

## Readiness Standards

### Overview

Attaining basic readiness is a requirement for all PHS officers! Non-compliance may affect an officer's eligibility for promotion, special assignments, and retention into the Commissioned Corps.

### Office of Force Readiness and Deployment (OFRD) Website:

The OFRD website (<http://oep.osophs.dhhs.gov/ccrf/>) is the primary information source on basic readiness. This website contains information on training modules, physical fitness requirements, immunizations, clinical service hours, deployment roles, and rotational rosters. The standard for the "Basic" level of Force Readiness that includes three components (Taken from Manual Circular – PHS No. 377):

- Health and Safety Standards – Officers must be involved in an ongoing process of health maintenance and improvement. This includes the periodic monitoring of officers' health and well-being and ensuring that they are protected against preventable diseases to include:
  - Physical examination and medical history every 5 years;
  - Immunizations as prescribed; and,
  - Height/Weight Reporting every 12 months.
- Physical Readiness Standards – Physical readiness standards have been established to assure the physical capabilities of officers are consistent with their assignments and necessary to meet the "Basic" level of Force Readiness. Officers may choose one of two physical fitness alternatives for meeting the physical readiness standards annually:
  - Annual Physical Fitness Test (APFT); or,
  - President's Challenge activity and Fitness Awards Program.
- Training and Professional Competency Standards – To accomplish the Department's mission(s), officers must possess a basic level of knowledge and competency in the areas of public health and deployment response activities. Additionally, officers must demonstrate proficiency in at least basic life support measures. Therefore, officers must maintain the following training and professional competency standards at least every 12 months:
  - PHS Commissioned Corps Readiness Training Modules: Complete 12 Web-based readiness training modules (to include 12 FEMA modules);
  - Basic Life Support (BLS): Complete training from an authorized sources every 2 years;
  - Professional Competency:
    - Licensure, Certification/Registration: Health Professionals must maintain a current valid and unrestricted professional license/certification/registration appropriate for their profession.

- Deployment Role: All officers must identify a deployment role and the appropriate clinical officers must perform a minimum of 112 hours of direct patient care document appropriately; and,
- Uniforms: Officers must have and maintain all required uniforms.

### **Commissioned Corps Management Information System (CCMIS):**

Officers can check their individual readiness status by logging into the CCMIS website's secure area (<https://dcp.psc.gov/ofrdweb/login.aspx>).

- Active duty officers automatically have access to the site's secure area. Enter your PHS number as your user name. Your default password is the first initial of your first name, followed by the first initial of your last name, and then the last 4 digits of your social security number. It is recommended that you change your password every 60 days using the "forgot password" utility. Make sure that your information is up-to-date each time. Active duty PHS officers are automatically included on the OFRD listserv. Officers must ensure that their email address on Direct Access is up-to-date.
- After logging in, the first item on the Officer Summary Page indicates Readiness Status (Basic, Not Ready, etc...) and the date this was updated/reviewed by OFRD. Readiness status and official readiness date can also be viewed on the Direct Access website (<https://ep.directaccess.us/psp/UCGP1PP/>). Deficiencies in readiness will be noted. Projected readiness status can also be viewed by clicking on the "Projected Status" button.

### **Extension of Manual 377, PPM 07-001**

Extension of Manual 377, PPM 07-001 located at:

[http://dcp.psc.gov/eccis/documents/PPM07\\_001.pdf](http://dcp.psc.gov/eccis/documents/PPM07_001.pdf), outlines changes in readiness regulations about immunizations, required online training modules, relationship of basic readiness status to promotion and retention in the Commissioned Corps.

### **Basic Readiness Checklist**

A "Basic Readiness Checklist" has been developed to assist officers in attaining and tracking annual readiness, and can be accessed at:

[http://oep.osophs.dhhs.gov/ccrf/Readiness/Basic\\_Readiness\\_Checklist.pdf](http://oep.osophs.dhhs.gov/ccrf/Readiness/Basic_Readiness_Checklist.pdf). This checklist outlines all requirements needed to attain basic readiness.

### **Readiness information**

Readiness information is managed by both the OFRD

(<https://dcp.psc.gov/ofrdweb/login.aspx>) and Direct Access

(<https://ep.directaccess.us/psp/UCGP1PP/>) websites. Your username for Direct Access is your PHS number. The default password is your 4-digit birth year followed by your 2-digit birth month followed by your 2-digit birth day (yyyymmdd). Some readiness documents must be faxed or mailed. Officers must:

- Input supervisor information, APFT results, BLS expiration, and deployment roles into Direct Access. You must mail original (not a copy) APFT results to the Medical Affairs Branch (MAB). A copy of your BLS card should be faxed to the eOPF fax line (301-480-1407 or 301-480-1436).

- Ensure licensures are up-to-date and faxed to the Office of Commissioned Corps Operations (OCCO).
- Original medical history and physical exam documentation must be mailed to MAB. Immunization documentation may be faxed to MAB (301-594-3299). The fax cover sheet for immunizations can be found here:  
<http://www.usphs.gov/corpslinks/pharmacy/readiness/pdf/MABImmunizationFAXCoversheet.pdf>.
- Input language skills, passport updates, and work/training on the OFRD website.

### **Necessary Documents**

Ensure that necessary documents are faxed into and successfully displayed in the officer's electronic Official Personnel Folder (eOPF) which may be accessed through the "Secure Area" of the Commissioned Corps Management Information System (CCMIS) website (<http://dcp.psc.gov/>). Documents typically appear electronically 3-14 days after faxing. IMPORTANT: OFRD conducts quarterly assessments of officer readiness status on March 31, June 30, September 31, and December 31.

### **Contacts**

Contacts for questions related to basic readiness can be found at:  
<http://oep.osophs.dhhs.gov/ccrf/contact.htm>.

### **Other Resources**

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

- APFT - <http://ccrf.hhs.gov/ccrf/physical.htm>
- BLS - Training [http://oep.osophs.dhhs.gov/ccrf/bls\\_training.htm](http://oep.osophs.dhhs.gov/ccrf/bls_training.htm)
- CDC Readiness Overview - <http://www.cdc.gov/od/occp/readiness/index.htm>
- NIMS Online Training - [http://ccrf.hhs.gov/ccrf/NIMS\\_training.htm](http://ccrf.hhs.gov/ccrf/NIMS_training.htm)
- Training - [http://oep.osophs.dhhs.gov/ccrf/Training\\_Page\\_Roll\\_Out.htm](http://oep.osophs.dhhs.gov/ccrf/Training_Page_Roll_Out.htm)