U.S. Public Health Service
Basic Force Readiness Standards

Meeting and Maintaining "Basic Readiness"

LEARNING OBJECTIVES

- Understand importance of readiness and consequences of non-compliance
- Understand the components of readiness
- Understand how to prepare, successfully submit, and verify readiness requirements prior to readiness checks
- Know where to locate Commissioned Corps Headquarters (CCHQ) resources specific to readiness

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WHAT IS BASIC READINESS?

- Definitions and Synonyms
  - State of being prepared
  - Fitness and Health
  - Qualifications / Training & Education
  - Skill / Proficiency

- For USPHS Officers: **Meeting and maintaining the minimum** standard of knowledge, skills, training, and preparation
  - Ensures a capable, equipped and effective public health crisis response force
  - Upholds core service principles of the USPHS
  - Condition of Service
  - Officer's Duty and Responsibility

WHY IS BASIC READINESS IMPORTANT?

- **42 U.S. Code § 204a – Deployment Readiness**

  (a) (1) In general

  The Secretary, with respect to members of the following Corps components, shall establish requirements, including training and medical examinations, to ensure the readiness of such components to respond to urgent or emergency public health care needs that cannot otherwise be met at the Federal, State, and local levels…

- **Frequently referenced readiness-related USPHS policies**
  CCMIS website: https://dcp.psc.gov/ccmis/ccis/CCISForeword.aspx
  - CCI 241.01, "Readiness and Duty Requirements"
  - POM 821.75, "Readiness Compliance"
  - POM 821.66, "Retention Weight Standards"
  - POM 821.71, "Physical Examination Requirements"

WHY IS BASIC READINESS IMPORTANT? *(Continued)*

- **Failure to meet and maintain basic-level of readiness impacts officer eligibility for:**
  - USPHS deployments
  - Promotions
  - Individual and group awards
  - Special pay agreements
  - Appointment to a group, committee, or Surgeon General (SG) chartered board
  - Retention in USPHS

- **Review POM 821.75, "Readiness Compliance":**
  https://dcp.psc.gov/ccmis/ccis/documents/POM_821.75.pdf

WHEN DO I NEED TO BECOME BASIC READY?

New Call to Active Duty (CAD) officers must complete and submit readiness requirements within <u>6 months</u> of completing OBC.

READINESS REQUIREMENTS:
PER CCI 241.01, "READINESS AND DUTY REQUIREMENTS"

- **Health (Medical Readiness) Standards**
  - Periodic Health Update (PHU)
  - Immunizations
- **Deployment Readiness**
  - Annual Physical Fitness Test (APFT)
  - Basic Life Support (BLS)
  - Deployment Role Specific Training / FEMA / Responder e-Learn online trainings
- **Weight Standards**
  - Retention Weight Standards compliance
    - Quarterly Weight Report
    - Weight Management Plan
- **Professional Competence/Credentials**
  - Current unrestricted professional license/certification/registration
- **Deployment Preparation Plan (DPP)**
- **Clinical Practice Hours (where applicable)**
- **Deployment Role(s)**
- **Uniforms**
  - Service Dress Blue (SDB), Operational Dress Uniform (ODU), Physical Training Uniform (PTU)

READINESS REQUIREMENTS:
PERIODIC HEALTH UPDATE (PHU)

- **Must be completed and submitted annually within a 3-month birthday window (the month before, the month of, or the month after your birthday).**
  - If you have a birthday within 6 months of OBC, you will not need to complete your PHU until the following year.
  - **Tip: Schedule your PHU in the first month of your birthday window.**

- **Carefully review the Medical Affairs Branch PHU website:**
  https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_Periodic_Health_Update.aspx
  - Provides specific instruction on what documents are due and how to submit PHU.
  - Medical Affairs Branch contact information: PHSMACCHQ@hhs.gov

- MAB manually reviews all PHU submissions and will accept or reject the PHU. *Plan accordingly and submit before the due date!*

HOW TO SUBMIT THE PHU:

- Upload all forms as one (1) PDF document through eDOC-U.

READINESS REQUIREMENTS:
IMMUNIZATIONS

- Submit full immunization/titer record following OBC.

- **Review CCMIS Immunizations website for list of required vaccines:**
https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx

  - **The Hepatitis A vaccine requires 6 months to complete the 2-dose series. Do not get the second dose earlier than scheduled.**

- Due throughout your career:

  - Influenza vaccination (**due annually by December 31**)

  - Tetanus/Diphtheria (TD) (**due every 10 years**)

- You may receive vaccinations at a network pharmacy:
https://tricare.mil/~/link.aspx?_id=A4709DFC1A02456E9538D02EA2176D3F&_z=z

- Immunizations Team contact information: PHSMACCHQ@hhs.gov

Start vaccinations or titers immediately!

HOW TO SUBMIT IMMUNIZATIONS:

- Upload vaccination record/documents through eDOC-U.

READINESS REQUIREMENTS:
ANNUAL PHYSICAL FITNESS TEST (APFT)

- **All officers are required to PASS the APFT annually.**

- The APFT must be completed and submitted at least every 12 months, before the prior APFT expires.

- The APFT Form PHS-7044 and guidance can be found on CCMIS APFT website: https://dcp.psc.gov/CCMIS/RedDOG/REDDOG_APFT_m.aspx

- Officers who are unable to complete the APFT due to a medical limitation can request a medical waiver through the Medical Affairs Branch.

  - Review: https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_medical_waiver_program.aspx

- The APFT will be replaced by the physical fitness test (PFT) starting April 1, 2026, the PFT will be due every 6 months for Regular Duty officers

HOW TO SUBMIT THE APFT:

- Upload the APFT through Officer Secure Area (OSA) → Officer Self-Service → RDB Self Service → "Readiness Information" → 3. Annual Physical Fitness Test (APFT).

READINESS REQUIREMENTS:
RETENTION WEIGHT STANDARDS

- **<u>Submit a baseline weight via Verified Weight Report (Form PHS-7044-1)</u>**:

  - https://dcp.psc.gov/ccmis/Forms.aspx

- "Compliance" with Retention Weight Standards (RWS) is determined by the PHU or Verified Weight Report (PHS-7044-1):

  - Officers with Body Mass Index (BMI) of **18.5 – 29.9 kg/m^2 are considered in compliance**

  - Officers with BMI > 29.9 kg/m^2 may utilize Percent Body Fat (PBF) or "taping" to determine compliance based on sex and age

- "Non-Compliant" officers have additional requirements to submit to meet basic readiness

- Review CCMIS website on Retention Weight Standards:

  - https://dcp.psc.gov/ccmis/weightstandards_m.aspx
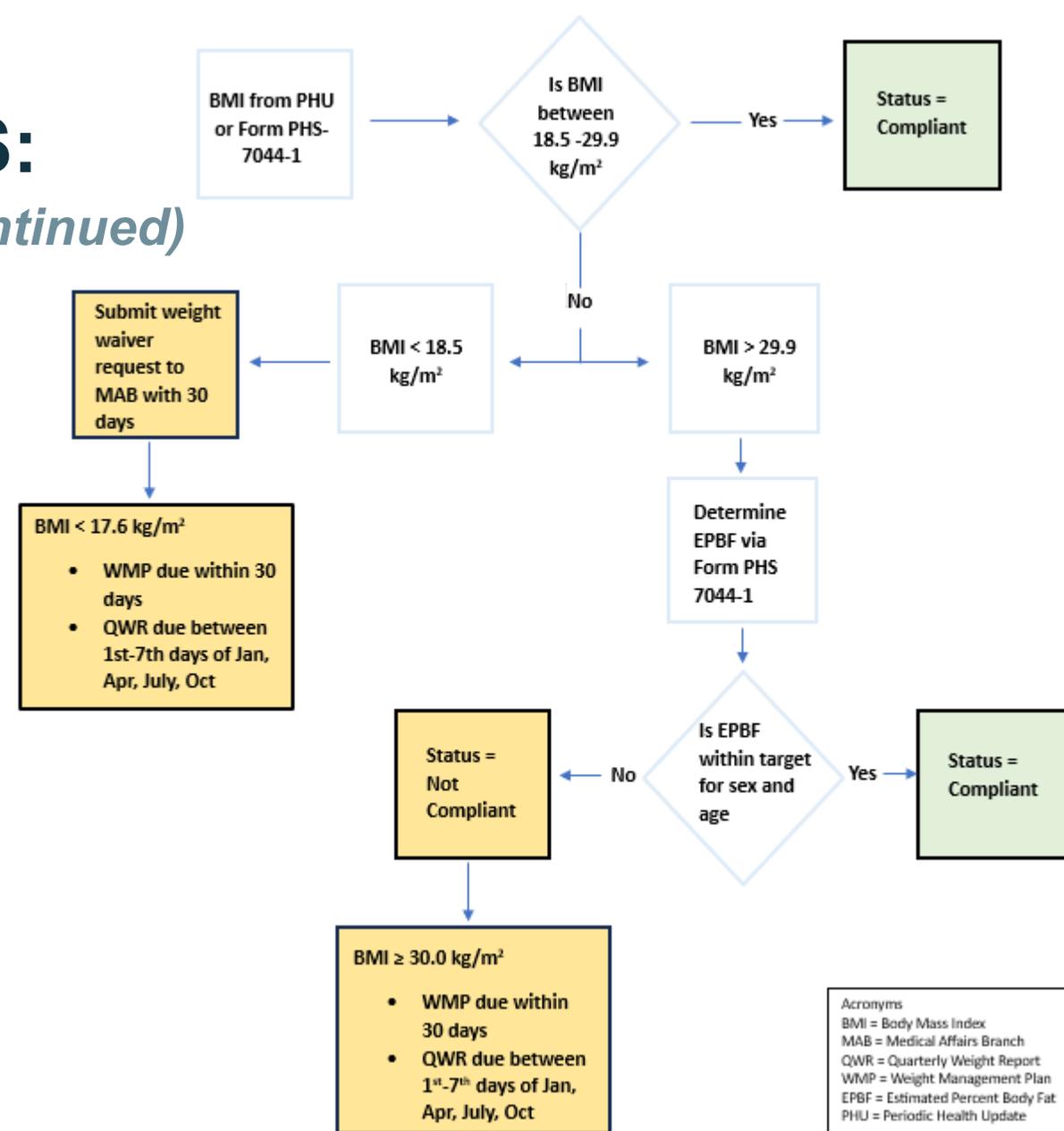
READINESS REQUIREMENTS:
BASELINE WEIGHT REPORTING

- Upload the Verified Weight Report (Form PHS-7044-1) through eDOC-U.

READINESS REQUIREMENTS:
## RETENTION WEIGHT STANDARDS *(Continued)*

- RWS compliance is different than "Qualified" or "Not Qualified" status for readiness.

    - Compliant / Not Compliant refers to whether your BMI or PBF are within the required target range

    - Qualified / Not Qualified status refers to if an officer met readiness submission requirements

- "Official" weight reporting for RWS is via PHU and Verified Weight Report (Form PHS-7044-1) only

BMI from PHU or Form PHS-7044-1 → Is BMI between 18.5 -29.9 kg/m² — Yes → Status = Compliant

No → BMI < 18.5 kg/m² → Submit weight waiver request to MAB with 30 days

BMI < 17.6 kg/m²
- WMP due within 30 days
- QWR due between 1st-7th days of Jan, Apr, July, Oct

BMI > 29.9 kg/m² → Determine EPBF via Form PHS 7044-1 → Is EPBF within target for sex and age — Yes → Status = Compliant

No → Status = Not Compliant

BMI ≥ 30.0 kg/m²
- WMP due within 30 days
- QWR due between 1st-7th days of Jan, Apr, July, Oct

Acronyms
BMI = Body Mass Index
MAB = Medical Affairs Branch
QWR = Quarterly Weight Report
WMP = Weight Management Plan
EPBF = Estimated Percent Body Fat
PHU = Periodic Health Update

READINESS REQUIREMENTS:
BASIC LIFE SUPPORT (BLS)

- BLS certification must be renewed and submitted **before** the expiration of the previous BLS certificate.

- BLS certification must be from one of the following approved organizations:
  - American Heart Association (AHA) Basic Life Support (BLS) for health care providers
  - American Heart Association (AHA) Resuscitation Qualified Improvement Program
  - American Red Cross (ARC) CPR/AED for the professional rescuer
  - American Safety and Health Institute (ASHI) CPR and AED for healthcare providers and professional responders
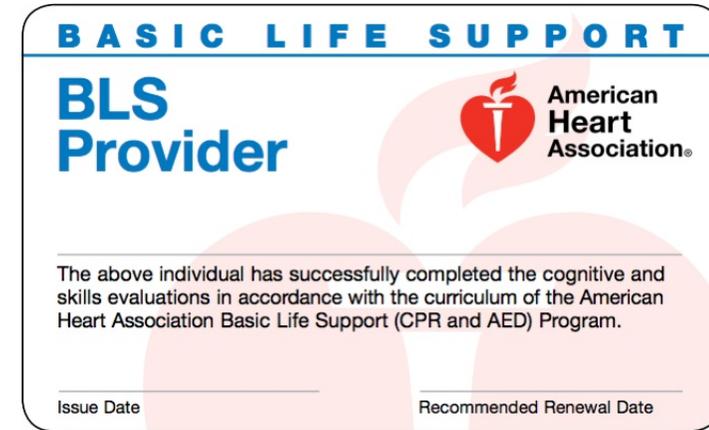
HOW TO SUBMIT THE BLS CERTIFICATE:

- Upload your BLS certificate or card through eDOC-U.
- Make sure that you enter the correct expiration date.

READINESS REQUIREMENTS:
PROFESSIONAL COMPETENCE/CREDENTIALS

- An active and unrestricted professional license, certification, and/or registration appropriate for your category and discipline must always be documented in eOPF.

- **Submit your renewed license, certification, and/or registration prior to the expiration date of the current document.**

- You may submit a screenshot of the online verification website in lieu of the hardcopy document.

- CCMIS Licensure Website: https://dcp.psc.gov/ccmis/Licensure_m.aspx

- The Personnel and Career Management Branch reviews submissions and will accept/reject it.
  - Contact information: PHSLicensure@hhs.gov

HOW TO SUBMIT LICENSE, CERTIFICATION, REGISTRATION:

- Upload your professional license, certification, and/or registration through eDOC-U.
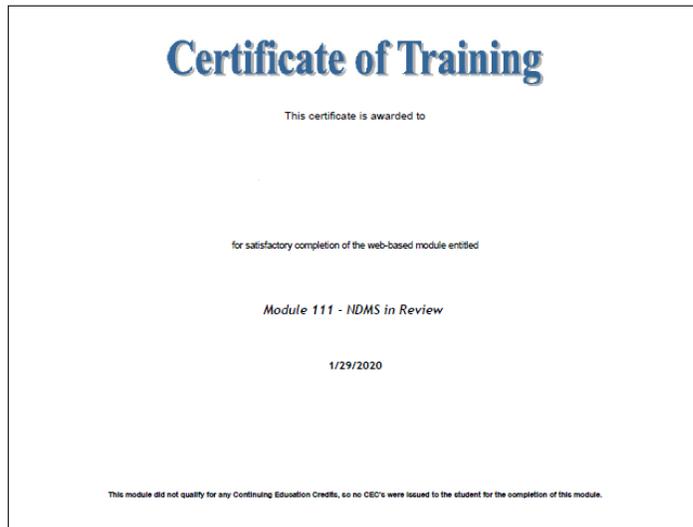
READINESS REQUIREMENTS:
TRAINING COURSES

- Officers must successfully complete the following 12 online trainings, and submit the certificates of completion to eDOC-U:

  - **Responder e-Learn*: https://respondere-learn.hhs.gov**
    - o **110**: Disaster Response
    - o **140**: Preventive Medicine for Field Operations
    - o **141**: Health Consequences and Response
    - o **142**: Disaster Triage
    - o **180**: Infectious Disease Management
    - o **182**: Terrorism
    - o **183**: ABCs of Bioterrorism
    - o **217**: Safety and Security Awareness

  - **FEMA Emergency Management Institute: https://training.fema.gov**
    - o **IS-100.C:** Introduction to Incident Command System
    - o **IS-200.C:** Basic Incident Command System for Initial Response
    - o **IS-700.B:** An Introduction to the National Incident Management System (NIMS)
    - o **IS-800.D:** National Response Framework (NRF), An Introduction

*Some Responder e-Learn modules do not have working videos

HOW TO SUBMIT TRAINING COURSE CERTIFICATES:

- Upload individual certificates through eDOC-U.

READINESS REQUIREMENTS:
DEPLOYMENT PREPARATION PLAN (DPP)

- The Deployment Preparation Plan (DPP) requires officers to proactively plan for the care of their family, children, and personal and professional affairs prior to deployments and other duty related absences.

- The DPP is due annually, prior to the expiration of the previous year's DPP.

- An updated DPP must also be submitted within 3 months after a change in family circumstances and/or personal status, and this will restart the annual clock.

- CCMIS DPP website: https://dcp.psc.gov/ccmis/deploymentprepplan.aspx

- Contact the Corps Care Program Team with questions: PHSCorpsCare@hhs.gov

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HOW TO SUBMIT THE DPP:

- Upload DPP through eDOC-U.

READINESS REQUIREMENTS:
CLINICAL PRACTICE HOURS

- All officers who are in clinical deployment roles or who are applying for or receiving Health Professional Special Pay (HPSP), Incentive Pay (IP) and/or Retention Bonus (RB), must complete 80 practice hours annually.

- HHS-520, Request for Approval of Outside Activity form may be required if hours are obtained outside of your duty assignment, deployment, or a temporary duty assignment (TDY).

- Please review CCMIS Clinical Practice Hours FAQ which includes instruction on submission of Form PHS-7047: https://dcp.psc.gov/ccmis/HPSP/HPSP_Clin_FAQ_PracticeHoursFAQ.aspx

- Practice Hours Teams contact: PHSpracticehours@hhs.gov

READINESS REQUIREMENTS:
DEPLOYMENT ROLE

- A primary deployment role is automatically assigned based on your category.
- Review assigned role in Officer Self-Service → RDB Self Service → Readiness Information → 7. Deployment Role.
- Add Sub-Specialty and Additional Role(s).

7. Deployment Role

Primary deployment role is assigned by CCHQ. Officers are required to identify/save at least one Sub-Specialty. Additional roles may only be added if at least on Sub-Specialty is saved.

#	Role	Level	
1	Pharmacist	Primary	
	Pharm-Ambulatory Care	Sub-Specialty	Delete
	Pharm-Inpatient	Sub-Specialty	Delete
	Pharm-Outpatient	Sub-Specialty	Delete

Add Sub-Specialty   Add Additional Role

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READINESS REQUIREMENTS

Readiness Requirement	Frequency of Submission	Where to Submit
PHU	Annually during 3-month birthday window	eDOC-U
Immunizations	Varies Flu – annually by December 31, Td – every 10 years	eDOC-U
APFT	Annually	Officer Self-Service
Retention Weight Standards	Quarterly Weight Report Jan, Apr, July, Oct 1-7th Weight Management Plan annually	eDOC-U
Baseline Weight	Upon CAD	eDOC-U
BLS	Every 2 years	eDOC-U
Professional Competence/Credentials	Varies by license/state	eDOC-U
Training	Responder e-Learn, FEMA – upon CAD	eDOC-U
80 clinical practice hours	Annually	Officer Secure Area → Forms
Deployment Preparation Plan	Annually	eDOC-U
Deployment Role	Auto-Selected	Officer Self-Service

WHEN DO READINESS CHECKS OCCUR?

The monthly readiness check occurs on the first day of the month at 00:00 ET.

- Any readiness requirement submitted after 23:59 ET on the last day of the prior month is considered late.
- Rejected documents do NOT satisfy the readiness check.

TIPS FOR SUCCESS

- Review the Officer Secure Area Dashboard and Officer Self-Service frequently.

- You will receive automated email reminders at 90 days, 60 days, 30 days, and 10 days prior to your requirement due date.

- Be proactive.

  - **Submit documents early, do not wait until the final days of the month.**

  - Communicate any issues to CCHQ *PRIOR* to the requirement deadline.

- Know where to locate relevant information. Take time to increase familiarity with policies, website, FAQs, etc.

- If you are unable to locate information to answer a readiness-related question, please contact PHSReadiness@hhs.gov or PHSCADReadiness@hhs.gov.

Walkthrough of Officer Secure Area

COMMISSIONED CORPS MANAGEMENT INFORMATION SYSTEM

- Familiarize yourself with the resources from different branches within CCHQ.
  - Use the "Login" menu to go to the "Officer Secure Area Sign In" or the "OSA Sign In".

OFFICER SECURE AREA DASHBOARD EXAMPLE

- Login to Officer Secure Area → Review Dashboard.
  - Displays projected (upcoming) readiness status.

Officer Details

Category	Pharmacist
Agency	IHS

License and Certification Details

Licensure Status	Not compliant
License Expiration Date	11/30/2022

Retention Weight Standards

Status per last BMI *	NOT COMPLIANT

Officers identified as "Not Compliant" will maintain "Qualified" readiness status if required documentation is submitted timely and reflects progress as outlined in policy. Information is available on the Readiness website.
*Retention Weight Standards requirements and due dates are established by policy: CCI 241.01 "Readiness and Duty Requirements", POM 821.75 "Readiness Compliance", and POM 821.66, "Retention Weight Standards".

Promotion Details

Promotion Eligible Date *	7/1/2026

You are NOT up for **COMPETITIVE** promotion consideration during the 2024 promotion cycle. Junior Officers who may be under consideration for Non-competitive promotion are not included in this determination.

Information is available on the Promotions website.

* Promotional eligible dates and criteria are established by policy: CCI 331.01 "Permanent Grade Promotions"

Projected Readiness

Readiness Status	Readiness Description	Next Readiness Check Date	Last Updated Date
Not Qualified	Missing or Expired BLS Missing or Expired Licensure Missing PHU	09/01/2023	8/23/2023

Projected Readiness

Readiness Status	Readiness Description	Next Readiness Check Date	Last Updated Date
Not Qualified	Missing or Expired BLS Missing or Expired Licensure Missing PHU	09/01/2023	8/23/2023

Deployment On Call Status

Last On Call Date	Next On Call Dates
11/1/2019	8/1/2023 1/1/2024 6/1/2024

Periodic Health Update (PHU) Details

Last Physical Exam Date	3/1/2023
Next PHU Date	12/31/2021

Retirement Details

20 Year Retirement Eligibility Date	6/20/2037
30 Year Mandatory Retirement Date	6/20/2047

OFFICER SECURE AREA DASHBOARD EXAMPLE *(Continued)*

- The 30, 60, 90 Day Forecast displays upcoming requirements.

Officer Dashboard

Deployment Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
BLS	Qualified	Qualified	Qualified	02/01/2025
Deployment Preparation Plan (DPP)	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Fitness (APFT)	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Retention Weight Standards	Qualified	Qualified	Qualified	02/01/2025
Verified Weight (Initial)	Qualified	Qualified	Qualified	02/01/2025

Medical Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
Hepatitis A Vaccination	Qualified	Qualified	Qualified	02/01/2025
Hepatitis B Vaccination	Qualified	Qualified	Qualified	02/01/2025
Influenza Vaccination	Qualified	Qualified	Qualified	02/01/2025
Measles Vaccination	Qualified	Qualified	Qualified	02/01/2025
Mumps Vaccination	Qualified	Qualified	Qualified	02/01/2025
PHU	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Rubella Vaccination	Qualified	Qualified	Qualified	02/01/2025
Tetanus/Diphtheria Vaccination	Qualified	Qualified	Qualified	02/01/2025
Varicella Vaccination	Qualified	Qualified	Qualified	02/01/2025

Training Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
BASIC Training	Qualified	Qualified	Qualified	02/01/2025
FEMA Training	Qualified	Qualified	Qualified	02/01/2025

Officership Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
License	Qualified	Qualified	Qualified	02/01/2025

OFFICER SECURE AREA DASHBOARD EXAMPLE *(Continued)*

- The 30, 60, 90 Day Forecast displays upcoming requirements.

Officer Dashboard

Deployment Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	JUL 2024	AUG 2024	SEP 2024	
BLS	Qualified	Qualified	Qualified	06/11/2024
Deployment Preparation Plan (DPP)	Qualified	Qualified	Qualified	06/11/2024
Fitness (APFT)	Qualified	Qualified	Qualified	06/11/2024
Retention Weight Standards	Qualified- HAS VALID PREGNANCY WAIVER	Qualified- HAS VALID PREGNANCY WAIVER	Qualified- HAS VALID PREGNANCY WAIVER	06/11/2024
Verified Weight (Initial)	Qualified	Qualified	Qualified	06/11/2024

Medical Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	JUL 2024	AUG 2024	SEP 2024	
Hepatitis A Vaccination	Qualified	Qualified	Qualified	06/11/2024
Hepatitis B Vaccination	Qualified	Qualified	Qualified	06/11/2024
Influenza Vaccination	Exempt(CAD)	Exempt(CAD)	N/A	06/11/2024
Measles Vaccination	Qualified	Qualified	Qualified	06/11/2024
Mumps Vaccination	Qualified	Qualified	Qualified	06/11/2024
PHU	Exempt(CAD)	Exempt(CAD)	Exempt(CAD)	06/11/2024
Rubella Vaccination	Qualified	Qualified	Qualified	06/11/2024
Tetanus/Diphtheria Vaccination	Qualified	Qualified	Qualified	06/11/2024
Varicella Vaccination	Qualified	Qualified	Qualified	06/11/2024

OFFICER SECURE AREA DASHBOARD EXAMPLE *(Continued)*

- The 30, 60, 90 Day Forecast displays upcoming requirements.

Officer Dashboard

Deployment Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
BLS	Qualified	Qualified	Qualified	02/01/2025
Deployment Preparation Plan (DPP)	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Fitness (APFT)	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Retention Weight Standards	Qualified	Qualified	Qualified	02/01/2025
Verified Weight (Initial)	Qualified	Qualified	Qualified	02/01/2025

Medical Readiness

COMPONENT_DETAIL	30 Day Forecast	60 Day Forecast	90 Day Forecast	Date of Last Update
Readiness Period	MAR 2025	APR 2025	MAY 2025	
Hepatitis A Vaccination	Qualified	Qualified	Qualified	02/01/2025
Hepatitis B Vaccination	Qualified	Qualified	Qualified	02/01/2025
Influenza Vaccination	Qualified	Qualified	Qualified	02/01/2025
Measles Vaccination	Qualified	Qualified	Qualified	02/01/2025
Mumps Vaccination	Qualified	Qualified	Qualified	02/01/2025
PHU	Not Qualified	Not Qualified	Not Qualified	02/01/2025
Rubella Vaccination	Qualified	Qualified	Qualified	02/01/2025
Tetanus/Diphtheria Vaccination	Qualified	Qualified	Qualified	02/01/2025
Varicella Vaccination	Qualified	Qualified	Qualified	02/01/2025

OFFICER SELF- SERVICE:
READINESS INFORMATION

- RDB Self Service → Readiness Information → 1. Readiness Dashboard.
    - Displays projected or future readiness status for the next 3 months.
    - Example: If you are seeing "Not Qualified" for "Fitness (APFT)" for the MAR 2025 readiness check, you will be found "Not Qualified" starting March 1st, you must complete and submit your APFT by February 28, 2025.

1. Readiness Dashboard

#	Detail	Group	30 (MAR 2025)	60 (APR 2025)	90 (MAY 2025)
1.	BLS	DEPLOYMENT	Qualified	Qualified	Qualified
2.	Fitness (APFT)	DEPLOYMENT	Not Qualified	Not Qualified	Not Qualified
3.	Verified Weight (Initial)	DEPLOYMENT	Qualified	Qualified	Qualified
4.	Retention Weight Standards	DEPLOYMENT	Qualified	Qualified	Qualified
5.	Deployment Preparation Plan (DPP)	DEPLOYMENT	Not Qualified	Not Qualified	Not Qualified
6.	Rubella Vaccination	MEDICAL	Qualified	Qualified	Qualified
7.	Hepatitis B Vaccination	MEDICAL	Qualified	Qualified	Qualified
8.	Hepatitis A Vaccination	MEDICAL	Qualified	Qualified	Qualified
9.	PHU	MEDICAL	Not Qualified	Not Qualified	Not Qualified
10.	Varicella Vaccination	MEDICAL	Qualified	Qualified	Qualified

OFFICER SELF-SERVICE:
READINESS INFORMATION *(Continued)*

- RBD Self Service → Readiness Information → 2. Readiness Status.
  - Displays historical readiness status, including the current month.
  - Any "Not Qualified" readiness checks will indicate what was missing and remains as a permanent readiness record.

OFFICER SELF-SERVICE:
READINESS INFORMATION *(Continued)*

- Personal Information
  - Update each section, all fields with red asterisk (*) are mandatory.
  - Have two different email addresses on file, a personal and work (government) email address so that you receive all communications from CCHQ

READINESS REQUIREMENTS:
HOW DO I SUBMIT READINESS DOCUMENTS?

- **Readiness requirements must be submitted to specific places within Commissioned Corps Management Information System (CCMIS).**
  - eDOC-U (Document Upload)

  - Forms
  - Officer Self-Service

READINESS REQUIREMENTS:
WHERE DO I VIEW MY SUBMITTED DOCUMENTS?

- Login to Officer Secure Area → Access Your Official Personnel Folder (OPF) → Search eOPF.
  - You can view uploaded BLS Certifications, Licenses, Practice Hours, Training Certificates, etc.

References

IMPORTANT WEBSITES

- CCMIS Website: https://dcp.psc.gov/ccmis/
- Officer Secure Area: https://dcp.psc.gov/SecureAccess/Home
- Officer Self -Service: https://dcp.psc.gov/RedDOG/default.aspx
- Responder e-Learn: https://respondere-learn.hhs.gov/login/index.php
- CC Learning Management System (CCLMS): https://usphstraining.hhs.gov/login/index.php
- Federal Emergency Management Agency Emergency Management Institute: https://training.fema.gov/is/crslist.aspx?lang=en
- Commissioned Corps Headquarters Email Resources: https://dcp.psc.gov/ccmis/cchq/CCHQ_Email_Distribution.aspx
- Commissioned Corps Help Desk for IT related concerns: https://dcp.psc.gov/ccmis/HelpDesk.aspx

IMPORTANT POLICIES

- Commissioned Corps Issuance System (CCIS): https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y
  - CCI 241.01 "Readiness and Duty Requirements"
  - CC 251.01 "Professional Licensure and Certification"
  - POM 821.65 "Annual Physical Fitness Test (APFT)"
  - POM 821.66 "Retention Weight Standards"
  - POM 821.71 "Physical Examination Requirements"
  - POM 821.75 "Readiness Compliance"

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Contact information

Readiness and Deployment Branch

- Readiness Team: PHSReadiness@hhs.gov
- Deployment Team: PHSDeployment@hhs.gov
- Preparedness & Field Exercises Team: PHSPreparedness@hhs.gov

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Thank you!