

**Army Regulation 600–8–101**

**Personnel-General**

# **Personnel Readiness Processing**

**Headquarters  
Department of the Army  
Washington, DC  
6 March 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600–8–101

Personnel Readiness Processing

This major revision, dated 6 March 2018—

- o Changes the name of the regulation from Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle) to Personnel Readiness Processing (cover).
- o Eliminates “Deployment Cycle Support” and all references (throughout).
- o Replaces “ARFORGEN” with “Sustainable Readiness” in accordance with Army Directive 2016–07 (throughout).
- o Incorporates “readiness” after personnel to be consistent with Army Directive 2016–07 and the terminology of “personnel readiness” (throughout).
- o Incorporates administrative deployability standards (Adjustments to Administrative Policy) from Army Directive 2016–07, Enclosure 3 (Personnel Readiness Transformation) (throughout).
- o Eliminates DA Form 7631 (Deployment Cycle Support (DCS) Checklist) and all references (throughout).

Personnel-General

**Personnel Readiness Processing**

By Order of the Secretary of the Army:

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**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, and deployment processing. 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), and

DA Form 7425 (Readiness and Deployment Checklist).

**Applicability.** This regulation applies to the Regular 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 and provides an Internal Control Evaluation for use in evaluating key internal controls (see appendix B).

**Supplementation.** Supplementation of this regulation and the establishment of command local forms are prohibited by 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 improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-1 (DAPE-MP), 300 Army Pentagon, Washington, DC 20310-0300.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## Glossary

## Chapter 1 Introduction

### 1–1. Purpose

This regulation prescribes the military personnel readiness processing requirements for in-processing; out-processing for permanent change of station (PCS), transition, extended temporary duty (TDY) (90 or more days), individual temporary change 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; and redeployment processing requirements and post deployment activities (reverse SRP, demobilization, and personal reconstitution processing). Procedures for these personnel readiness processing requirements are contained in DA Pam 600–8–101.

### 1–2. References

See appendix A.

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

See glossary. Also, 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 readiness processing policies. Such policies will support the sustainable readiness (SR) 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 readiness processing of Regular Army (RA) 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 and all applicable documents or automated information containing DA Form 7425 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 readiness 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 level of mobilization.

*e.* Commanders, Army commands, Army service component commands, and direct reporting units will monitor and assist in the administration of the readiness 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 readiness 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 SR requirements process.

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

*a.* The Personnel Readiness 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). Some installations call reintegration (or the processing of returning Soldiers) back into the home station 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 any 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 RA 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 medical status is unknown (for example, the Soldier's medical status is unknown due to an out of date Physical Health Assessment).

*(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 Government and the central clearance participating agencies. May collect and assist in the collection of debts owed to the 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 3–5*a*(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-processing and out-processing and continually monitored at unit level for RA Soldiers.

*(e)* Is checked, certified, and reported annually for ARNGUS 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-processing 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) 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 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 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 readiness processing program may be supplemented by brigade, battalion, unit, 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 the Deputy Chief of Staff, G-1 (DAPE-MP).
    - 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 readiness 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 SR 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-processing 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) Soldier for Life-Transition Assistance.
- (21) Personnel tempo.
- (22) Medical screening.
- (23) Dental screening.
- (24) Deployment Health Assessment Program.
- (25) Education center.
- (26) Behavioral health (including Substance Abuse).
- (27) 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 readiness, 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 and ATTP 1–0.1), are responsible for the resourcing and operations of their own activities in support of in-, out-, Soldier readiness, mobilization, and deployment processing requirements.

(4) Soldier Family routine orientation briefings during in-, out-, Soldier readiness, mobilization, deployment, and SR/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 readiness activity structure**

The readiness 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 (see chap 2).

d. Supports out-processing (see chap 3).

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

f. Supports deployment processing (see chap 5).

g. Supports the SR process and redeployment processing.

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 readiness 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 readiness business.

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

Each readiness 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.

### 1–11. Adjustments to Administration Policy

a. *Administrative deployability standards.* Commanders will no longer report whether their personnel are “available,” but will instead report whether their personnel are “deployable” when calculating their units’ personnel readiness level. Commanders will manage Soldiers as deployable or nondeployable in accordance with the following definitions. These definitions apply to all components of the Army. The authoritative data system counts personnel as deployable unless a nondeployable condition exists.

(1) *Deployable.* A Soldier under the direct operational control of the reporting unit, whether present or able to be present within 72 hours, who follows all required personnel readiness standards and not restricted from deploying to perform the unit’s core designed and assigned missions.

(2) *Nondeployable.* A Soldier who is restricted from worldwide deployment for a unit’s core designed or assigned mission because the Soldier:

(a) *Does not meet the baseline administrative individual readiness standards for worldwide deployment as follows:*

1. *Lautenberg Amendment.* The Soldier is known to have a qualifying conviction of a misdemeanor or felony crime of domestic violence. See AR 600–20.

2. *Legal processing.* Soldiers are nondeployable if: Under criminal investigation by civil or military authorities for the commission of a serious offense. A Soldier is under investigation for the commission of a serious offense if a punitive discharge is, or would be, authorized for the same or closely related offense under the Manual for Courts-Martial.

(b) *Pending discharge or separation.* In cases of administrative separation, a Soldier is pending separation when he or she has been formally notified of his commander’s intent to initiate separation and is flagged in accordance with AR 600–8–2.

(c) Under arrest and/or being held in confinement by military or civilian authorities.

(d) Pending military court-martial or civilian criminal proceedings for the commission of a serious offense. A Soldier is pending court-martial proceedings when the Government has preferred charges against the Soldier under the Uniform Code of Military Justice. A Soldier is pending civilian criminal proceedings when criminal charges have been filed against the Soldier in Federal or State court.

(e) In coordination with the servicing Staff Judge Advocate, unit commanders may determine that other legal actions may also preclude a Soldier from deploying with his/her unit.

(3) *Sole survivor and/or surviving Family Member.* A Soldier who has sole surviving son and/or daughter status or surviving Family member status.

(4) *Conscientious objector.* Soldiers with an approved conscientious objector status.

(5) *Soldiers under the age of 18.*

(6) *Registered sex offenders.*

(7) *Family Care Plan.* Soldiers who fail to provide and maintain an adequate Family care plan, as required by AR 600–20.

(8) *Parenthood.*

(a) *Adoption.* A parent adopting a child is nondeployable for 6 months after the child is placed in the home.

(b) *Postpartum operational deferment.* Military mothers of newborns 6 months after childbirth.

(c) Does not meet a combatant commander’s mission-specific individual readiness standards when tailored for accomplishment of an assigned mission. As determined by the unit commander, the Soldier is unable to comply with theater-specific combatant commander requirements, as applicable.

(d) *Operational control.* Cannot be under the direct operational control of the reporting unit (present or able to be present within 72 hours)

(1) *Transition leave.* Soldiers who completed final out-processing and are on transition leave.

(2) *Absent without leave.* The Soldier is absent without leave.

(3) *Operational control.* Individual Soldiers who are not under the operational control of the unit for deployment (for example, have deployed separately, rear detachment, Army Medical Department Professional Filler System, and temporary change of station).

(4) *Missing /Prisoner of War.* Soldiers with a duty status as Captured, Interred, Missing, or Missing in Action or Duty status whereabouts unknown.

(5) *Unsatisfactory participant.* The Soldier attained his/her ninth unexcused absence or the date the Soldier is determined to be an unsatisfactory participant for failing to attend or complete the entire period of annual training.

(6) *Failure to gain.* An Army National Guardsman or Army Reserve Soldier or is considered assigned not joined when the Soldier was previously reported as failure to gain and has arrived at the unit.

(e) *Soldiers who have not graduated from an area of concentration and/or military occupational specialty-awarding course.*

(1) Personnel that have not graduated from a course awarding an area of concentration or military occupational specialty.

(2) Soldiers enrolled in the Simultaneous Membership Program, who have not completed their educational requirements in accordance with AR 601–210.

(f) *Commander's call.* Commander determines Soldier to be nondeployable for any other reason not stated above.

b. *General.* Information technology systems are being developed to enable commanders to show this determination in the respective authoritative data sources (all components) that populate the Defense Readiness Reporting System-Army (ARNG and/or USAR specific).

c. *Unit status reporting personnel metrics.* Units will measure personnel readiness using three metrics: Total Deployable Strength, Assigned MOS skills match, and the Deployable Senior Grade Composite level. The updated lexicon associated with transitioning from available to deployable do not impact how P level metrics are calculated.

## **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 installation/community level program and DA Form 5123–1 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 (Readiness and Deployment Checklist), which is completed during SRP and during mandatory formal SRP at specified points in the SR 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-level or community-level in-processing**

a. *Replacement 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 TDY and/or 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)); DD Form 2900 (Post Deployment Health Reassessment (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. The Post Deployment Health Assessment and Post Deployment Reassessment forms are completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment.

(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-level 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 the Soldier's in-processing through installation/community level activities.

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

(1) All Soldiers are required to in-process through the stations designated on the DA Form 5123-1.

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

(3) 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 DA Form 5123-1.

*c.* The battalion S1 will conduct a final check of every in-processing Soldier to ensure that all Soldier readiness non-deployable 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 process, and report on all Soldier readiness requirement deficiencies identified to the battalion commander.

*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 Defense Enrollment Eligibility Reporting System (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 Form 137-1, DA Form 137-2, and DA Form 5123**

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 classification rationale, profile, Periodic Health Assessment, Post Deployment Health Assessment, Post Deployment Health Reassessment, 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. The Post Deployment Health Assessment and Post Deployment Reassessment forms are completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment.

*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 Government or it 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 Form 137–1 and DA Form 137–2 is required for all Soldiers departing on a PCS and Soldiers transitioning from active duty (including demobilizing RC Soldiers). DA Form 137–1 and DA Form 137–2 identify the out-processing stations requiring clearance from all Soldiers departing on PCS or transitioning from the Regular 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-level or unit-level activities at the losing and gaining units.

(4) Assigning Soldiers to remote locations away from the facilities listed on DA Form 137–1 and DA Form 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 that 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 Post Deployment Health Reassessment (PDHRA) in accordance with DODI 6490.03. These forms are completed at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment.

*(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 a MOSAdministrative Retention Review (MAR2), 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 (in coordination with the treating 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, dental, and other required documents must be updated and provided to each Soldier before they depart the unit (see DA Form 5123 and AR 600–8–105 (North Atlantic Treaty Organization travel orders)).

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

(1) Soldiers transitioning are required to have a DD Form 2648 (Preseparation Counseling Checklist For Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members) 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 Transition Assistance Program (TAP) Center.

(2) Soldiers (Regular Army and RC) processing for transition will be out-processed per this regulation, and as appropriate, per AR 635–8.

(3) Soldiers transitioning from active duty must clear the required activities listed on DA Form 137–1 and DA Form 137–2. If DA Form 137–1 and DA Form 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 and dental records per AR 635–8 and DODI 6040.46. 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 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) per DODI 6040.46. The DD Form 2697 may be completed within 30 days of separation to bring a DD Form 2807–1 and DD Form 2808, which have been completed within a year to currency. The original Separation History and Physical Examination (SHPE) documentation will be completed in MODS with an encounter with proper coding.

(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 and 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 Form 137–1 and DA Form 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 (O–5) 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.

*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 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 that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System (see AR 600–8–4).

*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.

*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-level or community-level out-processing**

*a. Process control station.* PROC CS will revalidate the Soldier's eligibility for reassignment (for example, medical readiness classification, profile, PDHA (post deployment health assessment), PHA, PPHA, 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 classification, profile, Periodic Health Assessment, SRP, PDHA, PDHP, 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. The PDHA and Post Deployment Reassessment forms are completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment.

(1) All Soldiers will process through this station.

(2) As the focal point for installation-level or community-level out-processing, PROC CS will designate the stations through which each Soldier must process, do appropriate coordination with other installation-level and/or community-level out-processing stations, provide any required special guidance, and ensure that each Soldier has processed properly before clearing them 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-level and/or community-level out-processing stations.*

(1) All Soldiers are required to out-process through the following stations as designated on DA Form 137-2:

(a) Personnel information station.

(b) Personnel management station.

(c) Medical facility (for example, medical readiness code, profile, Periodic Health Assessment, and Post Deployment Health Reassessment).

(d) Exceptional Family Member Program.

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

(f) DEERS, Real-time Automated Personnel Identification System (RAPIDS), ID cards, and tags.

(g) Transportation office.

(h) Central issue facility (CIF).

(i) Education center.

(j) Army emergency relief.

(k) Defense military pay office.

(l) Behavioral health (including Substance Abuse).

(m) Family Advocacy Program.

(n) Provost Marshal Office.

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

(3) Soldiers who have registered privately-owned vehicles (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 Government-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 the 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 Army Community Service (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 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 Regular 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, Regular 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 SR process 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 60 days prior to LAD. Subsequent SRP (for example, validation and completion of the Pre-DHA; pregnancy tests; theater-specific immunizations; and 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 no earlier than LAD-60 days. The SRP has two levels of readiness:

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

(*b*) 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.

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

*c.* The SRP requires commanders to maximize Soldier's 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 no earlier than 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 no earlier than 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 to identify and fix possible nondeployable conditions prior to initial or final SRP.

*d.* 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 to minimize the number of nondeployable Soldiers, if required. Depending on local policy, SRP can be scheduled either for Soldiers individually or for units 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.

*e.* 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 not earlier than LAD-60. A SRP team from installation and staff agencies accomplishes the initial SRP (unit and individual annual) under the general leadership of the

directorates 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.

*f.* 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.

*g.* 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.

*h.* 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).

*i.* 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 available in 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 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 readiness 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 not earlier than LAD. 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 DHAs, including DD Form 2795 (Pre-Deployment Health Assessment), DD Form 2796 (Post Deployment Health Assessment), and DD Form 2900 (Post Deployment Health Reassessment), 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-Deployment Health Assessment 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. The Post Deployment Health Assessment and Post Deployment Reassessment forms are completed on-line at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment.

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-level and/or community-level Soldier readiness processing and mobilization processing**

a. *Initial Soldier readiness processing Soldier readiness program.* 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-level 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.

(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 readiness 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 processing readiness.
- 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 readiness requirements are:
  - (1) Deploying Soldiers will meet medical fitness standards in accordance with AR 40–501 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)* Commanders will review all pertinent medical information in a Soldier’s profile, including, but not limited to, all active reasons for the profile (sections 2 and 3), any functional limitations (section 4), the medical instructions (section 5), and physical readiness training capabilities (section 7).
    - (b)* If the Soldier has a permanent P3 or P4, the Soldier’s retainability should be adjudicated by a MAR2, MEB, or PEB.
    - (c)* If the Soldier has been retained by a MMRD, 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 MMRB, MAR2, MEB, or PEB, then a MAR2 or MEB is initiated, per the process identified by the medical provider in section 4.
  - (2) Soldiers will complete the DHAs, including the DD Form 2795 (Pre-Deployment Health Assessment), DD Form 2796 (Post Deployment Health Assessment (PDHA)), and DD Form 2900 (Post Deployment Health Reassessment (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 DODI 6490.12. This includes completion of the Pre-DHA within 120 days from deployment and validation of the form. The Pre-Deployment Health Assessment, Post Deployment Health Assessment and Post Deployment Reassessment forms are completed on-line at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment. However, they are still available on the DOD website.
  - (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 readiness is an internal control process available in 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

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. Commanders will no longer report the “available” status of personnel as it relates to unit readiness reporting, but will instead report the “deployable” status of all personnel through the Army’s readiness reporting system as it relates to unit personnel readiness status. Units will measure personnel readiness using three metrics: total deployable strength, Assigned MOS skills match, and the Deployable senior grade composite level.

(2) *Phase II.* SRP 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 (Voter Registration and Absentee Ballot Request: Federal Post Card Application (FPCA)) 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 and/or background investigation required for deployment.

## 5–5. Installation-level and/or community-level deployment readiness

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. Using 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.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate (APD) website [armypubs.army.mil](http://armypubs.army.mil) and DD Forms are available on the Office of the Secretary of Defense website <http://www.dtic.mil/whs/directives/forms/index.htm>. SFs are available on the U.S. General Services Administration (GSA) website <http://www.gsa.gov/portal/forms/type/sf>.

##### **AR 11–2**

Managers' Internal Control Program (Cited in paras 1–10.)

##### **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 para 1–11a(2)(b)).

##### **AR 635–8**

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

##### **DA Pam 600–8–101**

Personnel Readiness (In-Processing, Out-Processing, Soldier Readiness, Mobilization and Deployment Processing) (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 25–22**

The Army Privacy Program

##### **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 135-91**  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**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 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 600-8-4**  
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**

Regular Army 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 635–40**

Physical Evaluation for Retention, Retirement or Separation

**AR 635–200**

Active Duty Enlisted Administrative Separations

**AR 638–8**

Army Casualty Program

**AR 735–5**

Property Accountability Policies

**ATTP 1–0.1**

S–1 Operations

**Chairman of the Joint Chiefs of Staff Instruction 3401.02B**

Force Readiness Reporting (Available at [http://www.dtic.mil/cjcs\\_directive/cdata/unlimit/3401\\_02.pdf](http://www.dtic.mil/cjcs_directive/cdata/unlimit/3401_02.pdf).)

**DA Pam 40–506**

The Army Vision Conservation and Readiness Program

**DA Pam 220–1**

Defense Readiness Reporting System-Army Procedures

**DA Pam 600–8**

Management and Administrative Procedures

**DA Pam 611–21**

Military Occupational Classification and Structure

**DA Pam 623–3**

Evaluation Reporting System

**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>.)

**DFAS–IN 37–1**

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

**Directive–Type Memorandum 14–006**

Separation History and Physical Examination (SHPE) (Available at <http://www.dtic.mil/whs/directives/correc/pdf/dtm14006.pdf>.)

**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/>.)

**DODI 1215.13**

Ready Reserve Member Participation Policy

**DODI 1300.06**

Conscientious Objectors

**DODI 1315.18**

Procedures for Military Personnel Assignments

**DODI 1332.35**

Transition Assistance Program (TAP\_) for Military Personnel (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html/>.)

**DODI 6025.19**

Individual Medical Readiness (IMR)

**DODI 6400.06**

Domestic Abuse Involving DoD Military and Certain Affiliated Personnel

**DODI 6490.03**

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

**DODI O-2000.16, Volume 1&2**

DOD Antiterrorism (AT) Program Implementation

**FM 1-0**

Human Resources Support

**Headquarters, Department of the Army Execution Order 037-13**

Ready and Resilient Quick Wins (Available at [https://phc/amedd.army.mil/topics/healthyliving/.../readyandresilientcampaign.aspx.](https://phc/amedd.army.mil/topics/healthyliving/.../readyandresilientcampaign.aspx))

**Headquarters, Department of the Army Execution Order 080-12**

Army Disability Evaluations System Standardization (Available at [http://www.vba.va.gov/bin/21/benefits/exams/index.htm.](http://www.vba.va.gov/bin/21/benefits/exams/index.htm))

**Headquarters, Department of the Army Execution Order 162-15**

Separation History and Physical Examination (SHPE) Implementation (Available at [https://rc.mods.army.mil.](https://rc.mods.army.mil))

**JTR**

Joint Travel Regulation (Available at [http://www.defensetravel.dod.mil/site/travelreg.cfm.](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.](http://www.gpo.gov/fdsys/search/showcitation.action))

**Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA)**

(Available at [http://www.dol.gov/compliance/laws/comp-userra.htm.](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.](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.](http://uscode.house.gov/search/criteria.shtml))

**18 USC 921(a) (33)**

Definitions: except as provided in subparagraph(c), the term “misdemeanor crime of domestic violence” means an offense that-- is a misdemeanor under Federal, State, or Tribal law; and has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. (Available at [https://www.gpo.gov/fdsys/search/pagedetails.action?packageid=uscode-2011-title18&granuleid=uscode-2011-title18-parti-chap44-sec921.](https://www.gpo.gov/fdsys/search/pagedetails.action?packageid=uscode-2011-title18&granuleid=uscode-2011-title18-parti-chap44-sec921))

**38 USC Chapter 43**

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

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

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website at [http://armypubs.army.mil.](http://armypubs.army.mil)

**DA Form 137-1**

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

**DA Form 137-2**

Installation Clearance Record (Prescribed in the title page and paras 1-10, 3-1, 3-2*d*(2) and (4), 3-2*i*(3), 3-4a and b, 3-5b(1).)

**DA Form 5123**

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

**DA Form 5123-1**

In-Processing Personnel Record (Prescribed in the title page and paras 2-1, 2-2*b*(4), 2-2*c*(1), 2-3*b*.)

**DA Form 7425**

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

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

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website [armypubs.army.mil](http://armypubs.army.mil) and DD forms are available on the Office of the Secretary of Defense website <http://www.esd.whs.mil/directives/forms>. SFs are available on the U.S. General Services Administration (GSA) website <http://www.gsa.gov/portal/forms/type/sf>.

**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

**DD Form 200**

Financial Liability Investigation of Property Loss

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 2506**

Vehicle Impoundment Report

**DD Form 2648**

Preseparation 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 2697**

Report of Medical Assessment

**DD Form 2766**

Adult Preventive and Chronic Care Flowsheet (Available through normal supply channels).

**DD Form 2795**

Pre-Deployment Health Assessment (This form is completed on-line at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment. However, they are still available on the DOD website).

**DD Form 2796**

Post Deployment Health Assessment (PDHA) (This form is completed on-line at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment. However, they are still available on the DOD website).

**DD Form 2807-1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

**DD Form 2900**

Post Deployment Health Reassessment (PDHRA) (This form is completed on-line at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of assessment. However, they are still available on the DOD website).

**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 in-processing, 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 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?
- e.* Did the command conduct the SRP timely in accordance with AR 600-8-101?

#### **B-5. Supersession**

Not applicable.

#### **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

**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**  
interactive 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

**P3**  
permanent profile 3

**P4**  
permanent profile 4

**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

**PRC**  
Presidential Reserve call-up

**Pre-DHA**  
Pre-Deployment Health Assessment

**PROC CS**  
process control station

**RA**  
Regular Army

**RAPIDS**  
Real-time Automated Personnel Identification System

**RC**  
Reserve Component

**S1**

adjutant

**S2**

intelligence officer

**SF**

standard form

**SHPE**

Separation History and Physical Examination

**SR**

sustainable readiness

**SRP**

Soldier readiness process

**TAP**

Transition Assistance Program

**TCS**

temporary change of station

**TDY**

temporary duty

**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).

**Class 1–A–O Conscientious objector**

A member who, by reason of conscientious objection, sincerely objects to participation as a combatant in war in any form, but whose convictions are such as to permit military service in a non-combatant status.

**Class 1–O Conscientious objector**

A member who, by reason of conscientious objection, sincerely objects to participation in military service of any kind in war in any form.

**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.

**Conscientious objector**

A person having a firm, fixed, and sincere objection to participation in war in any form or the bearing of arms, by reason of religious training or belief.

**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.

**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.

**Felony crime of domestic violence**

For purposes of this Instruction with regard to implementing the Domestic Violence Amendment to the Gun Control Act (Reference (r)), the term “felony crime of domestic violence” is a “crime of domestic violence” that is classified as a felony under State or Federal law (generally, a crime punishable by a term of imprisonment that exceeds one year).

**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 Regular Army Soldiers and the permanent location of the Regular 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.

**Lautenberg Amendment**

18 USC 922(d) prohibits the transfer of “any firearm or ammunition to any person whom you know or have reasonable cause to believe . . . has been convicted in any court of a misdemeanor crime of domestic violence.” 18 USC 922(g) prohibits “any person . . . who has been convicted in any court of a misdemeanor crime of domestic violence . . . to receive any firearm or ammunition which has been shipped in interstate or foreign commerce.” Pursuant to DODI 6400.06, Domestic Abuse Involving DOD Military and Certain Affiliated Personnel, August 21, 2007, paragraph 6.1.4.3.1., felony crimes of domestic violence are considered qualifying convictions for Lautenberg Amendment purposes.

**Misdemeanor crime of domestic violence 18 USC 921(a) (33)**

The person was convicted of a crime classified as a misdemeanor in the jurisdiction where the conviction was entered; The offense had as an *element* the use or attempted use of physical force, or threatened use of a deadly weapon; The offender was at the time of the offense:

- (1) A current or former spouse, parent or guardian of the victim;
- (2) A person with whom the victim shared a child in common;
- (3) A person who was cohabiting with or has cohabited with the victim as a spouse, parent or guardian of the victim;
- (4) A person who was similarly situated to a spouse, parent, or guardian of victim; The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel; If entitled to have the case tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury; and The conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the offender may not ship, transport, possess, or receive firearms.

**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 Readiness Program**

The Personnel Readiness 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. Out-processing.

**Policy**

A general statement that governs the objectives of a functional area within the purview of the DCS, G-1, the policy proponent of this publication.

**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.

**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

**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 Regular Army and RCs.

**Soldiers**

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

**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



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