**Strategic Sealift Readiness Group, Readiness Checklist**

*Personal Information:*

Name: Rank:

Closest Navy Operational Support Center (NOSC):­­­­­­­ Assigned Strategic Sealift Detachment (SSD): SSD OIC Name: , email:

8. Active Duty for Training History

FY ’13 ADT complete

Command: 1st: ; 2nd:

Assigned as: 1st: ; 2nd: Travel claim liquidated: ; FITREP on file in PSR:

*Baseline requirements checklist:*

1. Merchant Mariner Credentials (MMC)

MMC, level: expires on:

STCW, expire on: ; TWIC, expires on:

2. Periodic Health Assessment (PHA) (good for 1 year)

Medical complete on: ; where: Dental complete on: ; where: MRRS IMR status check on BOL

3. Physical Fitness Assessment (PFA) (one per calendar year)

CY 2014 Cycle (1) (JAN - JUN)

PARFQ complete on:

BCA complete on: , by CFL: PRT complete on: , by CFL:

CY 2014 Cycle (2) (JUL - DEC)

PARFQ complete on:

BCA complete on: , by CFL: PRT complete on: , by CFL:

4. Navy Standard Integrated Personnel System (NSIPS) Dependency Data correct, verified on:

Civilian Employment Information correct, verified on:

(re-verify both in 6 months) Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

5. Defense Travel System (DTS)

 Profile updated (if required)

6. Common Access Card (CAC) / NMCI Email

CAC functions properly; CAC reader functions properly

NMCI Email Address \_@navy.mil

Read @navy.mil email in last 30 days, last access on:

7. Security Clearance

Clearance valid, level: expire on:

FY ’14 ADT complete

Command: 1st: ; 2nd: Assigned as: 1st: ; 2nd: Travel claim liquidated: ; FITREP on file in PSR:

9. Active Duty for Training applications/current

FY ’15 ADT application in NROWS

Command: 1st: ; 2nd: Assigned as: 1st: ; 2nd: Travel authorization in DTS:

FY ’15 ADT complete

Command: 1st: ; 2nd: Assigned as: 1st: ; 2nd: Travel voucher liquidated in DTS:

FITREP on file in PSR:

10. Recurring Training, Each Fiscal Year

Cyber Awareness Challenge completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PII: completed on:

* AT/FP Training: completed on:

*Additional Readiness Checklist*

1. Uniforms

CNT or Poly-wool Khaki, Minimum 2 sets

Navy Working Uniform, minimum 1 set w/ Steel-toed Boots

Service Dress Blues, minimum 1 set, properly striped

Summer Whites, minimum 1 set, w/ appropriate shoulder boards

Service Dress Whites, minimum 1 set, w/ appropriate shoulder boards

Appropriate Medals, Ribbons, Warfare Designators, Name Tag

2. Records Management

Officer Photo in Current Rank NRQQ sent in after end of FY.

Proper license AQD on OSR All FITREPS show on PSR

All Personal Awards, NAM or higher, on OSR and in Service Record

3. Personal Miscellaneous

Verify DEERS information for self and family Current Passport, expires on: Location of current valid will: Adequate prescription medication to cover ADT period Two pairs of prescription glasses