



November TIP 2013

Readiness Review



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AGENCIES

Positions presently held by PHS Nurses

- [ACF](#)
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1. **BLS:** Renew every 2 years; fax to your eOPF, 301-480-1407/1436 and update in Direct Access (Hint: At the end of this BLS entry into Direct Access, hit “save” by scrolling to the bottom of the page to see the “save” icon. Otherwise, updates will not be saved).
2. **APFT:** Update yearly; make sure that results have been sent to MAB and entered in Direct Access http://dcp.psc.gov/CCMIS/PDF_docs/Fillable_PHS-7044.pdf
3. **Medical Affairs:** A completed 5 year Physical & Dental Exam is required by all officers
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2808.pdf>
http://dcp.psc.gov/CCMIS/PDF_docs/PHS-6355fillable.pdf
4. **A current "Report of Medical History" DD-2807-1** accompanied by a signed "Disclosure Statement" is also required with your 5 year physical exam and when you are up for permanent promotion
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2807-1.pdf>
http://dcp.psc.gov/PDF_docs/AGENERALINSTRUCTIONSVersion8.pdf
They must be mailed to: Medical Affairs Branch
5600 Fishers Lane, Room 4C-04
Rockville, MD 20857-0001
5. **Immunization:** All Immunization records are to be faxed to 301-427-3433 or 800-535-7691 for entry by MAB. Use MAB Fax sheet, http://ccrf.hhs.gov/ccrf/MAB_Fax_Coversheet.pdf Review your eOPF and Direct Access to verify current immunizations status. The December “Tip of the Month” will provide more detailed immunizations requirements.
6. **License/Certification:** FAX current license/certification to 240-453-6142. Verify your compliance in Direct Access
7. **Deployment roles:** Add a primary role and then subsequent Roles in Direct Access if you have not done so
8. **Review your Basic Readiness and Projected Readiness at the end of December, March, June, & September. Check these Quarterly for compliance.**
9. **If you are not ready on December 31, 2013 AND March 31, 2014 AND when the promotion list is finalized, in May or June, you will be pulled off the promotion list.**

