

READINESS AND DEPLOYMENT CHECKLIST														
For use of this form see AR 600-8-101; the proponent agency is ODCSPER														
Data Required														
Purpose	Information required for exercise/deployment.													
Routine Uses	Will be used to ascertain deployable/non-deployable status. Will also provide historical DATE: for after action reports and reviews.													
Disclosure	Disclosure of this information is voluntary. However, failure to disclose information requested could result in improper processing.													
NAME (LAST, FIRST MI)				SSN		GRADE		MOS/OS or Equivalent						
CURRENT UNIT/STATION AND ADDRESS/PHONE NUMBER														
SERVICE COMPONENT/STATUS					CIV	AC	RC	AGR	IMA	IRR	UNIT	RET		
ARMY	NAVY	AIR FORCE	MARINE	COAST GUARD							USAR	NG		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>		
REASSIGNED OR ATTACHED TO (UNIT)										CITIZENSHIP				
HEIGHT	WEIGHT	RELIGIOUS PREFERENCE			BLOOD TYPE		SEX: M / F		ARRIVAL DATE:					
NOTES: "C" denotes areas also required for Civilian deployment processing										Areas in all CAPS denote deployment requirements conducted at Home Station				
										N/A	NO GO	REASON	DATE UPDATED	GO
a. DEERS/RAPIDS Enrollment														
b. C- Evaluation Reports (if required)														
c. C- Family Care Plan approved/on file? (if required)														
d. C- Pending administrative action? Reason:														
e. Pending discharge/separation/reassign/human reliability program?														
f. Records review update:?														
g. 12 week BT/AIT/equivalent completed?														
h. SGLV 8286 reviewed/revised DATE:?														
i. C- DD Form 93 reviewed/revised DATE:?														
j. C- Two ID tags w/metal necklace around neck?														
k. C- Current ID card?														
l. C- Received Geneva Convention Card? (if required)														
m. DA Form 3355 (Promotion Packet Checklist)														
n. C- Emergency Essential Mobility Agreement?														
o. C- FORMER PEACE CORPS MEMBER IN DEPLOYMENT AREA? (Cannot deploy in any intel capacity to country in which worked)														
p. C-FORMER POW/HOSTAGE IN DEPLOYMENT AREA?														
q. ETS WITHIN 7 DAYS OF DEPLOYMENT DATE:?														
r. SOLE SURVIVING FAMILY MEMBER?														
s. CONSCIENTIOUS OBJECTOR PENDING?														
t. CONSCIENTIOUS OBJECTOR APPROVED? Class 1-A-0.														
u. C-INITIATED/POSSESS PASSPORTS/VISA ?														
v. C- SINGLE PARENT/MIL COUPLE IN ADOPTION PROCESS?														
w. GERMAN ALIEN OR US TURKISH CITIZEN?														
x. C- MOTHER OF NEWBORN (first 4 months)?														
y. 3/4 Physical Profile, evaluated by MMRB/declared deployable?														
z. CIVILIANS DD FORM 1173														
z1. C- Passport/visa received (if required) ?														
z2. C- Linguist? YES / NO (circle one) If YES:														
Language:					Certification DATE::									
CERTIFYING OFFICIAL (Home Station) DATE:					CERTIFYING OFFICIAL (Deployment Site)					DATE:				
(Print name, rank, signature)					(Print name, rank, signature)									

SEE INSTRUCTIONS ON REVERSE SIDE

DA FORM XXX (TEST), READINESS AND DEPLOYMENT CHECKLIST

NAME (LAST, FIRST MI)				SSN:	
	N/A	NO GO	REASON	DATE UPDATED	GO
a. Received Finance Brief b. C- Enrolled in SUREPAY/Direct Deposit? c. Initiate/change allotments(s)? d. Entitlements verified? e. Settle any travel claim(s)?					
CERTIFYING OFFICIAL (Home Station) DATE: (Print name, rank, signature)			CERTIFYING OFFICIAL (Deployment Site) (Print name, rank, signature)		DATE:
a. C-HIV cleared? b. C-Blood type: c. C-Drug/Alcohol Test? d. C-DNA Specimen collected/on file? e. C-Are you pregnant? (circle one)- Profile? f. C-Current Immunizations? g. C-Requires eyeglasses? (2 pairs; 1 civilian pair is OK) h. C-Requires mask inserts? (1 pair) i. C-Requires hearing aid? (w/extra batteries) j. C- Requires Medical Warning Tags (wears 2) Reason needed: k. Medical records Review (SF 93/88/exam on file DATE: l. Exceptional Family Member referred/enrolled? (if required) m. DA Form 4036 completed? (deploy with PHS Form 731, Yellow Shot Record) n. ASSIGNED TO QTRS/MTF?/PROFILE PROHIBITING DEPLOYMENT? o. C-PERSONAL PRESCRIPTION (S) (90 DAY SUPPLY)					
p. C- HIV cleared? Last test DATE:: q. C- Immunizations required for deployment area? r. C- Preventative Medicine Brief? s. C- Pregnancy test administered? Pregnant? (Circle one)					
CERTIFYING OFFICIAL (Home Station) DATE:			CERTIFYING OFFICIAL (Deployment Site)		DATE:
a. C- Complete dental record on file with appropriate record custodian? b. C- Dental Class 3/4 treatment completed? c. C- Panorographic X-Ray placed in Dental Record (Annotated on DA 8007)					
CERTIFYING OFFICIAL (Home Station) DATE:			CERTIFYING OFFICIAL (Deployment Site)		DATE:
a. C- Received Geneva Convention brief? (during current enlistment/career) b. C- Pending civil felony charges? (may not deploy) c. C- Requires Power(s) of Attorney? d. C- Requires a Will? e. C- Counseled on insurance/civil matters?					
f. C- Briefed on local laws for deployment area?					
CERTIFYING OFFICIAL (Home Station) DATE: (Print name, rank, signature)			CERTIFYING OFFICIAL (Deployment Site) (Print name, rank, signature)		DATE:
COMMENTS:					

DA FORM XXX (TEST), READINESS AND DEPLOYMENT CHECKLIST

NAME (LAST, FIRST MI)		SSN:				
PERSONAL INFORMATION REQUIREMENTS						
	N/A	NO GO	REASON	DATE UPDATED	GO	
*a. Weapons qualification per duty position? DATE:						
b. APFT Passed? DATE::						
c. Local CTT requirements completed?						
d. Weapon(s) issued?						
Zero/familiarize DATE:						
e. Safety Briefing(s) conducted?						
f. Military Drivers License (OF 346) Issued? DATE::						
*g. FAMILY MEMBERS RECEIVE DEPLOYMENT BRIEFING?						
TRAINING/DEPLOYMENT REQUIREMENTS						
*h. C- Received terrorist briefing Level 1?						
i. C- Weapon issued? (Civilians -9mm familiarize)						
Serial Number:						
j. CINC required CTT		CERTIFYING OFFICIAL (Home Station) DATE:			CERTIFYING OFFICIAL (Deployment Site) DATE:	
(Print name, rank, signature)		(Print name, rank, signature)			(Print name, rank, signature)	
SECURITY CLEARANCE REQUIREMENTS						
a. C- Meets security clearance requirements for current duty position and deployment area? (If required)						
SECURITY DEPLOYMENT REQUIREMENTS						
b. C- Received Security Brief for Deployment Area?						
CERTIFYING OFFICIAL (Home Station) DATE:		CERTIFYING OFFICIAL (Deployment Site)			DATE:	
(Print name, rank, signature)		(Print name, rank, signature)			(Print name, rank, signature)	
PERSONAL ISSUES REQUIREMENTS						
a. Issued Clothing Initial Issue Point (CIIP)?						
b. Issued Central Issue Facility (CIF)?						
c. Issued /Chemical Defense Equip (CDE)?						
THEATER DEPLOYMENT REQUIREMENTS						
d. C- Theater specific CIIP issue?						
e. C- Theater specific CIF/CDE issue?						
CERTIFYING OFFICIAL (Home Station) DATE:		CERTIFYING OFFICIAL (Deployment Site)			DATE:	
(Print name, rank, signature)		(Print name, rank, signature)			(Print name, rank, signature)	

DA FORM XXX (TEST) READINESS AND DEPLOYMENT CHECKLIST

NAME (LAST, FIRST MI)		SSN:			
NOTES: Areas in all caps denote those areas to complete at home station for deployment C- denotes areas also pertaining to Civilian processing					
			NO		
		N/A	GO	REASON	DATE UPDATED GO
a. C- CHAPLAIN SERVICES VISITED?					
b. TRANSPORTATION:					
1. Completed HHG/Personal Property arrangements?					
2. C- Requires Transportation Arrangements?					
c. PROVOST MARSHALL					
1. C- Completed vehicle storage report (DD Form 2506)?					
2. C- Completed disposition of private weapons?					
d. HOUSING OFFICE:					
1. C- REQUIRE HOUSING/LEASE/NOTIFICATION OF ABSENCE?					
e. ARMY COMMUNITY SERVICE:					
1. C- PROVIDED FAMILY SUPPORT GP/ACS INFO?					
CERTIFYING OFFICIAL (Home Station) DATE:		CERTIFYING OFFICIAL (Deployment Site)		DATE:	
(Print name, rank, signature)		(Print name, rank, signature)			
COMMENTS:					
HOME/MOB STATION					
* CERTIFIED BY: (print name, rank, signature) DATE:					
			N/A	GO	REASON
					CORRECTED
					GO
WAIVER APPROVED/DISAPPROVED					
SOLDIER IS DEPLOYABLE					
*VALIDATED BY: (print name, rank, signature)					
DATE:					

DA FORM XXX (TEST), READINESS AND DEPLOYMENT CHECKLIST

DRAFT

INSTRUCTIONS FOR THE READINESS AND DEPLOYMENT CHECKLIST

6 June 1999

1. Purpose.

a. To provide procedural guidance and information for conducting readiness and deployment processing for military and civilian personnel. Readiness and deployment processing is used in support of contingency operations (CONOPS), small scale contingencies (SSC), exercises, Overseas Deployment Training (ODT) and the annual Soldier Readiness Processing (SRP) check.

b. To supplement guidance found in AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing), AR 614-30, Overseas Service, and revise and/or supplement guidance found in Army Mobilization Operations Planning and Execution System (AMOPES), TRADOC Mobilization Operations Planning, and Execution System (TMOPES), and Forces Command Mobilization Operations Deployment Planning System (FORMDEPS) as applicable.

c. To standardize readiness and deployment processing requirements for active component, reserve component, and civilians. (The SRP requirements have been agreed upon by the HQDA- level policy proponents and is applicable to both active, reserve component and civilian personnel).

2. References:

- a. AR 220-1, Unit Status Reporting.
- b. AR 220-10, Preparation for Overseas Movement of Units (POM)
- c. AR 600-8-1, Army Casualty Operation/Assistance/Insurance.
- d. AR 600-8-11, Reassignment.
- e. AR 600-8-14, Identification Cards, Tags, and Badges.
- f. AR 600-8-20, Army Command Policy.
- g. AR 600-43, Conscientious Objection.
- h. AR 600-8-104, Military Personnel Information Management/Records.
- i. AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing).
- j. AR 608-1, Army Community Service.

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k. AR 614-30, Overseas Service.

l. AR 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations.

m. AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

n. DA Pamphlet 690-47, DA Civilian Employee Deployment Guide.

o. FORSCOM Reg. 500-3-2, Deployment guide.

p. FORSCOM Reg. 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH).

q. FORSCOM Reg. 500-304, Installation Commander's Handbook.

r. Army Mobilization and Operations Planning and Execution System, (AMOPES).

s. TRADOC Mobilization and Operations Planning and Execution System, (TMOPES).

t. FORSCOM Mobilization and Deployment Planning System (FORMDEPS).

u. DOD.D Document 1404.10

3. General.

a. The underlying principles of the Soldier and Civilian In-Processing, Readiness and Deployment Processing are as follows:

(1) To ensure all administrative actions required to relocate soldiers and civilians are accomplished in a timely manner.

(2) To ensure soldiers and civilians maintain a readiness posture for deployment to meet OOTW and contingency operation requirements.

(3) To effectively process the mobilizing force as it enters active duty.

(4) To distinguish between readiness requirements that are required to be maintained throughout a soldier's career and deployment requirements that occur upon mobilization.

(5) To distinguish between readiness requirements that are required to be maintained for emergency essential civilians and deployment requirements that occur upon mobilization. NOTE: IAW DOD.D 1404.10, any civilian that deploys in support of a contingency is automatically considered emergency essential.

b. The Soldier Readiness Processing (SRP) requirements have been agreed upon by the HQDA level policy proponents and is applicable to both active, reserve component and civilian personnel.

c. In-processing personnel will report for in-processing within 24 hours of or on the next duty day following arrival (sign-in) at the installation/community level replacement activity. Soldier readiness is

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verified during in-processing and annually thereafter, and within 30 days prior to any actual deployment. Civilian and non-unit related personnel (NRP) eligibility are verified prior to deployment.

d. Deploying active component (AC) members will verify the readiness requirements at their installation and validate deployment requirements at their deployment site (which may or may not be at the same installation).

e. Mobilizing Reserve Component (RC) unit members will verify the readiness requirements at their home station and initiate and complete deployment requirements at their mobilization station. The situation may exist where not all readiness requirements, that are also required for deployment, can be done at the home station. In those situations, the gaining installation (mobilization station) will check and complete any readiness requirements as well as complete all deployment requirements.

f. Mobilized RC individuals will verify their readiness requirements at their mobilization station and will complete their deployment requirements at their deployment site, which may or may not be at the same installation.

g. For any RC individual or unit member that is mobilized, but not tasked for deployment will complete only the In-processing/ Readiness requirements.

h. Military and Civilians supporting CONUS based operations will complete only the Readiness portion of the checklist at their assigned installation/mob station.

i. Civilians scheduled for deployment will initiate the readiness portion of the checklist at their losing command (if applicable). Civilians will complete the deployment portion of the checklist at the deployment site. If the individual travels directly from home of record without initiating the checklist, then the gaining deployment site (DS) will initiate and complete the checklist.

j. The DS is responsible for completing any portion of the checklist that the individual/unit members were unable to complete prior to his/her arrival.

k. An annual SRP check is required for all AC and RC unit members. According to the unit's mission this requirement may be more often. Participation in a mobilization exercise such as CALL FORWARD, an Operational Readiness Evaluation (ORE), ODT or a command inspection satisfies the requirement for an annual SRP check for RC units. Multiple SRP checks will not be scheduled in a given year.

l. The Soldier and Civilian Inprocessing/Readiness and Deployment Checklist is provided for inprocessing and SRP checks (annual, exercise directed and for actual deployment). It is to be used to certify completion of readiness and validate deployment requirements for AC and RC members as well as all types of civilians.

(1) Items that have been asterisked are areas required for deployment.

(2) Items that apply to civilian personnel are annotated with a "C".

(3) Readiness requirements listed on each page are required for the annual SRP check. Deployment requirements are required only in the event of actual mobilization/deployment or as directed for exercise purposes.

(4) Readiness and deployment requirements are categorized into nine functional areas: personnel, medical, dental, legal affairs, training, security, finance, logistics, and installation.

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(5) At the end of the form there is a signature block for the overall certifying official and validation official. The certifying official certifies that all the in-processing or readiness requirements have been completed to the best extent possible. If the soldier or civilian is going to deploy overseas for thirty days or more, then the validating authority must sign the document confirming that the soldier or civilian is deployable. IAW AR 600-8-101 the validating authority is the installation commander or his designee. The installation commander may approve a waiver request to change the soldier or civilian's deployment status from a "no go" to a "go".

(6) Guidance herein and in AR 600-8-101 are in agreement. A change to deployment criteria/requirements will constitute a change to this document. In the event of a conflict between this document and AR 600-8-101, and other publications, guidance in this document and AR 600-8-101 and AR 614-30 will take precedence.

4. Concept. The Soldier and Civilian Readiness and Deployment Checklist (SCRDC) provides a checklist for readiness and deployments. The Soldier and Civilian Readiness and Deployment criteria, annotated in the checklist, determines a soldier's readiness for worldwide deployment. The Army requires specific SRP checks when a military member in-processes at an installation and/or updates prior to an individual soldier, civilian employee or unit movement. This MOI establishes required checks for Inprocessing/Readiness and Deployment Requirements.

a. Readiness requirements, listed in each functional area, will be certified prior to movement and will be accomplished at home station for AC and RC units and individuals, unless otherwise indicated.

(1) Some of the soldier readiness checks for the annual SRP check can be accomplished without soldier participation by checking automated systems and by reviewing records, files and reports. Commanders of AC installations and commanders of early deploying RC units have the option to conduct an administrative review to satisfy the requirement for annual SRP check of readiness criteria for these items. Administrative checks made for late deploying units will not remove soldiers from collective or individual training unless a disqualifier requiring soldier participation is identified. The intent is to eliminate training distracter elements of soldier readiness processing. The exception should be for actual deployments or as directed for mobilization exercises such as CALL FORWARD.

(2) Readiness requirements which requires soldier participation for the annual SRP check can be waived by commanders of AC installations. The United States Army Reserve Command (USARC) or Continental United States Army (CONUSA) may waive these checks for RC units. The USARC may further delegate this authority to Regional Support Commands (RSC). Each CONUSA may further delegate to the state Adjutant General.

b. Deployment Requirements, listed in the functional areas, must be completed at the Deployment Site. For AC this is normally their home installation (HS). For RC it will be a their designated Mobilization Station (MS), CRC, or IDS.

(1) The Deployment Site should ensure all items are completed, reviewed, certified, verified, and updated as applicable prior to actual deployment.

(2) The checklist will be hand-carried as part of the deployment packet. CRC's will complete these checks for deploying civilians, as well.

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(3) Many of the checklist items reflect reportable USR conditions for determining personnel deployability status. USR requirements must be current and updated at least quarterly for RC units and monthly for AC units.

c. The Deployment Site (DS) will recognize the losing installation's certification, that all completed and signed components of the checklist have been accomplished, and will not make the unit or individual repeat processing that has already been done at their Home Station.

5. Personnel requirements. Section I (Items a-x)

a. Personnel Readiness Requirements: Section I, Items a, b, and c, should be verified using automated means (e.g., on screen or printed query report), through use of available rosters and reports (e.g., Personnel Qualification Roster, Loss Roster, Unit Manning Report) or through review of unit files. If processing for actual deployment, the deployment packet should be physically reviewed.

(1) Section I, Item a. Soldiers within 7 days of expiration of service agreement (ESA) or expiration term of service (ETS) are non-deployable unless Stop Loss is in effect. Soldiers identified as being within 7 days of ESA/ETS will not be further processed, unless Stop Loss is in effect or is imminently expected. Soldiers with more than 7 but less than 61 days to ESA/ETS are eligible for deployment but may be excused by the unit commander based on unit manning and mission requirements. The unit commander will consider the cost effectiveness of any short-term overseas movement and must ensure that arrangements can be made to comply with the soldier's ETS/ESA. This is a USR item. Civilians within 45 days of end of employment or rotation are non-deployable.

(2) Section I, Item b. Soldiers who require and do not have a Family Care Plan (FCP) approved or recertified in accordance with AR 600-20 are not deployable until corrected. Family Care Plans will be maintained in a separate unit file to facilitate required reviews and for the purpose of SRP. If a properly completed FCP is on file and review date is current, no further check of this item is required, unless processing is for actual mobilization and/or deployment. If processing for actual mobilization or deployment, FCP must be personally reviewed with soldier(s) involved. Copies or recertified FCP will be provided Family support personnel. Soldiers who fail to submit a workable plan within the prescribed time period will be processed for separation in accordance with current regulations. This is a USR item. As a condition of employment, civilian employees, who are single parents or members of families where both parents are pre-identified EE civilians, are required to prepare a Family Care Plan equivalent to that required of soldiers. There may be some individuals, military and civilian, who arrive at the DS without an FCP. All efforts should be made by the gaining command and/or ACS to assist the individual in completing an FCP in order to be deployable.

(3) Section I, Item c. Soldiers who are German aliens will not be sent to the Federal Republic of Germany. U.S. Turkish citizens will not be sent to Turkey. This citizenship information is currently available on DA Form 2A (Personnel Qualification Record, part I) for AC enlisted personnel and on DA Form 2B (Personnel Qualification Record, Part I) or the Officer Record Brief (ORB) for AC officer and warrant officer personnel. This item also applies to civilian employees.

(4) Section I, Item d. Servicemen's Group Life Insurance (SGLI) enrollment will be reviewed/revised as applicable prior to actual deployment. This item will also be checked as part of SRP for RC soldiers participating in exercises such a CALL FORWARD and for soldiers deploying for ODT. SGLI election, using SGLV-8286, must be reviewed during any records audit and updated whenever there is a change. Civilian employees are not eligible for SGLI but are eligible for coverage under the Federal Employees

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Group Life Insurance (FEGLI) program. Coverage and beneficiary designation should be reviewed and updated prior to deployment.

(5) Section I, Item e. DD Form 93, Record of Emergency Data, will be reviewed/ revised as applicable. This item will also be checked as part of SRP for RC soldiers participating in exercises such as CALL FORWARD, for RC soldiers deploying for ODT and for AC soldiers participating in an emergency deployment readiness exercise (EDRE). DD Form 93 must be reviewed at least annually and updated whenever changes occur. the SRP review can serve as the annual review. A DD Form 93 will be prepared on deploying civilian employees in accordance with chapter 11, AR 600-8-1 to provide the commander with information on the notification of next of kin. The third copy of the DD Form 93 will be placed in the deployment packet.

(6) Section I, Item f. Dog Tags. All soldiers must wear two identification tags with metal necklace around their neck. This item will be physically checked. Tags will be provided to soldiers who are missing them. This item will be checked at Home Station for early deploying RC units and at the Mobilization Station for late deploying RC units. All deploying civilians will also be issued identification tags and metal necklace. Pre-determined E-E Civilians will be issued dog tags when inprocessing and will be maintained in a Readiness posture.

(7) Section I, Item g. Each soldier will carry at all times a current ID card (DD Form 2A); deploying soldiers will possess the new automated card with bar code. This item will be physically checked during any SRP. Expired, incorrect or missing cards will be replaced. During mobilization, RC soldiers will be issued DD Form 2A (Active) if called to active duty for 31 days or more or deploying for any period. Issue of the DD form 2A (Active) will normally be accomplished at the P3/PSP/CRC; it may be issued at Home Station if time permits and equipment is available. (Civilians will be issued a DD Form 1173, Active Duty Dependent Identification Card prior to deployment.) **Civilians will be issued a DD Form 2764.**

(8) Section I, Item h. Geneva Conventions Identity Card. DD Form 489, Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces. DD Form 1934, Geneva Conventions Identity Card for Medical or Religious Personnel Who Serve In or Accompany the Armed Forces, will be issued to protected Army or civilian medical or religious personnel. All Civilians will be issued a Geneva Conventions Identity card.

(9) Section I, Item i. Emergency Essential Mobility Agreement. Verify deploying civilian personnel possess an Emergency Essential Mobility Agreement. A copy of the EE agreement, DD Form 2365, will be included in the deployment folder. If a civilian employee declines to sign an EE agreement, he/she may be directed to deploy on involuntary temporary duty where the employee's skills are needed.

(10) Section I, Item j. Former Peace Corps Member. Military Personnel who are former Peace Corps members in the country to which deploying may not serve in any intelligence capacity in that country. Military Personnel are non-deployable only if they cannot perform duty in any capacity other than intelligence. Information is currently available for enlisted personnel (AC and RC) and RC officer personnel in item 4 (Assignment Considerations), DA Form 2-1 (Personnel Qualification Record (PQR), Part II). This item also applies to civilian employees.

(11) Section I, Item k. POW in deployment area. Military Personnel previously held as a prisoner of war (POW) may not be involuntarily deployed to the country in which or by which they were held as a POW. This restriction may be waived by the individual military member. This item also applies to civilian employees.

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(1) Section I, Item v. Physical Profile/MMRB. Soldiers who have a permanent physical profile of 3 or 4 and have not been declared deployable by a MOS Medical Retention Board (MMRB) will not deploy, unless the DA DCSPER approves the Commander to waive the MMRB. Although the MMRB process, governed by AR 600-60, does not currently apply to RC soldiers unless ordered to active duty for more than 179 days, RC soldiers are also non-deployable unless cleared by an MMRB. This item will be checked during mobilization exercises such as CALL FORWARD as well as during actual mobilization. In the event of actual mobilization, mobilization guidance must specify whether soldiers with permanent profiles will be ordered to active duty or reassigned. This is a USR item.

(2) Section I, Item w. Passport/Visa Received. If applicable any soldier or civilian requiring a passport and or visa, must have one in their possession before departing the deployment site.

(3) Section I, Item x. Linguist. Qualifications of soldiers being deployed as linguists will be verified and the language annotated on the checklist. Any linguist qualifications identified as part of the records review/update above will be annotated on the checklist. this item also applies to civilian employees.

6. Medical Requirements (Section II Items a-r)

a. Medical Readiness Requirements. Check and initiate corrective action to eliminate individual readiness, non-deployment conditions.

(1) Section II, Item a. Screen for HIV positive. HIV tests are updated biennially for AD and every five years for RC. For soldiers who are HIV positive, follow guidelines provided in AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV). If deploying, annotate HIV cleared on DA Form 8007. Civilians have the option of not being HIV tested. They need to be made aware of the risks that are involved, i.e., the country they are deploying to may not treat them in any medical facility and they will be given theater specific immunizations which may have a negative impact if HIV positive.

(2) Section II, item b. Blood type. Annotate the blood type. This information will be used by the medical community and will be placed on the individual's dog tags.

(3) Section II, item c. Drug/Alcohol Test. Optional for civilians unless required by occupational series.

(3) Section II, Item c. DNA Specimen. A DNA specimen is required for all AC personnel as well as for all personnel deploying overseas. **(For TDY overseas <30 days as well?)** This item also applies to civilian employees. If an individual is unable to acquire a DNA specimen at their Home Station, such as an RC member or civilian contract employee, then the individual will get one taken at their mobilization/ deployment site. Confirmation that a DNA specimen is on file will be annotated on DA Form 8007.

(4) Section II, Item d. Pregnant. This item is covered during the soldier's birth month audit. Readiness guidelines are provided in AR (?). Soldiers who are pregnant are non-deployable. This is a USR item. In the event a DoD civilian is tasked to deploy, this item also applies.

(5) Section II, Item e. Assigned to Quarters/MTF. Soldiers who are assigned to quarters, on convalescent leave or are patients in a military Medical Treatment Facility (MTF) or a civilian hospital are non-deployable. This is a USR item.

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(6) Section II, Item f. Immunizations. Soldiers must have current immunizations. Soldiers without current immunizations will not deploy until immunizations have been administered. This item applies to the standard battery of immunizations required for all soldiers and is currently limited for RC soldiers.

(7) Section II, Item g. Eyeglasses. Soldiers requiring eyeglasses who do not have two pair (one pair may be a of civilian design) will not deploy. (waverable) Civilian employees requiring vision corrective lenses (glasses or contacts) must have one pair, although it is recommended they have two. **Civilian employees requiring vision corrective lenses will have a government administered eye exam. (Why isn't a civilian prescription recognized?)**

(8) Section II, Item h. Mask Inserts. Soldiers requiring mask lens inserts will be provided one pair. Soldiers who cannot get required mask lens inserts at their Home Station, will receive them at their deployment site. Mask inserts are required for deployment when issued a protective mask. This item also applies to civilian employees.

(9) Section II, Item i. Hearing Aid. Soldiers requiring a hearing aid will have one, with extra batteries. This item also applies to civilian employees when tasked to deploy.

(10) Section II, Item j. Medical Warning Tags. Soldiers required to wear medical warning tags will have two tags worn to alert personnel to such conditions. The soldier will not deploy until medical tags are provided to the soldier to be worn. This item also applies to civilian employees if tasked for deployment.

(11) Section II, Item k. Prescriptions. Ideally, soldiers and civilians should deploy with a 90-day supply of prescription medications.

(12) Section II, Item l. Medical Records Review. Medical records will be reviewed, SF 93 completed, soldier will be interviewed by medical personnel (physician, physician assistant (PA) or nurse practitioner) or medical record will be reviewed by medical personnel.

(13) Section II, Item m. Exceptional Family Member. Soldiers will be queried for existence of Exceptional Family Members (with special medical or educational needs) and referred for screening and enrollment if appropriate. A Family Care Plan is required for any soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance. Family Care Plans are a USR item.

(14) Section II, Item n. DA Form 8007. The Medical Summary Sheet (DA Form 8007) will be completed at home station, if applicable. Otherwise the form will be initiated at the deployment site. DA Form 8007, Individual Medical History, will be completed prior to deployment. DA Form 8007 will also be completed on civilian employees, as well as DA form 4036-R, Medical and Dental Preparation for Overseas Movement.

(15) Section II, Item o. DEERS. Enroll or update personnel and their dependents in DEERS

b. Medical Deployment Requirements.

(1) Section II, Item p. HIV Cleared. IAW AR 600-110 .w/ chg 1, Soldiers who PCS to OCONUS or will be deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than 6 months prior to the date of departure from CONUS. Soldiers on orders to Ranger, or Special Operations Command (SOCOM) or rotating Cohesion, Operational Readiness, and Training (COHORT) units, and those attending military sponsored educational programs must have a negative HIV test no older than 6 months from their report date to the new unit. AC Soldiers scheduled for deployment or exercises that will

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not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. Soldiers confirmed to be HIV antibody positive will not deploy. In accordance with AR 600-110, RC soldiers ordered to active duty for a period of more than 30 days must be tested if test is older than six months. HIV positive soldiers are non-deployable. SRP personnel must be sensitive to the privacy requirements about information on HIV positive soldiers. This is a USR item. Mandatory HIV testing of civilian employees is prohibited, unless specified in the DOD Foreign Service Clearance Guide and/or a Status of Forces Agreement (SOFA). In those isolated situations when HIV screening is mandatory and the test is positive, a civilian employee can be deployed as long as the host country is notified and the employee is able to perform assigned duties.

(2) Section II, Item q. Theater specific Immunizations. Immunizations required for the deployment area are checked and administered if incomplete. Deploying civilian employees are required to take immunizations required for the theater of operations.

(3) Section II, Item r. Preventative Medicine Brief. Soldiers will be briefed on the medical threat for the area of deployment. At a minimum, the briefing will cover disease and environmental threats and appropriate individual and unit-level countermeasures, to include any necessary immunizations and chemoprophylaxis. Completion of the brief will be annotated on the SRP checklist. This item also applies to civilian employees.

(4) Section II, Item s. Pregnancy Test. Female soldiers will be administered a pregnancy test (blood draw) prior to deployment. This item may also apply to civilian employees. Females will be tested for pregnancy prior to receiving immunizations, unless it is noted that she has a hysterectomy.

7. Dental Requirements. (Section III Items a-c)

a. Dental Readiness Requirements.

(1) Section III Item a. Soldiers must have a complete dental record on file, with panoramic x-ray or they are not deployable. This item should be reviewed during any mobilization exercise such as CALL FORWARD and corrected if necessary. This is a USR item. A dental record will be initiated for each soldier without one. The dental records of RC soldiers without a panoramic x-ray will be "tagged" for ease in identification of those requiring corrective action during mobilization exercises or actual mobilization.

b. Dental Deployment Requirements.

(1) Section III Item b. Dental 3 or 4 Class. Soldiers in dental class 3 or 4 receiving treatment for trauma, oral infection, etc. are not deployable until treatment is completed. This is a USR item.

(2) Section III Item c. Panoramic X-ray. A panoramic x-ray must be on file or the soldier is not deployable. Civilian employees also require a panoramic x-ray; only one copy will be made and it will be kept in the copy of the deployment packet maintained by the home station CPO/employer.

8. Legal Affairs Requirements. (Section III, Items a-f)

a. Legal Affairs Readiness Requirements.

(1). Section IV, Item a. Geneva convention. Each soldier must have received sometime during their current term of service or career a Geneva Convention briefing prior to deployment. This information is currently available for all RC personnel and AC enlisted personnel in item 19 (Specialized Training), DA

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form 2-1 (PQR, Par II0. Information should be gathered by and provided to the commander during in-processing. This item also applies to civilian employees.

(2). Section IV, Item b. Civil felony charges. Soldiers pending civil felony charges may not be deployable; servicing Staff Judge Advocate (SJA) should be consulted. This is a USR item. This item also applies to civilian employees. This item may be waived by commanders delegated waiver authority (ref. Para 4b (2))

(3). Section IV, Item c, d). Power of Attorney and a Will. Soldiers will be encouraged to take care of all their legal needs at the Home Station. This includes the need for a will (wills if married), power(s) of attorney and other legal issues. Home Station processing is the best way to ensure that the legal needs of the soldier and family are addressed. Soldiers will be afforded the opportunity to obtain legal advice regarding whether they need a will or power(s) of attorney. Commanders should not require soldiers to obtain either document; each situation is unique. Civilian employees are also normally provided legal assistance in preparation of wills or power(s) of attorney. Certification will be made by a judge advocate or other qualified personnel who are supervised by a judge advocate (paralegal or legal NCO/Specialist (71d)).

(4). Section IV, Item e. Insurance/Civil matters. Commanders will encourage soldiers to resolve all of their pending legal issues and to be proactive in identifying potential legal problems that may arise during deployment, at their Home Station. Those issues can include family problems (domestics and child care), contract, debt/finance issues, taxes, insurance (home, car, liability), or a combination of several areas. Commanders are encouraged to consult their servicing legal organization for information and assistance regarding preventative law planning. Civilian employees are provided legal assistance in matters related to deployment as determined by the on-site supervising attorney. Determinations of go/no go will be made by a judge advocate or other qualified personnel who are supervised by a judge advocate (paralegal or legal NCO/Specialist (71D))

b. Legal Affairs Deployment Requirements.

(5). Section IV, Item f. Local Laws. Soldiers will receive a briefing on applicable local laws (to include customs and Courtesies) about the deployment area. This item also applies to civilian employees.

9. Training Requirements (Section IV, Items a-f)

a. Training Readiness Requirements

(1) Section V, Item a. Weapons Qualified. Each soldier must be trained on their individual weapons and qualified within the last 12 months prior to deployment. This item should be reviewed against unit training records. If an individual is tasked for deployment and a weapon and training are unavailable at the individual's Home Station, this requirement will be completed at the deployment site. If tasked for deployment a civilian employees will be offered weapons familiarization training with a 9 mm only. Civilians are not required to accept weapon issue or training but are encouraged to do so. A 9mm weapon will only be issued to a civilian only if it is required by the theater commander.

(2) Section V, Item b. APFT. Soldiers complete an Army Physical Fitness Test (APFT) every six months. This item will be verified against training records. An APFT is not a deployment requirement.

(3) Section V, Item c. Local CTT. Soldiers (SFC and below) must have completed their locally required elements of Common Task Training and Testing. Soldiers will be provided certain CTT training as directed by the CINC and as necessary prior to deployment.

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(4) Section V, Item d. **Weapon(s) issued.** Soldiers issued a weapon will zero an M16A2 and familiarize with other type weapons that may be issued.

(5) Section V, item e. **Safety Briefing(s).** Inherent at any installation, armory, or reserve center are the requirements for safety. They range from wearing seat belts to use of the local areas.

(6) Section V, Item f. **Military Drivers License.** If applicable note that the soldier has a drivers license and for what type vehicles. This becomes important when determining readiness capabilities for the unit.

(7) Section V, Item g. **Family Brief.** Family members will receive a briefing on the deployment mission and area when their spouse is tasked for deployment.

b. Training Deployment Requirements.

(1) Section V, Item h. **Terrorist Brief.** Soldiers will receive a terrorist briefing prior to deployment. completion of the briefing will be annotated on the Soldier and Civilian Readiness and Deployment Checklist. This item also applies to civilian employees.

(2) Section V, Item i. **Weapon issue for the Theater.** Soldiers will deploy with individual assigned weapons. Serial number will be entered on the Soldier and Civilian Readiness and Deployment Checklist. Soldiers arriving at a CRC or Deployment Station without a weapon will be issued a weapon and, as a minimum, be required to zero the weapon. Civilian employees may be issued sidearms, and given familiarization training.

10. Security Requirements. (Section VI)

a. Security Readiness Requirements. Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if applicable. A soldier who does not possess the appropriate security clearance for his/her duty position is non-deployable in that position until a clearance is obtained. The soldier may deploy in another position or specialty or with another unit for which they have the appropriate clearance. This item should be checked against the Unit Manning Report (UMR) and actual duties normally required for the position. This item also applies to civilian employees.

b. Security Deployment Requirements. as above.

b. Security Deployment Requirements. All personnel are required to receive a deployment briefing prior to deployment.

11. Finance Requirements. (Section VII, Items a-e).

a. Finance Readiness and Deployment Requirements.

(1) Section VII, Item a. **Military Personnel** must be enrolled in Surepay. This is accomplished at Home Station for AC/RC soldiers so they can easily open an account with their local bank. To assure uninterrupted payment of wages, all predesignated Emergency Essential (EE) civilian employees must take advantage of electronic funds transfer (EFT). Individuals detailed to perform EE duties must open a DD/EFT before deployment. Individuals who have not enrolled in Surepay will do so at the deployment station prior to deployment. Civilians will sign up for ADVANCE PAY, which is analogous to Surepay.

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(2) Section VII, Item b. Military Personnel will be provided the opportunity to initiate or change allotments. Reserve Component soldiers will remain on the RC pay system, which currently has no allotment capability. RC AGR members (both Title 10 and Title 32) will remain on DJMS-AC. Military Personnel will be counseled to go to their bank and establish electronic funds transfer to those agencies which require they establish "allotments". Military Personnel will settle or arrange for settlement of their debts prior to PCS/TCS. This will be done at Home Station. Applies to civilians.

(3) Section VII, Item c. Entitlements (e.g. Foreign Duty pay, Hostile Fire Pay, BAS, etc.) will be verified (as possible) prior to deployment. Payment of entitlements will be accomplished upon validation in accordance with governing regulations and directives. Civilian employee entitlements (e.g. Foreign Post Differential (FPD), Danger pay) will also be verified prior to deployment.

(4) Section VII, Item d. All travel claim(s) may be partially settled prior to deployment. Final settlement will be accomplished at end of TDY/tour and return to point of origination. This item also applies to civilian employees.

(5) Section VII, Item e. Military Personnel and civilian employees must complete financial readiness processing at home Station (e.g. BAH, initiate/change federal and state exemptions for withholding purposes, State of Legal Residence, etc.) AC and RC military member's current MMPA (Master Military Pay Account) will be used to verify pay actions/entitlements. The military member's MMPA will be provided to the mobilizing unit by the military member's supporting home station finance office during the alert Phase to be placed in the military member's Deployment Packet. During the home station mobilization station phases, the military member and the reviewer will indicate if the MMPA is correct or the changes are to be made and by whom. Verify by adding the date and their signatures. Copies of documents to support changes to the MMPA will be attached to the MMPA and placed in the deployment packet.

b. Finance Deployment Requirements. Finance deployment requirements are the same as above.

12. Logistics Requirements. (Section VIII, Items a-e).

a. Logistics Inprocessing/Readiness Requirements

(1) Section VIII, Item a. CIIP. This is to certify that the soldier has received his/her basic issue of clothing.

(2) Section VIII, Item b. CIF. Determine field equipment requirements based on unit of assignment and issue soldier field equipment in accordance with CTA 50-900 and unit standard operating procedures (SOP's). This item also applies to civilian employees when applicable. Soldiers will bring their personal clothing record to the central issue facility (CIF).

(3) Section VIII, Item c. CDE. Soldiers will be issued chemical defense equipment (CDE) as required by unit assignment.

b. Logistics Deployment Requirements.

(1) Section VIII, Item d. CIIP. Soldiers will deploy with CIIP for the deployment area. Missing or unserviceable CIIP will be issued or replaced. If appropriate, soldier(s) will be charged for missing or unserviceable equipment. Issue to civilian employees will be in accordance with current regulations.

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(2) Section VIII, Item e. CIF/CDE. Soldiers will deploy with CIF/CDE equipment for the deployment area. Missing or unserviceable CIF/CDE equipment will be issued or replaced. If appropriate, soldier(s) will be charged for missing or unserviceable equipment. Required CIF/CDE equipment will be issued to civilian employees, in accordance with current regulations.

13. Installation Requirements. (Section IX, Items a-f).

a. Installation Readiness Requirements. During in-processing, soldiers will receive installation readiness requirements as required by unit of assignment (i.e., check-in at housing, provost marshal, education office, etc.).

b. Installation Deployment Requirements.

(1) Section IX, Item a. Chaplain Services will be made available for deploying military personnel.

(2) Section IX, Item b. Deploying soldiers may be authorized storage of household goods (HHG) and /or personal property. Soldiers should be counseled on their entitlements and provided the opportunity to properly store/secure HHG and personal property.

(3) Section IX, Item c. Transportation arrangements for onward movement must be completed, whether travel will be as an individual or as part of a group. The Soldier and Civilian Inprocessing/Readiness and Deployment Checklist will be annotated upon completion of transportation arrangements. This item also applies to civilian employees.

(4) Section IX, Item d. Soldiers with privately owned vehicles (POV) will be provided a secure storage area. DD Form 2506 will be used. This item also applies to civilian employees. Deployment/mobilization orders will state that POVs are not authorized, however there will be those situations where a POV is driven to the DS.

(5) Section IX, Item e. Soldiers must complete proper disposition of privately owned weapons. Such weapons are not authorized to be taken to the deployment area. This item also applies to civilian employees.

(6) Section IX, Item f. If applicable, soldiers should notify housing/landlord of absence. This item also applies to civilian employees.

(7) Section IX, Item g. Soldiers will be provided information on Family Support Group(s) (FSG) and Army Community Services (ACS) phone numbers, point (s) of contact and services available. Information on deploying soldiers' family members will be provided to applicable FSG. This item also applies to civilian employees.

14. Section X. Certification and Validation.

a. Section X. Readiness Requirements. Certified By. The certifying official will certify that all functional areas have completed their areas to the best of their ability prior to an individual departing the installation for PCS or TDY. The Certifying official will also certify a soldier or civilian is deployable when applicable. NOTE: There are situations where the installation or the individual does not have the capability to perform all Readiness functions for mobilization or deployment prior to departing their home station. Those areas will be addressed at the mobilization station or deployment site.

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b. **Section X. Deployment Requirements.** Validated By. The validation authority is the installation commander. The installation commander may delegate this authority. Waivers are approved or disapproved by the validation authority IAW AR 600-8-101. As the validation authority, sign Section X. validating the individual or unit member is deployable.