

Personnel-General

# **Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle)**

Headquarters  
Department of the Army  
Washington, DC  
19 February 2015

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-8-101

Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle)

This major revision, dated 19 February 2015--

- o Institutes internal controls for out-processing, Soldier readiness, and deployment processing (para 1-10).
- o Updates procedures for DA Form 5123 (In and Out Processing Records Checklist) and DA Form 5123-1 (In-Processing Personnel Record) (para 2-1).
- o Updates procedures for DA Form 137-1 (Unit Clearance Record) and DA Form 137-2 (Installation Clearance Record) (para 3-2d(2)).
- o Deletes "Extended Temporary Duty Processing" (formerly chap 5).
- o Adds new chapter for "Deployment Cycle Support" (chap 6).
- o Prescribes DA Form 7631 (Deployment Cycle Support (DCS) Checklist) for use in providing installation and theater support of health of the force tasks as used by senior commanders to manage deployment cycle support activities during the Army Force Generation process (para 6-1c).
- o Updates the policies, standards, and requirements for in-processing, the Soldier Readiness Program, mobilization processing, deployment processing, and out-processing (throughout).
- o Updates address and office symbol for the U.S. Army Human Resources Command (throughout).

Effective 19 March 2015

**Personnel-General**

**Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle)**

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:



**GERALD B. O'KEEFE**  
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Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policy, standards, and requirements for performing the functions of in-processing, out-processing, the Soldier Readiness Program and mobilization processing, deployment processing, and the deployment cycle support. The process institutes internal controls for out-processing, the Soldier Readiness Program, and deployment processing; and prescribes the use of DA Form 5123 (In- and Out-Processing Records Checklist), DA Form 5123–1 (In-Processing Personnel Record), DA Form 137–1 (Unit Clearance Record), DA Form 137–2 (Installation Clearance Record), DA Form 7425 (Readiness and Deployment Checklist), and DA Form 7631 (Deployment Cycle Support (DCS) Checklist).

**Applicability.** This regulation applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to Reserve Component Soldiers ordered to full-time duty in the Active Guard Reserve Program per AR 135–18; active duty under partial, full, or total mobilization; active duty for a Presidential Reserve call-up and active duty to fill active duty vacancies per AR 135–210. Under partial, full, or total mobilization and under contingency plan conditions, only the policy proponent may modify provisions of this regulation.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions per AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Headquarters, Department of the Army (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300 or directly to Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 600–8–101, dated 18 July 2003.

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## **Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation prescribes the military personnel processing requirements for in-processing, out-processing for permanent changes of station (PCS), transition, extended temporary duty (TDY) (90 or more days), individual temporary changes of station (TCS), and unit deployments (including overseas deployment training); the Soldier Readiness Program (SRP) and mobilization; deployment processing, unit readiness validation and deployment processing requirements; the Deployment Cycle Support (DCS) process, redeployment processing requirements, and post deployment activities (reverse SRP, demobilization, and personal reconstitution processing). Procedures for these personnel processing requirements are contained in DA Pam 600–8–101.

### 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations and terms

- a. Abbreviations and special terms used in this regulation are explained in the glossary.
- b. Unless otherwise stated, the term “Soldiers” means commissioned officers in the rank of colonel and below and all warrant officers and enlisted personnel.

### 1–4. Responsibilities

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) will oversee personnel processing policies. Such policies will support the Army Force Generation (ARFORGEN) process in order to provide trained and ready forces to the combatant commanders, when those forces are needed.

b. The Deputy Chief of Staff, G–1 (DAPE–MP) will—

(1) Establish personnel policies relating to the processing of Active Component (AC) and Reserve Component (RC) Soldiers.

(2) Ensure the Commanding General, U.S. Army Human Resources Command (HRC) will—

(a) Exercise responsibility for all U.S. Army Reserve (USAR) Active Guard Reserve (AGR) Soldiers.

(b) Implement applicable policies in this regulation and develop mobilization orders and instructions that direct USAR AGR Soldiers, Individual Ready Reserve (IRR) Soldiers, individual mobilization augmentees, and recalled retirees ordered to active duty in support of a Presidential Reserve call-up (PRC) or higher level of mobilization to bring the required documents for in-processing at a designated reception station or like activity.

(c) Ensure that DA Form 7425 (Readiness and Deployment Checklist) and all applicable documents are forwarded for all USAR Soldiers ordered to active duty in support of a PRC or any level of mobilization.

(d) Develop procedures and maintain programs to implement standards and operating tasks for the personnel program.

(e) Develop procedures to support transfer of required data from the USAR and Army National Guard (ARNG) to mobilization stations or supporting personnel information system processing activities to support arriving USAR units, National Guard units, IRR Soldiers, AGR Soldiers, individual mobilization augmentees, and recalled retirees ordered to active duty in support of PRC, or any level of mobilization.

(f) Ensure the Commandant, Adjutant General School establishes lesson programs of instruction incorporating the provisions of this regulation.

c. The Chief, Army Reserve will—

(1) Recommend RC mobilization policy and operational tasks to the Deputy Chief of Staff, G–1 regarding the processing of RC Soldiers and Families.

(2) Establish, resource, and operate a processing program that accomplishes the requirements established by this regulation.

d. The Chief, National Guard Bureau will—

(1) Recommend RC mobilization policy and operational tasks to the Deputy Chief of Staff, G–1 regarding the processing of RC Soldiers and Families.

(2) Exercise the same responsibilities as the Commanding General, HRC for all ARNG AGR Soldiers.

(3) Implement applicable policies in this regulation for all ARNG AGR Soldiers and ensure that they are processed for deployment under this regulation as necessary in support of contingency operations during PRC or any higher level of mobilization.

e. Army commands, Army service component commands, and direct reporting units will monitor and assist in the administration of the processing program to ensure compliance with the policies and operating tasks established by this regulation.

f. Commanders of each installation, unit, community, and mobilization station will establish, resource, and operate a processing program that accomplishes the requirements established by this regulation. Unit commanders will ensure

that all personnel under their command and control (that is, Soldiers, other Department of Defense (DOD) military personnel, civilian employees, and contractors) continually maintain the highest state of personal readiness and complete all SRP requirements to support unit mission requirements in a timely manner. Unit commanders will also ensure compliance with the DCS requirements process in chapter 6.

### **1–5. The Personnel Processing Program**

*a.* The Personnel Processing Program prepares, certifies, and reports individual Soldier and unit readiness for deployment, including shortfalls, to the unit commander and consists of—

- (1) In-processing at Army installations and communities, which—
  - (a)* Extends from installation and/or community to brigade adjutant general, battalion, or unit.
  - (b)* Welcomes and acclimatizes the individual Soldier and Family on board.
  - (c)* Welcomes and acclimatizes the individual Soldier back on board upon return from a deployment (that is, reintegration, whether from an individual TCS or a unit deployment). At some installations, reintegration or the processing of returning Soldiers back into the home station is called a reverse SRP.
  - (d)* Ensures that in-processing Soldiers meet assignment eligibility and that all nondeployable conditions are identified. If any nondeployable conditions are identified, corrective action must be taken or appointments made, and the deficiencies will be reported to the gaining unit commanders on the deployability status of reintegrating Soldiers. Level 1 SRP will be completed for all in-processing Soldiers.

- (2) Out-processing at Army installations and communities, which—
  - (a)* Extends from brigade, battalion, and unit to installation community level.
  - (b)* Ensures the proper processing of Soldiers, including those absent or unavailable, from one duty station to another or transition from active duty status to another status (for example, release from active duty of RC Soldiers, separation or discharge from active duty of AC Soldiers due to expiration of term of service or administrative reasons (that is, chapter actions, medical separation) or retirement).
  - (c)* Provides an orderly process resulting in preparation and validation reporting of individual Soldier readiness status to the losing and gaining commanders.

*(d)* Executes the senior commander's responsibility to ensure that the Soldier meets assignment eligibility criteria prior to departing on PCS. Deploying Soldiers and Soldiers on assignment to a deploying unit will not be cleared for departure if conditions precluding deployment exist or the status is unknown (that is, Soldier's medical status is unknown due to an out of date physical health assessment (PHA)).

*(e)* Ensures the proper processing of Soldiers, including those absent or unavailable, from active duty to a different status (for example, separated, discharged, released from active duty, retired, and demobilized).

*(f)* Identifies and collects payment for debts owed to the U.S. Government and the central clearance participating agencies. May collect and assist in the collection of debts owed to the U.S. Government and its instrumentalities, such as nonappropriated fund activities and the post exchange. Notifies commanders regarding debts owed to private or commercial organizations that are central clearance participating agencies per the procedures of paragraphs 3–5*a*(7) and (8).

*(g)* Identifies Soldiers who require a determination of precedence of disability evaluation to other separation, release from active duty, or retirement action.

- (3) SRP, which—
  - (a)* Is a set of personnel qualification standards approved by Headquarters, Department of the Army (HQDA) policy proponents.
  - (b)* Provides for the continual administrative readiness of Soldiers for deployment.
  - (c)* Determines a Soldier's readiness status for worldwide deployment.
  - (d)* Is checked, certified, and reported during in- and out-processing, and continually monitored at unit level for AC Soldiers.

*(e)* Is checked, certified, and reported annually for ARNG Soldiers in units and USAR Soldiers in troop program units and for all RC Soldiers when called to active duty (for example, mobilization, overseas deployment training, or active duty for operational support).

*(f)* Properly processes and ensures the deployability of all Soldiers departing their home station for transit to a deployment station.

- (4) Mobilization processing, which—
  - (a)* Includes home station and mobilization station processing requirements to administratively add individuals and units to the active force.
  - (b)* Involves expansion of the peacetime in-and-out-processing activity as a sub-work unit of the installation mobilization and deployment activity.
  - (c)* Involves installation task force operations, if a partial or higher state of mobilization has been declared.
  - (d)* Specifies the readiness requirements for all RC Soldiers when called to active duty for mobilization.
- (5) Extended TDY processing, which—

- (a) Properly processes Soldiers for departure on an extended TDY of 90 or more days.
- (b) Is an abbreviated version of the out-processing program designed to ensure that Soldiers departing on a TDY trip projected to last 90 or more days are qualified for the duty, that readiness standards are maintained, and that they receive the appropriate level of personnel service support.
- (6) Deployment processing of individual Soldiers and units, which—
  - (a) Involves only actual individual TCS or unit deployments during contingency operations or training missions.
  - (b) Requires that specific SRP requirements be met prior to actual movement.
  - (c) Is administered by both the home stations and installations that have been designated as mobilization or deployment stations. If Soldiers, either as individuals or as members of units, deploy directly from the home station to the theater or TCS station, the home station is also their mobilization or deployment station.
  - (d) Executes the senior commander's responsibility to ensure that only Soldiers who meet readiness standards are deployed.
- (7) DCS process and redeployment processing of individual Soldiers and units, which—
  - (a) Ensures the proper processing of Soldiers who are departing the theater or TCS station to return to the home station or, in cases of extreme need, to redeploy to another theater or TCS station.
  - (b) Ensures that, in cases of extreme need, only Soldiers who still meet the readiness and deployability requirements are redeployed to the next theater or TCS station.
  - (c) Identifies debts owed to the U.S. Government and central clearance participating agencies in the theater or at the TCS station. Collects and assists in the collection of debts owed to the U.S. Government and its instrumentalities, such as nonappropriated fund activities and the Post Exchange. Notifies commanders regarding debts owed to private or commercial organizations that are central clearance participating agencies.
    - b. The personnel processing program may be supplemented by brigade, battalion, or unit and installation or community based operational procedures to meet local requirements. However, supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G-1 (DAPE-MP), 300 Army Pentagon, Washington, DC 20310-0300.
    - c. The activities through which all Soldiers must process are indicated on the processing forms. Commanders may require Soldiers to process through additional activities listed on the forms and/or some local activities not listed (unique local activities can be added).
    - d. The supervisor of each processing activity will ensure that all Soldiers are completely processed before granting clearance.

#### **1-6. Program standards**

- a. In-, out-, Soldier readiness, mobilization, and deployment processing is a multifunctional program that supports the ARFORGEN process and—
  - (1) Establishes both peacetime and wartime military personnel processing standards.
  - (2) Is resourced in base operations.
  - (3) Under centralized conditions, Soldier readiness, mobilization, and deployment processing facilities operate under general management of the garrison Directorate of Plans, Training, Mobilization, and Security. In- and out-processing facilities operate under general management of the garrison military personnel division (MPD).
- b. Execution of the in-, out-, Soldier readiness, mobilization, and deployment processing multifunctional program. This program requires connectivity with the following functions and multifunctional programs:
  - (1) Enlisted personnel management.
  - (2) Enlisted promotions and reductions.
  - (3) Enlisted transfers or discharges.
  - (4) Suspension of favorable personnel actions.
  - (5) Identification documents.
  - (6) Leaves and passes.
  - (7) Officer personnel management.
  - (8) Officer promotions.
  - (9) Officer transfers or discharges.
  - (10) Personnel accounting and strength reporting.
  - (11) Personnel security clearances.
  - (12) Reassignments.
  - (13) Retention.
  - (14) Sponsorship.
  - (15) Transition processing.
  - (16) Battalion personnel service support.
  - (17) Orders program.

- (18) Personnel record.
- (19) Exceptional Family Member Program.
- (20) Transition Assistance Program (TAP).
- (21) Personnel tempo.
- (22) Medical screening.
- (23) Dental screening.
- (24) Deployment Health Assessment Program.
- (25) Education center.
- (26) Army Substance Abuse Program.
- (27) Behavioral health.
- (28) Family Advocacy Program.

c. The military personnel and finance functional proponents will support the program manager in the execution of the program by—

(1) Ensuring that in-, out-, Soldier readiness, mobilization, and deployment processing standards and requirements are accurately and completely identified in this regulation.

(2) Including the details of in-, out-, Soldier readiness, mobilization, and deployment processing requirements in their functional regulations.

d. Processing standards include the following:

(1) The in-, out-, Soldier readiness, mobilization, deployment processing, DCS, and redeployment processing program will provide a framework to bring together installation and community staff support agencies in support of Soldiers and Families under the leadership of the installation adjutant general or Chief, MPD.

(2) Installations and communities will operate military personnel processing activities to process Soldiers and their Families efficiently and expeditiously.

(3) Functional staff offices, to include brigade and battalion adjutants (S1s) (see FM 1–0, app E and ATTP 1–0.1, chap 2), are responsible for the resourcing and operations of their own activities in support of in-, out-, Soldier readiness, mobilization, and deployment processing program.

(4) Soldier Family routine orientation briefings during in, and out-, Soldier readiness, mobilization, deployment, and DCS/redeployment processing will place special emphasis on access to care regarding medical and behavioral health services. Family members should be encouraged to attend.

### **1–7. The processing activity structure**

The processing activity—

a. Is a base operations network that brings together installation and community staff agencies that support the processing program.

b. May be modified (added to or subtracted from) in structure to accomplish the mission and accommodate the needs of the installation or community.

c. Supports in-processing (chap 2).

d. Supports out-processing (chap 3).

e. Supports the (SRP) checks conducted at unit and installation levels for mobilization processing (chap 4).

f. Supports deployment processing (chap 5).

g. Supports the DCS process across the ARFORGEN process and redeployment processing (chap 6).

h. Augments a joint service processing activity when directed. The Defense Base Closure and Realignment Act of 1990 (the “BRAC law”), Public Law 101-510, as amended, requires joint processing activities to be established. These processing activities must be capable of processing members of the other Services when directed.

### **1–8. Program policy**

The processing program is directed by HQDA and field operating agencies as policy, functional, or branch proponents. This regulation is binding on all communities involved in the personnel processing business.

### **1–9. Rules for operating installation welcome activities**

Each processing activity will operate a 24-hour welcome and departure information point. Smaller installations or communities may incorporate this task with the installation or community staff duty officer or make other suitable arrangements.

a. The processing activity, based on installation or community size and layout will—

(1) Be manned full- or part-time.

(2) Be in a central facility or area.

b. The MPD (installation or community level), supervises and directs overall operations.

c. Each of the installation or community staff agencies is responsible for its own internal manning and operations.

d. To maximize the utility of manpower resources, each military personnel division will consider consolidating installation and community support activities.

## **1–10. Internal controls**

Out-processing, using DA Form 137–1 (Unit Clearance Record) and DA Form 137–2 (Installation Clearance Record); SRP, using DA Form 7425; and deployment processing, using DA Form 7425; are internal control processes per AR 11–2. The required evaluation for these processes is in appendix B.

## **Chapter 2 In-Processing**

### **2–1. The in-processing record**

DA Form 5123–1 (In-Processing Personnel Record) guides a Soldier through the in-processing program and provides a record of the Soldier's readiness status. Upon completion of in-processing into the assigned unit, a completed DA Form 5123–1 and DA Form 5123 (In- and Out-Processing Records Checklist) will be filed in the Soldier's personnel readiness file in the battalion-level personnel section (battalion S1) or unit, per AR 25–400–2, under the Army Records Information Management System file number 600–8–101e, In-Processing Outputs. A Soldier's personnel readiness file will form the core of the deployment packet, when needed, and will be the repository for DA Form 7425, which is completed during SRP and during mandatory formal SRP at specified points in the ARFORGEN process. In the future, the paper deployment packet will be eliminated and all required documents will be filed and accessible worldwide on the interactive Personnel Electronic Records Management System (iPERMS). Soldiers will report for in-processing within 24 hours of or on the next duty day following arrival (sign-in) at the installation. Soldiers will complete installation- and community-level in-processing within 5 duty days (standard). Deviations from this standard require prior approval of the installation or community commander.

- a. Soldiers will receive an appropriate welcome orientation. Family members will be encouraged to attend.
- b. Installations will use standard Army systems to manage in-processing. Requirements in this chapter must be met.

### **2–2. Installation- or community-level in-processing**

#### *a. Reception activity.*

(1) Senior commanders may, at their discretion, resource and operate a central reception activity to receive, billet, and otherwise support and manage newly arrived Soldiers during installation in-processing. Where no centralized reception activity exists, Soldiers will report to their assigned unit. Soldiers without a unit pinpoint assignment will report to the welcome activity, garrison in-processing center, or installation staff duty based on local policy. Upon arrival at an installation or community, each Soldier signs in, and military leave is terminated, as appropriate. An arrival transaction will then be submitted on each arriving Soldier in the Army field personnel information system. Returning TCS Soldiers and members of a deployed unit returning ahead of the unit will also be serviced by the replacement activity per local policy.

(2) The replacement activity will arrange for temporary billeting, food service, and other support processing for newly arrived Soldiers.

(3) To ensure that each Soldier arrives at the gaining unit as soon as possible, the replacement activity will conduct a review of the following to identify potential nondeployable conditions and correct medical readiness deficiencies: eProfile; electronic health record; DD Form 2796 (Post-Deployment Health Assessment (PDHA) (hereafter referred to as PDHA)); DD Form 2900 (Post-Deployment Health Reassessment (PDHRA) (hereafter referred to as PDHRA)); and periodic health assessment (PHA). If any medical conditions are unresolved during in-processing, the medical station will schedule appointments and identify the condition(s) to the gaining commander for resolution after the Soldier's arrival.

(4) Each Soldier will clear the reception activity before reporting to the gaining unit.

#### *b. Process control station.*

(1) All Soldiers will process through this station.

(2) As the focal point for installation- or community-level in-processing, the process control station (PROC CS) will designate the stations through which each Soldier must process, do appropriate coordination with the other installation- or community-level in-processing stations, provide any required special guidance, and ensure that each Soldier has processed properly and completely before release to the replacement activity for clearance and movement to the gaining unit.

(3) DA Form 5123 will be used to account for documents or records that each Soldier is required to have in his or her possession upon arrival or departure.

(4) DA Form 5123–1 will record every in-processing Soldier's requirement to in-process according to the listed activities.

*c. Installation- or community-level in-processing stations.*

(1) All Soldiers are required to in-process through the following stations:

(a) Personnel information station.

(b) Personnel strength management station.

(c) Personnel management station.

(d) Medical facility (or station) (that is, check medical readiness code, profile, PHA, PDHA, and PDHRA). In addition, reviews Soldier's electronic health record (to include a review of active prescriptions and poly-pharmacy) for possible duty limiting conditions and/or necessary appointments for any identified medical condition(s).

(e) The tri-service medical care (TRICARE) service center health benefits advisor or the medical element equivalent.

(f) Exceptional Family Member Program. Reviews the enlisted record brief or DA Form 4037 (Officer Record Brief) to verify Exceptional Family Member Program date of enrollment. Soldiers with a date of enrollment approaching or older than 3 years will be referred to the medical treatment facility Exceptional Family Member Program coordinator.

(g) Dental facility (that is, check annual dental exam).

(h) Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), identification (ID) cards, and tags.

(i) Security office or security manager.

(j) Education center.

(k) Defense military pay office.

(l) Army Substance Abuse Program.

(m) Behavioral health.

(n) Family Advocacy Program.

(o) Provost Marshal Office.

(2) Soldiers assigned to designated units will in-process through the central issue facility (CIF).

(3) If there is a local registration requirement for privately owned vehicles (POVs) or privately owned weapons, Soldiers owning these items will register them with the Provost Marshal Office.

(4) All in-processing Soldiers with accompanying children/youth (from infant to age 18) will in-process through child, youth and school services for an explanation of childcare options and the services of the school liaison officer.

(5) All in-processing first-term Soldiers arriving at their first permanent duty station will be referred to the Army Community Service (ACS) center for mandatory personal financial readiness training. Whether or not each Soldier is required to in-process through any of the following stations will be determined at the PROC CS:

(a) Transportation office.

(b) ACS center.

(c) Housing office.

(d) Commercial activities.

(e) Lodging office.

(f) TAP center.

(6) Chaplains will be available to all Soldiers returning from an individual TCS or unit deployment.

(7) At the discretion of the senior commander, the inspector general may establish a processing station for in-processing Soldiers and/or Soldiers returning from an individual TCS or unit deployment.

### **2-3. Battalion or unit in-processing requirements**

*a.* After properly in-processing at the installation or community level, each Soldier will report to the unit specified on the assignment orders.

*b.* The battalion staff activity or unit will accomplish at least the requirements specified in the DA Form 5123-1.

*c.* The battalion S1 will conduct a final check of every in-processing Soldier to ensure that all Soldier readiness nondeployable conditions have been corrected or that appointments have been made to correct those conditions and that the unit commander is notified to follow up. Unit commanders will continually monitor the readiness condition of all Soldiers in the unit.

*d.* The Civilian Personnel Advisory Center will be notified of all military personnel who will supervise one or more civilian employees.

*e.* The battalion S1 will suspense and follow up on all Soldier readiness requirement deficiencies identified.

*f.* The battalion S1 will verify Soldiers who in-process with transferable flags arrive with supporting documentation and are entered into unit flag records. The S1 will contact the outgoing unit for missing documentation or disposition on Soldiers arriving with nontransferable flags.

*g.* The battalion S1 will ensure that all Soldiers update their latest contact information in DEERS. The battalion

intelligence officer (S2) will ensure Soldiers meet the security clearance or background investigation requirement for their newly assigned duty positions and initiate corrective actions as required.

## **Chapter 3**

### **Out-Processing**

#### **3-1. DA Forms 137-1 and 137-2**

These forms guide each Soldier through the out-processing program and provide the gaining commander the status of the Soldier's deployment readiness upon departure from the losing unit. These forms also specify which activities and offices at the unit, battalion, and installation or community levels the Soldier must clear before departing the losing installation.

#### **3-2. Out-processing requirements**

*a.* Installation and unit commanders must develop and enforce procedures that notify support activities when Soldiers will be departing on PCS or transitioning from active duty.

*Note.* In the context of this chapter, transition means all Soldiers being discharged, separated, retired, transferred to another Service or component, or released from active duty.

*b.* The processing service station will verify Soldier's assignment eligibility (for example, medical readiness code, profile, PHA, PDHA, PDHRA, and dental) prior to publishing orders. If the Soldier is not eligible for reassignment, PROC CS will notify the commander, as required, to assist the Soldier in correcting deficiencies. Orders will not be published until assignment eligibility requirements are met. If the Soldier remains ineligible, PROC CS will notify HRC to determine disposition.

*c.* Installations will use standard Army systems to manage out-processing.

*d.* Out-processing procedures are—

(1) Supporting the implementation of the Army's debt management program. No Soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure until either the debts are paid or the Soldier's unit commander and the local finance officer are notified.

(2) Using DA Forms 137-1 and 137-2 is required for all Soldiers departing on a PCS and Soldiers transitioning from active duty (including demobilizing RC Soldiers). DA Forms 137-1 and 137-2 identify the out-processing stations requiring clearance from all Soldiers departing on PCS or transitioning from the Active Army. Each activity must complete the appropriate section of the form and confirm that the Soldier does or does not owe a debt, state the amount if a debt is owed, complete the remaining required information, and sign (not initial) the appropriate space. Installations will determine how these clearance requirements will be accomplished.

(3) Reassigning Soldiers between organizations by the same installation usually will not be required to process through PROC CS because most, if not all, of their required processing will be battalion- or unit-level activities at the losing and gaining units.

(4) Assigning Soldiers to remote locations away from the facilities listed on DA Forms 137-1 and 137-2 may be out-processed by their unit commanders, executive officers, or other designated officials. This clearance will be based on telephonic or electronic mail (email) verification from each activity that Soldiers do or do not owe debts. These activities must respond to the requester expeditiously and in accordance with local installation clearance policies.

(5) Attending Antiterrorism Level 1 Training per DODI 2000.16 (Soldiers pending a PCS outside the 50 United States and its territories). Units will maintain a record of the individuals who receive this training.

(6) Meeting the passport and visa requirements of the country/location of assignment (Soldiers pending a PCS outside the continental United States (OCONUS)).

(7) Screening Soldiers to ensure completion of the PDHA and PDHRA in accordance with DODI 6490.03.

*(a)* Conduct a PHA within 60 days of departure, to ensure assignment eligibility requirements are met and Soldier is worldwide deployable upon arrival to gaining unit.

*(b)* If the Soldier has a permanent profile 3 (P3) or P4 profile, it should be verified that the Soldier has been retained by an military occupational specialties (MOS) Administrative Retention Review (MAR2) or the medical evaluation board (MEB) or physical evaluation board (PEB) process.

*(c)* Orders will not be published until assignment eligibility requirements are met. If Soldier is currently on a temporary profile, a medical provider will review the electronic health record to ensure PCS will not interfere with any current treatment the Soldier is receiving (such as, post-op, rehabilitation, behavior health treatment, pending surgery, or postpartum).

*e.* If the Soldier does not meet requirements, a deferment or deletion will be requested by the Soldier's S1 and commander.

*f.* Soldiers will be given a minimum of 5 working days to out-process unless it is locally determined that Soldiers can out-process quicker.

*g.* The servicing military pay office will not clear Soldiers until all clearance requirements (except the PROC CS) are met. Normally the PROC CS is the final station.

*h.* All personnel, medical, dental, and other required documents must be provided to each Soldier before they depart the unit (see DA Form 5123 and AR 600–8–105 (North Atlantic Treaty Organization (NATO) travel orders)).

*i.* Processing requirements for transition from active duty include:

(1) Soldiers transitioning are required to have a DD Form 2648 (Test) (Pre-separation Counseling Checklist for Active Component (AC) Service members) or DD Form 2648–1 (Transition Assistance Program Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members) (RC undergoing release from active duty) completed to ensure full Veterans Opportunity to Work (VOW) and career readiness standards (CRS) compliance at the supporting TAP center.

(2) Soldiers (Active Army and RC) processing for transition will be out-processed per this regulation and issued a DD Form 214 (Certificate of Release or Discharge from Active Duty), as appropriate, per AR 635–8. Soldiers being released from active duty to USAR and ARNG will receive a DD Form 214 prior to their departure. This requirement cannot be waived.

(3) Soldiers transitioning from active duty must clear the required activities listed on DA Forms 137–1 and 137–2. If DA Forms 137–1 and 137–2 are not completed as indicated, and there is not sufficient time to obtain the required proof of clearance, 45 percent of the Soldier's final pay will be withheld pending debt verification and payment. Any remaining pay entitlements will be forwarded to the Soldier after transition.

(4) Upon notification of a Soldier's pending transition, the commander will—

*(a)* Research the unit files to identify duty status changes and adverse actions that have occurred within the previous 60 days and annotate this information on DA Form 137–1. (See AR 600–8–6, AR 600–8–10, and AR 600–8–2.)

*(b)* Require each Soldier to initial each leave period, and then return DA Form 137–1 to the Soldier, with instructions to carry it to the transition point or center at final transition processing.

(5) All Soldiers returning from overseas locations to a transition point are required to have their military personnel, medical, and dental records per AR 635–8. Commanders must immediately inform the servicing finance officer and other activities when a Soldier will transition prior to the scheduled transition date to determine if the Soldier owes debts and to start the collection process. This action is required for all transitions except those occurring on the Soldier's expiration of service agreement/expiration term of service.

*(a)* These Soldiers must out-process in accordance with the provisions of this regulation.

*(b)* On a case-by-case basis, an escort may be appointed to ensure that the Soldier out-processes all required activities. Examples of when an escort may be required are, but not limited to, transitions due to emergency circumstances, an expedited separation based on hardship, or high-risk separations (for example, administrative eliminations, acts of misconduct, or separations for the convenience of the Government or good of the service).

(6) All transitioning Soldiers are required to complete DD Form 2697 (Report of Medical Assessment) per AR 40–501. The original DD Form 2697 will be placed in the Soldier's medical record (Medical Protection System (MEDPROS)).

(7) All transitioning Soldiers that recently redeployed are required to complete DD Form 2796 and DD Form 2900 in accordance with DODI 6490.03. The documents will be retained and placed in the Soldier's medical record (MEDPROS).

(8) All demobilizing RC Soldiers will be provided information on their reemployment rights under the Employer Support to the Guard and Reserve Program.

### **3–3. Internal control process for out-processing**

Out-processing is an internal control process in the Army Internal Control Program of AR 11–2. To assist commanders, units, battalion S1s, and installations in evaluating this key internal control item, appendix B contains an internal control evaluation for out-processing.

### **3–4. Battalion or unit out-processing requirements**

The battalion S1 will ensure departing Soldiers meet assignment eligibility requirements and complete a PHA within 60 days of PCS. Commanders will ensure that Soldiers meet all assignment eligibility, particularly those being assigned to a brigade combat team (BCT) or other deploying units, before orders are published. Soldiers will complete Level 1 SRP, with the same rigor as during in-processing or other SRPs (annual, deployment) prior to departure.

*a.* DA Form 137–1 is used to manage and control Soldier out-processing at the battalion or unit level. DA Form 137–2 is used for installation- and/or community-level out-processing.

*b.* Soldiers will attend an installation- and/or community-level out-processing briefing prior to being issued DA Forms 137–1 and 137–2. The battalion or unit will provide Soldiers the briefing on unit-level clearance requirements.

*c.* Checks will be made to ensure that Soldiers correctly out-process to preclude unauthorized movements and to minimize uncollected debt.

- d. Each battalion staff activity or unit will accomplish at least the requirements specified in the DA Form 137-1.
- e. To facilitate the setting of the departure date and the subsequent scheduling of out-processing activities, the first two steps of out-processing are for Soldiers to submit their requests for leave on DA Form 31 (Request and Authority for Leave) and if applicable, permissive temporary duty with a battalion commander (O5) or higher approval in chain of command. Also, include a supervisor approved travel risk planning system assessment if traveling by motor vehicle outside of the designated local area, and for commanders to act promptly on those requests.
- f. To ensure adequate time for correcting any identified errors, the departing Soldier will review their personnel tempo individual event history sheet at least 30 days before departure. This document will be signed by a unit official and the Soldier, and hand carried by the Soldier to the gaining unit.
- g. A determination will be made on whether or not to recommend the Soldier for an award. If an award is recommended and approved, an appropriate presentation ceremony will be scheduled and conducted before the Soldier's departure, if feasible.
- h. If a Soldier is pending a line of duty investigation, the investigation will be completed before the Soldier departs the installation. A line of duty investigation using DA Form 2173 (Statement of Medical Examination and Duty Status) must be initiated on every injury (see AR 600-8-4) that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System.
- i. If DD Form 362 (Statement of Charges/Cash Collection Voucher) or DD Form 200 (Financial Liability Investigation of Property Loss) is required on a Soldier, this item will be resolved before the Soldier departs. If the Soldier has responsibility for completing DD Form 362 or DD Form 200, the case must be resolved or the responsibilities must be transferred before the Soldier departs.
- j. Enlisted personnel will be provided an opportunity to see a career counselor. The battalion or unit will ensure that all transitioning Soldiers complete the transition counseling as required by DD Form 2648, and employment assistance at the TAP center to ensure full VOW and CRS compliance before departing the unit. RC Soldiers must complete DD Form 2648-1
- k. Sections A (Personal Data) and B (Debt Verifications) of DA Form 137-1 will be completed by the battalions or units before Soldiers report to the PROC CS for installation and/or community out-processing.
- l. Soldiers with nontransferable flags will not be authorized to out-process without final disposition and removal of the flag or a waiver in accordance with AR 600-8-2. Soldiers with transferable flags may continue to out-process. Units will transfer a copy of the DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)) and all supporting documentation to the Soldier's new unit.
- m. Before any Soldier signs out and departs, a final check will be made to ensure that the Soldier has out-processed properly.
- n. Departure or separation transactions will be done on all Soldiers in the appropriate Army Human Resources System application after they sign out and depart.
- o. The battalion S1 will ensure that all Soldiers update their latest contact information in the U.S Army Disaster Personnel Accountability and Assessment System.
- p. The battalion S2 will ensure Soldiers meet the security or background investigation requirement for their next duty position. The S2 will debrief the Soldier, as necessary.

### **3-5. Installation- or community-level out-processing**

a. *Process control station.* PROC CS will revalidate the Soldier's eligibility for reassignment (for example, medical readiness code, profile, PHA, PDHA, PDHRA, and dental) prior to publishing orders. If Soldier is not eligible for reassignment, PROC CS will notify the Soldier's commander as required to assist the Soldier in correcting deficiencies. If the Soldier remains ineligible, PROC CS will notify HRC to determine disposition. The "Reassignment" section validates Soldier's eligibility for assignment and publishes the orders; the PROC CS will revalidate. If the Soldier is not eligible for reassignment (for example, medical readiness code, profile, PHA, SRP, PDHA, PDHRA, and dental), the PROC CS will notify the unit commander and the "Reassignment" section, which will notify HRC and request disposition. HRC may revoke the assignment instructions and issue new assignment instructions if the Soldier is eligible for an alternate assignment. For Soldiers assigned overseas who remain ineligible for reassignment and are affected by their date eligible to return from overseas, the overseas commanders should request submission of an Involuntary Foreign Service Tour Extension in accordance with AR 614-30, if applicable.

- (1) All Soldiers will process through this station.
- (2) As the focal point for installation- or community-level out-processing, PROC CS will designate the stations through which each Soldier must process, do appropriate coordination with other installation- and/or community-level out-processing stations, provide any required special guidance, and ensure that each Soldier has processed properly before clearing him or her for departure.
- (3) Soldiers who PCS or transition will report to the PROC CS no later than 10 duty days prior to the scheduled departure date to receive a briefing on installation- or community-level clearance procedures. The PROC CS will not process Soldiers that do not meet assignment instruction requirements. Soldiers with assignments to a BCT or

deployable unit must have completed a PHA within 60 days of PCS and meet assignment eligibility before processing this station. Demobilizing RC Soldiers will report to the PROC CS upon arrival at the demobilization station.

(4) Soldiers will out-process through all required stations and report back to the PROC CS at least 2 duty days prior to departure.

(5) During out-processing, all Soldiers with one or more alleged debts will be provided an opportunity to resolve their debts before their unit commanders are notified. Unit commanders will not be notified of any debts that are paid or canceled.

(6) DA Form 5123 will be used to account for all required documents or forms. DA Form 5123 will be included with other personnel records that accompany the Soldier to the next duty station. When a central clearance participating agency reports to the PROC CS that a departing Soldier still owes a debt after having visited the agency for out-processing, the departing Soldier will be cleared only after the Soldier and the unit commander have been notified of the alleged debt. The PROC CS will make both notifications and then clear the Soldier for further out-processing.

(7) Alleged debt, once reported to the Soldier's unit or battalion commander, is not a reason to deny installation or community departure.

(8) The unit commander will be informed if a Soldier is found to be ineligible for departure. PROC CS will ensure that Soldiers with nontransferable flags are not allowed to depart without final unit disposition or removal of the flag or an approved waiver in accordance with AR 600-8-2.

(9) A Soldier is not releasable until all nondeployable conditions are resolved.

(10) Soldiers who have not departed within 30 days of installation level clearance will be issued a new clearance record.

*b. Installation- and/or community-level out-processing stations.*

(1) All Soldiers are required to out-process through the following stations:

(a) Personnel information station.

(b) Personnel management station.

(c) Medical facility (for example, medical readiness code, profile, PHA, PDHA, and PDHRA).

(d) TRICARE service center health benefits advisor or the medical element equivalent.

(e) Exceptional Family Member Program.

(f) Dental facility (for example, check annual dental exam).

(g) DEERS, RAPIDS, ID cards, and tags.

(h) Transportation office.

(i) CIF.

(j) Education center.

(k) Army emergency relief.

(l) Defense military pay office.

(m) Army Substance Abuse Program.

(n) Behavioral health.

(o) Family Advocacy Program.

(p) Provost Marshal Office.

(2) All PCS Soldiers will out-process through their security manager and security office, as appropriate.

(3) Soldiers who have registered POVs or privately owned weapons will clear the appropriate provost marshal registration section (POV or privately owned weapons) to have their registrations cancelled.

(4) Soldiers residing either on post or in Government-owned or -leased housing located off post will out-process through the housing office.

(5) PCS Soldiers with accompanying children (from infant to age 18) will out-process through child, youth and school services and/or school liaison officer for an explanation of services available to ease the childcare and education or school transition.

(6) All Soldiers in the rank of specialist and below who are scheduled for their initial PCS move will be referred to the ACS center for mandatory relocation financial planning classes and counseling.

(7) All transitioning Soldiers will out-process through the Post Exchange. For PCS Soldiers, a determination of whether or not clearance at the Post Exchange is required will be made at the PROC CS.

(8) All transitioning Soldiers will out-process through the TAP center.

(9) All Active Army transitioning Soldiers who are not retiring will out-process through the RC career counselor. If there is no RC counselor, these Soldiers will out-process through the installation regular Army career counselor.

(10) Whether or not each Soldier is required to out-process through any of the following stations will be determined at the PROC CS:

(a) ACS center.

(b) Commercial activities station.

- (c) Morale, welfare, and recreation fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).
- (d) Training aids center.
- (e) Commissary.
- (f) Lodging office. At the discretion of the commander, the inspector general may establish a processing station for out-processing Soldiers.

## **Chapter 4**

### **Soldier Readiness Program and Mobilization Processing**

#### **4-1. Soldier Readiness Program requirements**

a. Maintaining individual readiness for deployment is the basic concept of the SRP; therefore, Active Army Soldiers, ARNG Soldiers in units, and Army Reserve Soldiers in troop program units will undergo an annual SRP event as specified in this chapter. SRP will be performed annually on RC Soldiers who are not in units or whenever they serve on active duty if their active duty service is less often than once per year.

(1) Units will undergo SRP at designated points in the ARFORGEN process, based on their status as a Deployment Expeditionary Force (DEF) unit or Contingency Expeditionary Force (CEF) unit. Designated DEF units will undergo initial SRP, level 1 and level 2 (see below), 180 days prior to latest arrival date (LAD) (LAD - 180) or 30 days prior to the collective training exercise (CTE - 30), whichever is earlier. Designated CEF units will undergo an initial SRP (level 1 and level 2) 180 days prior to their available force pool date (AFPD) (AFPD - 180) or CTE - 30, whichever is earlier.

(2) Designated DEF units will complete final SRP no earlier than (NET) 60 days prior to LAD. Subsequent SRP (for example, validation and completion of the Pre-DHA; pregnancy tests; theater-specific immunizations; update of casualty documents upon completion of block leave when Soldiers change family structure or location) will be completed by exception. Designated CEF units will complete final SRP on a case-by-case basis, after designation as a DEF unit (alerted for deployment).

(3) In addition to DEF units, units designated by the unit commander will complete final SRP NET LAD-60 day.

b. The SRP has two levels of readiness:

(1) Level 1 is the state of readiness that should be maintained at all times. The requirements of this level are specified in paragraph 4-6.

(2) Level 2 applies only in cases of individual TCS moves and unit deployments in support of a contingency when the home station is not the deployment station and is the state of readiness that must be achieved after the Soldier has been alerted but before departure from the home station. Level 2 requirements include all of those of level 1 plus some items that must be done at the home station (that is, those that cannot be done at the deployment station) but cannot be done until after the Soldier has been alerted. Requirements unique to level 2 are specified in paragraphs 4-5 and 4-6.

c. Battalion- or unit-level requirements are described in paragraph 4-5, and installation and/or community requirements are described in paragraph 4-6.

d. The SRP requires commanders to maximize Soldier readiness by identifying and correcting nondeployable conditions. Personnel processing requirements include checking the status of individual Soldier readiness during in-processing, at least once annually, during out-processing, and within 60 days of an actual deployment date. Designated DEF and CEF units will complete SRP as stated above: (1) DEF and CEF units, conduct initial SRP no later than LAD - 180/AFPD - 180 or CTE - 30; (2) DEF units, conduct final SRP NET LAD - 60; and (3) For CEF units, final SRP will be conducted only if the unit is alerted for deployment with a LAD, which changes their status to a DEF unit; final SRP will be conducted NET LAD - 60 (final SRP will be conducted immediately if LAD is within 60 days). The final SRP will be conducted by the unit and verified by the installation Directorate of Plans, Training, Mobilization, and Security. The annual SRP may be omitted for DEF or CEF units. Units or BCTs may conduct additional SRPs using internal resources in order to identify and fix possible nondeployable conditions prior to initial or final SRP.

e. Commanders and leaders at all levels are responsible for building and sustaining personal resilience and improving unit readiness within their formations. All Soldier readiness issues should be identified by the unit well in advance of formal SRP, be corrected using internal resources, if possible, and reported to the appropriate installation activity for assistance in correcting the issue in order to minimize the number of nondeployable Soldiers, if required. Depending on local policy, SRP can be scheduled either for Soldiers individually or for units as a whole and as frequently, as needed, at unit level (for example, quarterly, semiannually, and so on). An initial SRP check must be done by the unit when first alerted for deployment. Installation assets will be used for the DEF or CEF initial SRP and for the final SRP for all units deploying from the installation.

f. Unit commanders are responsible for ensuring SRP occurs at the unit level continually and ensure DA Form 7425 is completed prior to conducting of final SRP and verified by installation NET LAD - 60. A SRP team from installation and staff agencies accomplishes the initial SRP (unit and individual annual) under the general leadership of

the Directorate of Plans, Training, Mobilization, and Security. Based on installation or community size and mission, the team may operate full time and consist of representatives from the following installation or community staff agencies:

- (1) Personnel.
- (2) Medical.
- (3) Dental.
- (4) Provost Marshal Office.
- (5) Military pay.
- (6) Security.
- (7) Legal.
- (8) Logistics.
- (9) Operations.
- (10) TAP center.

*g.* Installation and unit commanders must develop and enforce procedures that notify support activities when Soldiers will be departing the home station on TCS orders or a unit deployment.

*h.* HRC is developing a system to provide a common operating picture of individual and unit human resources readiness. For this system to be of any value units, with the authority to update systems of record will submit appropriate transactions to provide current status prior to any SRP; units will also submit appropriate transactions during or upon completion of SRP to update Soldier or unit status. An up-to-date data base is a prerequisite for possible virtual SRP.

*i.* DA Form 7425 and use of these processing procedures are required for SRP on all Soldiers and for departures from the home station on a TCS move or a unit deployment. DA Form 7425 guides Soldiers through the SRP, the additional requirements that must be met before departing the home station for transit to a deployment station, and the processing at the deployment station. A copy of DA Form 7425 with the home-station portions completed will accompany every deploying Soldier to the deployment station. Installations will determine how these processing requirements will be accomplished. Commanders may require Soldiers to process through additional activities listed on the form and/or some local activities not listed on the form (that is, unique local activities can be added to the form).

*j.* A deployment packet, which includes a copy of the appropriate personnel, medical, dental, and other required documents, will be uploaded into iPERMS prior to departure from the home station.

#### **4-2. Internal control process for the Soldier readiness processing**

SRP is an internal control process in the Army Internal Control Program of AR 11-2. To assist commanders, units, brigade or battalion SIs, and installations in evaluating this key internal control item, appendix B contains an internal control evaluation for SRP.

#### **4-3. Mobilization requirements**

*a.* Mobilization is the process by which all or parts of the Armed Forces are expanded and brought to a state of readiness for war or other national emergency. This includes activating all or part of the RCs and assembling and organizing personnel and materiel. The call of RC Soldiers to active duty may include a PRC, partial mobilization, or full mobilization. The processing procedures for mobilization also apply to the support of contingency operations.

*b.* The authority to order mobilization resides with the President and/or Congress. The Secretary of Defense, with the advice of the Joint Chiefs of Staff, recommends to the President and Congress the level of mobilization required to support a given contingency or national emergency. Upon approval, the Secretary of Defense directs the mobilization of RC units and individuals through the military departments.

*c.* The mobilization processing requirements (whether for unit or individual activations) are the same as those for the SRP (level 1 state of readiness).

*d.* All mobilized RC Soldiers will be informed about their reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (see also Title 38, United States Code, Chapter 43 (38 USC Chapter 43)) to the Guard and Reserve Program.

#### **4-4. Expansion of the processing activity for mobilization**

*a.* When mobilization is declared, there is a major change from peacetime to wartime assignment procedures. This includes the cross-leveling of Soldiers to adjust unit strengths in line with Army priorities to ensure the mission capability and readiness of all units and their Soldiers.

*b.* Prior to full mobilization, installations having mobilization station responsibilities will resource and organize the processing activity to accomplish the mobilization mission. At mobilization, the installation's current personnel processing activity will expand according to the installation mobilization tables of distribution and allowances. The garrison MPD directs the overall operations of the processing activity.

#### **4-5. Battalion and unit Soldier readiness processing and mobilization processing requirements**

- a.* Units will use DA Form 7425 for final SRP for units 120 to 60 days prior to AFPD (AFPD minus 120-60).

Commanders will coordinate with the installation to certify final SRP NET LAD - 60. Commanders are responsible for unit readiness at all times and will conduct continuous SRP after the installation-led SRP at AFPD - 180 and by exception at AFPD minus 120-60.

b. Soldiers will complete the deployment health assessments (DHAs), including DD Form 2795 (Pre-Deployment Health Assessment (Pre-DHA) hereafter referred to as Pre-DHA), PDHA, and PDHRA, for all deployments outside the continental United States (OCONUS) (for example, operational deployments, training events, humanitarian missions, and so forth) for greater than 30 days, to locations not supported by a fixed U.S. military treatment facility. Moreover, commanders are required to determine the environmental risks and the need for DHAs for all deployments of 30 days or less to any location, CONUS or OCONUS in accordance with DODI 6490.03. Commanders and S1s must ensure the proper scheduling of the Pre-DHA in accordance with DODI 6490.03 and 6490.12. This includes completion of the Pre-DHA within 120 days from deployment and validation of the form and Soldier's medical status within 60 days of deployment.

c. Transactions, as appropriate, will be submitted to update the appropriate Army human resource system application based on the findings of SRP. Other functional systems (for example, MEDPROS, Digital Training Management System) must also be updated by the local proponent for the system, at the point of service.

#### **4-6. Installation- and/or community-level Soldier readiness processing and mobilization processing**

a. *Initial Soldier readiness processing.* The installation will use DA Form 7425 for initial SRP for units 180 days prior to AFPD (AFPD - 180) or 30 days prior to CTE (CTE - 30). The installation and the commander will monitor units to ensure that all personnel completed initial SRP, having units SRP by exception as needed to complete all SRP requirements. Unit commanders are responsible to correct all nondeployable conditions identified at the installation SRP prior to certifying with the installation at final SRP.

b. *Process control station.*

(1) As the focal point for installation- and/or community-level SRP and mobilization processing for both levels of readiness, PROC CS will coordinate and conduct the appropriate SRP and/or mobilization processing briefings, designate the stations through which each Soldier must process, do appropriate coordination with the other installation- and/or community-level processing stations, provide any required special guidance, and ensure that each Soldier has processed properly.

(2) Checks will be made to ensure that Soldiers are properly processed and that Soldier readiness nondeployable conditions are either eliminated or reported to the commander.

c. *Installation- and/or community-level SRP and mobilization processing stations.*

(1) The following requirements apply to achieving level 1 state of readiness:

(a) All Soldiers are required to process through the following stations:

1. Personnel information station.
2. Personnel management station.
3. Medical facility.
4. Dental facility.
5. DEERS, RAPIDS, ID cards, and tags.
6. Security office (unit or installation, as determined by the senior commander).
7. Defense military pay office.
8. Legal affairs.

(b) Soldiers will receive a legal briefing to discuss wills, powers of attorney, and other legal matters, and for those Soldiers who need to make or update a will, to designate a power of attorney, and/or to seek counseling in legal matters will be provided an opportunity to consult with legal assistance personnel about these matters. Wills and other legal documents will be drafted onsite, when appropriate, or Soldiers will be referred to the legal assistance office.

(c) The names, ranks, last four digits of social security numbers, and area of concentration, or MOS of all Soldiers found to be permanently nondeployable during SRP will be provided to the unit commander, brigade, and battalion S1s, and the division G-1, or other office as designated by the senior commander.

(2) The following items apply to achieving level 2 state of readiness:

(a) Soldiers who are departing the home station for movement to the deployment station will process through the CIF.

(b) Chaplains will be available to all Soldiers who are processing for departure to a deployment station.

(c) Whether or not each deploying Soldier is required to process through any of the following stations will be determined at the PROC CS:

1. Transportation office.
2. Education center.
3. ACS center.
4. Provost Marshal Office.
5. Housing office.

6. Morale, welfare, and recreation fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).
  7. Training aids center.
  8. TAP center.
- (3) At the discretion of the commander, the inspector general may establish a processing station for SRP and/or mobilization processing.

## **Chapter 5**

### **Deployment Processing**

#### **5-1. Deployment processing requirements**

- a. This chapter applies to both individual (for example, individual TCS moves in support of an officially named contingency) and unit deployments.
- b. Personnel will be processed using the deployment checklist to manage deployment processing.
- c. Soldiers deploying through an individual deployment site or CONUS replacement center will be reported through the automated system that supports the replacement operations process.
- d. Deployment processing requirements are:

(1) Deploying Soldiers will meet medical fitness standards in accordance with AR 40-501, the Army G-1 Personnel Policy Guidance (PPG), and the combatant commander's requirements. The unit commander will make the decision to deploy a Soldier in accordance with DODI 6490.07 and Combatant Command (COCOM) published medical screening criteria. For Soldiers with any of the conditions listed in these authoritative documents, unit commanders must raise the decision to the first general officer in the chain of command. The general officer who recommends deployment must submit a waiver request through the COCOM surgeon to the combatant commander for approval. Some Soldiers, because of certain medical conditions, may require administrative consideration when assigned to combat areas or certain geographic areas. The role of the commander is to ensure that Soldiers do not violate their profiles and are assigned duties which they can perform without undue risk to health and safety. The decision to deploy a Soldier is the unit commanders to make. For Soldiers with any of the conditions listed in DODI 6490.07 or COCOM's published medical screening criteria, a general officer recommending deployment must submit a waiver request through the COCOM surgeon to the combatant commander for approval. If it is determined that the deploying Soldier has a physical profile, the following must apply:

(a) If the Soldier has a temporary profile, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40-501. A Soldier with a temporary profile that is a deployment-limiting condition per DODI 6490.07 and/or COCOM medical screening criteria may deploy after the temporary disqualification expires or when the medical waiver for the deployment-limiting medical condition is granted by the combatant commander or his designee. In all cases, the role of the commander is to ensure that Soldiers do not violate their profile and are assigned duties, which they can perform without undue risk to health and safety.

(b) If the Soldier has a permanent P3 or P4, the Soldier's retainability should be adjudicated by an MAR2, MEB, or PEB.

(c) If the Soldier has been retained by a MAR2, MEB, or PEB, the permanent profile information must be annotated in section 10e (Readiness) of DD Form 2766 (Adult Preventive and Chronic Care Flowsheet).

(d) If the Soldier has a permanent P3 or P4, which has not been adjudicated by a MAR2, MEB, or PEB, a MAR2, MEB, or PEB should be completed.

(2) Soldiers will complete the DHAs, including the Pre-DHA, PDHA, and PDHRA, for all deployments OCONUS (for example, operational deployments, training events, humanitarian missions, and so forth) for greater than 30 days, to locations not supported by a fixed U.S. military treatment facility. Moreover, commanders are required to determine the environmental risks and the need for DHAs for all deployments of 30 days or less to any location, CONUS or OCONUS in accordance with DODI 6490.03. Commanders and S1s must ensure the proper scheduling of the Pre-DHA in accordance with DODI 6490.03 and 6490.12. This includes completion of the Pre-DHA within 120 days from deployment and validation of the form and Soldier's medical status within 60 days of deployment.

(3) Soldiers pending deployment outside the 50 United States and its territories and possessions will attend Antiterrorism Level 1 Training per DODI 2000.16. Unit security manager representatives will maintain a record of all individuals who receive this training.

#### **5-2. Internal control process for deployment processing**

Deployment processing is an internal control process in the Army Internal Control Program of AR 11-2. To assist commanders, units, brigade or battalion S1s, and installations in evaluating this key internal control item, appendix B contains an internal control evaluation.

### **5-3. Deploying unit readiness validation process (AR 220-1)**

*a.* For deploying units, validation is the senior commander's determination of the unit's ability to accomplish the deployment mission. Individual Soldier readiness for deployment is as important as training and equipment readiness. The validation process is usually conducted in three phases:

- (1) *Phase I.* The unit commander's unit status report suffices as the initial assessment.
- (2) *Phase II.* SRP (chap 4) accomplishes the readiness improvement portion of the validation process and ensures that all Soldiers meet the readiness requirements.
- (3) *Phase III.* The deployment processing activities described in this chapter will provide information for the installation final validation assessment and deployment decision making process.

*b.* The garrison chief, MPD is the military personnel community's representative on the installation validation board.

### **5-4. Unit, brigade, or battalion deployment processing requirements**

*a.* Although the deployment checklist will guide deploying Soldiers through the process at both the unit and the installation levels, the brigade or battalion S1 will ensure that Soldiers receive all required briefings and provide them any required guidance.

*b.* Family members of deploying Soldiers will be provided an opportunity to receive an orientation briefing and/or printed materials on the mission, available Family readiness groups, and Family member benefits.

*c.* Each battalion staff activity or unit will accomplish at least the requirements on the deployment checklist.

*d.* The brigade or battalion S1 will ensure that all deploying citizen Soldiers have an opportunity to fill out and submit Standard Form (SF) 76 (Registration and Absentee Ballot Request - Federal Post Card Application) so that the voting registrars back home will know where to send absentee ballots during the deployment.

*e.* The brigade or battalion S1 will perform appropriate checks to ensure that Soldiers process correctly.

*f.* Appropriate transactions will be done on all Soldiers who deploy.

*g.* The battalion S2 will ensure Soldiers meet the security/background investigation required for deployment.

### **5-5. Installation- and/or community-level deployment processing**

*a.* All Soldiers are required to process through the following stations:

- (1) MPD.
- (2) Medical facility.
- (3) Dental facility.
- (4) DEERS, RAPIDS, ID cards, and tags.
- (5) Security office.
- (6) Legal affairs.
- (7) Defense military pay office.

*b.* Soldiers will receive a legal briefing to discuss wills, powers of attorney, and other legal matters, and for those Soldiers who need to make or update a will, to designate a power of attorney, and/or to seek counseling in legal matters will be provided an opportunity to consult with legal assistance personnel about these matters. Wills and other legal documents will be drafted onsite when appropriate, or Soldiers will be referred to the legal assistance office.

*c.* All Soldiers deploying to the theater of operations will process through the CIF.

*d.* All Soldiers who do or not have registered POVs or privately owned weapons will process through the Provost Marshal Office. Soldiers who have authorized POVs will be provided a secure storage area for their vehicles. DD Form 2506 (Vehicle Impoundment Report) will be used. Soldiers who have privately owned weapons will make proper disposition of their weapons before departure.

*e.* Chaplains may establish a processing station for deploying Soldiers. Unit chaplains will be available to Soldiers through their unit of assignment.

*f.* At the discretion of the commander, the inspector general may establish a processing station for deploying Soldiers.

*g.* The names, ranks, last four digits of social security numbers, and area of concentration or MOS of all Soldiers found to be nondeployable during deployment processing will be provided to the unit commander.

*h.* A Soldier is not deployable until all nondeployable conditions are resolved.

*i.* As a quality assurance measure, commanders will validate the deployability status of their Soldiers prior to finalizing and submitting the deployment manifest. Through the use of electronic or manual systems, commanders will ensure that Soldiers have completed all SRP requirements and are deployable. A Soldier will be removed from the final deployment manifest until all requirements are satisfied. The following suggested techniques will ensure an effective and thorough SRP process that addresses all Soldier deployability concerns:

(1) Use of computer software and a card reader in conjunction with the common access card at the beginning of SRP for check-in at each station and at the end for validation of completion.

(2) Use of a simple electronic or manual spreadsheet designed to track the completion of SRP and recommendations

from deployment processing checklists. Use of a report generated from the SRP database that details the deployability status of every Soldier that went through SRP.

## **Chapter 6**

### **Deployment Cycle Support**

#### **6–1. The Deployment Cycle Support process**

*a.* The DCS process is a set of activities directed by the Secretary of the Army. The Army recognizes a critical need to provide Soldiers, DA Civilians, and Families with the opportunity and means for personal reconstitution, increased resilience, Family reunion/reintegration, and reestablishment of personal readiness. The goal of the DCS process is to facilitate Soldier, DA Civilian, and Family readiness and resilience throughout the deployment cycle, which ultimately prepares them to deal with the rigors and challenges of a demanding profession.

*b.* The Army conducts DCS operations for Soldiers and DA Civilians who are deployed for 90 days or more to mitigate the stressors associated with extended deployments. DCS operations also include Soldiers departing theater on emergency leave, rest and relaxation (R&R), and medical evacuation.

*c.* The Deputy Chief of Staff, G–1 is the staff proponent for DCS policy, and publishes updates to DA Form 7631 (Deployment Cycle Support (DCS) Checklist) for required senior commander support. DA Form 7631 is the Deputy Chief of Staff, G–1 prescribed form to use for DCS operational support for personnel deploying over 90 days and complements the SRP DA Form 7425. The DA Form 7631 is a tool used to ensure adequate support is emplaced for Families in CONUS and outside CONUS, and for Soldiers and DA Civilians deploying or mobilizing through theater aerial ports of debarkation.

*d.* The DCS process supports each ARFORGEN cycle and the SRP through tasks, briefings, and training during the three ARFORGEN force pools (RESET, Train/Ready, and Available). Each phase of the DCS is directly aligned within the ARFORGEN cycle it supports.

*e.* The DCS process is a senior commander program. Commanders are responsible for the DCS process to ensure adequate assets are emplaced to support the Total Army Family. The DCS requirements apply to AC and RC Soldiers, DA Civilians, and Families, as applicable. The Army conducts DCS operations for all personnel who may be deployed away from home station for 90 days or more. The objective of the DCS is to assist the Total Army Family in maintaining its resiliency throughout the entire deployment cycle.

*f.* Senior commanders should continue to ensure that coordination of support requirements by the Installation Management Command at the installation and garrison levels is accomplished; and assets required to support the entire DCS cycle are emplaced at all theater aerial ports of debarkation, as necessary.

*g.* Commanders will ensure that DCS activities include screening of Soldiers and DA Civilians for DHA completion (Pre-DHA, PDHA, and PDHRA) in accordance with the standards and windows of compliance outlined in DODI 6490.03.

*h.* All levels of command must be involved to ensure that DCS tasks are accomplished and documented within existing automation systems, if possible, for all Soldiers, including Army personnel deploying or deployed with other services. The DCS process takes place concurrently for Soldiers at deployed locations, CONUS replacement centers, mobilization or demobilization stations, and at the home station for families.

#### **6–2. Soldier readiness processing and personnel processing**

*a.* The focus of the SRP is to ensure Soldiers, and DA Civilians are adequately prepared and remain at a continuous administrative state of readiness for deployment. Although the DCS process includes SRP activities, the primary focus of DCS is to ensure adequate support is provided to take care of Soldiers, DA Civilians, and Family requirements throughout the entire deployment process.

*b.* The gaining command is responsible for updating DCS task accomplishment within existing Army-fielded automation systems; and for any tasks not completed for newly assigned and returning Soldiers, DA Civilians; and Families entitled to receive services at military installations, or TRICARE facilities, if referred for care.

*c.* Per AR 600–20, Family members of Soldiers and DA Civilians are included in Army Family programs; therefore, both Soldier and DA Civilian Family members are authorized and encouraged to attend specific briefings, training, counseling, and other services identified by the DCS process and tailored to the Total Army Family at the home station.

*d.* DA Civilians deployed overseas, and their Family members may use Army OneSource services during the period of deployment and for up to 180 days after return to home station.

*e.* The losing and gaining commander should ensure appropriate training, to include suicide prevention and resilience training, is provided to DA Civilians during their deployment readiness processing and departure from theater (to include emergency, R&R or medical leaves). Families of redeployed DA Civilians should be offered the opportunity and encouraged to participate, as well.

f. The DCS task list supports the current ARFORGEN process, indicates what must be accomplished to adequately support the DCS process, and supports the human dimension. The following are the definitions of all DCS phases aligned with the three ARFORGEN Force Pools and how they relate to personnel processing activities.

(1) *DCS Phase 1 (RESET Force Pool phase) (redeployment, post deployment, and reconstitution)*. Includes units or individuals reset in theater; transfer of forces and materiel to support other operational requirements; or return of personnel, equipment and materiel to the home station or demobilization station. Phase 1 includes reintegration of Soldiers and DA Civilians into their pre-deployment environments. Tasks include administrative actions, briefings, training, and counseling for Soldiers and DA Civilians departing theater and their Family members at home station. Tasks for Soldiers and DA Civilians should begin in theater. All Soldiers will undergo a reverse SRP, and will receive either separation that is expiration of term of service, retirement, or transitional counseling if mobilized, as required. USAR and ARNG Soldiers will be demobilized and returned home. Commanders are responsible for ensuring that tasks not completed in theater are completed at the home or demobilization station. During RESET, the first O5 in the chain of command will certify that the unit or eligible individuals have completed the DCS tasks. The successful reunion of Families depends on proper preparation, including briefings, training and counseling for spouses and Family members. Reception activities (such as parades and picnics) should occur for redeploying Soldiers and DA Civilians. Family readiness groups, community agencies, and employers should participate. The post deployment RESET tasks consist of administrative actions, briefings, training, counseling, and medical evaluations not accomplished in theater to facilitate the successful reintegration of Soldiers and DA Civilians into their Families and communities.

(2) *DCS Phase 2 (Train/Ready Force Pool phase) (Training and preparation, mobilization, deployment)*. Units complete RESET actions and begin to enter the traditional training cycle. Individual and collective training and readiness activities drive this phase. DCS tasks consisting of personnel administrative actions, briefings, training, counseling, and medical evaluations are completed to ensure that all Soldiers, DA Civilians, and their Families are prepared for extended deployments. If Soldiers are identified with psychological problems not discovered during the immediate post-mobilization period, refer to the Army G-1 Personnel Policy Guidance (Medical and Dental, General Guidance) for specific guidance and procedures. Units or individuals are alerted for possible deployment and undergo preparations and training. DA Civilians do not fit neatly into the ARFORGEN phases. For example, DA Civilians generally deploy on a one-time basis and perform the same skills or duties required of their position at home station. Also, any training received is generally in connection with survival in a combat zone. Commanders at all levels should ensure appropriate DCS tasks are accomplished for all deploying and redeploying DA Civilians.

(3) *DCS Phase 3 (Available Force Pool phase) (employment)*. Units or individuals are prepared to deploy or physically deploy from CONUS or outside CONUS installations into the designated theater. Units or individuals perform their assigned mission in theater for a prescribed period of time. Tasks include recurring administrative actions and briefings, training, and counseling for Soldiers and DA Civilians departing theater on emergency leave, R&R, separation or retirement processing, or medical evacuation. During conduct of DCS requirements, SRP sites in theater and CONUS will ensure that medical records are not combined with DA Form 7631. Army substance abuse, social work services, and behavioral health medical professionals will make sure safeguards are in place to implement this requirement.

### **6-3. Redeployment processing requirements**

a. The redeployment checklist contained in DA Form 7631 will be used to manage redeployment processing. Any items on this checklist not completed during redeployment processing will be completed at the home station for Active Army Soldiers or the demobilization station for USAR and ARNG Soldiers.

b. If the redeployment is from a TCS station and not an Oversea Contingency Operation theater of operations, the applicable parts of the out-processing checklist will also be used to manage redeployment processing.

c. Use DA Form 7631 to help guide the DCS process.

d. At the discretion of the senior commander, the inspector general may establish a processing station for redeploying Soldiers.

e. If the redeployment is directly from one theater or TCS station, to another theater or TCS station, the deployment checklist will also be used to manage the redeployment process to ensure that Soldiers who became nondeployable during the current deployment are returned to the home station and not redeployed to the next theater or TCS station. The company or similar level commander will be informed if a Soldier is not deployable to the next theater or TCS station.

### **6-4. Post deployment activities (reverse Soldier readiness processing, demobilization, and personal reconstitution processing)**

a. The reintegration into the home station or demobilization and back into CONUS or garrison operations is called a reverse SRP.

b. For Active Army Soldiers, reverse SRP begins upon return to the home station.

c. Soldiers' commanders will coordinate with garrison commands and supporting staff elements to ensure Soldiers are screened during redeployment for completion of the DHAs in accordance with the standards of DODI 6490.03.

*d.* Mobilized USAR and ARNG Soldiers undergo demobilization processing at the demobilization station. USAR and ARNG finish many DCS tasks after returning at the home station as part of the Yellow Ribbon program. For demobilizing IRR Soldiers, the mobilization and demobilization stations are the home stations. IRR Soldiers will return with the unit they served with and demobilize from that station if the Soldier deployed through the CONUS replacement center, return from active duty must be coordinated with the CONUS replacement center.

*e.* The required personal reconstitution activities that occur during and in the months after reverse SRP and demobilization processing are an essential part of DCS and the SRP; therefore, if an Active Army Soldier departs the home station on a PCS move or a demobilized USAR or ARNG Soldier transfers to another unit before all the required personal reconstitution activities are completed, the incomplete items will be done during in-processing at the new station or unit (many RC units, particularly USAR, do not have the resources to conduct DCS tasks), and if necessary, continued until completion during subsequent SRP checks.

*f.* The RESET checklist will be used to manage all post deployment personnel processing (that is, reverse SRP and personal reconstitution activities) for Active Army Soldiers and demobilization for USAR and ARNG Soldiers.

*g.* Use both the SRP and DA Form 7631 to ensure that deployment and redeployment tasks are met. Commands and agencies may supplement these checklists in order to meet specific and unique combatant commander and theater requirements. This will provide better clarity for the intended purpose of the checklists. Demobilizing USAR and ARNG Soldiers will receive a DD Form 214 before departure in accordance with paragraph 3–2. At the discretion of the senior commander, the inspector general may establish a processing station for any or all post deployment activities.

## **Appendix A References**

### **Section I Required Publications**

DA publications are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>.

#### **AR 11-2**

Managers' Internal Control Program (Cited in paras 1-10, 3-3, 4-2, 5-2.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS) (Cited in para 2-1.)

#### **AR 600-8-2**

Suspension of Favorable Personnel Actions (Flags) (Cited in paras 3-2i(4)(a), 3-4l, 3-5a(8).)

#### **AR 635-8**

Separation Processing and Documents (Cited in para 3-2i(2) and (5).)

#### **DA Pam 600-8-101**

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Cycle Support) (Cited in para 1-1.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 25-30**

The Army Publishing Program

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

#### **AR 37-104-4**

Military Pay and Allowances Policy

#### **AR 40-3**

Medical, Dental, and Veterinary Care

#### **AR 40-5**

Preventive Medicine

#### **AR 40-63**

Ophthalmic Services

#### **AR 40-66**

Medical Record Administration and Healthcare Documentation

#### **AR 40-501**

Standards of Medical Fitness

#### **AR 40-562**

Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases

#### **AR 50-5**

Nuclear Surety

#### **AR 50-6**

Chemical Surety

**AR 55-46**

Travel Overseas

**AR 135-18**

The Active Guard reserve (AGR) Program

**AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army

**AR 135-175**

Separation of Officers

**AR 135-178**

Enlisted Administrative Separations

**AR 135-210**

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization

**AR 190-5**

Motor Vehicle Traffic Supervision

**AR 215-1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 220-1**

Army Unit Status Reporting and Force Registration - Consolidated Policies

**AR 340-21**

The Army Privacy Program

**AR 380-5**

Department of the Army Information Security Program

**AR 380-67**

Personnel Security Program

**AR 600-4**

Remission or Cancellation of Indebtedness

**AR 600-8**

Military Human Resources Management

**AR 600-8-1**

Army Casualty Program

**AR 600-8-4**

Line of Duty Policy, Procedures, and Investigations

**AR 600-8-6**

Personnel Accounting and Strength Reporting

**AR 600-8-7**

Retirement Services Program

**AR 600-8-8**

The Total Army Sponsorship Program

**AR 600-8-10**

Leaves and Passes

**AR 600–8–11**

Reassignment

**AR 600–8–14**

Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel

**AR 600–8–19**

Enlisted Promotions and Reductions

**AR 600–8–22**

Military Awards

**AR 600–8–24**

Officer Transfers and Discharges

**AR 600–8–29**

Officer Promotions

**AR 600–8–104**

Army Military Human Resources Records Management

**AR 600–8–105**

Military Orders

**AR 600–9**

The Army Body Composition Program

**AR 600–20**

Army Command Policy

**AR 600–43**

Conscientious Objection

**AR 600–60**

Physical Performance Evaluation System

**AR 600–63**

Army Health Promotion

**AR 600–85**

Army Substance Abuse Program

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus

**AR 601–210**

Active and Reserve Components Enlistment Program

**AR 601–280**

Army Retention Program

**AR 608–1**

Army Community Service

**AR 608–10**

Child Development Services

**AR 608–75**

Exceptional Family Member Program

**AR 608–99**

Family Support, Child Custody, and Paternity

**AR 614–30**

Overseas Service

**AR 614–100**

Officer Assignment Policies, Details, and Transfers

**AR 614–200**

Enlisted Assignments and Utilization Management

**AR 621–5**

Army Continuing Education System

**AR 623–3**

Evaluation Reporting System

**AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635–200**

Active Duty Enlisted Administrative Separations

**AR 735–5**

Property Accountability Policies

**ATTP 1–0.1**

S–1 Operations

**DA Pam 40–506**

The Army Vision Conservation and Readiness Program

**DA Pam 600–8**

Management and Administrative Procedures

**DA Pam 611–21**

Military Occupational Classification and Structure

**DA Pam 623–3**

Evaluation Reporting System

**CTA 50–900**

Clothing and Individual Equipment (Available at [http://armypubs.army.mil/doctrine/CTA\\_1.html](http://armypubs.army.mil/doctrine/CTA_1.html).)

**DFAS–IN 37–1**

Finance and Accounting Policy Implementation (Available at <http://www.asafm.army.mil/Default.aspx>.)

**DOD 7000.14–R**

DOD Financial Management Regulations (FMRS) (Available at <http://comptroller.defense.gov/fmr.aspx>.)

**DODD 1000.21E**

DOD Passport and Passport Agent Services (Available at [http://www.dtic.mil/whs/directives/corres/pub1.html/.](http://www.dtic.mil/whs/directives/corres/pub1.html/))

**DODD 1332.35**

Transition Assistance for Military Personnel (Available at [http://www.dtic.mil/whs/directives/corres/pub1.html/.](http://www.dtic.mil/whs/directives/corres/pub1.html/))

**DODI 1332.36**

Preparation Counseling for Military Personnel (Available at [http://www.dtic.mil/whs/directives/corres/pub1.html/.](http://www.dtic.mil/whs/directives/corres/pub1.html/))

**DODI 2000.16**

DOD Antiterrorism (AT) Standards (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html/>.)

**DODI 6490.03**

Deployment Health (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html/>.)

**DODI 6490.12**

Mental Health Assessments for Service Members Deployed in Connection with a Contingency Operation (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html/>.)

**DODI 6490.07**

Deployment-Limiting Medical Conditions for Service Members and DOD Civilian Employees (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html/>.)

**FM 1-0**

Human Resources Support

**JFTR**

Joint Federal Travel Regulation, Vol 1 (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

**PL 101-510, as amended**

Base Closure and Realignment Act of 1990 (Available at <http://www.gpo.gov/fdsys/search/showcitation.action>.)

**DA Personnel Policy Guidance**

Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (Available at <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>.)

**Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)**

(Available at <http://www.dol.gov/compliance/laws/comp-userra.htm>.)

**5 USC 552**

The Freedom of Information Act (Available at <http://uscode.house.gov/search/criteria.shtml>.)

**5 USC 552a**

The Privacy Act of 1974, as amended (Available at <http://uscode.house.gov/search/criteria.shtml>.)

**38 USC Chapter 43**

Employment and Reemployment Rights of Members of the Uniformed Services (Available at <http://uscode.house.gov/search/criteria.shtml>.)

**Section III****Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>.

**DA Form 137-1**

Unit Clearance Record (Prescribed in paras 1-10, 3-1, 3-2*d*(2) and *d*(4), 3-2*i*(3), (4)(a), and (b), 3-4*a*, *b*, *d*, and *k*.)

**DA Form 137-2**

Installation Clearance Record (Prescribed in paras 1-10, 3-1, 3-2*d*(2) and (4), 3-2*i*(3), 3-4*a* and *b*.)

**DA Form 5123**

In- and Out-Processing Records Checklist (Prescribed in paras 2-1, 2-2*b*(3), 3-2*h*, 3-5*a*(6).)

**DA Form 5123-1**

In-Processing Personnel Record (Prescribed in paras 2-1, 2-2*b*(4), 2-3*b*.)

**DA Form 7425**

Readiness and Deployment Checklist (Prescribed in paras 1-4*a*(2)(c), 1-10, 2-1, 4-1*f* and *i*, 4-5*a*, 4-6*a*, 6-1*c*.)

**DA Form 7631**

Deployment Cycle Support Checklist (Prescribed in paras 6-1c, 6-2f(3), 6-3a, 6-4g.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>; DD Forms are available on the Office of the Secretary of Defense Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>; standard forms are available on the U.S. General Services Administration Web site at <http://www.gsa.gov>.

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2173**

Statement of Medical Examination and Duty Status

**DA Form 4037**

Officer Record Brief (Available through normal forms supply channels.)

**DD Form 200**

Financial Liability Investigation of Property Loss

**DD Form 214**

Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 2506**

Vehicle Impoundment Report

**DD Form 2648 (Test)**

Pre-separation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members

**DD Form 2648-1 (Test)**

Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members

**DD Form 2766**

Adult Preventive and Chronic Care Flowsheet (This form is not electronically available, please contact the DOD Forms Management Officers (FMO) (Assistant Secretary of Defense for Health Affairs) at <http://www.dtic.mil/whs/directives/infomgt/forms/fpoc.htm>.)

**DD Form 2795**

Pre-Deployment Health Assessment (Pre-DHA)

**DD Form 2796**

Post-Deployment Health Assessment (PDHA)

**DD Form 2697**

Report of Medical Assessment

**DD Form 2900**

Post-Deployment Health Reassessment (PDHRA)

**SF 76**

Voter Registration and Absentee Ballot Request - Federal Post Card Application (FCPA)

**Appendix B  
Internal Control Evaluation****B-1. Function**

The functions covered by this evaluation are out-processing, the SRP, and deployment processing.

**B-2. Purpose**

The purpose of this evaluation is to assist commanders, units, battalion S1s, and installations in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

**B-3. Instructions**

Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, interviewing, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on the DA Form 11-2 (Internal Control Evaluation Certification).

**B-4. Test questions**

- a.* Has the local command developed controls to ensure that Soldiers are completely and properly processed during out-processing, SRP checks, and processing for deployment?
- b.* Do Soldiers process through all of the stations they are required to clear?
- c.* Is there a final check to ensure that Soldiers were completely and properly processed?
- d.* Are Soldiers checked for deployment readiness as part of the reassignment process?

**B-5. Supersession**

This checklist does not replace any previous checklist.

**B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Drive, Fort Knox, KY 40122-5408.

## **Glossary**

### **Section I Abbreviations**

**AC**

Active Component

**ACS**

Army Community Service

**AFPD**

Armed Forces Police Department

**AGR**

Active Guard Reserve

**AR**

Army Regulation

**ARFORGEN**

Army Force Generation

**ARNG**

Army National Guard

**BCT**

brigade combat team

**CEF**

Contingency Expeditionary Force

**CIF**

central issue facility

**COCOM**

Combatant Command

**CONUS**

continental United States

**CTE**

collective training exercise

**DA**

Department of the Army

**DCS**

deployed cycle support

**DD**

Department of Defense (Forms)

**DEERS**

Defense Enrollment Eligibility Reporting System

**DEF**

Deployment Expeditionary Force

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**ID**

identification

**iPERMS**

integrated Personnel Electronic Records Management System

**IRR**

Individual Ready Reserve

**LAD**

latest arrival date

**MAR2**

MOS Administrative Retention Review

**MEB**

medical evaluation board

**MEDPROS**

Medical Protection System

**MOS**

military occupational specialty

**MPD**

military personnel division

**NET**

no earlier than

**NATO**

North Atlantic Treaty Organization

**P3**

permanent profile 3

**P4**

permanent profile 4

**Pam**

pamphlet

**PCS**

permanent change of station

**PDHA**

Post Deployment Health Assessment

**PDHRA**

Post Deployment Health Reassessment

**PEB**

physical evaluation board

**PHA**

physical health assessment

**PL**

public law

**POV**

privately owned vehicle

**PPG**

Personnel Policy Guidance

**PRC**

Presidential Reserve call-up

**Pre-DHA**

Pre-Deployment Health Assessment

**PROC CS**

process control station

**RAPIDS**

Real-time Automated Personnel Identification System

**R&R**

rest and relaxation

**RC**

Reserve Component

**S1**

adjutant

**S2**

intelligence officer

**SF**

standard form

**SRP**

Soldier readiness process

**TAP**

Transition Assistance Program

**TCS**

temporary change of station

**TDY**

temporary duty

**TRICARE**

tri-service medical care

**USAR**

U.S. Army Reserve

**USC**  
United States Code

## **Section II**

### **Terms**

#### **Base operations**

Specific installation wide services (for example, personnel processing, retirement services, retention, and casualty assistance center services).

#### **Combat service support**

The process used to provide certain types of administrative, logistics, and morale support to Army units in the execution of their missions.

#### **Command and staff**

A staff section headed by the command's senior military human resources manager (for example, garrison MPD, division G-1).

#### **Commercial activities**

Representatives from non-Army activities, residing on or off post, which provide Soldier and Family support services. Representatives from these activities, upon installation or community commander approval, may conduct their enrollment, payment, and disenrollment business in the personnel center in exchange for being included in the central clearance system.

#### **Continental United States replacement center**

An organization designated to process Soldiers who are deploying as individuals from CONUS to an overseas location in support of a contingency operation.

#### **Deployment cycle support**

DCS is a commander program and a comprehensive process directed by the Secretary of the Army that ensures Soldiers, DA Civilians and their Families are better prepared and sustained throughout the deployment cycle. It provides a means to identify Soldiers, DA Civilians and Families at the installation level who may need assistance with the challenges inherent to extended deployments and incorporates resilience as a critical component of Soldier and unit readiness.

#### **Directorate of Plans, Training, Mobilization, and Security**

The principal garrison staff officer for plans, operations, training, mobilization, and security. Manages contingency and mobilization planning operations and programming of training loads. Exercises general management of installation mobilization stations and SRP sites.

#### **Extended temporary duty**

TDY at another station for more than 90 days.

#### **Family support services activities**

Representatives from Army related activities, usually residing on post, which provide Soldier and Family support and services.

#### **Function**

A military human resources activity that is the basis for a single source regulation. Functions subdivide military human resources operation in the field into manageable segments.

#### **Home station**

The permanent duty station of Active Army Soldiers and the permanent location of the Active Army, the ARNG of the United States, and USAR units (that is, installation, armory, center, or location). For mobilized RC Soldiers called to active duty as individuals (for example, IRR Soldiers) the mobilization station is the home station.

#### **In-processing**

An activity that welcomes and integrates individual Soldiers into their new duty stations. This process ensures that all incoming Soldiers meet the readiness criteria for deployment or that deficiencies are identified and reported to the gaining unit commanders. In-processing stations are staffed by a host of installation level agencies, usually under the staff supervision of the Chief, MPD or installation adjutant general. They are usually, but not always, located in one

building or general area. In-processing begins when a Soldier reports to a new installation or a new command on the same post and ends when a Soldier physically arrives and signs in at the gaining unit.

### **Mobilization station**

Installation mobilization stations operate under general management of the Director of Plans, Training, Mobilization, and Security. The designated military installation (active, semi-active, or state owned/controlled) to which a mobilized RC unit is moved for further processing, organizing, equipping, training, and/or employment and from which the unit may move to an aerial or sea port of embarkation. It is also a military installation to which mobilized IRR Soldiers are ordered to report for processing, equipping, training, and deployment or employment.

### **Out-processing**

An activity that administratively prepares individual Soldiers for movement to another duty station, for transfer to another command at the same location, or for departing the installation for transition from active duty to a different status (for example, separation, discharge, release from active duty, retirement, or demobilization). Out-processing ensures that only qualified Soldiers depart on a PCS and that their readiness status is reported to the losing and gaining commanders. Out-processing also provides the Army a final opportunity to identify and collect payment for debts owed by Soldiers who are leaving active duty before they depart.

### **Personnel Processing Program**

The Personnel Processing Program consists of the following administrative requirements for active duty Soldiers to ensure their readiness for deployment:

- a. In-processing.
- b. Soldier Readiness Program processing.
- c. Mobilization processing.
- d. Deployment processing.
- e. Deployment Cycle Support.
- f. Out-processing.

### **Policy**

A general statement that governs the objectives of a functional area within the purview of the Office of the Deputy Chief of Staff, G-1, the policy proponent.

### **Port of embarkation**

An air or sea terminal at which troops, units, military sponsored personnel, unit equipment, and materiel board and/or are loaded.

### **Presidential Reserve call-up authority**

The provision of a public law that authorizes the President to activate no more than 200,000 members of the Reserve forces (the total from all services) for a maximum of 270 days without declaring a national emergency.

### **Processing center**

The name for a building or area where Soldiers are in- and out-processed, usually under the staff supervision of the Chief, MPD or the installation adjutant general. It becomes a work unit of the mobilization and deployment center during mobilization.

### **Processing control station**

The work station at installation in- and out-processing centers that is responsible for directing, coordinating, and performing the quality control checks for installation or community level personnel processing activities. If personnel processing is performed at a location that does not have an in- and out-processing center (for example, a contingency theater of operations), the processing control station is the duty section designated by the local commander to perform this task.

### **Proponent**

An Army organization or staff that has been assigned the primary responsibility for material or subject matter in its area of interest.

### **Reintegration**

The processing of Soldiers who have returned from a deployment (either an individual TCS or a unit deployment) back into the home station. Reintegration is a modified version of in-processing. At some installations, reintegration is called a "reverse SRP."

**Reserve Components**

The Army has two RCs: the USAR and the ARNG of the United States.

**Resilience**

The mental, physical, emotional, and behavioral ability to face and cope with adversity, adapt to change, recover, learn, and grow from temporary setbacks.

**Soldiers**

U.S. Army commissioned officers, warrant officers, and enlisted personnel.

**Soldier Readiness Program processing requirements**

A set of administrative processing requirements that must be met before Soldiers can deploy, either as individuals or as participants in a unit movement. They are HQDA policy and directive in nature; were agreed upon by the Army's leadership; and apply to both the Active Army and RCs.

**Soldier Readiness Program level 1 state of readiness**

The administrative readiness requirements for deployment that should be met and maintained at all times.

**Soldier Readiness Program level 2 state of readiness**

Centralized SRP sites operate under general management of the Director of Plans, Training, Mobilization, and Security. Applies only to Soldiers who have been alerted for movement as individuals to a deployment station or a TCS station and to unit deployments when the home station is not the deployment station in support of a contingency (a TCS move). Level 2 requirements include all of those in level 1 plus some items that cannot be met until after the Soldier has been alerted for a specific deployment and must be accomplished before departure from the home station

**Standards of service**

Statements describing how much or how well the Army expects to do the work. The intent is to describe those major standards that drive manpower costs in the field for the senior leaders.

**Sub functions**

The division of work within a function. For example, the function of personnel processing subdivides into in-, out-, SRP, mobilization, deployment, redeployment, reintegration, and demobilization processing.

**Task**

The major subdivision of a function or sub function. It is the lowest level of work that has meaning to the doer, has a definite beginning and ending, and can be measured.

**Temporary change of station**

The temporary reassignment of individual Soldiers in support of a named contingency. TCS Soldiers may be reassigned as augmentees or temporary fillers to deployed or deploying units or as fillers to nondeploying units. TCS Soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA. Command and control and personnel service support are the responsibilities of the gaining unit commanders and supporting personnel services battalions of TCS Soldiers; therefore, TCS Soldiers have the same responsibilities and privileges as permanently assigned unit members for the duration of their temporary assignments.

**Unit**

A team, platoon, company, detachment, task force, and so forth, of Soldiers that has an official name (for example, 1st Platoon, Company A, 5th Battalion) or a unique unit identification code.

**Work center**

A clearly defined organizational element recognized by Manpower Staffing Standards System as the basis for manpower requirements.

**Section III**  
**Special Abbreviations and Terms**

**CRS**

career readiness standards

**VOW**

Veteran Opportunity to Work

**UNCLASSIFIED**

**PIN 067167-000**