

# 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 policy "Readiness and Duty Requirements" CCI 241.01.

## **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: When will I be required to submit my initial DPP?**

Officers are able to submit their DPP now through March 31, 2023. The first readiness check for the DPP will be April 1, 2023.

## **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 submit your first DPP in February 2023, your next DPP must be 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 submitted prior to the expiration date to ensure you retain deployment readiness. You must also update and submit 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: What if I previously completed a DPP using the "FORMS" section within the Officer Secure Area?**

If you previously submitted the DPP using the FORMS pathway within CCMIS, The Readiness and Deployment Branch (RDB) was testing this feature and determined not to utilize it as the DPP submitted to the FORMS pathway was not uploaded to an officer's file (eOPF), as expected. Thus, the DPP form needs to be completed on the current template available on CCMIS under Readiness section, and submitted as a completed PDF document through eDOC-U.

## **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 new DPP requirement. If an officer has not yet submitted their DPP, it will display on the dashboard as "Not Qualified" under the Deployment quadrant. Officers have until March 31, 2023, to complete and successfully submit this form to satisfy the new DPP readiness requirement. Until it is received, you will continue to receive monthly notices of a pending readiness item due.

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### **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, upload the form to your eOPF via eDOC-U. In eDOC-U, select “Readiness” under Document Category, and “Deployment Preparation Plan” under Document Type. Finally, select “Choose File” and upload your PDF as one document before selecting “Upload”.

### **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-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 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 his/her 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 do I complete the form if my caregiver changes, or is not known within the timeframe of submitting this readiness requirement?**

You are required to complete the form and upload it by March 31, 2023; therefore, you must have identified a caregiver and submit the plan before the deadline. Here are two possible strategies: if you aren’t certain about the specifics but know that you will be utilizing several caregivers at different times (i.e., stepparent, biological parents, grandmother, etc.), list them in the DPP form and indicate that you will identify the caregiver for the deployment on call month from those listed prior to leaving for deployment. Another strategy is to identify the caregiver you may use primarily and fill out the form identifying that person, if the caregiver changes, upload an updated DPP into eDOC-U when the plan is finalized. It will replace the previously submitted plan.

### **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 brief summary to attest a complete plan is established and maintained by the officer.

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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](mailto: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 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 inquirers 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: How do I identify legal resources when needed?**

If you need legal or other resources to develop your DPP, contact Federal Occupational Health, 1-800-222-0364.

### **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?**

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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 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, this readiness requirement is still required. All readiness items are required to be maintained 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 31 March 2023. 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 or medical crisis?**

Officers are encouraged to communicate to CCHQ as soon as possible, in order to receive support and/or guidance when facing challenges. Please contact: [PHSCorpsCare@hhs.gov](mailto:PHSCorpsCare@hhs.gov) for a personal crisis and [PHSMACCHQ@hhs.gov](mailto:PHSMACCHQ@hhs.gov) for medical concerns. For readiness-related concerns, please contact [PHSReadiness@hhs.gov](mailto:PHSReadiness@hhs.gov).