INSTRUCTIONS FOR COMPLETING DA FORM 7425, READINESS AND DEPLOYMENT CHECKLIST

1. Purpose.

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

b. To supplement guidance found in AR 600-8-101, Personnel Processing *(In-, Out-, and Mobilization Processing)* and AR 614-30, Overseas Service.

c. To standardize readiness and deployment processing requirements for Active component, Reserve component, and nonmilitary 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 600-8-101, Personnel Processing *(In-, Out-, and Mobilization Processing)*.

i. AR 600-8-104, Military Personnel Information Management/Records.

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

k. AR 608-1, Army Community Service.

l. AR 614-30, Overseas Service.

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

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

o. Army Mobilization and Operations Planning and Execution System *(AMOPES)*.

p. TRADOC Mobilization and Operations Planning and Execution System *(TMOPES)*.

q. FORSCOM Mobilization and Deployment Planning System *(FORMDEPS)*.

r. DOD Directive 1404.10

3. Concept.

a. The Readiness and Deployment Checklist *(RDC)* provides a standardized checklist for readiness and deployment requirements for all military components and nonmilitary personnel which facilitates and expedites deployment worldwide.

b. The standardized RDC promotes the ability to automate the RDC process.

c. Completion and certification of readiness requirements at home station reduce redundancy and conserve manpower and monetary resources.

d. Readiness requirements *(Part A)* encompass all those activities that are required on a routine basis that are also required to be updated upon alert for deployment and activation of Reserve assets. Part A is reviewed and updated as appropriate during routine review per local standard operating procedures *(SOP)*.

e. Deployment requirements *(Part B)* encompass a "check" to ensure completion of readiness requirements and "deployment processing" of theater specific requirements necessary for a specified mission, CONUS *(e.g., disaster areas)*, or OCONUS.

f. Personnel that remain in CONUS to support an OCONUS mission are not required to complete deployment processing.

g. Readiness and deployment requirements are categorized into ten functional areas: personnel, finance, legal, medical, dental, training, supply, security, additional requirements, and final review.

4. General.

a. The underlying principles of readiness and deployment processing are as follows:

(1) To ensure all administrative actions required to relocate military and nonmilitary members are accomplished in a timely manner.

(2) To ensure military and specified nonmilitary members maintain a readiness posture for deployment to meet specified mission requirements.

(3) To capture the readiness posture of the Reserve force as it enters active duty.

(4) To distinguish between readiness requirements that are required to be maintained throughout a soldiers career and deployment requirements that occur in response to a specified mission.

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

b. The readiness processing requirements have been agreed by the HQDA level policy proponents and are applicable to both Active, Reserve components, and specified non-military personnel.

c. 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 reception activity. Military readiness is certified during in-processing and annually thereafter, and within 30 days before any actual deployment. Army civilians, contractors, Red Cross and any other nonmilitary non-unit related personnel's *(NRP)* eligibility is verified before deployment.

d. Readiness requirements listed on each page are required for the annual readiness check when required.

e. Deployment requirements are required only in the event of actual mobilization/deployment or as directed for exercise purposes.

f. On alert, readiness requirements are reviewed, updated, and certified at home station to the greatest extent possible within resource constraints.

g. Deployment requirements are conducted by the deployment site. The deployment site should ensure all readiness line items are completed, reviewed, and certified, and all deployment *(theater specific)* line items are completed and verified before actual deployment.

h. 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)*.

i. Activated Reserve components *(RC)* unit members will certify the readiness requirements at their home station and complete deployment requirements at their mobilization station to the greatest extent possible, within resource constraints. The situation may exist when not all readiness requirements can be done at the home station. Therefore, the gaining installation *(mobilization station)* will check and complete any readiness requirements as well as complete all theater specific deployment requirements.

j. Civilians and other nonmilitary members scheduled for deployment will initiate the readiness portion of the RDC at their losing command *(if applicable)*. Nonmilitary members will complete the deployment portion of the RDC at the deployment site. If the individual travels directly from home of record without initiating the RDC, then the gaining mobilization site will initiate and complete the RDC.

k. The validating authority must sign the RDC to validate a military or nonmilitary member is deployable. Per AR 600-8-101, the validating authority is the installation commander or his or her designee.

l. The installation commander may approve a nondeployable individual in coordination with SJA, Medical, for deployment based on a certifying official's recommendation, criticality, and mission needs.

m. The RDC is filed in the Deployment Packet *(DP)*. A copy remains at the losing installation.

n. Many of the RDC items reflect reportable unit status report *(USR)* conditions for determining the deployability status of personnel. Normally, USR requirements are updated at least quarterly for RC units and monthly for AC units.

o. Certified and completed readiness requirements will be recognized by the gaining installation to avoid duplication of effort and to expedite deployment processing.

p. Guidance herein and in AR 614-30 are in agreement. A change to deployment criteria/requirements will constitute a change to this form. In the event of a conflict between AR 614-30, and other publications, guidance in AR 614-30 takes precedence.

COVER PAGE.

Items 1 through 5 are self explanatory.

Item 6 - Designate whether an individual mobilization augmentee *(IMA)*, Individual Ready Reservist *(IRR)*, Army National Guard unit member *(ARNG)*, USAR troop program unit member *(TPU)*, or Active Guard Reserve Member *(AGR)*. If a member of the Army National Guard AGR Program, also designate Title 10 National Guard Member *(NG1)* or Title 32 National Guard Member *(NG3)*. Designate if a Joint Reserve Unit *(JRU)*, Multi-Component Unit *(MCU)*, or Retiree *(RET)*.

Items 7 through 12 are self explanatory.

Item 13 - Enter military rank or Civil Service pay plan *(i.e. GS, GM, etc.)*. For all other nonmilitary personnel enter "N/A".

Item 14 - Enter military or Civil Service grade. For all other nonmilitary personnel enter "N/A".

Items 15 through 16 are self explanatory.

Item 17 - Enter body weight. Required for flight manifest.

Item 18 - Blood type. Annotate the blood type. This information is used by the medical community and will be placed on the individual's dog tags. Required for deploying nonmilitary personnel as well.

Item 19 - Religious Preference. Annotate religious preference. If none, so state. This information will be placed on the individual's dog tags. Required for deploying non-military personnel as well.

Item 20 - Citizenship Country. Annotate the country where current citizenship resides.

Item 21a. - Military enter MOS or Branch. Nonmilitary enter numerical occupation series, e.g., 1102; 205; 2005.

Item 21b. - Military enter job currently performing. Nonmilitary enter official position title.

Item 21c. - Enter specialties such as civil engineer, helicopter pilot, fixed wing pilot, any specific medical certifications.

Item 21d. - Enter any additional MOS, skills, or qualifications that would assist in filling requirements, e.g., airborne; air assault; communications specialist; electrician; computer specialist; instructor; etc.

Item 22 - Language Specialty. Qualifications of deploying linguists will be verified and the language annotated on the RDC.

Item 23 is self explanatory.

Item 24 - Task Force or mission title. State the name of the specific operation.

Item 25 - Mission Code. Place one of the six DOD mission codes here.

Item 26 - Deployment Country or State. Annotate the country where mission is performed or the State within the United States.

Item 27 - Scheduled Deployment Date. For planning purposes, annotate the anticipated deployment date to the area of operations *(AO)*.

Item 28a - Gaining unit. State the unit where individual will be attached while in the AO.

Item 28b - Gaining Unit Identificaiton Code *(UIC)*. State the unit UIC of the attached unit in the AO.

Item 28c - Arrival Date at Mobilization Station *(MOB STA)*. Enter date arrived at a MOB STA to conduct a readiness check and/or activation *(if applicable)* for Reserve component members.

Item 28d - Depart Date From MOB STA or deployment station. RC only: Date departed for onward movement.

SECTION I, Part A, Personnel Readiness Requirements.

1. DD Form 93 (Record of Emergency Data) will be reviewed/revised as applicable. This item will also be checked as part of Soldier Readiness Processing (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 nonmilitary per AR 600-8-1,
Chapter 11, 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 DP when applicable. Upon arrival at the deployment site, ensure DD Form 93 is current, initial and date that it has been checked and is current.

2. SGLI, SGLV, FEGLI. Insurance. Servicemen's Group Life Insurance *(SGLI)* enrollment will be reviewed/revised and initialed as applicable. This item will also be checked as part of SRP for RC soldiers participating in exercises such as CALL FORWARD and for soldiers deploying for ODT. SGLI election, using VA Form SGLV-8286 (Servicemembers' Group Life Insurance Election and Certificate), must be reviewed during any records audit and updated whenever there is a change. Civilian employees are eligible for Federal Employees Group Life Insurance (FEGLI) program. Coverage and beneficiary designation should be reviewed and updated again prior to deployment. Initial and date copy. The copy is placed in the DP, when applicable.

3. Records Review. Enlisted record brief *(ERB)* or officer record brief *(ORB)*, or DA Form 2A (Personnel Qualification Record - Part I) and DA Form 2-1 (Personnel Qualification Record - Part II) for certain RC members. Individual military personnel records will be reviewed and for civilians key items verified and updated. Key items are expiration term of service *(ETS)* / expiration of service agreement *(ESA) (ETS/ESA)* SSN, name, rank, MOS/Specialty, linguist qualifications, citizenship, bonus data, special/incentive pay data, promotion status, and dependent data. The check may serve as the annual records review required by AR 600-8-104 if all items are verified/updated. This item may be waived by commanders delegated waiver authority. Appropriate copies will be placed in the DP, when applicable.

4. Civilian Only. Emergency Essential Mobility Agreement *(EEMA)*. Verify specified civilian personnel possess an Emergency Essential Mobility Agreement. A copy of the EEMA, DD Form 2365 (DOD Civilian Employee Overseas Emergency-Essential Position Agreement), will be included in the DP when applicable. If a civilian employee declines to sign an EEMA, he/she may be directed to deploy on involuntary temporary duty where the employee's skills are needed.

5a. Family Care Plan *(FCP)*. This is a USR item. Family Care Plans, DA Form 5305-R *(Family Care Plan)*, will be maintained in a separate unit file to facilitate required reviews and for the purpose of readiness checks. If a properly completed FCP is on file and the 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 individual involved. Copies of recertified FCPs will be provided to 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. As a condition of employment, civilian employees, who are single parents or members of families where both parents are pre-identified Emergency-Essential *(E-E)* civilians, are required to prepare an FCP equivalent to that required of soldiers.

5b. There may be some individuals, military and civilian, who arrive at a deployment site without an FCP. All efforts should be made by the gaining command and/or Army Community Service *(ACS)* to assist the individual in completing an FCP in order to be deployable. In accordance with AR 600-20, an unapproved FCP renders the individual nondeployable until corrected. If an FCP is needed, first place the individual in a holdover status while attempting to complete. If a viable FCP is not possible, then place the individual in a nondeployable status. Soldiers will be queried for existence of Exceptional Family Member's *(EFMs)* (with special medical or educational needs) and referred to the medical activity for screening and enrollment if appropriate. An FCP 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. If scheduled for deployment, ensure the individual has a viable FCP that encompasses the safety and welfare of the EFM.

6. Identification Card *(ID)* Card. Each soldier will carry a current ID card (DD Form 2A) at all times. This item will be physically checked during any readiness check. 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 OCONUS for any period of time. Civilians are issued a DD Form 2764, *(United States DoD/Uniformed Services Civilian Geneva Convention Identification Card)*.

7. 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. All deploying civilians will also be issued identification tags and metal necklace. Predetermined E-E civilians will be issued dog tags when in-processing and will be maintained in a readiness posture.

8. Geneva Convention Identity Card. The Geneva Convention Card identifies those military and nonmilitary personnel that are noncombatants. Medical or religious personnel who serve in or accompany the Armed Forces are issued a DD Form 1934, *(Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve or Accompany the Armed Forces)*. The Geneva Convention is now on the back of the civilian ID card, DD Form 2764.

9. Medical Warning Tags. Military members are required to wear medical warning tags, when required, to alert personnel to a particular life threatening condition. Two medical tags are provided to the soldier to be worn. This item also applies to civilian employees if tasked for deployment. The medical activity authorizes the issue of medical warning tags, the personnel activity cuts the tags.

10. ETS/ESA. This is a USR item. Soldiers with an ETS/ESA date pending within deployment period plus 30 days for outprocessing of ETS or ESA are nondeployable unless Stop Loss is in effect. Soldiers with more than 7 but less than 61 days to ETS/ESA 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. Civilians within 45 days of end of employment or rotation are nondeployable.

11. Administrative Actions Pending. Individuals who are currently undergoing an investigation or their records are flagged are not eligible for schools or permanent change of station *(PCS)*. Individuals who are undergoing an investigation or records are flagged are nondeployable. The exception is military personnel who are in the weight control program are eligible for deployment. Individuals who are currently undergoing discharge or separation are not deployable. The unit commander may restrict movement of soldiers who are pending discharge, separation, compassionate reassignment, and so forth and those under the human reliability program. For clarification or guidance, see AR 614-30, Overseas Service, Table 3-2, Eligibility for Overseas Deployment.

12. Permanent Physical Profile 3 or 4/MMRB. This is a USR item. Soldiers who have a permanent physical profile of 3 or 4 need to be evaluated by an MOS Medical Retention Board *(MMRB)* to determine deployment status. The HQDA DCSPER may approve the commander or authorized designee (such as the Surgeon General's office) to waive the MMRB/MDRB. 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 nondeployable unless cleared by an MMRB/MDRB. 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 will specify whether soldiers with permanent profiles will be ordered to active duty or reassigned.

13. Single Parent or Military Couple in Adoption Process. This is a USR item. A military member who is a single parent or one member of a military couple adopting a child is nondeployable during child adoption process and for 4 months from the date a child is placed in the home as part of the adoption process. This restriction may be waived by the individual military member. Applies to civilian employees.

14. Mother of Newborn. This is a USR item. A military member who is a mother of a newborn is nondeployable until 4 months after birth of the child. This restriction may be waived by the individual military member. Applies to civilian employees. Contractors will need to check the terms of their contractual agreement.

15. Conscientious Objector Status. This is a USR item. Military personnel who have submitted an application and received an approval as a conscientious objector (Class 1-A-0) will not be assigned to an area where duties would normally involve handling of weapons. Military personnel who have submitted an application for Class 1-0 Conscientious Objector Status pending action in accordance with AR 600-43, are deployable, unless excused by the General Court Martial Convening Authority (GCMCA) and the request has been forwarded to the Department of the Army Conscientious Objector Review Board *(DACORB)*. An RC member may be deployed pending approval of Conscientious Objector application.

16. Postal Change of Address Card. Personnel should update their address during a records review. A card should be completed upon PCS, ETS, and deployment.

17. BT/AIT. This is a USR item. Military personnel who have not completed basic training or advanced military training such as OBC, WOBC or their equivalent will not deploy OCONUS.

18. RC Only. Upon alert, ensure copies of all previous DD Form 214s *(Certificate of Release or Discharge from Active Duty)* or DD Form 220s *(Active Duty Report)* are placed in the Deployment Packet *(DP)*. A new DD Form 214 is started upon arrival at the mobilization station. Upon redeployment, a new and accurate DD Form 214 is completed.

19. RC Only. Mobilization Orders. Ensure a copy of mobilization orders are placed in Reserve member's DP. The date on the orders is the member's start date for pay and possibly other entitlements.

20. Civilian Only. Civilian personnel need to ensure they bring a copy of their automated employee Master Data Record to the deployment site. A copy is placed in the DP.

21. Passport/Visa. May be checked only upon alert or notification to deploy. The Identification Card usually serves as the soldier's "passport" during deployment. Mobilization/deployment guidance will specify if a passport/visa is required for the deployment area. Only if required for the deployment area will soldiers be processed for passports/visas. This item is checked for actual deployment for CONOPS, OOTW or ODT. Nonmilitary employees will be required to carry a passport at all times when deploying regardless of the length of tour. Visas will be obtained from the embassies of the country of deployment/travel prior to deployment, if required.

22. Sole Surviving Member. Military personnel who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy. This restriction may be waived by the individual soldier and approved by the validation authority.

23. Turkish or German Citizen. Soldiers who are German aliens will not be sent to the Federal Republic of Germany if AO is in Germany. U.S. Turkish citizens will not be sent to Turkey if AO is Turkey. This item also applies to non-military employees. These personnel could be drafted into the respective country regardless of U.S. employment.

24. Former Peace Corps Member. This item is checked only upon alert to deploy. 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 nondeployable 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 nonmilitary employees.

25. Former Hostage/POW in Deployment Area. This item may be checked only upon alert to deploy. 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. Contractors will need to check with their contractor.

OPTIONAL ITEMS. It may be beneficial to check the following documents upon alert. Although they are not required for readiness or deployment and are not on the Readiness and Deployment Checklist *(RDC)*, they could prove beneficial when managing unit personnel prior to departure to a specified mission.

1. DA Form 3355 *(Promotion Point Worksheet)* or DA Form 3355-1-R *(U.S. Army Reserve Promotion Point Worksheet)*. This is an annual readiness check. If scheduled for deployment, ensure the worksheet is updated for possible promotion boards during the individuals absence. This item is not required for deployment.

2. Evaluation Reports. Ensure evaluation reports are updated or completed prior to deployment.

SECTION I, Part B, Installation Personnel Deployment Requirements.

1. Passport/Visa. Ensure individuals that require a passport/visa have them in their possession prior to deployment. If applicable any soldier or civilian requiring a passport and or visa, must have one in their possession before departing the deployment site.

2. Deployment Orders. Ensure deployment orders are published and placed in the DP. Individuals will have a temporary change of station or TDY order and unit members will have unit movement orders.

3. CHAPLAIN: Ensure the Chaplain is available to receive military and nonmilitary personnel and assist them with any concerns/issues they may have.

4. Army Community Service *(ACS)*. The ACS acts as a liaison between the installation and the family members, either directly or through the Family Support Group *(FSG)*. Ensure family members of deploying personnel know how to contact the ACS or FSG. These organizations act as support groups for family members while the military or nonmilitary member is deployed.

SECTION II, Part A, Finance Readiness.

1. Surepay. All military and non-military are encouraged to enroll in a Direct Deposit program at their home station. Military personnel must be enrolled in Surepay. To assure uninterrupted payment of wages, all predesignated Emergency-Essential *(E-E)* civilian employees must take advantage of electronic funds transfer *(EFT)*. Individuals detailed to perform E-E duties must open a Direct Deposit/EFT before deployment. Individuals who have not enrolled in Surepay will do so at the deployment station prior to deployment.

2. Pay Records Review. Military and nonmilitary members should review their pay records as required, to ensure all information is correct. Review and update upon alert. The member should be informed of lending institutions offering a reduced interest rate while deployed.

3. Allotment. Military and non-military personnel should review their allotments. Upon alert, personnel will be provided the opportunity to initiate or change allotments. This is easier done from the individual's banking institution than from the military pay account. Currently, Reserve component *(RC)* soldiers will remain on the RC pay system, which currently has no allotment capability. Active Guard Reserve *(AGR)* members (both Title 10 and Title 32) will remain on DJMS-AC. Military personnel will settle or arrange for settlement of their debts prior to onward movement or deployment.

SECTION II, Part B, Installation Finance Deployment Requirements.

1. Entitlements Verified. Ensure appropriate entitlements are provided during peacetime *(e.g. Foreign Duty Pay, Hostile Fire Pay, BAS, etc.)*. Payment of entitlements will be accomplished upon validation in accordance with governing regulations and directives. Prior to deployment update entitlements. Nonmilitary employee entitlements *(e.g. Foreign Post Differential (FPD), Danger Pay)* will also be verified prior to deployment.

2. 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 nonmilitary personnel.

SECTION III, Part A, Legal Readiness Requirements.

1. Will. All personnel 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). Certification will be made by a judge advocate or other qualified personnel who are supervised by a judge advocate (paralegal or legal NCO/Specialist). Military and nonmilitary personnel will be provided the opportunity to review their wills or create one prior to deployment.

2. Power of Attorney. 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. Military personnel will be afforded the opportunity to obtain legal advice regarding whether they need a will or power(s) of attorney.

3. Civil Actions. This is a USR item. Military and nonmilitary pending civil felony charges may not be deployable. Servicing Staff Judge Advocate (SJA) should be consulted. Civil actions may include plaintiff, defendant or subpoenaed as witness. This item also applies to nonmilitary personnel. This item may be waived by commanders delegated waiver authority. Ensure personnel are not pending any civil actions upon alert.

4. Domestic Violence. This is a USR item. Any military or nonmilitary pending a known investigation for domestic violence or who have a domestic violence conviction is not deployable.

5. Briefings. Military and nonmilitary individuals must receive, sometime during their current term of service or career, a Geneva Convention briefing. Other briefings include Uniformed Code of Military Justice *(UCMJ)* and Land Laws and Land Warfare, as required. Soldiers and Sailors Relief Act and Employee Support of the Guard and Reserve *(ESGR)* should be conducted annually during annual training *(AT)* or Call Forward exercises. Nonmilitary personnel must also receive these briefings prior to deployment. Commanders will inform and encourage personnel to resolve all their pending legal issues and to be proactive in identifying potential legal problems that may arise during deployment while still 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.)

SECTION III, Part B, Installation Legal Deployment Requirements

1. Local Laws. Military and nonmilitary personnel will receive a briefing on applicable local laws (to include customs and courtesies) about the deployment area.

SECTION IV, Part A, Supply and Logistics Readiness Requirements.

1. Personal Military Clothing. Ensure military and nonmilitary members have in their possession their basic issue or like quantities of clothing. On alert, a shakedown is recommended at home station.

2. Organizational Clothing and Equipment. 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 nonmilitary personnel when required. On alert, a shakedown is recommended and shortfalls identified.

3. Personal Property. On alert, ensure military and nonmilitary personnel have been given the opportunity to secure their personal property and vehicle. In addition, ensure military and nonmilitary personnel have been given the opportunity to notify family or landlord of an extended absence, if required.

SECTION IV, Part B, Installation Supply and Logistics Deployment Requirements.

1. Theater Clothing. Military and nonmilitary are issued and will deploy with theater specific clothing designated for the deployment area, for example flak jacket. Missing or unserviceable clothing will be issued or replaced. If appropriate, personnel will be charged for missing or unserviceable equipment. Issue to nonmilitary personnel will be in accordance with current regulations.

2. Theater Equipment. Military and nonmilitary personnel are issued and will deploy with theater specific equipment required for the deployment area, as required. Missing or unserviceable equipment will be issued or replaced. If appropriate, personnel will be charged for missing or unserviceable equipment. Theater equipment may include chemical defense equipment *(CDE)*. Military and nonmilitary personnel are issued and will deploy with CDE if required for the deployment area. Missing or unserviceable CDE equipment will be issued or replaced. If appropriate, personnel will be charged for missing or unserviceable equipment.

SECTION V, Part A, Medical Readiness Requirements.

1. Medical Records Review. Ensure Medical records are reviewed and updated. Ensure the individual is interviewed by medical personnel (physician, physician assistant *(PA)* or nurse practitioner) or medical record is reviewed by medical personnel. The medical record will be used to update DA Form 8007-R *(Individual Medical History)* on alert.

2. Immunizations. Check to ensure military and nonmilitary have current/up to date routine immunizations and are annotated on SF Form 601 *(Health Record-Immunization Record)*. This item applies to the standard battery of immunizations required for all military and is currently limited for RC soldiers. These may be difficult for reserve members to update at home station on alert. Therefore, the gaining installation will need to check that current immunizations are up to date.

SECTION V, Part A, (cont.)

3. Shot Record. Ensure military and nonmilitary member has an updated International Certificate of Vaccination, PHS 731. This shot record is carried by the individual and is not part of the Deployment Packet (DP).

4. HIV Screen. HIV tests are updated biennially for AD and every 5 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 alerted for deployment, annotate on DA Form 8007-R *(Individual Medical History)* that HIV is cleared. 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. Additionally, they will be given theater specific immunizations which may have a negative impact if they are HIV positive.

5. DNA Specimen. A DNA specimen is required for all military personnel. Ensure that Defense Enrollment Eligibility Reporting System (DEERS) is updated with correct information. This item is checked upon alert to ensure military and nonmilitary have a DNA specimen on file. This requirement is optional for nonmilitary personnel. If an individual is unable to acquire a DNA specimen at their Home Station, such as an RC member or nonmilitary employee, the individual will get one taken prior to departure to an AO. Confirmation that a DNA specimen is on file will be annotated on DA Form 8007-R. This item is required for deployment.

6. Medical Warning Tag. Medical personnel will provide authorization for a Medical Warning Tag, on DA Form 3365 *(Authorization for Medical Warning Tag)*, if required to personnel. On alert, ensure the individual has a medical warning tag, if required.

7. Eyeglasses. Ensure military and nonmilitary members have two pair of glasses in their possession. Two pair of glasses are required for deployment. (can waive one pair) Nonmilitary wearing contacts must have at least one pair of glasses as a back up, although two are recommended. Civilian prescriptions will be recognized for the issue of eyeglasses.

8. Protective Mask Inserts. If required, ensure military and designated nonmilitary personnel have one pair of protective mask inserts. These are required for deployment.

9. Pregnant. This is a USR item. This is covered during the individual's birth month audit or upon alert. If pregnant, the medical activity needs to provide a profile, as appropriate. Military and nonmilitary females who are known to be pregnant are nondeployable.

10. Assigned to Quarters/MTF. This is a USR item. Military and non-military personnel who are assigned to quarters, on convalescent leave, or patients in a military Medical Treatment Facility *(MTF)* or a civilian hospital are non-deployable.

11. Physical current. Ensure the military and nonmilitary member has a current physical. The physical should annotate the PULHES. If a 3 is annotated, then an MMRB is required prior to deployment.

12. Hearing Aid. If alerted for deployment, military and nonmilitary personnel requiring a hearing aid will bring at least a 90 day supply of batteries.

13. Physical profile. The medical activity checks the individuals current profile and updates as applicable. If scheduled for deployment, review the profiles to determine deployability.

14. LOD Investigation *(LODI)*. A line of duty *(LOD)* is determined on every reported medical incident. If, on alert, the individual is undergoing a LODI, the individual is nondeployable until the LODI is completed.

15. Medical Summary Sheet *(DA Form 8007-R)*. On alert, update DA Form 8007-R *(Individual Medical History)* with pertinent information for military and nonmilitary personnel. For RC members, use DA Form 8007-R. Otherwise the form will be initiated at the deployment site. Use DA Form 8007-R is updated on alert.

SECTION V, Part B, Installation Medical Deployment Requirements.

1. Medical Predeployment Surveillance Questionnaire. Self explanatory.

2. HIV Cleared. This is a USR item. Per AR 600-110, with change 1, military members scheduled for permanent change of station *(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 not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. In accordance with AR 600-110, RC soldiers ordered to active duty for a period of more than 30 days must be tested if their current HIV sample is older than 6 months. Medical personnel conducting the readiness check must be sensitive to the privacy requirements surrounding HIV positive soldiers. 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. HIV positive soldiers are nondeployable.

3. Theater Specific Immunizations. Theater specific Immunizations required for the deployment area are administered to military and nonmilitary members and annotated on DA Form 8007-R and appropriate immunization records.

SECTION V, Part B, (cont.)

4. Preventative Medicine Brief. Military and nonmilitary personnel 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 chemoprcpylaxis.

5. Prescriptions. Military and nonmilitary should deploy with a 90 day supply of prescription medications. Certain medications are probably not available in the AO, especially in an immature theater of operations.

6. Pregnancy Test. Military and nonmilitary females will be administered a pregnancy test (blood draw) prior to deployment. Females will be tested for pregnancy and results received prior to receiving any immunizations. The only exception to a pregnancy test is if the female has had a full hysterectomy. A pregnancy test is required even if the female has a partial hysterectomy.

7. The Medical Summary Sheet (DA Form 8007-R) is initiated/completed at home station for military and nonmilitary personnel. Otherwise, the form is updated/initiated at the deployment site.

SECTION VI, Part A, Dental Readiness Requirements.

1. Dental Record. Individuals must have a dental record on file.

2. Panographic x ray. This is a USR item. Military and nonmilitary will have panographic x ray on file. This item should be reviewed during any mobilization exercise such as CALL FORWARD and corrected if necessary. A dental record will be initiated for any individual without one.
During mobilization exercises or actual mobilization, military and nonmilitary personnel without a panographic x ray will get one at the mobilization station. A panographic x ray is currently required for deployment.

3. Dental classification. This is a USR item. Annotate dental classification and date of last exam. Update DA Form 8007-R on alert. For nonmilitary one copy will be made and kept in the Deployment Packet maintained by the home station Civilian Personnel Officer *(CPO)*/employer.

SECTION VI, Part B, Installation Dental Deployment Requirements.

a. Dental Classification. Determine dental classification 1, 2, 3, or 4. Soldiers in dental class 3 or 4 receiving treatment for trauma, oral infection, etc. are not deployable until treatment is completed.

SECTION VII, Part A, Training Readiness Requirements.

1. Weapons Qualified. Each soldier must be trained on their individual weapon(s) 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 weapon and training are unavailable at the individual's Home Station, this requirement will be completed at the deployment site. If tasked for deployment, nonmilitary personnel will be offered weapons familiarization training with a 9mm weapon only. Nonmilitary personnel 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 if required in writing by the theater commander.

2. Weapon(s) Issued. Soldiers issued a weapon will zero an M16A2 and familiarize with any other type of weapon(s) per their MOS. Military and nonmilitary must complete proper disposition of privately owned weapons. Privately owned weapons are not authorized to the deployment area.

3. Military Drivers License. If applicable, note the drivers license and for what type vehicle(s). This is important when determining readiness capabilities for the unit.

4. Force Protection. Military and nonmilitary will receive a terrorist briefing and force protection training. Upon alert, ensure military and nonmilitary have received the most current force protection training prior to deployment.

5. OPSEC/SAEDA. Check records to ensure military and nonmilitary have received these briefings. Required for deployment.

6. CTT. Soldiers *(SFC and below)* must have completed their locally required elements of Common Task Training and Testing *(CTT)*. Soldiers will be provided certain CTT training as directed by the CINC and as necessary before deployment. Reserve elements that have been mobilized will need to complete any theater specific training at the mobilization station, if required for deployment.

7. Deployment Briefing to Family Members. Family members will receive a briefing on the deployment mission and area when their spouse is tasked for deployment.

SECTION VII, Part B, Installation Training Deployment Requirements.

1. Theater Specific Training. Ensure all military and nonmilitary personnel have received any theater specific training required for the deployment area, such as European drivers license, mine awareness, etc. In addition, ensure any theater specific force protection training for deployment is provided.

SECTION VII, Part B, (cont.)

2. Weapon Issued for the Theater. Military members will deploy with individual assigned weapons, as required by the CINC. Ensure the serial number is entered on the RDC. Military members arriving at a deployment station without a weapon, but need one, will zero and be issued the appropriate weapon for their assigned mission in the AO. Nonmilitary personnel will familiarize themeselves with a 9mm weapon. A 9mm weapon will only be issued to a nonmilitary member only if required by the CINC and in writing. A nonmilitary member may refuse training and/or issue of a 9mm even if authorized. Any theater specific weapons and training will be conducted at the deployment site.

SECTION VIII, Part A, Security Readiness Requirements.

1. Security clearance meets requirement for duty position.

SECTION VIII, Part B, Installation Security Deployment Requirements.

1. Security Clearance for Theater. Military and nonmilitary personnel must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if applicable. Personnel who do not possess the appropriate security clearance for deployment are nondeployable in that position until a clearance is obtained. Personnel 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.

2. Security Briefing. Before deployment all personnel are required to receive a deployment security briefing as required by the CINC.

SECTION IX, Part A, Additional Readiness Requirements.

The following spaces are provided to add any unit or home station requirements that a commander deems necessary to monitor during peacetime operations that would also be required for mobilization/deployment.

SECTION IX, Part B, Additional Installation Deployment Requirements.

The following spaces are provided to add any installation requirements that a commander deems are theater specific and necessary for deployment.

Drug/Alcohol Test. The drug and alcohol test is only administered to military members if specifically requested by the commander in chief (CINC). The requirement is optional for nonmilitary personnel unless required by occupational series.

SECTION X. READINESS CERTIFICATION.

Part A, Readiness Certification. 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 movement to a mobilization or deployment site. In most cases, active duty personnel will conduct their Readiness Check and Deployment processing at the same location. There are situations where the installation or the individual does not have the capability to perform all readiness requirements for mobilization prior to departing their home station. In those circumstances, completion of readiness processing will be conducted at the mobilization station or deployment site.

Part B, Deployment Validation. The validation authority is the installation commander. The installation commander may delegate this authority. Waivers are approved or disapproved by the validation authority per AR 600-8-101. The validation authority approves or disapproves military and nonmilitary personnel for deployment. Check either "Go" for deployability or "No Go" if nondeployable.

Part C, Accuracy Statement. Self explanatory.

Part D, Non-deployable Statement must be signed by individual. An installation commander's approval is required to waive a nondeployable line item per AR 600-8-101.

Readiness and Deployment Checklist *(RDC)*. File the RDC in the Deployment Packet *(DP)*. A copy is retained at the losing organization.