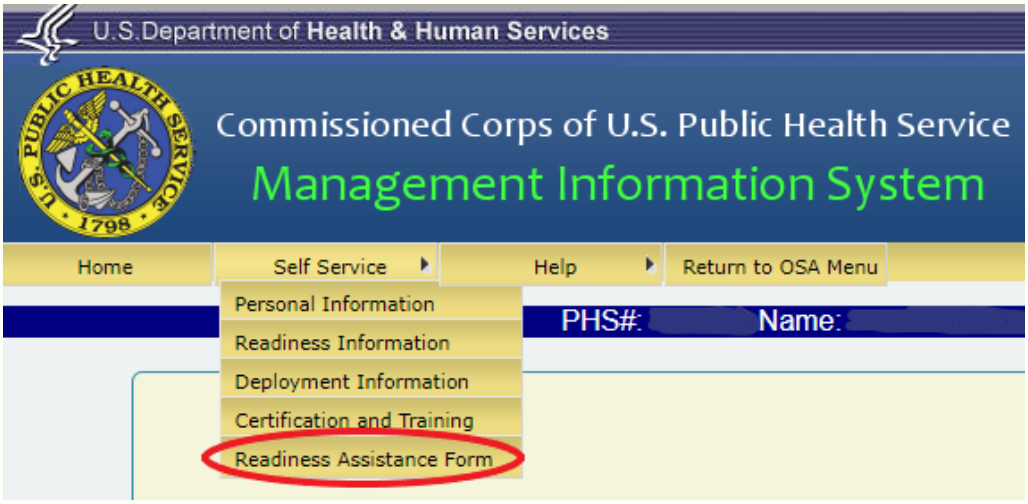
RedDOG - Self Service - Certification and Training

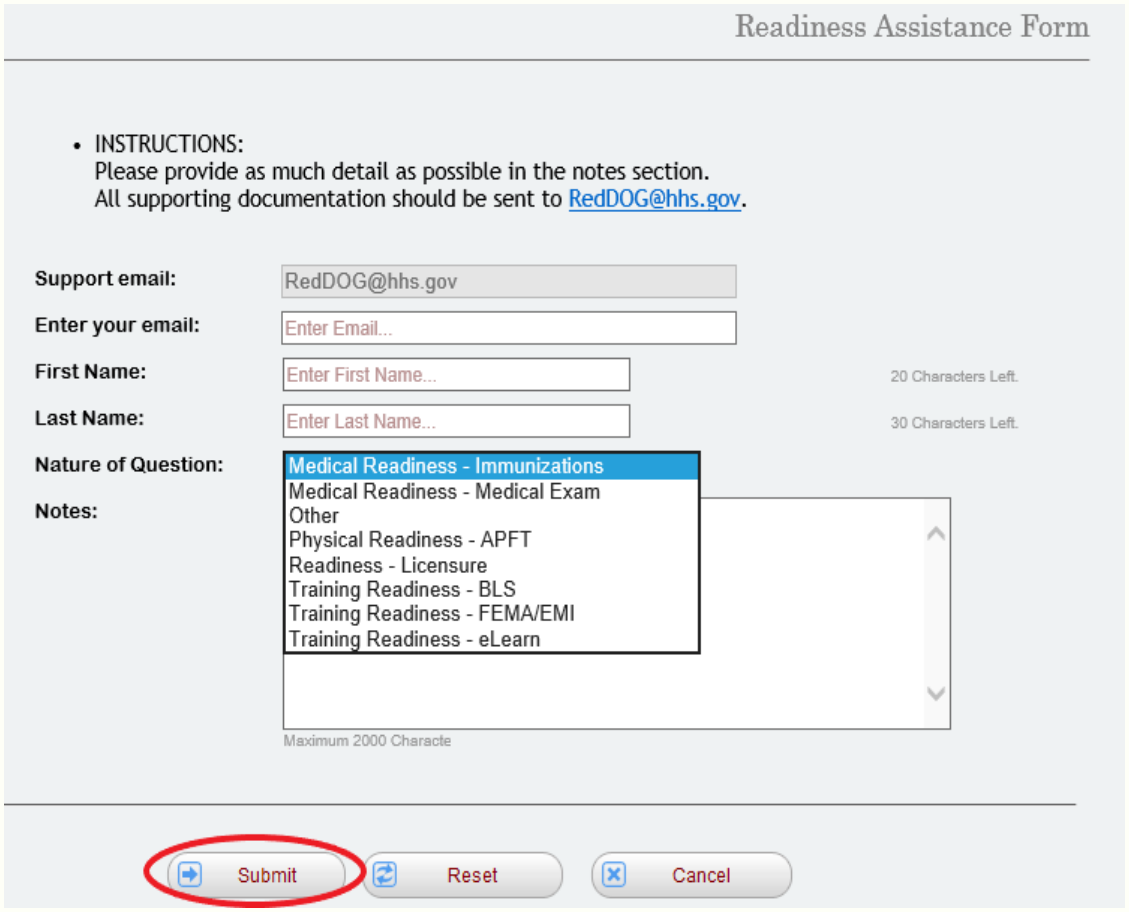
Verify expiration dates of BLS, ACLS, ATLS, PALS certifications.
Update certifications as needed via eDOC-U (Document Upload) under Readiness.
Verify Training Courses.



RedDOG - Self Service - Readiness Assistance Form

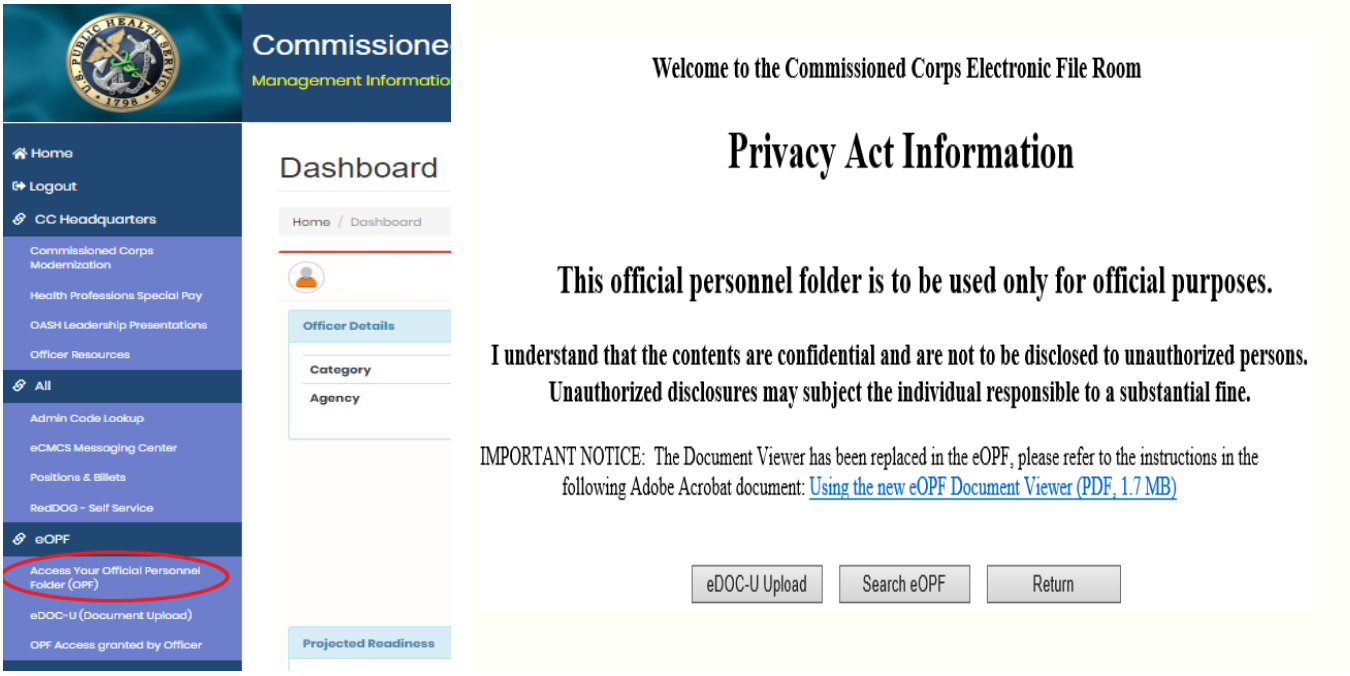
Fill out Readiness Assistance Form and Submit electronically, if needed.





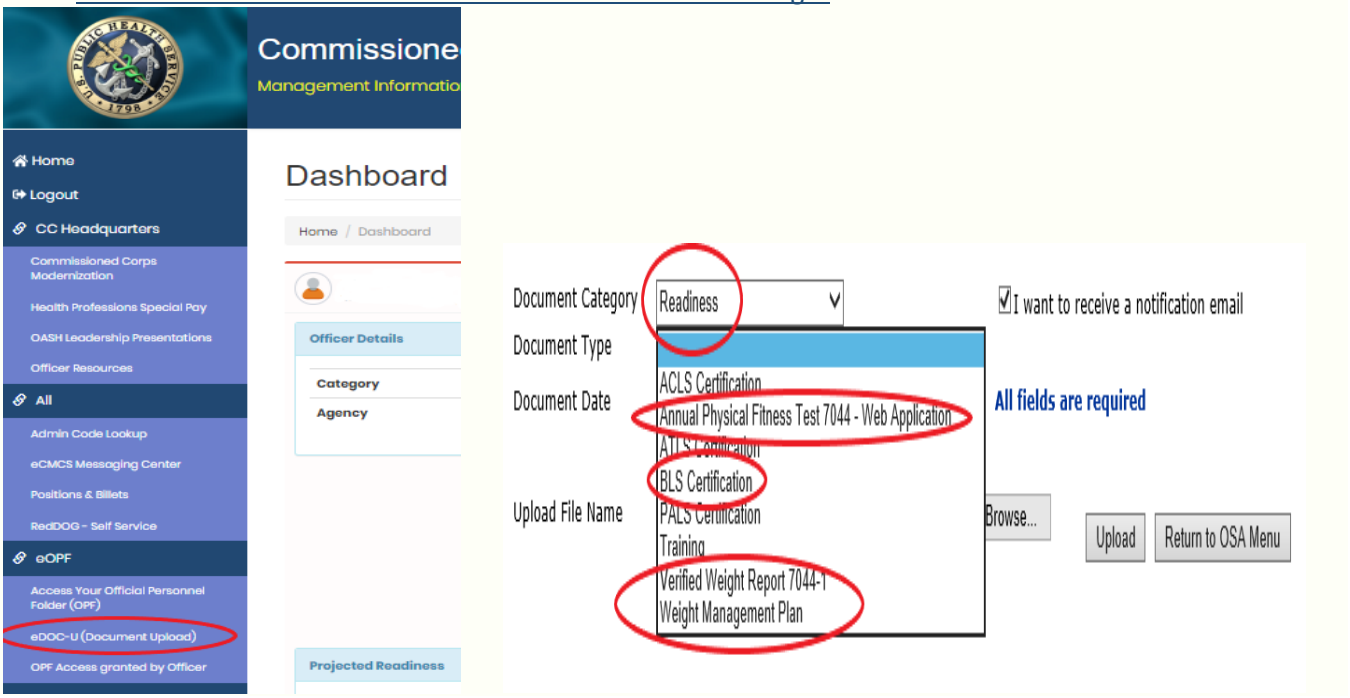
Accessing Your Official Personnel Folder (OPF)

Access the Official Personnel Folder (OPF) for verification and uploading important documents.
Upload main documents related to Readiness, Medical, and eOPF.



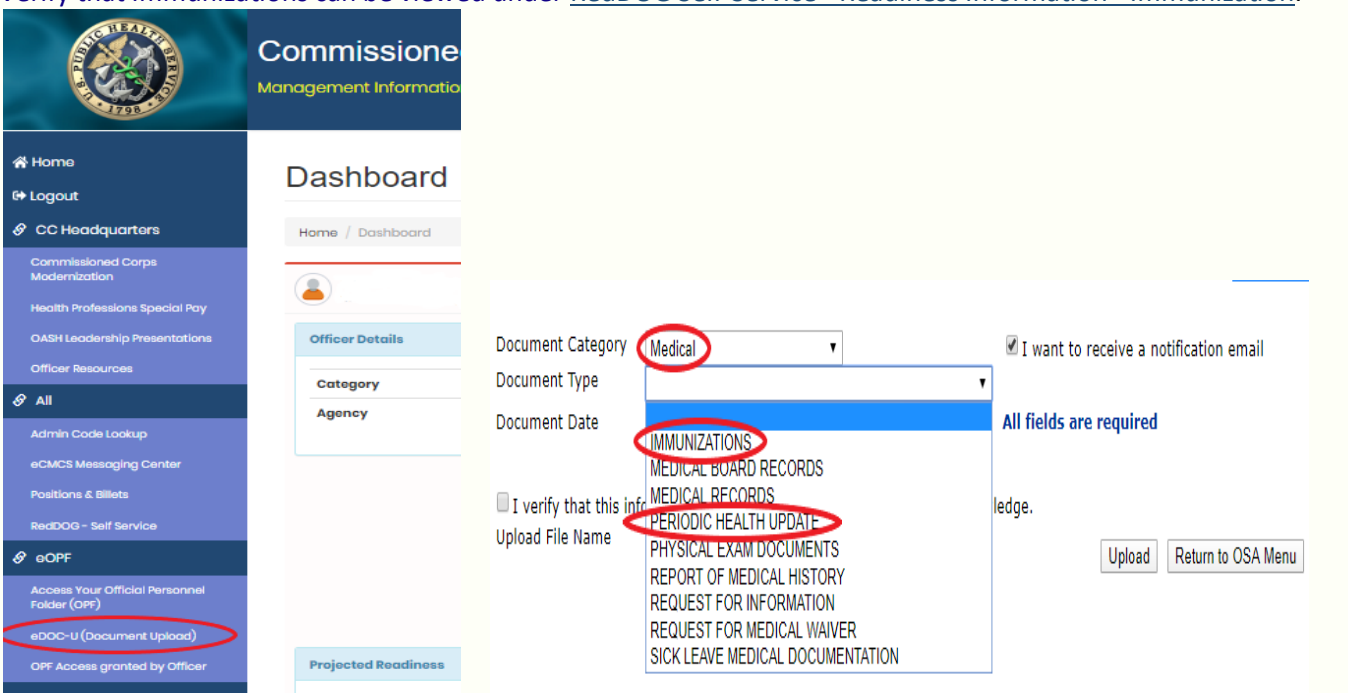
Uploading Documents – eDOC-U (Document Upload) - Readiness

Choose Readiness under Document Category to view what documents should be uploaded. Verify updated expiration dates for certifications and updated training under RedDOG Self-Service Certification and Training. Verify APFT under RedDOG Self-Service - Readiness Information - Physical Fitness - APFT. Verify the weight under RedDOG Self-Service – Readiness Information - Verified Weight.



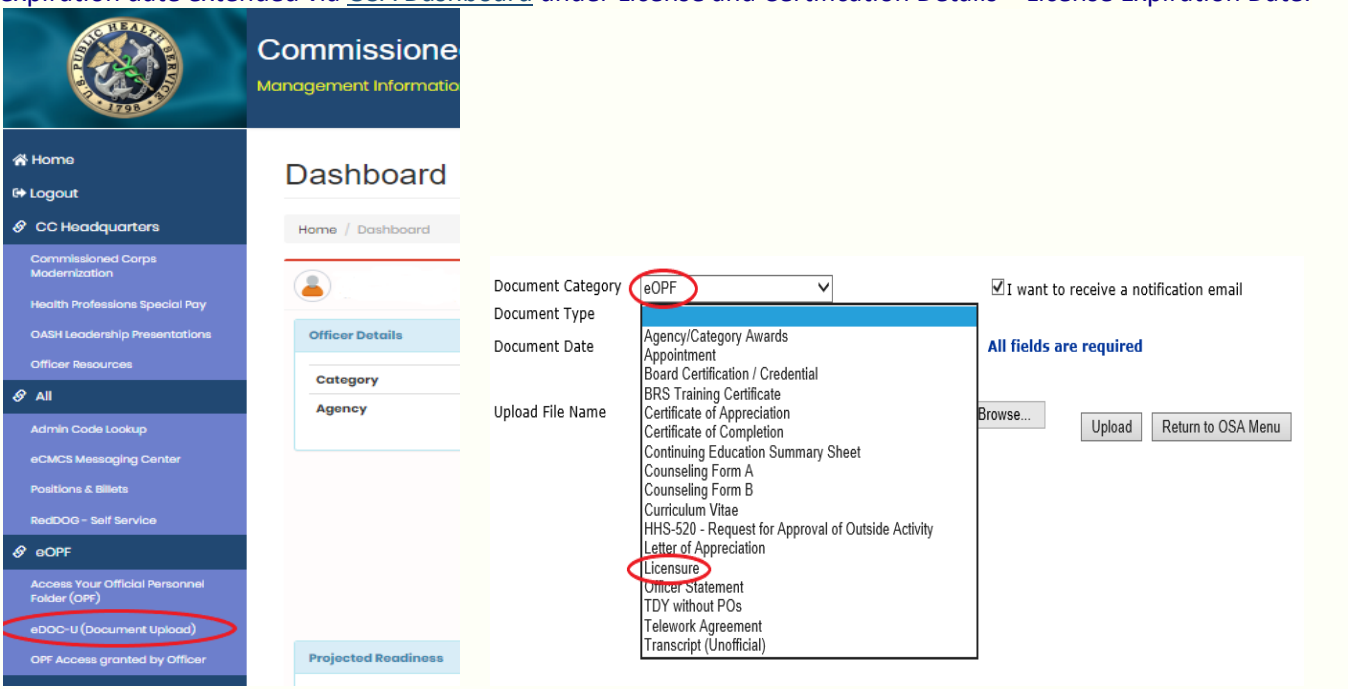
Uploading Documents – eDOC-U (Document Upload) - Medical

Choose Medical under Document Category. Upload Immunizations, Periodic Health Update, & other documents. Verify changed dates on the Dashboard for Periodic Health Update.
Verify that Immunizations can be viewed under RedDOG Self-Service - Readiness Information - Immunization.



Uploading Documents - eDOC-U (Document Upload) - Licensure

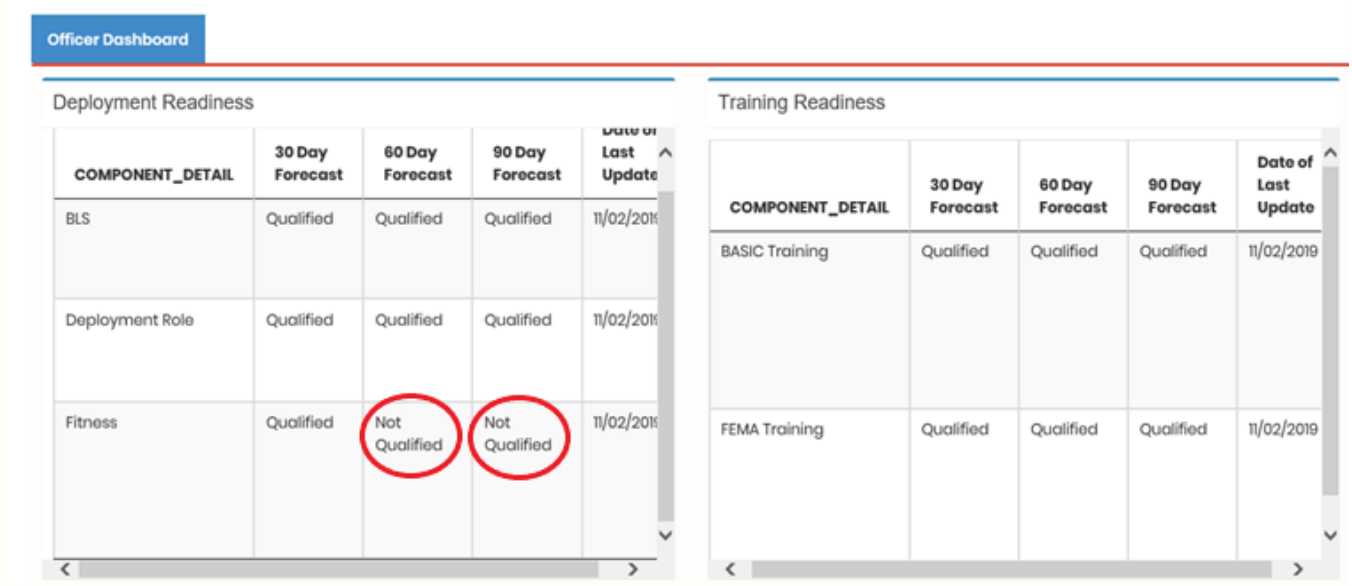
Choose eOPF under Document Category and upload Licensure and other documents. Verify that your licensure expiration date extended via OSA Dashboard under License and Certification Details – License Expiration Date.



If Forecast is "Not Qualified"

- Determine which readiness requirement will be expiring soon and take the appropriate action to address the readiness deficiency.
- Identify the area of deficiency and correct the deficiency using the following resources:
  - RedDOG Self - Service
  - eDOC-U (Document Upload)
  - Access your Official Personnel Folder (OPF)
- Refer to "Readiness: Down-to-Basics Guide" for instructions on how to update readiness requirements for each specific item.

Examples of "Not Qualified" Forecast



Recently Signed Documents

- COMMISSIONED CORPS INSTRUCTION 221.02 "MEDICAL READINESS"
- PERSONNEL OPERATIONS MEMORANDUM 821.71 "PHYSICAL EXAMINATION REQUIREMENTS"
- COMMISSIONED CORPS INSTRUCTION 241.01 "READINESS AND DUTY REQUIREMENTS"
- COMMISSIONED CORPS INSTRUCTION 241.02 "DEPLOYMENT OF CORPS OFFICERS"
- PERSONNEL OPERATIONS MEMORANDUM 821.75 "READINESS COMPLIANCE"
- PERSONNEL OPERATIONS MEMORANDUM 821.76 "DEPLOYMENT PROCEDURES"
- COMMISSIONED CORPS DIRECTIVE 121.02 "DEPLOYMENT AND READINESS"
- Link to the most current policies: https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx

Contacts if Questions

CCHELPDESK@HHS.GOV
for system issues while in the OSA, email to Commissioned Corps Help Desk
REDDOG@HHS.GOV or submit the Readiness Assistance Form on Self-Service
for non-medical data and Self-Service application issues
WEIGHTSTANDARDS@HHS.GOV
for Weight Standards Program questions
MACCHQ@HHS.GOV
for Medical information
PHSLICENSURE@HHS.GOV
for Licensure questions
AMSHELP@HHS.GOV
If issues accessing OSA