

Coast Guard Reservists' Readiness requirements are as follows:

- ✓ ICS 100, 200, 700, 800
- ✓ Annual ASQ Questionnaire

- ✓ Dental Exam
- ✓ Physical Exam
- ✓ Hepatitis A shots
- ✓ Hepatitis B shots
- ✓ Tetanus shot
- ✓ PPD shot
- ✓ Semi-Annual Weigh-in

ICS 100, 200, 700, 800

One time and you're done.

We must complete four ICS courses. They are available online at:

<http://training.fema.gov/EMIWeb/IS/is100.asp>

<http://training.fema.gov/EMIWeb/IS/is200.asp>

<http://training.fema.gov/EMIWeb/IS/is700.asp>

<http://training.fema.gov/EMIWeb/IS/is800.asp>

When complete, record each course in the Training Management Tool (TMT).

The TMT web link is found via your standard CG Web logon page.

Annual ASQ Questionnaire

Every October. It takes 3 minutes.

We must complete the Annual Screening Questionnaire via Direct Access (online) each October. It's that simple. Every October, we must complete the ASQ online.

The Direct Access web link is:

<http://hr.direct-access.us/servlets/iclientservlet/USCGP1HR?cmd=login>

In addition, the newly released information about web-based sexual harassment prevention training is available at the following Fred's Place web page:

<http://www.fredsplace.org/announce/ann116.shtml>

Dental Exam

Once every calendar year. You choose the date.

It's easy to stay compliant with Dental requirements. Simply ask your dentist to complete the DD2813 form (see hyperlink below) during your annual dental examination appointment. Then, forward it to your unit HS.

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2813.pdf>

Physical Exam

For Reservists who are under 50 years of age, it's required once every 5 years.

For Reservists who are 50 years old or older, it's required every year.

Available military health care facilities include:

- ✓ U.S. Coast Guard Academy Clinic, New London, CT ... (860)444-8430
- ✓ Coast Guard ISC Boston Clinic, Boston, MA ... (617)223-3121
- ✓ **The preferred facility on Long Island is _____**

Steps to complete the requirement are:

1. **Schedule** your physical exam **appointment** with your preferred facility.
2. **Keep** your **appointment**... following guidelines provided. You will probably need to **fast the night before** the physical exam. You will need to **bring your health record** in hand, unless you verify that it is stored at the facility.
3. **Call your unit HS** after completing the physical exam. **Ensure** that the **results** are **entered into** the appropriate **data system**. If you do not notify your unit HS that you completed a physical, do not assume all data will be entered.

Hepatitis A shots

One time during your career and you're done.

1. Determine whether you need a HEP A shot, based on your medical record documentation. If you have received shots through your work as a police officer, your police employment medical records are also acceptable.
2. Go to your unit HS to receive the initial HEP A shot.
3. Return to your unit HS six months later for the follow-on HEP A shot.

Hepatitis B shots

One time during your career and you're done.

1. Determine whether you need a HEP B shot, based on your medical record documentation. If you have received shots through your work as a police officer, your police employment medical records are also acceptable.
2. Go to your unit HS to receive the initial HEP B shot.
3. Return to your unit HS 30 days later for the second HEP B shot.
4. Return to your unit HS six months later for the final HEP B shot.

Tetanus shot

Once every 10 years.

1. Determine whether you need a Tetanus shot, based on your medical record documentation. If you have received shots through your work as a police officer, your police employment medical records are also acceptable.
2. Go to your unit HS to receive the Tetanus shot.

PPD shot

Once every year for small boat station personnel.

Once every five years for shore-based personnel.

1. Determine whether you need a PPD shot, based on your medical record documentation.
If you have received shots through your work as a police officer, your police employment medical records are also acceptable.
2. Go to your unit HS to receive the initial PPD shot.
3. Return to your unit HS (48 hours later) to 'have the PPD results on your arm examined'.

Semi-Annual Weigh-in

Only a Coast Guard HS (HS3 through HSCS) and ENS Pavlish can certify your weigh-in.

Weigh-ins are conducted in **April and October**. Watch for information in the month prior about which days will be weigh-in days.

Contact Phone Numbers for unit Health Service Technicians:

HS1 Christa Solis – 203-468-4493

HS_ _____

This document was last updated during November 2005