



ANNUAL SSO COMPLIANCE CHECKLIST

"It's dangerous to go alone. Take this!"

1. Medical Requirements

- Annual Health Assessment (Navy PHA, Civilian PHA or valid Coast Guard medical cert.)
- Annual Dental Assessment (Navy Dental Exam or Civilian Dental Exam)
- HIV Blood Draw (2 years, only valid for 730 days)
- Flu Shot (Due September 1st every year)
- All other required vaccinations
 - [How to View and Complete Medical/Dental/Vax requirements](#)
 - [View Your PHA, Dental, Blood Draw, & Vaccination Status \(CAC enabled\)](#)
 - [Coast Guard Medical Requirements](#)
- Physical Fitness Standards (SSO IRR are required to maintain standards and may be tested upon reporting for orders)
 - [Physical Readiness \(navy.mil\)](#)

2. Administrative

- Update Navy Dependency Record (RED/DA) (Update annually or before ADT)
 - [Update RED/DA \(CAC enabled\)](#)
- Update personal contact information and Civilian Employment Information (CEI)
 - [Updating CEI Instructions](#)
 - [Update CEI & Personal Information \(CAC enabled\)](#)
- License and valid STCW (Unlimited)
 - [National Maritime Center \(CG-NMC\) Home Page](#)
- Active Secret Security Clearance
 - [View Your Security Clearance Status \(CAC enabled\)](#)
 - renew or correct at [CNRFC N14 Security@us.navy.mil](mailto:CNRFC_N14_Security@us.navy.mil)



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3. Government Mandated Trainings (GMTs)

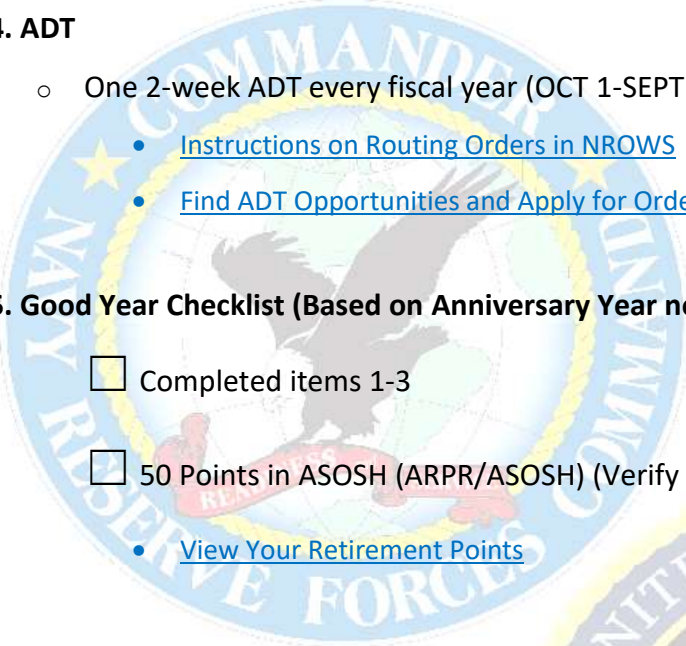
- DOD Cyber Awareness Training (Course #: DOD-CAC-2023.0)
- Privacy Act5 (Course #: DON-PRIV-2.0)
- Anti-Terrorism Force Protection Level 15 (Course #: CENSECFOR-AT-010-2.0)
 - [Complete All \(3\) GMT's on Navy eLearning \(CAC enabled\)](#)

4. ADT

- One 2-week ADT every fiscal year (OCT 1-SEPT 30th)
 - [Instructions on Routing Orders in NROWS](#)
 - [Find ADT Opportunities and Apply for Orders \(CAC enabled\)](#)

5. Good Year Checklist (Based on Anniversary Year not Fiscal Year)

- Completed items 1-3
- 50 Points in ASOSH (ARPR/ASOSH) (Verify your ASOSH record is accurate)
 - [View Your Retirement Points](#)



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