

CG PSC-RPM-3 Readiness Checklist for IRR to SELRES

Name: _____ Rank: _____ EMPLID: _____

Position: _____ Position #: _____ AO: _____

Directions: Complete each task and enter the date each task is completed.

_____ **CG-1001** (http://www.uscg.mil/forms/cg/cg_1001.pdf)

_____ **CG-3307 – A&T-10D** (<http://www.uscg.mil/ppc/3307s.asp>)

_____ **DD-2760 – Qualification to Possess Firearms or Ammunition**

_____ **Gain access to Direct Access** (<https://portal.direct-access.us>)

(To request a Direct Access password, submit a PPC trouble ticket via: cgweb.ppc.uscg.mil or send an email to: ppc-dg-customer@uscg.mil. You will receive a protected link. Be sure to explain that you are without a CAC and do not have uscg.mil email access because of your reserve category. Passwords expire after 180 days of inactivity).

_____ **ASQ** (w/in 12 months of report date)

(Direct Access path: Main Menu > Self Service > Employee > Tasks > Annual Screening Questionnaire)
(REF CIM1001.28B, ch.4.C.4., http://www.uscg.mil/ppc/da/Annual_Screening_Questionnaire.pdf)

_____ **Weigh-In** (w/in 30 days from date orders executed)

(Weigh-in at local CG unit or CG Recruiting Office – must call to schedule in advance. Ref. CIM1020.8H, ch.1B.4.b.)

_____ **DD-2697 - Medical Exam** (w/in 12 months of reporting date*)

(Block 20, must clearly indicate whether or not you meet CG Reserve retention standards per Medical Manual, Chapter 3.F, w/in 12 months of report date - completed by CG Medical Officer or RHRP. Ref CIM6000.1F, ch.2.A.1.d.(3))

_____ **DD-2813 - Dental Exam** (w/in 12 months of reporting date.)*

(Must be Dental class 1 or 2. May be completed by civilian dentist, military dental officer or RHRP, REF. CIM6000.1F, ch.2.A.3.a.(2)(e)/CIM1001.28B ch.6.C.2.a.)

_____ **PHA** (w/in 12 months of reporting date)

(Completed by military medical officer (CG preferred) or RHRP at 888-697-4299. You will need to complete the assessment at https://nmceh-web2.med.navy.mil/pls/newhra/dsc6pop.NEHCha_Login and bring a printed copy with you to your appointment. Use R057947909 for your Logon ID for CG PSC-RPM-3. REF CIM1001.28B ch6.C.2.b.)

_____ **Immunizations Current**

Hep A&B, Polio-IPV, Tetnus-Tdap/Td (10 years), MMR, and flu (annually). Completed by civilian, military or RHRP – provide documentation with vaccine type, lot number, date administered and how)

_____ **HIV Test** (w/in two years of reporting date)

(HIV must be completed (with PHA) by CG medical or RHRP, ALCOAST 301/13, ALCOAST 244/14)

_____ **Overseas Waiver Request** (only if member works/lives overseas, CIM1001.28B, ch.5.S.2.a)

Ensure Command and DXR / DOL-31 review and sign.

_____ **SF-180 - Request Pertaining to Military Records**

Upon entering the IRR, medical records are sent to NARA. Records must be requested when returning to the SELRES. RPM-3 or HSWL will submit the request to NARA on your behalf. Once received, your medical record will be sent to your servicing clinic. Please complete the form in its entirety, but leave Section III, Block 3 blank. Ensure to sign Section III, Block 4.

NOTE 1: IAW CI 6150.4, Medical Records are no longer sent to CG PSC-RPM. The servicing clinic sends the record directly to HSWL Central Cell, who subsequently sends them to NARA or VA Records Management Center.

NOTE 2: IAW CIM1001.28B, Ch.2.3.b.(6) and (7). A unpaid RMP may be authorized in advance for the PHA/DD-2697/HIV and a unpaid RMP for Dental Exam. Any subsequent medical or dental treatment/care is the member's responsibility. Send RMP requests to: ARL-DG-CGPSC-RPM-Reserve-Medical@uscg.mil. RMP request process located here: www.uscg.mil/rpm/rpm3/rmp/rmp.asp.

Submission

Forward all completed documents to CG PSC-RPM-3 (Arl-SMB-CGPSC-ReserveOfficerQuery@uscg.mil). Once all documents are received, RPM-3 will submit your request to transfer to the SELRES. It may take up to **30 days** from the date all documents are received to process your transfer to the SELRES. (ALCGRSV 022/14)