

Dear Commissioned Corps Pharmacist,

In 2003 your PharmPAC sent an e-survey out to all Commissioned Corps Pharmacists, in an attempt to ascertain the extent to which our category was meeting the proposed (now required) Readiness Standards. Many who answered this survey requested help with meeting these goals, such as where to start and setting priorities, etc. To this end, the CCRF team has put together a calendar that sets monthly goals to be completed. If you will stick to this organized plan, you will be completely qualified and meet all of the Readiness Standards for Promotion Year 2005.

We are enclosing a reprint of the pertinent CCPM portions to aid you in understanding what is required, and below that is the promised schedule for readiness completion.

Commissioned Corps Personnel Manual

Part2 - Commissioned Corps Personnel Administration

Chapter CC26 - Conditions of Service

Subchapter CC26.1 - Officer Responsibilities and Conduct

Personnel Instruction 8 - PHS Readiness Standards

Section D. PHS Readiness Standards and Policies.

1. By May 1, 2005, all officers on extended active duty must meet and maintain readiness standards periodically established by the ASH and published in Manual Circular(s). These standards include, but are not necessarily limited to:
 - a. A current physical examination;
 - b. Proof of current certification in AHA Basic Life Support for healthcare providers or ARC CPR/AED for the professional rescuer;
 - c. Successful completion of all required CCRF modules;
 - d. Physical fitness standards;
 - e. A current professional license/certification/registration appropriate for the officer's category and discipline;
 - f. Record of height/weight standards and body mass index
 - g. Obtaining all necessary inoculations;
 - h. Having all required uniforms; and
 - i. Any additional standards necessary to meet the basic level of readiness as defined by the ASH or his/her designee.
2. Officers are strongly recommended to have a Family Care Plan in the event of an emergency and/or response.
3. Responsibility for obtaining the necessary physicals, training, inoculations, uniforms and meeting any other readiness standards rests with the individual officer.
4. Responsibility for assuring that documentation reflecting an officer's readiness level rests with the individual officer.
5. Upon meeting the basic level of readiness, officers will be placed on a Ready Roster. However, because some agencies maintain mission specific rosters, assignment on an Agency Roster will take precedence in priority of call up and response over CCRF rosters. For officers detailed outside the Department, including the Armed Forces, the

personnel agreement between the Department and nondepartmental organization will control which roster takes precedence for purposes of mobilizing the officer.

6. An officer's placement on an Agency Roster does not relieve the officer of the requirement that all officers must comply with this INSTRUCTION. However, placement on an Agency Roster will satisfy the requirement that all officers be placed on a Ready Roster.

Located at: http://dcp.psc.gov/PDF_docs/2618.pdf

Monthly Plan to Readiness

April

Complete signup process for CCRF and/or update your demographics on CCRF website
<http://oep.osophs.dhhs.gov/ccrf>

May

Complete a "current" 5 year physical and begin vaccination (inoculation) series.

June

Complete certification in AHA Basic Life Support for healthcare providers or ARC CPR/AED for the professional rescuer.

July

Complete "3 month" CCRF demographics update.
Complete physical fitness test and record height and weight on CCRF database.

August

Complete the 12 basic CCRF modules (required).
<http://ccrf.umbc.edu>

September

Complete vaccination (inoculation) series, with documentation to CCRF.

October

Complete "3 month" CCRF demographics update.
Finish acquiring and maintain all required uniforms.

November

Complete annual "Clinical Currency" 112hours.

December

Complete any tasks missed during previous months.

Congratulations...you have now completed everything required for the readiness component for Promotion, assimilation, or any other board action. Please remember to update your CCRF file Every three (3) months.

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