



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee



Scientist Category Handbook: Basic Readiness

Last Updated: May 2022

Overview

- Attaining and maintaining basic readiness is a requirement for all PHS officers. Non-compliance may affect an officer's eligibility for promotion, special assignments, and retention in the U.S. Public Health Service Commissioned Corps. The Readiness Compliance Personnel Operations Memorandum ([POM 821.75](#)) for Public Health Service (PHS) officers, effective January 31, 2022, specifies that readiness will be assessed automatically on the first day of each month. Officers who fail to meet readiness requirements will have until the end of the month to correct deficiencies; otherwise, they will face adverse actions as detailed in [POM 821.75](#) (e.g., an officer marked "Not Qualified" for 2 months will not be eligible for any awards under the Awards Program; promotion; deployment; and health professions special pays).
- Each officer is required to undergo an annual [Periodic Health Update \(PHU\)](#). The PHU includes seven required components:
 - Medical history
 - Physical examination
 - Behavioral health survey
 - Dental examination
 - Additional tests as indicated based on age or risk and recommended by the officer's health care provider
 - Disclosure statement
 - PHU Submission Checklist
- Commissioned Corps Instruction ([CCI 241.01](#)) -"Readiness & Duty Requirements," effective November 10, 2021, requires that PHS officers maintain professional competence/credentials, maintain deployment readiness, maintain professional competence in accordance with their primary deployment role (e.g., officers with clinical expertise who are not currently billeted in a clinical position, but are in a clinical profession and a primary clinical deployment role, must complete clinical practice hours), maintain all required components of the Service Dress Blue (SDB) uniform, Operational Dress Uniform (ODU), and Physical Training Uniform (PTU), maintain health and retention weight standards, and complete and submit a Deployment Preparation Plan (DPP) annually during the officer's birth month. Additional guidance on uniform standards and requirements are included in the Uniform chapter.
- The [Readiness Essentials](#) webpage contains information on readiness standards, physical fitness requirements, immunizations, clinical service hours, and basic life support (BLS) training.
- The system of record for updating and reviewing readiness information is the Readiness Self-Service web application in the [Officer Secure Area \(OSA\)](#) of the Commissioned Corps Management Information System (CCMIS) website.
 - Using the menu options on the left section of the OSA dashboard, self-service and review is initiated by selecting the "RDB-Self Service" link and then selecting the "Self Service" tab. Officers are required to submit and update the following information:
 - Personnel information

- Phone numbers
 - Email addresses
 - Home and mailing addresses
 - Emergency contacts
 - Supervisor information
- Readiness information
 - Annual physical fitness test (APFT)
 - Deployment role
- Deployment information
 - Passport information
 - Visa information
 - Language information
 - Airport information
 - Specialty information
- Upload the following documents using the electronic Document Upload (eDOC-U) function in the CCMIS OSA (mailed and faxed documents are no longer processed):
 - eOPF section
 - Board certification
 - Licensure
 - Medical section
 - Immunizations
 - PHU
 - Report of medical history
 - Request for medical waiver
 - Readiness section
 - APFT 7044 – Web application
 - Basic life support (BLS) certification
 - Verified weight report 7044-1
 - Weight management plan (if applicable)
 - Training
 - The 12 course modules needed to meet Basic Readiness requirements can be completed in [Responder e-Learn](#) by first selecting the “My Courses” tab, then scrolling down to “Available Courses” to select the “OFRD” link followed by the “Basic Readiness” link.
 - Additional required readiness and deployment training courses can be completed in the [USPHS Commissioned Corps Learning Management System \(CCLMS\)](#) by first selecting the “Training” tab, then selecting “Readiness Training” and “Deployment Training” under the “Course Categories” drop-down menu.
- Always maintain readiness and update expiring readiness requirements within a 1-month period to reflect readiness monthly. Readiness is now reviewed and reported monthly. Officers can view their projected readiness in the Dashboard of the [Officers Secure Area](#).

- The APFT Personnel Operations Memorandum ([POM 821.65](#)), effective June 23, 2020, requires annual reporting of height and weight. The Retention and Weight Standards can be found in the updated Commissioned Corps Instruction ([CCI 241.01](#)). Appendix A of this instruction provides minimum and maximum allowable weights needed to maintain a body mass index (BMI) between 19 and 27.5 kg/m², and appendix B outlines the procedure for calculating estimated percent body fat (EPBF) for officers who exceed the maximum BMI. The Retention Weight Standards Personnel Operations Memorandum ([POM 821.66](#)) outlines the implementation and enforcement of Retention Weight Standards.

Need Help?

- For Readiness assistance, send an email to RDB at PHSReadiness@hhs.gov.
- For CCMIS Officer Secure Area (OSA) technical and login assistance, send an email to the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov.
- For Responder e-Learn login assistance, send an email to the National Disaster Medical System (NDMS) Help Desk at ndmshelpdesk@hhs.gov or call (855) 423-2222 / (888) 202-3327. To request a new Responder e-Learn account, send your request to the Division of Commissioned Corps Personnel and Readiness (DCCPR) coordinator at PHSPreparedness@hhs.gov.
- For information on awards, roster updates, and deployment-related inquiries, send an email to RDB at PHSDeployment@hhs.gov.
- For information on training and exercises, plans and logistics, and evaluations and metrics, send an email to RDB at PHSPreparedness@hhs.gov.

Other Resources

Other helpful websites with information related to officer basic readiness include:

APFT: https://dcp.psc.gov/CCMIS/RedDOG/REDDOG_APFT_m.aspx
BLS Training: https://dcp.psc.gov/ccmis/RedDOG/REDDOG_bls_training_m.aspx
Immunizations: https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx
Licensure: https://dcp.psc.gov/ccmis/Licensure_m.aspx
Medical Affairs: https://dcp.psc.gov/ccmis/DCCPR_medical_affairs_m.aspx
Weight Standards: https://dcp.psc.gov/ccmis/weightstandards_m.aspx