



Basic Readiness

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 in the Commissioned Corps.
- The Office of Force Readiness and Deployment (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. Officers can check their individual readiness status by logging into the website's secure area.
 - Active duty officers automatically have access to the site's secure area (<https://dcp.psc.gov/ofrdweb/login.aspx>). 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.direct-access.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 (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.

- 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. This checklist outlines all requirements needed to attain basic readiness.

- Readiness information is managed by both the OFRD (<https://dcp.psc.gov/ofrdweb/login.aspx>) and Direct Access (<https://ep.direct-access.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.

- 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 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
CDC Readiness Overview	http://www.cdc.gov/od/occp/readiness/index.htm
NIMS Online Training	http://ccrf.hhs.gov/ccrf/NIMS_training.htm
Training	http://oep.osophs.dhhs.gov/ccrf/Training_Page_Roll_Out.htm