

Deployment Preparation Plan (DPP) Frequently Asked Questions

Q: What is a Deployment Preparation Plan (DPP)?

The Deployment Preparation Plan is how an officer plans for the care of family members and their own affairs when deployed, on TDY, or otherwise not available because of official duty obligations. The details of this policy are available for your review via CCI 241.01, "Readiness and Duty Requirements".

Q: When will the DPP be available and what tools will I have to help me complete the form?

The DPP is available now to complete and submit. There are several tools available to assist officers in completing this requirement. The official DPP Form, samples of completed forms, and the Supplemental Guide can be found on the CCMIS webpage under *Readiness*, and the webinar training can be found on CCLMS.

Q: How often must I renew my DPP?

After your initial submission, the DPP must be reviewed, renewed, and uploaded into eDOC-U **ANNUALLY** in the same month as the previous completed DPP. For example, if you completed & submitted your first DPP in February 2023, your next DPP must be completed & submitted no later than February 29, 2024. Please check your Dashboard in Officer Secure Area to view projected Readiness due dates and ensure your plan is both completed & submitted prior to the expiration date of the previous one to retain deployment readiness. You must also update and resubmit this plan within three months after a change in family circumstances or a change in personal status (i.e., birth of a child, a dependent's death, divorce, etc.).

Q: Why am I getting a message from Readiness about not having my DPP completed?

The "Projected Readiness Notification" email is a system-generated courtesy correspondence sent out to remind officers about any readiness item that is coming due within the next 90-days, to include the DPP requirement. If an officer has not yet submitted their DPP, it will display on the dashboard as "Not Qualified" under the Deployment quadrant. Beginning January 1, 24, officers must plan to complete and successfully resubmit the updated DPP form to satisfy this readiness requirement. Until it is received, you will continue to receive monthly email notices of a pending readiness item due.

Q: Where do I go to complete the DPP and how do I submit it?

The official DPP form is available on the CCMIS webpage under the "Readiness" section using the dropdown menu and selecting "Deployment Preparation Plan" to view this page. After completing the form and signing it (wet or digital), save all pages as one PDF file, and upload the form via eDOC-U into your eOPF. In eDOC-U, select "Readiness" under Document Category, and "Deployment Preparation Plan" under Document Type. Finally, select "Choose File" and locate the correct PDF document on your computer to attach, before selecting the "Upload" button.

Q: Who should have a DPP?

All officers are required to complete or renew a DPP annually, to include officers stationed OCONUS, on current "Mission Critical" status, or have been issued a time-

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limited pregnancy or deployment “waiver”, etc. This annual requirement for the DPP applies to both Active and Ready Reserve Officers; no officers are exempt from submitting the DPP.

Q: What about dual-PHS/Service couples?

A separate DPP is required to be submitted by both members of a dual-PHS or PHS/military couple/household. Neither service member should be identified in their partner’s DPP as the temporary or long-term caregiver of the couple’s family members. They must select another individual in the instance that both service members are deployed concurrently.

Q: Why is creating and maintaining a DPP Important?

The DPP prepares the officer and the family in advance for the officer’s deployment and reassures the deployed officer that significant personal matters are addressed in their absence. Officers will be available for duty when and where the needs of the USPHS dictate the officers are to deploy. It is the officers’ responsibility to ensure their personal responsibilities are addressed.

Q: How detailed does my DPP need to be?

The DPP is designed to allow officers to think through the various components of their life that may need a contingency plan in their absence. Officers have had trouble in deploying because such plans have not been in place. Your DPP may be detailed or be a summary to attest a complete plan is established and maintained by the officer. For execution upon deployment, we recommend keeping a file or binder at home with all the details necessary. In areas that don’t apply to you, mark “N/A”.

Q: Where do I find my deployment on-call month?

Your deployment on-call months are located on your Officer Secure Area (OSA) Dashboard. You will have three listed. If it is displayed as “N/A”, indicate in your DPP form that your deployment “on-call” months are listed as “N/A”. Reasons for having a “N/A” status include:

1. You are a newly commissioned officer (you will be manually assigned to a deployment team),
2. You are currently on “Mission Critical” status

If you have “N/A” on your dashboard and are unsure if the primary situations listed above apply to you, contact your agency liaison to ensure you are not on their mission critical list, and then follow up with PHSDeployment@hhs.gov for any necessary file updates/corrections.

Q: Do we include only family members that have special needs or require accommodations on the form?

Include all dependents in the DPP form (i.e., spouse). A dependent is a person who has a relationship to the sponsor and is entitled to certain benefits (i.e., health insurance, housing allowance) by virtue of that relationship. Also include persons that you have a legal responsibility to provide care for, such as a child, or an adult needing special care

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arrangements. If they can't manage independently while you are away, or you provide financial support to them, they should be considered and included in your DPP.

Q: When the DPP inquire about house maintenance and logistics, what should be considered?

Home maintenance should especially be considered if you own a home. At times, officers manage major/minor projects to maintain their home (i.e., lawn services, sprinkler schedule, etc.). It can be helpful to think through who would manage this for you if deployed or traveling for business. Logistics can mean transportation to appointments and ID cards renewals to access bases for your dependents while you are away. Sometimes these areas of consideration do not apply to officers. If this is your situation, write N/A.

Q: Who keeps the DPP?

The officer, the officer's family, and the designated caregiver all should have complete and detailed copies of the DPP. The DPP document created for CCHQ: once completed and signed, the officer must upload the DPP into eDOC-U, under the Readiness category. It will be saved and visible to the officer within their eOPF.

Q: Whose responsibility is it to carry out a DPP?

It is the officer's primary responsibility to implement, maintain, and report any changes to the DPP as they occur. Submit an updated DPP document into eDOC-U, to replace the previous submission.

Q: What if I decide not to complete or submit a DPP?

As a condition of service, the DPP is a new readiness requirement. Regardless of family circumstances, a DPP is **required for all officers**. Depending on the circumstances, an officer may be administratively disciplined, or involuntarily separated from the USPHS for failing to maintain basic readiness due to missing requirement(s). If you are planning to retire or separate in 2023 or 2024, this readiness requirement is still required. All readiness items are required to be maintained within an officer's files until the last day of service.

Q: Will my DPP form be reviewed after being submitted?

The readiness and Deployment Branch has visibility on all readiness items submitted into eDOC-U. Periodic audits of the DPP documents will be performed to ensure documents submitted are complete, not missing any components, and executable. Incomplete or blank documents submitted are subject to deletion and may impact an officer's readiness status if not resubmitted successfully by the officer's renewal due date. DPPs may be reviewed if officers report inability to deploy due to caregiver availability concerns.

Q: What are my options if I am unable to enact my DPP prior to being deployed due to a personal emergency or medical crisis?

Officers are encouraged to communicate to CCHQ as soon as possible, to receive support and/or guidance when facing challenges. Please contact:

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PHSCorpsCare@hhs.gov for an emergency and PHSMACCHQ@hhs.gov for officer medical concerns. For readiness-related concerns, please contact PHSReadiness@hhs.gov.

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