

Quick Readiness Checklist*

*This is an abbreviated Readiness Checklist. For more detailed information:
https://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf

Completed	Item	Frequency
<input type="checkbox"/>	<p><u>Annual Physical Fitness Test (APFT):</u></p> <ul style="list-style-type: none"> APFT guidelines: https://dcp.psc.gov/CCMIS/RedDOG/REDDOG_APFT_m.aspx Complete PHS-7044 form (https://dcp.psc.gov/ccmis/PDF_docs/phs-7044.pdf) and retain copy for personal records Input results directly into RedDOG – Self Service under Readiness Information (DO NOT fax or upload this form to the electronic Official Personnel Folder [eOPF]) 	Annually
<input type="checkbox"/>	<p><u>Basic Life Support (BLS) Certification:</u></p> <ul style="list-style-type: none"> BLS information: https://dcp.psc.gov/ccmis/RedDOG/REDDOG_bls_training_m.aspx Approved courses: (1) American Heart Association (AHA) BLS for Healthcare Providers, (2) American Heart Association (AHA) Advanced Cardiac Life Support (ACLS), and (3) American Red Cross (ARC) CPR/AED for the Professional Rescuer Complete one of the three approved courses within 24 months of the last certification Class Connector tool to locate an AHA Training Center in your area: http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc_classconnector.home Upload a copy of the BLS certificate using the eDOC-U located within the Officer Secure Area (DO NOT fax BLS certification to eOPF) 	Every 2 Years
<input type="checkbox"/>	<p><u>Licensure:</u></p> <ul style="list-style-type: none"> Licensure status is listed within the Officer Secure Area dashboard. Ensure your documentation is accurate and up-to-date Please note: Not all Scientists will have a license or certification, depending upon field and specialization Upload licensure documents using the eDOC-U located within the Officer Secure Area 	As required
<input type="checkbox"/>	<p><u>Immunizations:</u></p> <ul style="list-style-type: none"> Immunization Details are listed within the Officer Secure Area dashboard Upload immunization documents using the eDOC-U located within the Officer Secure Area 	As required
<input type="checkbox"/>	<p><u>Medical Exam:</u></p> <ul style="list-style-type: none"> The date of your latest report of Physical Examination is listed within the Officer Secure Area dashboard. Report of Medical Examination (DD-2808) and Report of Dental Examination (PHS-6355) are required every 5 years. Medical Forms are located on the CCMIS page under the Forms tab: https://dcp.psc.gov/ccmis/forms/FORMS_medical_m.aspx Plan a few months ahead to complete all required tests. Contact the Medical Readiness Clinic at your assigned Military Treatment Facility (MTF) to streamline the process Mail documents to Medical Affairs (DO NOT fax or upload medical forms) 	Every 5 years

Completed	Item	Frequency
<input type="checkbox"/>	<p><u>Report of Medical History:</u></p> <ul style="list-style-type: none"> The date of your latest report of Medical History is listed within the Officer Secure Area dashboard Report of Medical History (DD-2807-1) is required every 12 months and is completed by the Officer. Medical Forms are located on the CCMIS page under the Forms tab: https://dcp.psc.gov/ccmis/forms/FORMS_medical_m.aspx Please note: This is not a readiness requirement at this time Mail documents to Medical Affairs (DO NOT fax or upload medical forms) 	Every 12 months
<input type="checkbox"/>	<p><u>Course Completion:</u></p> <ul style="list-style-type: none"> There are 12 training modules (4 FEMA courses and 8 Responder e-Learn courses): https://respondere-learn.hhs.gov/ Additional courses are necessary for Field Medical Readiness Badge (FMRB) Satisfactory completion of all 12 Basic Readiness Courses requires a minimum test score of 80% and completion of post-test surveys Course completion data are regularly updated in RedDOG 	One time
<input type="checkbox"/>	<p><u>Personal Information:</u></p> <ul style="list-style-type: none"> The Phone Numbers, Email Addresses, Home & Mailing Addresses, Emergency Contacts, and Supervisor Information within the Personal Information section of RedDOG – Self Service should be accurate and up-to-date 	As needed
<input type="checkbox"/>	<p><u>Waivers:</u></p> <ul style="list-style-type: none"> Waiver Information: https://dcp.psc.gov/ccmis/ccis/documents/mc377.pdf Please note: Waivers are NOT automatic Contact Medical Affairs to obtain a condition-specific waiver if a medical condition precludes an Officer from meeting certain aspects of Basic Ready requirements If a waiver is necessary, obtain a waiver from a medical care provider and mail the completed form to Medical Affairs Waivers are listed in RedDOG – Self Service under Readiness Information 	As needed
<input type="checkbox"/>	<p><u>Deployment Role:</u></p> <ul style="list-style-type: none"> Deployment Roles are listed in RedDOG – Self Service under Readiness Information Roles should be selected once and then updated as needed 	As needed
<input type="checkbox"/>	<p><u>View Readiness Status:</u></p> <ul style="list-style-type: none"> Readiness Status can be viewed in RedDOG – Self Service under Readiness Information Status is listed under the Basic Status column and missing requirements are listed under the Description column 	Anytime