

## Entering Annual Physical Fitness Test (APFT) Information into RedDOG Self Service

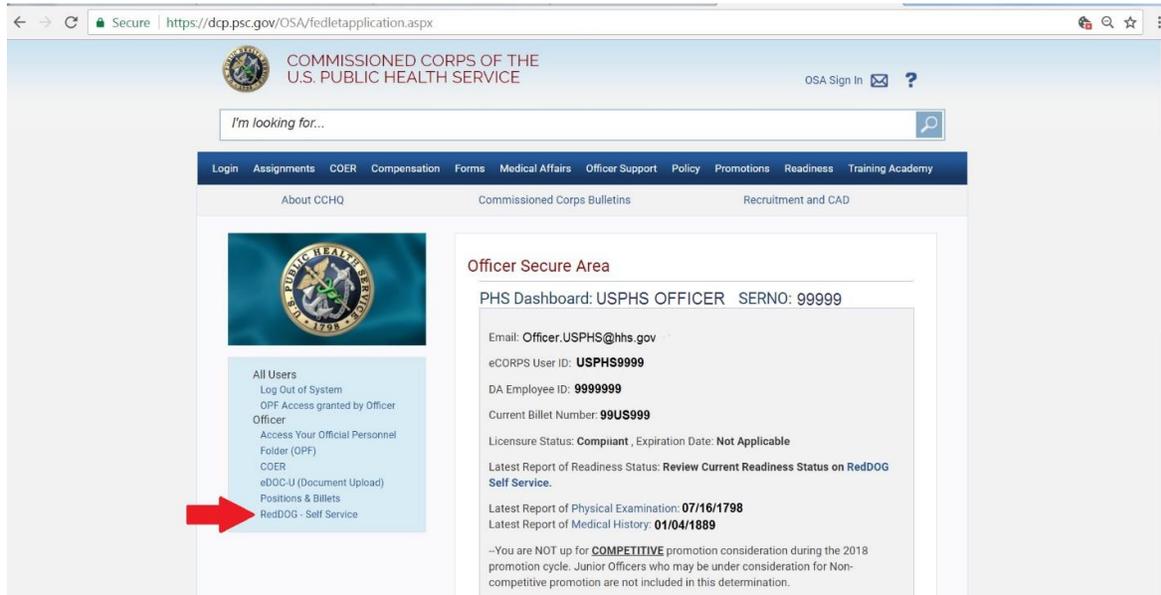
Officers are required to have a current passing APFT to maintain basic readiness. The requirements for administering the APFT are described in the Personnel Operations Memorandum 15-004, dated 14 May 2015 ([https://dcp.psc.gov/CCMIS/ccis/documents/pom15\\_004.pdf](https://dcp.psc.gov/CCMIS/ccis/documents/pom15_004.pdf)). If a medical condition prohibits an officer from completing the APFT, the officer should contact Medical Affairs to obtain a condition-specific waiver.

APFT results need to be incorporated into the RedDOG-Self Service System. The following instructions will demonstrate the process:

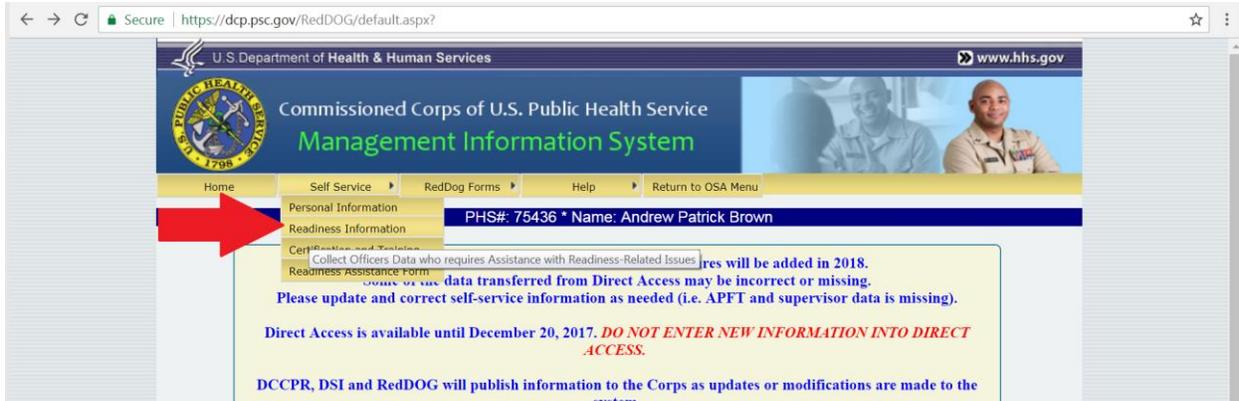
1. Go to Commissioned Corps Management Information System (CCMIS) website (<http://dcp.psc.gov/ccmis/>). Click on the “**Login**” tab and then on the “**Officer Secure Area Sign In.**”



2. Sign into to the Officer Secure Area. Click on the “**RedDOG – Self Service**” link.



3. Click on the “Self Service” tab and then on “Readiness Information.”



4. Click the “Add New Physical Fitness Exam.”



5. Enter your APFT information, including the observing officer.

The screenshot shows the 'Physical Fitness Results' form. It includes fields for 'Exam Date' (3/7/2018) and 'Overall Fitness Level'. Below this is a section for 'Search Evaluator by SerNo or Last name or enter name and email manually.' with fields for 'Evaluator SERNO', 'Evaluator Last Name', 'Evaluator Name', and 'Evaluator SerNo'. The form is divided into sections for different tests: 'Cardio Test' (1.5 Run), 'Core Test' (Plank), 'Upper Body Test' (Pushups), and 'Flexibility Test' (Toe Touch). Each test section has fields for 'Results', 'Minutes', 'Seconds', and 'Score'. At the bottom, there are 'Save' and 'Cancel' buttons.

6. You're done!