

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Readiness

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1 PORTAL

The Portal gives one click access to each Component. The links under Readiness will take you right to the Component name you are trying to access.



2 READINESS TEAMS – VIEW ONLY

A PHS officer will be associated with a Readiness Team through the Person Profile. Assignment to a Readiness Team will be considered assignment to a deployment position. This section of the Person Profile is populated via an interface and is view only within Direct Access. The page will display the team assignments for the Officer.

2.1 Locating an Officer

Start Internet Explorer, sign into Direct Access, and follow these steps.

1. From the Portal Homepage, click on the Person Profiles link located in the Readiness pagelet.



2. Use the Search record to pull up the officer's Person Profile using the officer's EMPLID or name.



The screenshot shows the "Person Profiles" search interface. It includes a search bar with a "Find an Existing Value" button and an "Add a New Value" button. Below the search bar, there is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. The search criteria are: "Empl ID:" (begins with), "Profile Type:" (begins with), "Name:" (begins with), "Last Name:" (begins with), and "Alternate Character Name:" (begins with). There are checkboxes for "Include History", "Correct History" (checked), and "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A red arrow points to the search icon in the "Profile Type:" field.

3. Click the Search button. If the search returns more than one record be sure to select the correct officer's record that has "PERSON" in the Profile Type column.



Note: If an officer has both a Person Profile and an Awards Coordinator Profile, use the "PERSON" profile to record the data.

2.2 Viewing Readiness Team Information for an Officer

Follow the steps below to view the Readiness Team to which the PHS Officer is assigned.

1. In the Person Profile, Click the Qualification link. Scroll down to see the Readiness Teams content section.

The screenshot shows a 'Person Profile' page with several sections. At the top, there are fields for 'Empl ID', 'Profile Type' (PERSON), '*Profile Status' (Active), and '*Description'. Below these are 'Profile Actions' and navigation icons. The main content area is divided into three tabs: 'Competencies', 'Qualifications', and 'Education'. Under 'Qualifications', there are several expandable sections: 'Honors and Awards', 'Licenses & Certifications', 'Basic Life Support', and 'Readiness Roles'. The 'Readiness Teams' section is expanded, showing a table with one row: ID 'TIER3B' and Readiness Team 'Tier Three Roster B'. A red box highlights this table. At the bottom of the page is a 'Save' button.

ID	Readiness Team
TIER3B	Tier Three Roster B

- To view the details behind the Readiness Team, click on the Readiness Team name. View Readiness Teams page will be displayed.

Person Profile

View Readiness Teams

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

This page displays the item details. You are not authorized to update this Content Item.

Details Find | View All First 1 of 1 Last

Effective Date:	07/21/2010	
Readiness Team:	TIER3B	Tier Three Roster B
Status:	Active	
Role End Date:		
Team Role:		

OK

Note: Effective Date reflects the date the Readiness Team was entered into the system

- Click **OK** to return to Person Profile page

3 VIEW ONLY - TRAINING SUMMARY

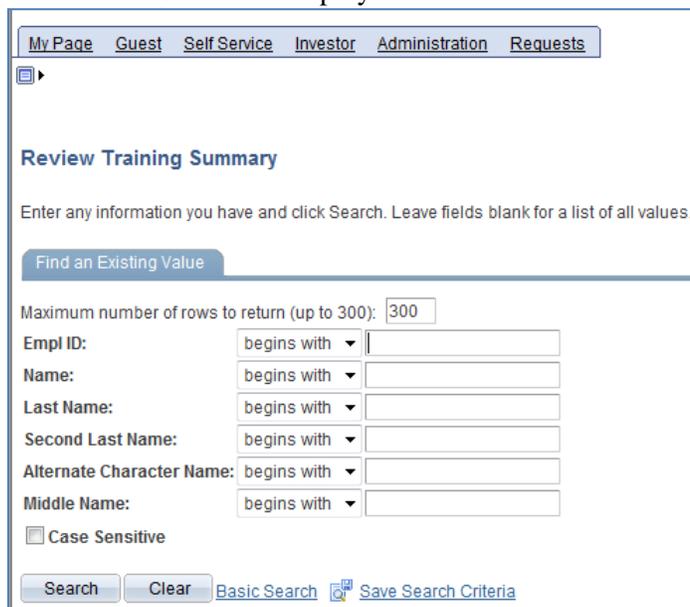
PHS officer training data is maintained in the Training Summary of Direct Access. The Training Summary is used to track information on Readiness Courses that a PHS officer has completed. Training courses are loaded via an interface from PHS. The data in Direct Access is view only. This section provides the procedure for viewing Training via Self-Service.

3.1 Viewing Training Summary

1. From the Portal Homepage, click on the [Review Training Summary](#) link located in the Readiness pagelet.



2. Enter the Employee ID for the PHS officer to search for his or her Training Summary. Click Search. Select the Employee from the search results.



3. View the fields as indicated below.

Field	Description
Course Code	Direct Access Course ID
Course Title	Title of the Course
Session Date	Not used
Start Date	Start and End Date are the same and reflect the date of completion.
End Date	Start and End Date are the same and reflect the date of completion.

The screenshot shows the United States Coast Guard training summary page. At the top left is the Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". Below this is a navigation menu with links: "My Page", "Guest", "Self Service", "Investor", "Administration", and "Requests". The main heading is "Review Training Summary" for "MARK AGNELLO" with "Person ID: 2040688". Below the heading is a "Training Summary" table with columns for Course, Title, Session Number, Start Date, and End Date. The table lists 10 training sessions. At the top right of the table area, there are links for "Customize", "Find", "View All", and a page indicator "1 of 49".

Course	Title	Session Number	Start Date	End Date
630123	IS-100 Intro to ICS, I-100		11/08/2006	11/08/2006
630126	IS-800 A NRP, An Introduction		11/08/2006	11/08/2006
630124	IS-200 ICS-1 Res+Init Act Inc		06/21/2006	06/21/2006
630023	172 - Intraosseous Infusion		02/15/2006	02/15/2006
630125	IS-700 NIMS, An Introduction		02/17/2005	02/17/2005
630047	219 - Incident Command System		01/27/2004	01/27/2004
630048	322 - Public and Env Health		10/02/2003	10/02/2003
630049	324 - Basic Conc in Epidem		10/02/2003	10/02/2003
630043	214 - Staying Healthy Overseas		04/23/2003	04/23/2003
630044	215 - The Fog of Relief		04/23/2003	04/23/2003

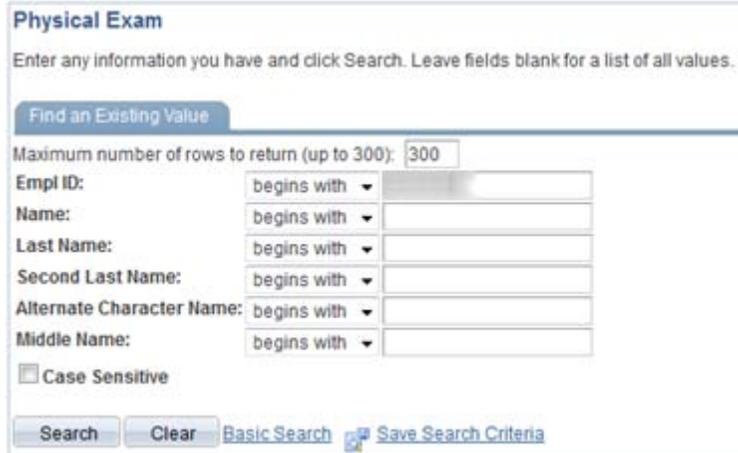
4 VIEW ONLY – MEDICAL READINESS EXAM

The Medical Exam table is used to record an officer’s medical examination history. Information will be brought into Direct Access via an interface from the MAB database. Officers will be able to view their own medical exam information via the Self Service component. OFRD will be able to view medical exam information for officers via the Readiness component.

1. To view Medical Exam information, from the Portal Homepage click on the [Medical Exam](#) hyperlink inside the Readiness box.



The search page will display.



2. You can search for an officer by entering their Empl ID, Name, and/or Last Name. Once entered, click the **Search** button.

If more than one officer is populated in the Search Results, select the officer from the Search Results by clicking on the hyperlink of your choice.

If your search is by name and there are several officers with the same name, refer to the User Guide – Find an Employee. You may use the output from “Find an Employee” to determine which specific Emplid matches the officer you seek.

Physical Exam

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:
Name:
Last Name:
Second Last Name:
Alternate Character Name:
Middle Name:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
			ANDERSON	(blank)	(blank)	C
			ANDERSON	(blank)	(blank)	A

3. The officer's Exam information will display.

Physical Exam Address/Phone

Person ID:

Physical Exam Data [Find](#) | [View All](#) | [First](#)

Exam Date: 10/29/2008 ***Exam Type:** PHS Exam
Next Exam: 10/29/2013
Physician ID:
Country: USA United States **Exam Time In/Out:** /
Address:
Phone:

4. Refer to the following table for descriptions of the data fields.

Fields	Descriptions/Instructions
Exam Date	Displays the date of the medical exam.
Exam Type	Displays the Exam Type Description, "PHS Exam".
Next Exam	Displays the default next exam date which is five years from the Exam Date.
Physician ID	Not used at this time.
Exam Time In/Out	Not used at this time.
Country	Defaults to USA.
Address	Not used at this time.
Phone	Not used at this time.

If you wish to view historical exam information, you may use the navigation bar (blue bar) at the top right of the page to browse through the available physical exam data pages. Click the [View All](#) hyperlink to see all the records at one time using the scroll bar to the right to shift up or down.

Physical Exam Data

Find | View All | First | 1 of 2 | Last

Physical Exam Address/Phone

Person ID:

Physical Exam Data

Find | View 1 | First | 1-2 of 2 | Last

Exam Date:	10/29/2008	*Exam Type:	PHS Exam
Next Exam:	10/29/2013		
Physician ID:			
Country:	USA United States	Exam Time In/Out:	/
Address:		<input type="button" value="Edit Address"/>	
Phone:			

Exam Date:	10/29/2007	*Exam Type:	PHS Exam
Next Exam:	10/29/2012		
Physician ID:			
Country:	USA United States	Exam Time In/Out:	/
Address:		<input type="button" value="Edit Address"/>	
Phone:			

5. If you wish to view historical physical exam information for another officer, as a shortcut, you may click on the minimized Enterprise Menu button () located in the upper left hand corner of the screen to expand the Menu.



6. From the expanded Menu, click the [Physical Exam](#) hyperlink.



This will bring you back to the Physical Exam Search page. Return to Step 2 of this section.

The image shows a search form titled "Physical Exam". Below the title, there is a prompt: "Enter any information you have and click Search. Leave fields blank for a li". A tab labeled "Find an Existing Value" is selected. Below this, there is a text input field for "Maximum number of rows to return (up to 300):" with the value "300" entered. The form contains several rows of search criteria, each with a dropdown menu set to "begins with" and an adjacent text input field: "Empl ID:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", and "Middle Name:". There is also a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the form, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

7. Click the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.



5 VIEW ONLY – IMMUNIZATIONS

The Immunization table will store data about an officer’s immunization history. The data will be brought into Direct Access via interface. Officers will be able to view their own immunization information via the Self Service component. OFRD will be able to view immunization data for officers via the Readiness pagelet.

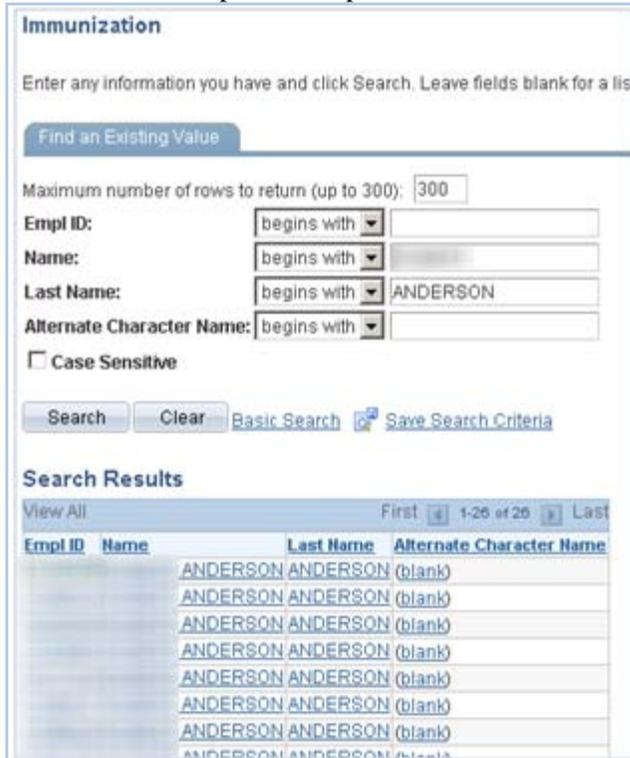
1. To view Immunization history information, from the Portal Homepage click on the [Immunization Manager](#) hyperlink inside the Readiness box.



2. You can search for an officer by entering their Empl ID, Name, and/or Last Name. Once entered, click the **Search** button.

If more than one officer is populated in the Search Results, select the officer from the Search Results by clicking on the hyperlink of your choice.

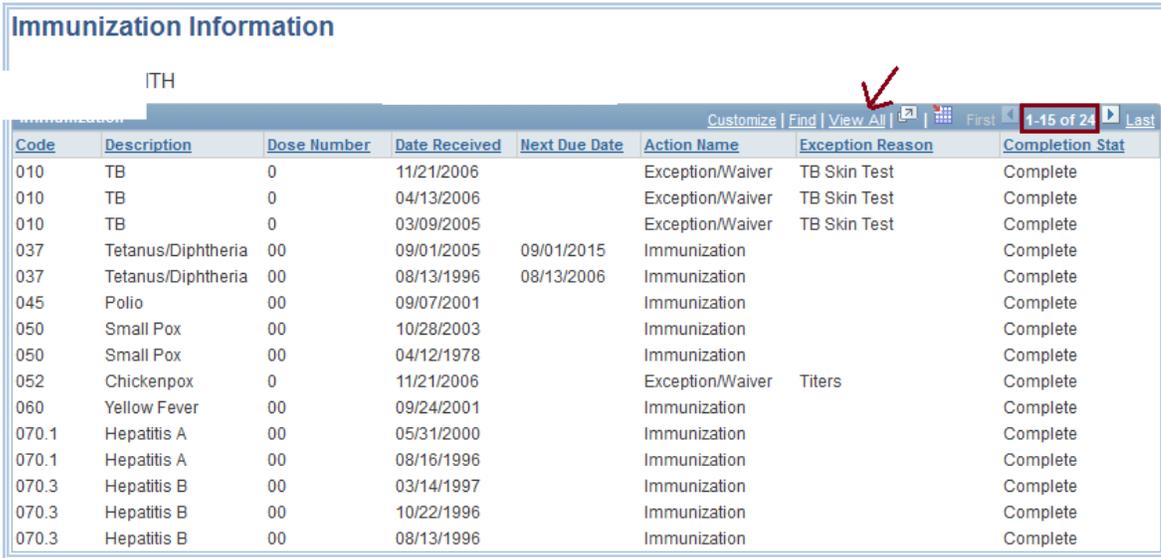
If your search is by name and there are several officers with the same name, refer to the User Guide – Find an Employee. You may use the output from “Find an Employee” to determine which specific Emplid matches the officer you seek.



The officer's Immunization information will display.

Immunization Information

ITH

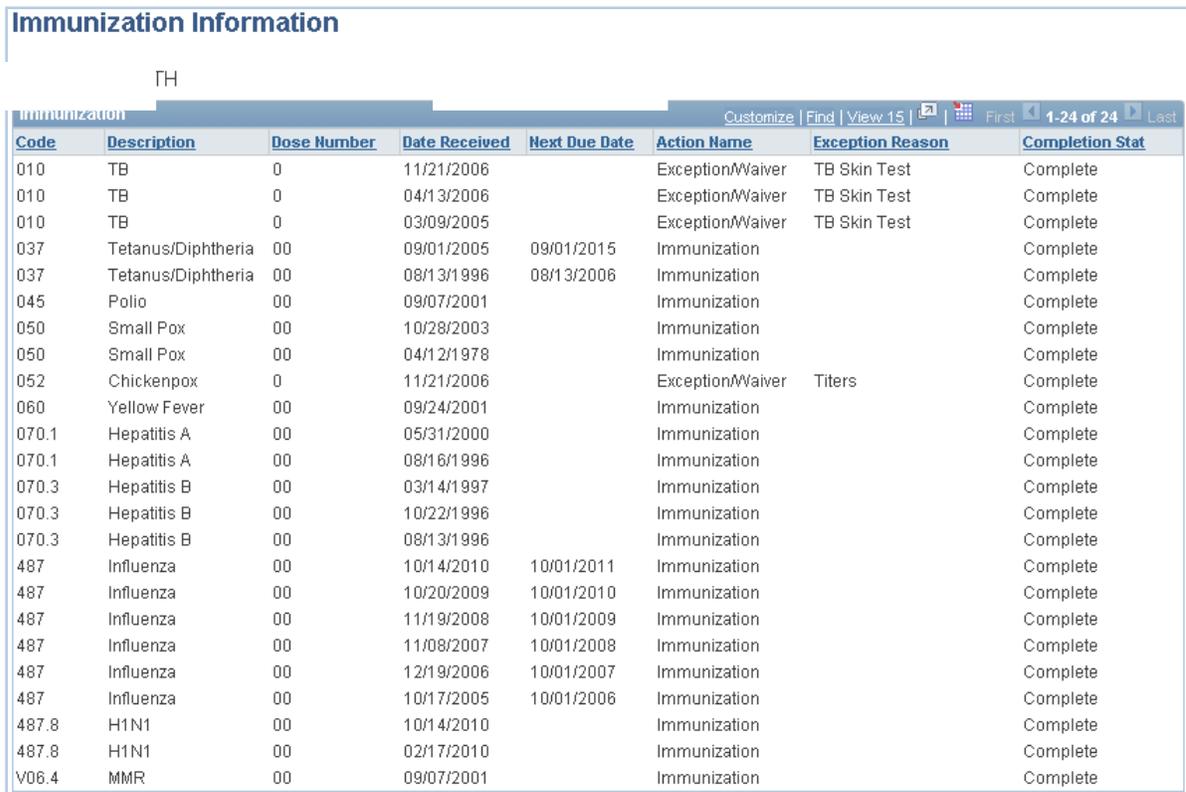


Code	Description	Dose Number	Date Received	Next Due Date	Action Name	Exception Reason	Completion Stat
010	TB	0	11/21/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	04/13/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	03/09/2005		Exception/Waiver	TB Skin Test	Complete
037	Tetanus/Diphtheria	00	09/01/2005	09/01/2015	Immunization		Complete
037	Tetanus/Diphtheria	00	08/13/1996	08/13/2006	Immunization		Complete
045	Polio	00	09/07/2001		Immunization		Complete
050	Small Pox	00	10/28/2003		Immunization		Complete
050	Small Pox	00	04/12/1978		Immunization		Complete
052	Chickenpox	0	11/21/2006		Exception/Waiver	Titers	Complete
060	Yellow Fever	00	09/24/2001		Immunization		Complete
070.1	Hepatitis A	00	05/31/2000		Immunization		Complete
070.1	Hepatitis A	00	08/16/1996		Immunization		Complete
070.3	Hepatitis B	00	03/14/1997		Immunization		Complete
070.3	Hepatitis B	00	10/22/1996		Immunization		Complete
070.3	Hepatitis B	00	08/13/1996		Immunization		Complete

- Notice the blue navigation bar to the right: **1-15 of 24**. The system is displaying the first 15 of 24 lines of immunization information for this officer. Click on the **View All** button to display all lines for this officer at one time, or click the right facing arrow to see **16-24 of 24**. The officer's Immunization information will display.

Immunization Information

TH



Code	Description	Dose Number	Date Received	Next Due Date	Action Name	Exception Reason	Completion Stat
010	TB	0	11/21/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	04/13/2006		Exception/Waiver	TB Skin Test	Complete
010	TB	0	03/09/2005		Exception/Waiver	TB Skin Test	Complete
037	Tetanus/Diphtheria	00	09/01/2005	09/01/2015	Immunization		Complete
037	Tetanus/Diphtheria	00	08/13/1996	08/13/2006	Immunization		Complete
045	Polio	00	09/07/2001		Immunization		Complete
050	Small Pox	00	10/28/2003		Immunization		Complete
050	Small Pox	00	04/12/1978		Immunization		Complete
052	Chickenpox	0	11/21/2006		Exception/Waiver	Titers	Complete
060	Yellow Fever	00	09/24/2001		Immunization		Complete
070.1	Hepatitis A	00	05/31/2000		Immunization		Complete
070.1	Hepatitis A	00	08/16/1996		Immunization		Complete
070.3	Hepatitis B	00	03/14/1997		Immunization		Complete
070.3	Hepatitis B	00	10/22/1996		Immunization		Complete
070.3	Hepatitis B	00	08/13/1996		Immunization		Complete
487	Influenza	00	10/14/2010	10/01/2011	Immunization		Complete
487	Influenza	00	10/20/2009	10/01/2010	Immunization		Complete
487	Influenza	00	11/19/2008	10/01/2009	Immunization		Complete
487	Influenza	00	11/08/2007	10/01/2008	Immunization		Complete
487	Influenza	00	12/19/2006	10/01/2007	Immunization		Complete
487	Influenza	00	10/17/2005	10/01/2006	Immunization		Complete
487.8	H1N1	00	10/14/2010		Immunization		Complete
487.8	H1N1	00	02/17/2010		Immunization		Complete
V06.4	MMR	00	09/07/2001		Immunization		Complete

Note: User has the ability to sort the fields by clicking on the column headings.

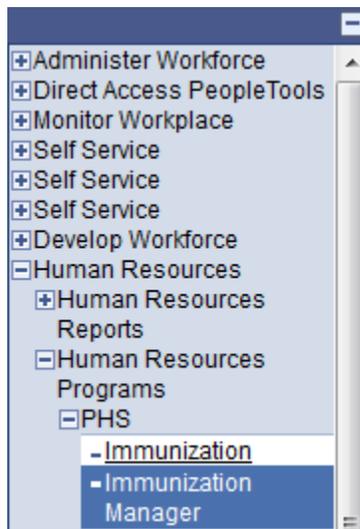
4. Refer to the following table for descriptions of the data fields.

Fields	Descriptions/Instructions
Code	Displays the immunization code. It is the same as the MAB code.
Description	Displays the immunization name.
Dose Number	Displays the number in a series of immunizations.
Date Received	Displays the date the immunization was given.
Next Due Date	Displays the expiration date for the immunization. If the immunization does not expire, the data will be blank.
Action Name	Displays the entry as “Immunization” or “Exception/Waiver”
Exception Reason	Displays the Exception Reason, if the Action Name is “Exception/Waiver”. Examples: TB Skin Test, Titers
Completion Stat	Displays the status of the vaccine or the overall status of a series of vaccines.

5. If you wish to view Immunization information for another officer, as a shortcut, you may click on the minimized Enterprise Menu button () located in the upper left hand corner of the screen to expand the Menu.



6. From the expanded Menu, click the [Immunization Manager](#) hyperlink. This will bring you back to the Immunizations page. Then return to Step 2 in this guide.



Immunization

Enter any information you have and click Search. Leave fields blank for a li

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Name:

Last Name:

Alternate Character Name:

Case Sensitive

[Basic Search](#)

7. Click the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.



6 WAIVERS

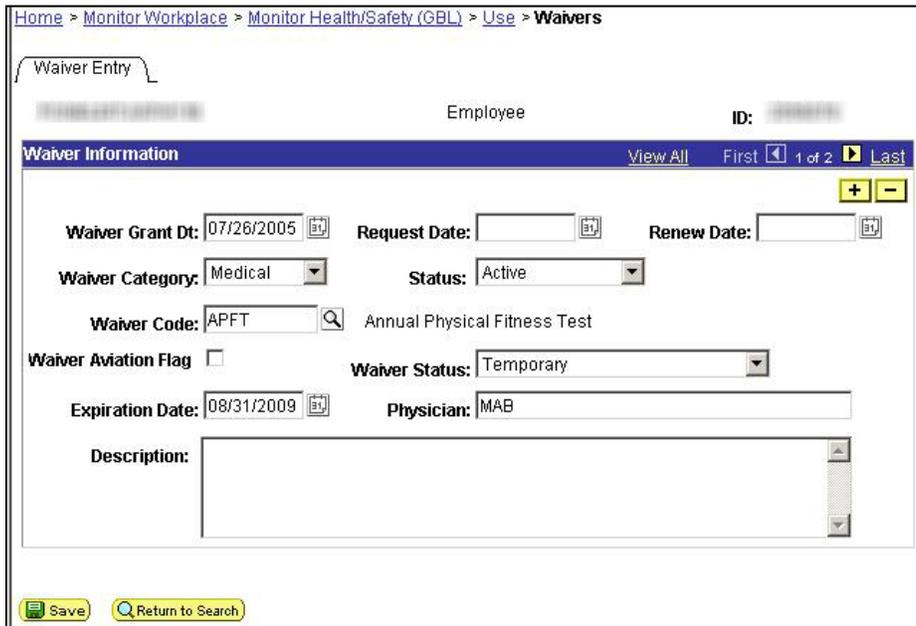
The Waiver page is used to record an officer's waivers, including OFRD and MAB waivers. Security will be established so that each office can only enter its waivers. For example, OFRD will not be able to enter medical waivers and MAB will not be able to enter OFRD waivers.

6.1 Data Entry

1. From the Portal Homepage click inside the PHS Readiness box on the Waivers hyperlink.



2. You will be directed to the **Waiver Entry** page.

A screenshot of the "Waiver Entry" page. The breadcrumb trail at the top reads: "Home > Monitor Workplace > Monitor Health/Safety (GBL) > Use > Waivers". The page title is "Waiver Entry". Below the title, there are fields for "Employee ID:" and "ID:". A "Waiver Information" section contains the following fields: "Waiver Grant Dt:" (07/26/2005), "Request Date:", "Renew Date:", "Waiver Category:" (Medical), "Status:" (Active), "Waiver Code:" (APFT) with a search icon and the text "Annual Physical Fitness Test", "Waiver Aviation Flag" (checkbox), "Waiver Status:" (Temporary), "Expiration Date:" (08/31/2009), and "Physician:" (MAB). A "Description:" text area is at the bottom. At the bottom of the form are "Save" and "Return to Search" buttons.

The first waiver entered can be added on the existing row. To add additional waivers, click the  button to create a new row.

3. Below is a listing and description of each field located on the **Waiver Information** page.

FIELD	DESCRIPTION/INSTRUCTIONS																																						
Waiver Grant Date	The date the waiver is approved.																																						
Request Date	The date the waiver was requested.																																						
Renew Date	Can be used if a waiver was renewed or extended.																																						
Waiver Category	The type of waiver I.E. Medical or OFRD, and is used to control security so that a given type of waiver can only be entered by an appropriate user.																																						
Status	Can be Active and Inactive; however, inactive waivers are ignored by the rules engine which produces the Readiness Compliance report. <i>If a waiver impacts an officer's current or future readiness status, the waiver MUST be active. ONLY make a waiver inactive if it should not affect or no longer affects an officer's readiness status. Do not leave the status blank.</i>																																						
Waiver Code	Indicates the nature of the waiver. It indicates what is waived rather than why it is waived. PHS acceptable values are on the following page. <table border="1" data-bbox="685 806 1321 1451"> <thead> <tr> <th>Waiver Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>APFT</td> <td>Annual Physical Fitness Test</td> </tr> <tr> <td>APFT (RWS)</td> <td>Annual Physical Fitness Test Run/Walk Section</td> </tr> <tr> <td>PC</td> <td>President's Challenge</td> </tr> <tr> <td>BLS</td> <td>Basic Life Support</td> </tr> <tr> <td>DX</td> <td>Deployment</td> </tr> <tr> <td>FW</td> <td>Footwear</td> </tr> <tr> <td>GR</td> <td>Grooming</td> </tr> <tr> <td>HA</td> <td>Hepatitis A</td> </tr> <tr> <td>HB</td> <td>Hepatitis B</td> </tr> <tr> <td>IN</td> <td>Influenza</td> </tr> <tr> <td>ME</td> <td>Measles</td> </tr> <tr> <td>MMR</td> <td>Measles, Mumps & Rubella</td> </tr> <tr> <td>MU</td> <td>Mumps</td> </tr> <tr> <td>PV</td> <td>Polio</td> </tr> <tr> <td>RU</td> <td>Rubella</td> </tr> <tr> <td>TB</td> <td>PPD</td> </tr> <tr> <td>TD</td> <td>Tetanus/Diphtheria</td> </tr> <tr> <td>VR</td> <td>Varicella</td> </tr> </tbody> </table>	Waiver Code	Description	APFT	Annual Physical Fitness Test	APFT (RWS)	Annual Physical Fitness Test Run/Walk Section	PC	President's Challenge	BLS	Basic Life Support	DX	Deployment	FW	Footwear	GR	Grooming	HA	Hepatitis A	HB	Hepatitis B	IN	Influenza	ME	Measles	MMR	Measles, Mumps & Rubella	MU	Mumps	PV	Polio	RU	Rubella	TB	PPD	TD	Tetanus/Diphtheria	VR	Varicella
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HA	Hepatitis A																																						
HB	Hepatitis B																																						
IN	Influenza																																						
ME	Measles																																						
MMR	Measles, Mumps & Rubella																																						
MU	Mumps																																						
PV	Polio																																						
RU	Rubella																																						
TB	PPD																																						
TD	Tetanus/Diphtheria																																						
VR	Varicella																																						
Waiver Aviation Flag	This is a yes/no flag. This field is not being used																																						
Waiver Status	This field MUST always be 'Temporary'.																																						
Expiration Date	A mandatory field that captures the end date for Temporary Waivers.																																						
Physician	This is an optional field. It can be used to record the name of the physician granting the waiver. For waivers converted to Direct Access from the PHS system, "MAB" is entered into this field to identify the waiver as a converted waiver.																																						
Description	This is an unlimited text field. It can be used to enter a detailed description of the waiver or the reason for granting the waiver.																																						

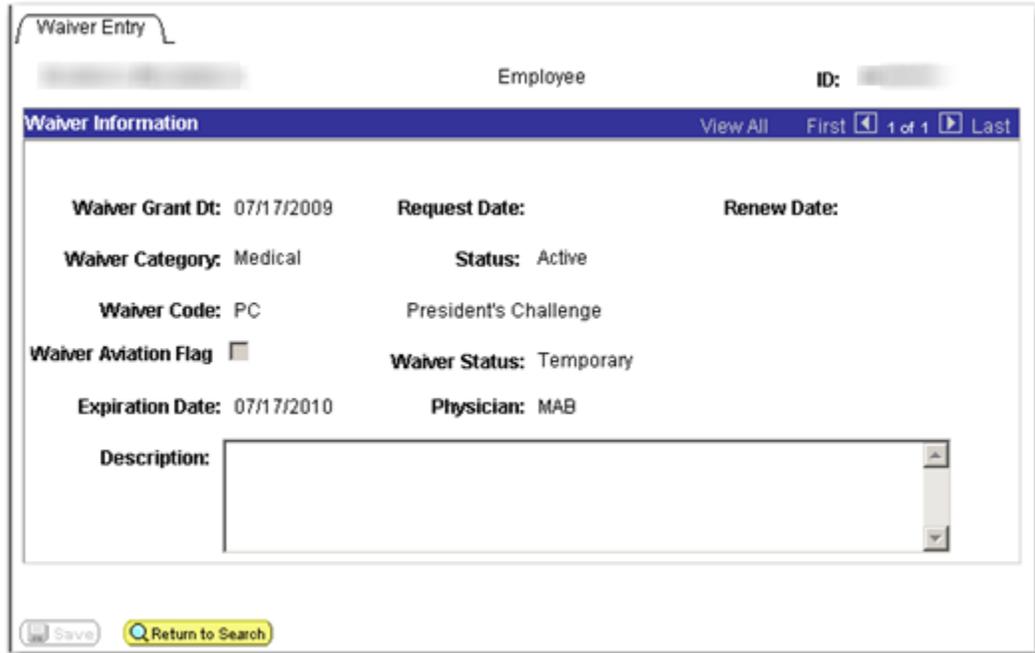
4. Click on the **Save** button to save entries and updates.

6.2 Waivers—View Only via the Readiness Component

1. From the Portal Homepage click inside the PHS Readiness box on the Waivers hyperlink.



2. You will be directed to the **Waiver Entry** tab. A user's access to view and update waivers is dependent on their system access. An example of View-Only access is below:



A screenshot of the "Waiver Entry" form. At the top, there is a header with "Waiver Entry" and a search bar. Below the header, there are fields for "Employee" and "ID:". The main content area is titled "Waiver Information" and includes a "View All" link and pagination controls showing "1 of 1". The form displays the following details:

- Waiver Grant Dt:** 07/17/2009
- Request Date:**
- Renew Date:**
- Waiver Category:** Medical
- Status:** Active
- Waiver Code:** PC
- President's Challenge:**
- Waiver Aviation Flag:**
- Waiver Status:** Temporary
- Expiration Date:** 07/17/2010
- Physician:** MAB
- Description:** [Empty text area]

At the bottom of the form, there are two buttons: "Save" and "Return to Search".

7 PHYSICAL FITNESS EXAM RESULTS

A PHS officer's annual physical fitness exam results can be entered in two ways: via self service by the officer or via the Physical Fitness page in the Readiness pagelet by OFRD.

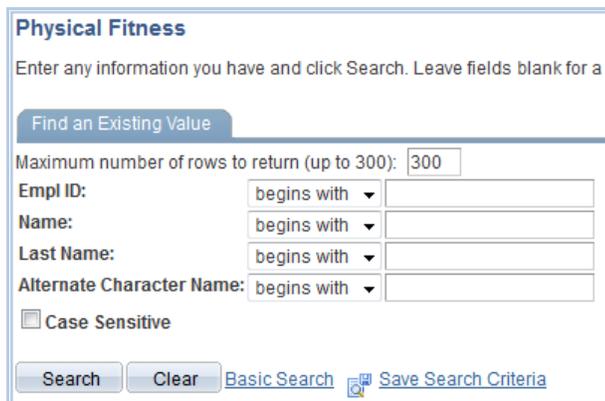
For Administrative use, the OFRD administrator may:

- Add the results from of a new physical fitness exam for an officer
- View/Update results for an officer
- Delete the physical fitness exam results for an officer

1. To enter the Physical Fitness component, from the Portal Homepage click on the [Physical Fitness Manager](#) hyperlink inside the Readiness box.



The Physical Fitness search page will display.

A screenshot of the "Physical Fitness" search page. At the top, it says "Enter any information you have and click Search. Leave fields blank for a". Below this is a "Find an Existing Value" button. A text box shows "Maximum number of rows to return (up to 300): 300". There are four search criteria: "Empl ID:", "Name:", "Last Name:", and "Alternate Character Name:", each with a "begins with" dropdown menu and an input field. A "Case Sensitive" checkbox is also present. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

2. You can search for an officer by entering their Empl ID, Name, and/or Last Name. Once entered, click the **Search** button.

If more than one officer is populated in the Search Results, select the officer from the Search Results by clicking on the hyperlink of your choice.

If your search is by name and there are several officers with the same name, refer to the User Guide – Find an Employee. The Physical Fitness Results page will display.

Physical Fitness Results

Find | View All First 1 of 8 Last

Exam Date: 03/20/2012 Overall Fitness Level: 4 Add Delete

Evaluator: _____ Name: {

Department: PHS Officer

Business Phone: 301 7961649 Email Address: @fda.hhs.gov

Cardio Test

Test: 1.5 Run Time in Minutes: 10 Seconds: 0 Level: 4

Upper Body Strength Test

of Pushups in 2 min.: 76 Level: 4

Core Muscle Test

Test: Crunches Number for Crunches in 2 min.: 82 Level: 4

Time for Sidebridge Minutes: 0 Seconds: 0

7.1 Add New Physical Fitness Exam Information

1. To add the results from a new fitness exam, click the **Add** button from the Physical Fitness Results page. The Physical Fitness Results data entry page will appear to enter new exam results.

Physical Fitness Results

Find | View All First 2 of 9 Last

Exam Date: 04/01/2012 Overall Fitness Level: 0 Add Delete

Evaluator: _____ *Name: _____

Department: _____

Business Phone: _____ Email Address: _____

Cardio Test

Test: _____ Time in Minutes: 0 Seconds: 0 Level: 0

Upper Body Strength Test

of Pushups in 2 min.: 0 Level: 0

Core Muscle Test

Test: _____ Number for Crunches in 2 min.: 0 Level: 0

Time for Sidebridge Minutes: 0 Seconds: 0

2. Enter the new Physical Fitness information as follows:

Fields	Descriptions/Instructions
Exam Date	The date of the exam must either be the current date or a date in the past. You cannot enter a future date in this field. <i>Note: The system defaults the Exam Date to be today's date.</i>
Overall Fitness Level	The overall fitness level is system calculated based upon the score of each of the individual fitness tests. It will update when you save the exam results.
<i>Evaluator section</i>	
Evaluator	If the test evaluator is a PHS officer, enter the evaluator's EMPLID . Use the magnifying glass icon to look up the evaluator's name if you do not have the Emplid available. The system will populate the Name, Department, Business Phone, and Email Address from the evaluator's Direct Access record. If the test evaluator is not a PHS officer, leave this field blank.
Name	If the test evaluator is not a PHS officer, enter the name of the evaluator.
Department	If the test evaluator is not a PHS officer, enter the evaluator's department.
Business Phone	If the test evaluator is not a PHS officer, enter the evaluator's business phone number.
Email Address	If the test evaluator is not a PHS officer, enter the evaluator's email address. <i>Note: Business Phone and Email Address are contact information for the evaluator so that the test may be validated. Validation is random.</i>
<i>Cardio Test section</i>	
Test	Select the type of cardio test from the drop-down list. The valid cardio type options are: <ul style="list-style-type: none"> ○ 1.5 Run – 1.5 mile run/walk ○ 450M Swim – 450 meter swim ○ 500Y Swim – 500 yard swim
Time in Minutes	Enter the test results time minutes.
Seconds	Enter the test results time seconds.
Level	The cardio test level is system calculated based upon the result of the cardio test and the officer's age and gender.
<i>Upper Body Strength Test</i>	
# of Pushups in 2 min.	Enter the test results for the number of pushups completed in 2 minutes.
Level	The upper body strength test level is system calculated based upon the result of the strength test and the officer's age and gender.
<i>Core Muscle Test</i>	
Test	Select the type of Core Muscle Test from the drop-down list. The valid core muscle test options are: <ul style="list-style-type: none"> ○ Crunches ○ Sidebridge
Number for Crunches in 2 min.	If the crunches test is chosen, enter the test results for the number of crunches in 2 minutes.
Time for Sidebridge Minutes	If the sidebridge test is chosen, enter the test results time minutes.
Seconds	If the sidebridge test is chosen, enter the test results time seconds.
Level	The Core Muscle Test level is system calculated based upon the result of the strength test and the officer's age and gender.

- Once you have satisfactorily entered all the physical fitness results, click the **Save** button at the bottom of the page to store the record.

7.2 View/Update Physical Fitness Information

- If you wish to view historical physical fitness information, you may use the navigation bar (blue bar) at the top right of the page to browse through the available physical fitness results data pages.



Click the [View All](#) hyperlink to see all the records at one time using the scroll bar to the right to shift up or down.

A screenshot of a web application form for physical fitness records. The form is titled 'Find | View 1 | First | 1-8 of 8 | Last'. It contains two record entries. The first entry is for an exam date of 03/20/2012, with an overall fitness level of 4. It includes fields for Evaluator, Name, Department (PHS Officer), Business Phone (301 7961649), and Email Address (@fda.hhs.gov). Below this are three test sections: 'Cardio Test' (1.5 Run, 10 minutes, 0 seconds, Level 4), 'Upper Body Strength Test' (# of Pushups in 2 min.: 76, Level 4), and 'Core Muscle Test' (Crunches, 82, Level 4, and Time for Sidebridge, 0 minutes, 0 seconds). The second entry is for an exam date of 06/03/2009, with an overall fitness level of 4, and an evaluator of 2043950 (Name: BOUIE, TESHARA G.).

Click the [View 1](#) hyperlink to return to viewing one physical fitness record at a time.

- Select the Physical Fitness Results page that needs to be corrected. For this example, record **2 of 8** needs to be updated.

Exam Date: 06/03/2009 Overall Fitness Level: 4 Add Delete

Evaluator: Name: Department: PHS Officer Business Phone: 301/796-1649 Email Address: FDA.HHS.GOV

Cardio Test
Test: 1.5 Run Time in Minutes: 10 Seconds: 15 Level: 4

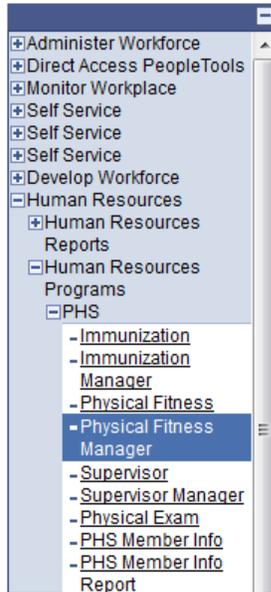
Upper Body Strength Test
of Pushups in 2 min.: 70 Level: 4

Core Muscle Test
Test: Crunches Number for Crunches in 2 min.: 82 Level: 4
Time for Sidebridge Minutes: 0 Seconds: 0

10. Enter any corrections.
11. Once you have validated the newly entered data, click the **Save** button at the bottom of the page to save your changes.
12. If you wish to view/update historical Physical Fitness Results information for another officer, as a shortcut, you may click on the minimized Enterprise Menu button () located in the upper left hand corner of the screen to expand the Menu.



13. From the expanded Menu, click the [Physical Fitness Manager](#) hyperlink.



This will bring you back to the Physical Fitness search page.

A screenshot of the 'Physical Fitness' search page. The page has a title 'Physical Fitness' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a li'. Below this is a section titled 'Find an Existing Value'. It includes a text input for 'Maximum number of rows to return (up to 300):' with the value '300'. There are four dropdown menus for 'Empl ID:', 'Name:', 'Last Name:', and 'Alternate Character Name:', each with a 'begins with' selection. A 'Case Sensitive' checkbox is present. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

14. Click the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.

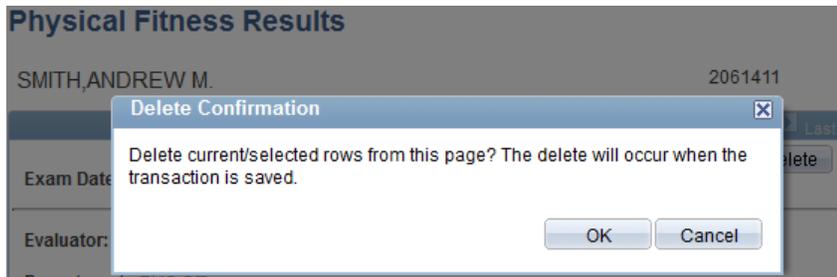


7.3 Delete Physical Fitness Results Information

1. To delete a physical fitness results record, navigate to the record which needs to be removed.
2. Click the **Delete** button to remove the record.

The screenshot shows a web-based form for entering physical fitness test results. At the top, there is a navigation bar with 'Find | View All | First | 2 of 8 | Last' and buttons for 'Add' and 'Delete'. The form fields include: 'Exam Date' set to '06/03/2009', 'Overall Fitness Level' set to '4', 'Evaluator' (with a search icon), 'Department' set to 'PHS Officer', 'Business Phone' set to '301/796-1649', and 'Email Address' set to '@FDA.HHS.GOV'. Below these are three test categories: 'Cardio Test' with 'Test' set to '1.5 Run', 'Time in Minutes' set to '10', 'Seconds' set to '15', and 'Level' set to '4'; 'Upper Body Strength Test' with '# of Pushups in 2 min.' set to '70' and 'Level' set to '4'; and 'Core Muscle Test' with 'Test' set to 'Crunches', 'Number for Crunches in 2 min.' set to '82', 'Level' set to '4', and 'Time for Sidebridge' with 'Minutes' and 'Seconds' both set to '0'. A 'Save' button is located at the bottom left of the form.

The Delete Confirmation message will display. If you are sure you wish to permanently remove this record, click the **OK** button. If you change your mind, click the **Cancel** button.



If you clicked **OK**, you now must click the **Save** button to save the changes made.

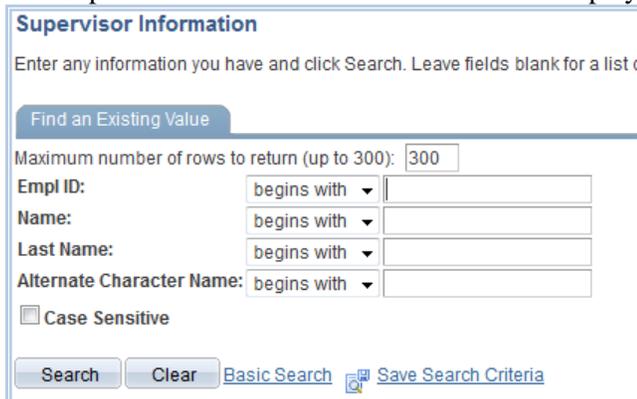
8 PHS SUPERVISOR

PHS Supervisor is a custom page created to collect supervisor information (name, address, and phone) for PHS officers. Eventually, it will capture multiple types of supervisor data, but will initially collect only data for the Deployment Authorization supervisor. Supervisor information may be entered via Self Service by Officers and via the Readiness component by OFRD.

1. To enter the Supervisor component, from the Portal Homepage click on the [Supervisor Manager](#) hyperlink inside the Readiness box.



The Supervisor Information search screen will display.

A screenshot of the "Supervisor Information" search screen. At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of". Below this is a "Find an Existing Value" button. A text box shows "Maximum number of rows to return (up to 300): 300". There are four search criteria, each with a "begins with" dropdown menu and an input field: "Empl ID:", "Name:", "Last Name:", and "Alternate Character Name:". A "Case Sensitive" checkbox is present and unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

2. You can search for an officer by entering their Empl ID, Name, and/or Last Name. Once entered, click the **Search** button.

If more than one officer is populated in the Search Results, select the officer from the Search Results by clicking on the hyperlink of your choice.

If your search is by name and there are several officers with the same name, refer to the User Guide – Find an Employee. You may use the output from “Find an Employee” to determine which specific Emplid matches the officer you seek.

The Supervisor page will display.

Supervisor Information

Contact

Contact Type: Deployment Authority

Contact Emplid:

***Name:**

Title:

Email:

Work Address

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State:

Postal Code:

Phones

Work Phone: **Cell Phone:**

Home Phone: **Pager Phone:**

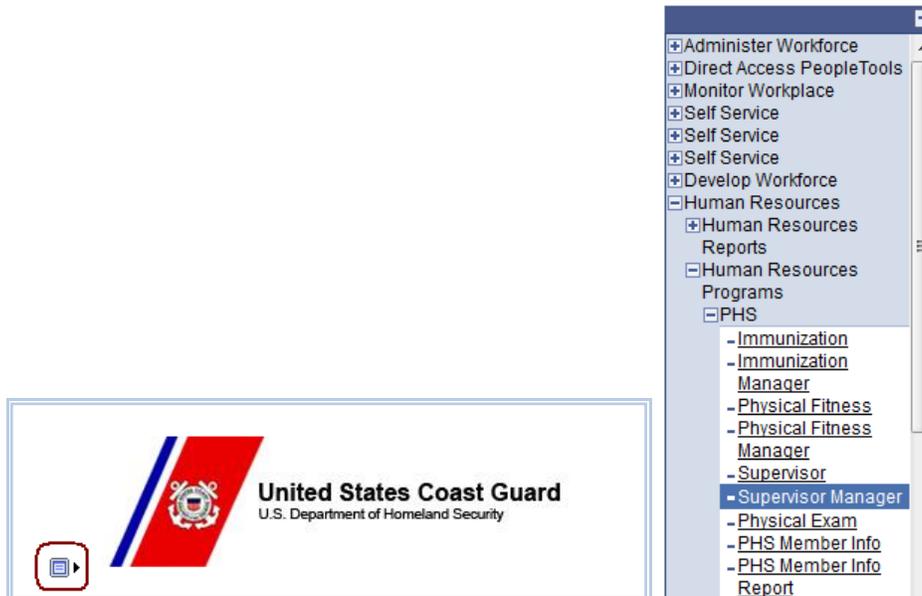
8.1 Update/View Supervisor Information

1. Enter or correct the Deployment Authority Supervisor information for an officer as follows:

Fields	Descriptions/Instructions
<i>Contact</i>	
Contact Type	Contact Type defaults to Deployment Authorization because only the Deployment Authority supervisor is being recorded at this time.
Contact Emplid	Enter the Emplid of the supervisor if he or she is a PHS officer. Use the magnifying glass icon to search for an officer by Name if the Emplid is unknown. Populating this field will automatically populate the name, email, and work address information from the supervisor's Direct Access system data. Leave this field blank if the officer's supervisor is someone other than a PHS officer.
Name	This will automatically display if the Emplid is entered. If this field is empty, enter the officer's supervisor name using the following format: Lastname,Firstname MiddleInitial, Example: Doe,John A. <i>Note: There is no space after the comma between the last name and first name. The middle initial is not required.</i>
Title	This is a free form text entry field.
Email	The work email address is automatically displayed if the Emplid is entered. Otherwise, enter the supervisor's work email address.

Fields	Descriptions/Instructions
<i>Work Address</i>	This section is automatically populated if the Emplid is entered. Otherwise, enter the address information manually.
Country	Country automatically defaults to USA. A different country may be selected if needed.
Address Line 1	If this field is empty, enter the first Work Address line.
Address Line 2	If this field is empty, enter the second Work Address line if needed.
Address Line 3	Not currently used
Address Line 4	Not currently used
City	If this field is empty, enter the City.
State	If this field is empty, enter the State.
Postal Code	If this field is empty, enter the zip code. Either the 5 digit or 9 digit postal code is acceptable.
<i>Phones</i>	
Work Phone	Enter the Work phone number.
Home Phone	Enter the Home phone number.
Cell Phone	Enter the Cell phone number.
Pager Phone	Enter the Pager phone number.

2. Once you have satisfactorily entered all the supervisor information, click the **Save** button at the bottom of the page to store your changes.
3. If you wish to view/update Supervisor information for another officer, as a shortcut, you may click on the minimized Enterprise Menu button () located in the upper left hand corner of the screen to expand the Menu.
4. From the expanded Menu, click the [Supervisor Manager](#) hyperlink. This will bring you back to the Supervisor search page



Supervisor Information

Enter any information you have and click Search. Leave fields blank for a l

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Name:

Last Name:

Alternate Character Name:

Case Sensitive

[Basic Search](#)

5. Click the [Home](#) hyperlink at the top of the screen to return to the Portal Home page.

