

**Department of the Army
Pamphlet 600–8–101**

Personnel-General

Personnel Readiness Procedures

**Headquarters
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UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600–8–101
Personnel Readiness Procedures

This major revision, dated 6 March 2018—

- o Changes the name of the regulation from Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle Support) to Personnel Processing Procedures (cover).
- o Eliminates “Deployment Cycle Support” and all references therein (throughout).
- o Replaces “ARFORGEN” with “Sustainable Readiness” in accordance with AD 2016–07 (throughout).
- o Inserts “readiness” after personnel to be consistent with AD 2016–07 and the terminology of “personnel readiness” (throughout).
- o Inserts administrative deployability standards (Adjustments to Administrative Policy) from AD 2016–07, Enclosure 3 (Personnel Readiness Transformation).
- o Eliminates DA Form 7631 (Deployment Cycle Support (DCS) Checklist) and all references therein. DCS is no longer applicable (throughout).

Personnel-General
Personnel Readiness Procedures

By Order of the Secretary of the Army:

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History. This publication is a major revision.

Summary. This pamphlet provides the implementation procedures for performing in the in-, out-, Soldier readiness, and deployment cycle support functions prescribed by AR 600–8–101.

Applicability. This pamphlet 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.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet 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.

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 Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

Distribution. This pamphlet is available in electronic media only and is intended for command levels 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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Chapter 1

Introduction

1–1. Purpose

This pamphlet describes the military personnel and Department of the Army (DA) Civilians processing procedures for in-processing, the Soldier Readiness Program (SRP), mobilization, out-processing, extended temporary duty (TDY) (90 or more days), individual temporary change of station (TCS), unit deployments, individual and unit redeployments either back to the home station or to another contingency theater of operations and/or TCS station, reintegration (the processing required upon return from a deployment), and demobilization. Although this pamphlet describes the various types of personnel processing, it is not designed to identify all the required work involved (for example, tasks, rules, and steps). Priority was given to those tasks that directly relate to a Soldier's deployability status.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

Chapter 2

In-processing

Section I

General

2–1. The in-processing program

The functions of this program are to—

- a.* Welcome and process each Soldier and any Family members into the new duty station.
- b.* Welcome and process each Soldier back into the home station upon return from a deployment, whether departed on individual TCS orders or as part of a unit deployment. In this publication, the term for this function is reintegration. At some installations, processing back into the home station has been called a "reverse SRP."
- c.* Ensure that each in-processing Soldier meets the readiness and deployability criteria or those deficiencies are identified and reported to the gaining unit commander.

2–2. The in-processing record

- a.* DA Form 5123–1 (In-Processing Personnel Record) guides a Soldier through the in-processing program and provides a record of the Soldier's readiness status.
- b.* Upon completion of in-processing into the assigned unit, the battalion (adjutant) S1 and/or unit commander will ensure that the completed DA Form 5123–1 is filed in the Soldier's personnel readiness file.
- c.* The Soldier's personnel readiness file will form the core of the deployment packet when needed and will also be the repository of DA Form 7425 (Readiness and Deployment Checklist), which is completed during annual SRP checks and when deployment is imminent. Duplicate copies of other documents required for a deployment packet may also be filed in the Soldier's personnel readiness file.

Section II

Installation and/or Community-Level In-Processing

2–3. Replacement activity personnel

These personnel—

- a.* Ensure that arrival transactions in the Army field personnel information system are submitted for Soldiers after they arrive at an installation and/or community, sign in, and terminate their military leave.
- b.* Service returning TCS Soldiers and deployed unit members who return ahead of the unit per local policy.
- c.* Arrange for temporary billeting, food service, and other support processing for newly arrived Soldiers.
- d.* Provide appropriate in-processing briefings and handouts to assist Soldiers and their Family members.

e. Take actions to ensure that Soldiers arrive at their gaining units as soon as possible. Soldiers are promptly and properly processed, and that Soldier readiness nondeployment conditions are either eliminated or identified.

2-4. Process control station

Process control station (PROC CS) personnel—

a. Coordinate and/or conduct the installation and/or community-level in-processing briefing. To inform Soldiers and their Family members of available services, PROC CS personnel ensure that appropriate installation or community staff agencies participate in this briefing.

b. Serve as the focal point for installation and/or community level in-processing by—

- (1) Designating the stations through which Soldiers must process.
- (2) Coordinating with the other installation and/or community level in-processing stations.
- (3) Providing any required special guidance.

c. Work closely with the replacement activity to project and manage anticipated workloads.

d. Take appropriate action to ensure that Soldiers are properly processed and that Soldier readiness nondeployment conditions are either eliminated or identified.

e. Use DA Form 5123 (In- and Out-Processing Records Checklist) to determine which documents or records Soldiers are required to have in their possession upon arrival and departure.

f. Send a message requesting the losing commander to forward a Soldier's records when a Soldier reports without records (personnel, medical, dental, and so on), suspend the action for follow-up, and make proper distribution of the documents upon receipt.

g. Ensure that Soldiers clear the replacement activity before reporting to their units.

h. Ensures Soldier completes in-processing survey in Army Career Tracker (ACT).

2-5. Personnel information station

a. The purposes of a personnel information station (PINS) are to—

(1) Check the personnel records of every Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents.

(2) Initiate corrective actions if any errors are found.

(3) Check for the presence of any conditions that would disqualify the Soldier from assignment to the gaining installation (that is, stop the Soldier from continuing to in-process), affect the Soldier's duty assignment, or cause the Soldier to be nondeployable.

b. PINS personnel may audit the following data items without the Soldier's presence for discrepancies between the Army field personnel information system file and the personnel documents:

(1) Name.

(2) Social security number (SSN).

(3) Military personnel code.

(4) Citizenship. If the audit reveals that the Soldier is not a U.S. citizen, PINS personnel will—

(a) Ask the Soldier if he or she is interested in applying for citizenship.

(b) Provide all Soldiers expressing interest a copy of The Soldier's Guide to Citizenship Application (<https://www.hrc.army.mil/site/assets/pdf/soldierguidecit.pdf>) and advise them to coordinate their application process with the servicing military personnel division.

(c) Remind noncitizen Soldiers of the importance of keeping the U.S. Citizenship and Immigration Services (USCIS) informed of every change of mailing address if they have an application for citizenship pending.

(5) Date of last permanent change of station (PCS).

c. PINS personnel audit the following forms with each Soldier to ensure accuracy and consistency between the Army field personnel information system file and the personnel documents.

(1) Enlisted record brief (ERB) for Regular Army enlisted Soldiers.

(2) DA Form 4037 (Officer Record Brief) for Regular Army commissioned and warrant officers.

(3) DA Form 67-10-1 (Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report), DA Form 67-10-2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report), DA Form 67-10-3 (Strategic Grade Plate (O6) Officer Evaluation Report), DA Form 67-10-4 (Strategic Grade Plate General Officer Evaluation Report) or DA Form 2166-8 (NCO Evaluation Report).

(4) DD Form 93 (Record of Emergency Data).

(5) VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate).

(6) VA Form SGLV 8286A (Spouse Coverage Election and Certificate).

d. PINS personnel will check the following data items with the Soldier to ensure accuracy and consistency between the Army field personnel information system file and military personnel documents:

- (1) Rank.
- (2) Date of rank.
- (3) Promotion status.
- (4) Military occupational specialty (MOS) and/or area of concentration (AOC).
- (5) Linguist qualifications.
- (6) Unit of assignment.
- (7) Basic active service date (BASD).
- (8) Pay entry basic date (PEBD).
- (9) Date initially entered military service.
- (10) Expiration term of service (ETS) and/or expiration of service agreement (ESA).
- (11) Sufficient time to serve minimum required time of tour before ETS and/or ESA (not applicable to Soldiers returning from a TCS or unit deployment).
- (12) Marital status.
- (13) Spouse's name.
- (14) Spouse's SSN (if spouse is military).
- (15) Spouse's military personnel code (if spouse is military).
- (16) Number of Family members.
- (17) Command sponsored Family members (only Soldiers outside the continental United States).
- (18) Date Family members arrived overseas (only Soldiers outside the continental United States).
- (19) Military education.
- (20) Civilian education.
- (21) Physical category.
- (22) Religious preference (if applicable).
- (23) Regimental affiliation and home base.
- (24) Current and/or last Foreign Service tour.
- (25) Date returned from overseas (DROS) and/or date eligible for return from overseas (DEROS).
- (26) Continental United States preference.
- (27) Outside the continental United States preference.
- (28) Nomination for appointment to U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy.
- (29) Application for Officer Candidate School or Warrant Officer Candidate School.
- (30) Selection for the Sergeants Major Academy, a senior service college, or a command staff college.
- (31) Approval to attend an Army service school or a senior academy preparatory school.
- (32) Approved bar to reenlistment.
- (33) A military driver's license.

e. To prevent an unauthorized deployment, PINS personnel audit the following Soldier readiness processing data items with the Soldier to ensure accuracy and consistency between the Army field personnel information system file and the personnel documents:

- (1) *Expiration term of service and/or expiration of service agreement.* Soldiers within 7 days of ETS and/or ESA are not deployable unless stop loss is in effect.
- (2) *Physical profile for a permanent geographic or climatic duty limitation.* Soldiers with this type of restriction are not eligible for deployment to the restricted geographical area unless there is an urgent military reason for such a move and the duties there can be limited to prevent undue health hazards.
- (3) *A German alien.* A German alien is not deployable to Germany.
- (4) *A Turkish or dual U.S./Turkish national.* A Turkish or dual U.S./Turkish national is deployable to Turkey unless the Soldier requests release from the deployment; such a request will be approved.
- (5) *A sole surviving son or daughter.* A sole surviving son or daughter is not deployable to a designated hostile fire, imminent danger area or an area where duties involve combat unless the Soldier waives this restriction.
- (6) *Family member status.* Soldiers with Family member whose death, 100 percent mental or physical disability, or missing in action or prisoner of war status occurred, and was documented, while serving in an officially designated hostile fire, imminent danger area are eligible for deployment to an officially declared hostile fire, imminent danger area unless there is a written request for release from such a deployment.
- (7) *A Family member assigned to the same unit.* A Soldier who has a Family member in the same unit and requests reassignment from that unit is not deployable unless the request is disapproved.

(8) *A former prisoner of war or hostage.* A former prisoner of war or hostage will not be involuntarily deployed to the country in which or by which the Soldier was held captive unless there is a signed waiver.

(9) *A former Peace Corps member.* A former Peace Corps member may not be assigned to intelligence duties if deployed to any country where the Soldier served as a Peace Corps member.

(10) *Required military training.* Soldiers who have not met requirements for completion of initial entry military training, if enlisted; completion of the Warrant Officer Basic Course and MOS qualification, if a warrant officer; or completion of the Officer Basic Course, if a commissioned officer are not deployable until they have completed this training. Completion of Army basic combat training for Soldiers from sister Services.

(11) *A mother of a newborn child.* If this condition is found, verify and note this status appropriately. A Soldier who is the mother of a newborn child is not deployable until 6 months after the child is born, unless the Soldier waives this deferment and if applicable, has an approved Family Care Plan in accordance with AR 600–20.

(12) *A single parent or one member of a military couple adopting a child.* A single parent or one member of a military couple adopting a child is not deployable for 6 months from the date the child is placed in the home as part of the adoption process unless the Soldier waives this deferment and if applicable, has an approved Family Care Plan in accordance with AR 600–20.

(13) *A conscientious objector.*

(a) Soldiers whose requests for conscientious objector status are pending are deployable unless excused by the General Court Martial Convening Authority and their requests have been forwarded to the DA Conscientious Objector Review Board.

(b) Soldiers with approved noncombatant status as conscientious objectors per AR 600–43 are eligible for assignment only to areas where duties normally do not involve the handling of weapons.

(14) *A pending separation under AR 135–100, AR 135–175, AR 135–178, AR 600–8–24, NGR 600–200 or AR 635–200.* Soldiers pending separation under any of these regulations are not deployable unless the application is withdrawn by the separation authority. Excluded are Soldiers being retired, discharged, or separated at normal ETS or ESA.

(15) *A recent enough negative human immunodeficiency virus test.*

(a) In-processing Regular Army Soldiers with negative human immunodeficiency virus (HIV) test results more than 2 years old must be retested.

(b) In-processing Reserve Component (RC) Soldiers with negative HIV test results more than 5 years old must be retested.

(c) Soldiers whose HIV test results are positive are not deployable outside the continental United States except Alaska, Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands, unless the results of a retest are negative.

(d) In accordance with AR 600–110, in-processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(16) *Enlistment or reenlistment contract provisions that would be broken by the deployment.* A check must be made to ensure that no provisions of any Soldier's enlistment or reenlistment contract would be broken by a potential deployment. If such a provision is found, annotate this information on the DA Form 5123–1.

(17) *A recall to active duty from retirement.* If this condition is found, annotate this information on DA Form 5123–1.

(18) *Thirty or more consecutive days of temporary change of station, temporary duty, or unit deployment time in support of an operations other than war.* If this condition is found, annotate this information on DA Form 5123–1.

f. PINS personnel audit the following data items with the Soldier for accuracy and consistency between the Army field personnel information system file and personnel documents (including but not limited to the authenticated personnel tempo (PERSTEMPO) verification sheet (DA Form 137–1 (Unit Clearance Record)), if the Soldier is returning from a TCS or unit deployment. Determine if Soldier has:

(1) Eleven cumulative months TDY/TCS during any 24-month period in an area where the “all others” tour length is designated as 12 to 18 months or in an isolated area where the tour length has not been established. If so, was—

(a) Tour credit awarded?

(b) The DROS adjusted?

(2) Eighteen cumulative months TDY/TCS during any 24-month period in an area where the “all others” tour length is designated as 24 or more months. If so, was—

(a) Tour credit awarded?

(b) The DROS adjusted?

(3) Service of 9 months in a continuous TCS/TDY status in areas where the “all others” tour length is 18 or fewer months or in isolated areas where the tour length has not been established. If so, was credit for a completed unaccompanied short tour awarded?

(4) At least 45 consecutive days in TCS/TDY status overseas or an insufficient amount of time in PCS, TCS, and/or TDY status to receive credit for a completed tour. If so, was the DROS adjusted?

- (5) At least 61 consecutive days TDY/TCS overseas.
- (6) Thirty or more consecutive days of TCS, TDY, or unit deployment time in support of mission.

2-6. Personnel strength management station

a. Personnel strength management station (PSMS) personnel review the ERBs or DA Form 4037 of all Soldiers for assignment qualifications and considerations.

b. PSMS personnel check the following data items on all Soldiers, as applicable, before duty assignments:

- (1) The PERSTEMPO count from the Soldier's authenticated DA Form 137-1.
- (2) Any promotions missed while in transit.
- (3) Assignment eligibility and availability code and/or termination.
- (4) Physical category.
- (5) Enrollment in the Exceptional Family Member Program (EFMP).
- (6) Regimental affiliation.
- (7) Enlistment or reenlistment contract provisions.
- (8) Drawing special duty assignment pay.
- (9) Enlistment bonus status.
- (10) Reenlistment bonus status.

c. After determining the duty assignments, PSMS personnel issue the assignment orders or amendments to current PCS orders and provide copies to the replacement activity and the PINS.

d. To prevent Soldiers from being placed involuntarily on back-to-back short tour and hardship assignments, PSMS personnel assign the appropriate assignment eligibility and availability code to Soldiers arriving from a short tour or returning from an individual TCS or unit deployment (see AR 614-200).

2-7. Personnel management station

a. In-processing Soldiers will turn in their personnel documents. Soldiers returning from a TCS or unit deployment will turn in their deployment packets.

b. Personnel management station personnel—

(1) Review the records of all Soldiers below the rank of staff sergeant (SSG) to determine their eligibility for promotion.

(2) Review the records of all Soldiers to determine whether or not they are eligible for any boards. Soldiers found eligible for one or more boards will review their packets for currency and accuracy.

(3) Query Soldiers for the existence of Family members with special medical or educational needs using DA Form 7415 (Exceptional Family Member Program (EFMP) Querying Sheet), refer them for screening for and/or enrollment in the EFMP, if appropriate, and provide the completed DA Form 7415 weekly to the installation Army Community Service (ACS) Center EFMP manager.

(4) Review each Soldier's records to determine whether or not there is a record of conviction of a misdemeanor crime of domestic violence. Conviction of a misdemeanor crime of domestic violence does not include the imposition of non-judicial punishment under Article 15, Uniform Code of Military Justice, a summary court martial conviction, or deferred prosecution (or a similar alternative disposition) in a civilian court. Under the provisions of the Lautenberg Amendment, it is a felony for anyone with such a conviction to handle firearms or ammunition; therefore, Soldiers with a qualifying conviction must not—

- (a) Be assigned to a duty position requiring the use or handling of weapons or ammunition.
- (b) Participate in training that involves the use or handling of weapons or ammunition.
- (c) Be deployed outside the continental United States and Puerto Rico.

2-8. Medical facility

Medical facility personnel—

a. Check for and initiate corrective actions to eliminate individual Soldier readiness nondeployment conditions or report the situation to the gaining commander.

b. Using DD Form 2807-1 (Report of Medical History), conduct a health record review or interview for all Soldiers and initiate and/or update DD Form 2766 (Adult Preventive and Chronic Care Flowsheet) and, if required, DD Form 2766C (Adult Preventive and Chronic Care Flowsheet (Continuation Sheet)).

c. Review and/or update the Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) report.

d. Screen Soldiers for deployment health assessment completion in accordance with DODI 6490.03.

- (1) Review and/or update DD Form 2795 (Pre-Deployment Health Assessment), as necessary.
- (2) For Soldiers returning from a deployment, fill out, review, and/or update DD Form 2796 (Post Deployment Health Assessment (PDHA)), as necessary.

(3) For Soldiers that have not completed DD Form 2900 (Post Deployment Health Re-assessment (PDHRA)), and that are in the 90 to 180 day post-deployment screening window or are beyond this window: fill out, review, and/or update DD Form 2900, as necessary.

(4) The Pre Deployment Health Assessment, Post Deployment Health Assessment and Post Deployment Re-assessment 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 the assessment.

e. Schedule pre-assignment medical surveillance exams and health-risk appraisals for Soldiers who will be exposed to health hazards in the work environment and provide notification to occupational medicine office.

f. Provide a preventive medicine briefing and printed materials, as appropriate, on the medical threats in the local area to incoming Soldiers. This briefing should cover local contagious disease and environmental threats and appropriate individual and unit level countermeasures. An orientation on the special immunizations (if any), the use of chemicals in disease prevention, potential weather and/or climatic hazards, dangers from wildlife (for example, poisonous snakes, insects, and plants), and any other appropriate information should also be scheduled.

g. Verify the initial medical and dental status of the Soldier in the MEDPROS IMR. Update the fields in the MEDPROS IMR, as required. Upon completion of medical and dental in-processing, place a copy of the Soldier's updated MEDPROS IMR report in the DD Form 2766.

h. Check the following items on all Soldiers:

(1) *Human immunodeficiency virus test.*

(a) The date of the HIV test results is noted in (MEDPROS).

(b) The test dates are annotated on DD Form 2766.

(c) If a Soldier's place of duty is outside the continental United States or if the Soldier's projected assignment is to the Special Operations Command or a military-sponsored educational program, the HIV test result must be negative and no older than 12 months.

(d) For all other duty locations, the HIV test result must be no older than 2 years for Regular Army and Active RC Soldiers and 5 years for RC Soldiers.

(e) Medical facility in-processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers by ensuring that the provisions of AR 600-110 are followed in the receipt and handling of the transferred medical records on HIV positive Soldiers, while ensuring that the gaining unit commander of each in-processing HIV positive Soldier is notified of the Soldier's status in accordance with the provisions of AR 600-110.

(f) If a HIV blood sample is drawn, a "D" for drawn and the date are recorded in the MEDPROS In Process Review field. This field will then automatically change to a "Y" with a new date when the sample is entered into the (Armed Forces Health Surveillance Center) database.

(2) *Evidence of psychiatric problems.* All Soldiers are screened for evidence of psychiatric problems. If any problems are found, make appropriate entries on the Soldier's medical record and provide notification to security clearance station personnel and the gaining commander when appropriate.

(3) *Pregnancy status.* The pregnancy status of female Soldiers is verified, per AR 40-501, and the MEDPROS IMR is used to record the results of a pregnancy screen.

(4) *Blood type.*

(a) The blood type on the Soldier's identification (ID) card and tags and in the medical records should be compared for consistency.

(b) Verify that the blood type is recorded in the MEDPROS IMR. If not recorded, do so.

(c) If there is a discrepancy or a reason to doubt the correctness of the blood type, the Soldier's blood type is noted and the ID card, tags, records, and/or MEDPROS IMR are corrected, as appropriate.

(5) *Periodic examination.*

(a) The medical records are checked to determine if a Soldier has a current periodic medical examination and periodic health assessments Period Health Assessment per AR 40-501 (see medical examinations - administrative procedures).

(b) If not, an examination is scheduled, as required.

(6) *Evidence of drug and/or alcohol abuse.*

(a) If evidence of drug and/or alcohol abuse is noted, security clearance station personnel and the commander of all Soldiers for whom such evidence is found are notified.

(b) The information on page 1, section 5, of DD Form 2766 should be reviewed for accuracy.

(7) *Physical profile.*

(a) If the Soldier has a temporary profile, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40-501.

(b) If a permanent profile 3 or 4 exists, it should be verified that the Soldier has been retained by an MOS Administrative Retention Review (MAR2) or a physical evaluation board (PEB).

(c) If the permanent profile 3 or 4 Soldier has not been retained by a Military Occupational Specialty Medical Retention Board (MMRB) or a PEB, an MAR2 is scheduled.

(d) If the Soldier has been retained by an MAR2 or a PEB, permanent profile information is annotated in section 10e of DD Form 2766.

(e) If the Soldier does not meet the medical retention standards of the MAR2, a medical evaluation board (MEB) and/or PEB evaluation is scheduled for Active Component (AC) Soldiers and a non-duty related PEB may be requested by the RC Soldier not assessed into the AC. Permanent profile 3 and 4 PCS Soldiers are not deployable without a record of retention by an MAR2 or a PEB.

(f) Check that Soldiers with permanent profiles are in ePROFILE.

(8) *Immunizations.*

(a) The records in the MEDPROS IMR are checked and annotated to ensure that Soldiers have immunizations.

(b) If special immunizations are required for the local area, administer the requisite medications to the Soldiers who require but do not have those immunizations.

(c) Update the MEDPROS IMR, as required.

(9) *DNA collection records.*

(a) A deoxyribo nucleic acid (DNA) specimen is collected from any Soldier who has not given one.

(b) A "D" for drawn and the date are recorded in the MEDPROS IMR. This field will automatically change to a "Y" with a new date when the sample is entered into the Armed Forces DNA Identification Lab.

(10) *Permanent geographic or climatic duty limitation.* It should be determined if a PCS Soldier has a profile for a permanent geographic or climatic duty limitation that would preclude assignment to the local area or impede the performance of some of the job requirements of the projected duty position.

(11) *Medical warning tags.*

(a) Soldiers required to wear medical warning tags must have two tags; new tags are issued to those without the requisite tags.

(b) DA Label 162 (Emergency Medical Identification Symbol) is affixed to page 4 of DD Form 2766.

(c) The MEDPROS IMR is updated, as required.

(12) *Eyeglasses.*

(a) Soldiers who require eyeglasses must have the required two pairs, one of which may be of civilian design, except for aviators, who are required to have metal-framed glasses and sunglasses.

(b) Any complaints about eyesight or eyewear are resolved.

(c) This information is recorded in the MEDPROS IMR.

(13) *Protective mask inserts.*

(a) Soldiers who require protective mask inserts must be checked to ensure that they have them.

(b) Mask inserts are provided to those Soldiers who do not have them.

(c) This information is recorded in the MEDPROS IMR.

(14) *Hearing aids.*

(a) Soldiers who require a hearing aid should be checked to ensure that they have one, plus extra batteries.

(b) This information is recorded in the MEDPROS IMR.

(15) *Soldiers who have worked around loud noises, radiation, and/or certain heavy metals (applies only to Soldiers returning from a temporary change of station or unit deployment).* Appropriate medical examinations should be verified as completed in theater before redeployment or scheduled for Soldiers who worked around loud noises, radiation, and/or certain heavy metals during deployment.

(16) *Assigned to quarters or a medical treatment facility (applies only to Soldiers returning from a temporary change of station or unit deployment).* Determine if this condition exists for Soldiers who are returning from a deployment.

2-9. Tri-Service Medical Care service center health benefits advisor or the medical element equivalent

Tri-Service Medical Care (TRICARE) service center health benefits advisor or the medical element equivalent personnel—

a. Provide all in-processing Soldiers with information and counseling on the TRICARE enrollment process, their Family member health care options, and the procedures for obtaining health care.

b. Encourage married Soldiers to invite their spouses to participate in these in-processing activities.

c. Provide applications for, and counseling on, the TRICARE dental program insurance benefits for Soldiers' Family members.

2-10. Dental facility

Dental facility personnel—

- a.* Check Soldiers' dental records for completeness and accuracy and verify the presence of a current (panoramic radiograph).
- b.* Fill out, review, and/or update the dental portion of DD Form 2795 for in-processing Soldiers, as necessary. This form is completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of the assessment.
- c.* Fill out, review, and update the dental portion of DD Form 2796 for Soldiers who are returning from a deployment, as necessary. This form is completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of the assessment.
- d.* Screen Soldiers for dental disease and determine their dental readiness classification. If a Soldier is found to be in dental class 3 or 4, initiate corrective actions to eliminate individual Soldier nondeployment conditions or report the situation to the Soldier's commander.

2-11. Defense Enrollment Eligibility System and/or Real-time Automated Personnel Identification System and/or identification cards and tags

Defense Enrollment Eligibility Reporting System (DEERS) and/or Real-time Automated Personnel Identification System (RAPIDS), and/or ID cards and tags personnel—

- a.* Check all Soldiers to ensure that they have a current ID card and two ID tags. Issue new ID cards and ID tags, if required.
- b.* For Soldiers with Family members, ensure that all eligible Family members have or are issued an ID card and check the status of their DEERS and/or RAPIDS Family enrollment.
- c.* If the in-processing installation is located in the continental United States and if the Soldier knows the new residential address, input the Soldier's new residential address into DEERS. Otherwise, input the Soldier's gaining unit address. If the Soldier is returning from a deployment, the Soldier will review and update the address.
- d.* Ensure that a new DD Form 1934 (Geneva Convention Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces) is issued to chaplains and medical personnel who require but do not have one.

2-12. Security office

Security office personnel—

- a.* Check the status of the following data items and take corrective actions, as appropriate—
 - (1) A Geneva Convention briefing (not applicable to Soldiers returning from a TCS or unit deployment). A Geneva Convention briefing is provided to Soldiers who do not have one listed in their personnel records.
 - (2) Pending civil felony charges.
 - (3) Pending military charges.
 - (4) A previous conviction by a tribunal of the foreign country where the Soldier has arrived (not applicable to Soldiers returning from a TCS or unit deployment). A Soldier with a previous conviction by a tribunal of the foreign country where he or she has arrived is not eligible for assignment to this country and must be promptly transferred out.
 - (5) Ongoing investigation by civil or military authorities for subversion, disaffection, desertion, or criminal conduct.
- b.* Check the security clearance status to ensure that Soldiers hold the clearances required for their newly assigned duty positions and initiate corrective actions, as required.
- c.* Check Soldiers with projected assignments to positions under the Personnel Reliability Program per AR 50-5 or AR 50-6 to ensure that they are qualified for those positions.
- d.* Provide incoming Soldiers a briefing on local laws, customs, and courtesies, if needed.
- e.* Submit the transactions for field determined personnel security status to update Soldiers' information in the Army field personnel information system.
- f.* Brief Soldiers and grant accesses, as required. Update Soldiers' record in the Joint Personnel Adjudication System or current personnel security system of record.

2-13. Transportation office

Transportation office personnel—

- a.* Assist Soldiers, as required, when signing for personal property.
- b.* Process Soldiers' requests for receipt of unaccompanied baggage, household goods, and privately owned vehicles.
- c.* Process Soldiers' requests for storage of household goods.
- d.* Process Soldiers' claims for damage.
- e.* Check to ensure that all Soldiers have current and valid passports, if the projected duty position requires one. If any Soldier does not have the required passport, assist with submitting the application and obtaining the document.

2-14. Central issue facility

Central issue facility personnel—

- a.* Issue field equipment and/or chemical defense equipment to incoming Soldiers.
- b.* Process the turn-in of field equipment and/or chemical defense equipment issued specifically for the deployment by Soldiers returning from a TCS or unit deployment and check the condition of the central issue facility items.
- c.* Review and/or update Soldiers' personal clothing records.

2-15. Education center

Education center personnel—

- a.* Counsel Soldiers and adult family members on local as well as online educational benefits, opportunities, programs and services, which include: remedial education, tuition assistance, testing, credentialing and college/university level courses.
- b.* Schedule Soldiers for any required testing and post the results to record.
- c.* Prepare and/or update DA Form 669 (Army Continuing Education System (ACES) Record).
- d.* Identify and refer eligible Soldiers for the Basic Skills Education Program and General Educational Development, High School Completion.
- e.* Schedule Soldiers for head start classes, if applicable.
- f.* Counsel Soldiers on their educational, credentialing, training and/or career goals, especially as such relate to the creation or updating of a Soldier's individual development plan.
- g.* Review and/or update each Soldier's tuition assistance (TA) status.

2-16. Army Community Service center

ACS personnel—

- a.* Provide assistance to Soldiers with exceptional Family members, if required.
- b.* Provide the mandatory personal financial readiness training to all in-processing first term Soldiers, and Soldiers in pay grades E-4 or below and O-4 or below.
- c.* Inform Soldiers about Family readiness groups.
- d.* Provide the mandatory personal financial readiness training to all in-processing first-term Soldiers.

2-17. Provost marshal office

Provide the mandatory personal financial readiness training to all Soldiers in pay grades E-4 or below and O-4 or below.

2-18. Housing office

Housing office personnel—

- a.* Provide Soldiers with on- and off-post housing information.
- b.* Assist Soldiers, as required, in applying for Government housing.

2-19. Commercial activities

Commercial activities station personnel will assist Soldiers in opening commercial accounts and requesting deposit waivers, as required.

2-20. Child and youth services and/or school liaison officer

- a.* Child and youth services personnel provide information on available child care options and school liaison services to Soldiers with accompanying children and/or youth (from infant to age 18).
- b.* The school liaison officer provides information on local schools to Soldiers with accompanying school age children and assistance, as required, in transferring children to the new schools.
- c.* The school liaison officer and/or youth program director will provide youth with program and community information upon arrival. A sponsor will be assigned for each new youth arriving at an installation to assist youth with school transitions and transitions from program to program.

2-21. Chaplain

Installation chaplains ensure that chaplain services are available for all Soldiers returning from a TCS or unit deployment. These services include, but are not limited to, worship services, prayers, administration of sacraments, counseling (Soldiers and/or Family members, as needed), literature and religious articles, coordination with Family readiness groups, pastoral care (for example, Family separation and reunion issues), and religious support.

2–22. Lodging office

Lodging office personnel provide Soldiers with information on available temporary, short-term housing.

2–23. Transition Assistance Program Center

a. This station applies only to Soldiers who have transition dates that would entitle them to begin Transition Assistance Program (TAP) processing. Most of these Soldiers are returning from a TCS or unit deployment.

b. TAP center personnel—

(1) Provide Soldiers information on the Veterans Opportunity to Work (VOW) and career readiness standards (CRS) compliance requirements and various transition services available to separating and retiring Soldiers.

(2) Develop a suggested timetable for initiating services for each Soldier.

2–24. Inspector general

At the discretion of the commander, the inspector general may establish a processing station to assist in-processing Soldiers and/or Soldiers returning from a TCS or a unit deployment, as needed.

2–25. Military pay office

Military pay office personnel—

a. Assist Soldiers in completing and submitting their travel vouchers, as required.

b. Update and process Soldiers' pay accounts (including SUREPAY enrollment, entitlements, special pays, Federal and/or State tax withholding forms, allotments, last chargeable leaves, Thrift Savings Plan, and any unpaid debts).

Section III

Battalion and/or Unit Level In-Processing

2–26. Battalion adjutant and/or unit commander in-processing procedures

The battalion S1 and/or unit commander—

a. Ensures that all arriving Soldiers are signed into their units and that arrival transactions are submitted in the Army field personnel information system.

b. Notifies the Soldier's sponsor of the Soldier's arrival. If no sponsor was previously designated, ensures that one is now appointed (usually does not apply to Soldiers returning from a TCS or unit deployment).

c. Reviews all Soldiers' personnel records and the requirements of the projected duty position to determine and record which, if any, of the following entitlements and/or special pays the Soldier is entitled to:

(1) Basic allowance for subsistence (BAS).

(2) Basic allowance for housing (BAH).

(3) Cost of living allowance (COLA).

(4) Overseas housing allowance (OHA).

(5) Family separation allowance (FSA).

(6) Imminent danger pay.

(7) Hardship duty pay.

(8) Special duty assignment pay.

(9) Incentive pays.

(10) Medical specialty pays.

(11) Enlistment bonus.

(12) Reenlistment bonus.

(13) Other special pays.

d. Establishes the rating chain for every Soldier (and confirms if the Soldier is returning with the unit from a unit deployment). If the Soldier is returning with the unit from a unit deployment and an evaluation report was required but not completed before departure from the theater, the Soldier's rating chain should complete the applicable report on the Soldier in accordance with AR 623–3.

e. Determines if a Soldier is flagged and, if so, that the DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)) is properly processed.

f. Adds the names of all arriving Soldiers to all appropriate DA Form 6 (Duty Roster).

g. Ensures all arriving Soldiers fill out and submit a DA Form 3955 (Change of Address and Directory Card).

h. Issues a DD Form 714 (Meal Card) to all Soldiers who require one.

- i.* Determines if a Soldier is required to have a DA Form 5305 (Family Care Plan) and, if so, if the plan is current and approved (see AR 600–20).
- j.* Verifies compliance with the Army Body Composition Program. A weigh-in is part of this verification.
- k.* Determines if a Soldier has a physical profile.
 - (1) If the profile is temporary, it should be verified that the profile is in compliance with the time limitations (including extensions) of AR 40–501. Soldiers with a temporary profile will comply with its provisions for the duration of the profile.
 - (2) An MAR2 should be scheduled for Soldiers found to have a permanent profile 3 or 4 without a record of retention by an MAR2 or a PEB.
- l.* Initiates a personnel readiness file for every arriving Soldier; DA Form 5123 and DA Form 5123–1 and other forms are filed therein as appropriate; the personnel readiness file of each Soldier returning from a deployment is updated.
- m.* Ensures that enlisted Soldiers have completed DA Form 4591 (Retention Data Worksheet) as outlined in AR 601–280.
- n.* Verifies if each incoming Soldier has a Department of Defense (DOD) travel charge card. The name, unit address, and account number of every Soldier who has a DOD travel charge card is recorded and notification is provided to the charge card contractor.
- o.* Provides notification to the Civilian Personnel Office of all military personnel who will supervise one or more civilian employees.
- p.* If the Soldier recently redeployed and has not completed DD Form 2900 and is not yet in the 90 to 180 day post deployment screening window, schedule the Soldier to be screened within the 90 to 180 day redeployment window. This form is completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of the assessment.
- q.* If the Soldier is returning with the unit from a unit deployment and no decision was made on whether or not to recommend the Soldier for an award before departing the theater, ensures that a decision is made upon return to the home station. If an award is recommended and approved, schedules and conducts an appropriate presentation ceremony as soon as possible.
- r.* Ensures that all in-processing Soldiers who need to make or update a will, designate a power of attorney, and/or receive counseling on civil matters have an opportunity to consult the legal assistance office.
- s.* Counsels Soldiers arriving into an overseas unit on the requirement to provide support payments to Family members remaining in the continental United States, per AR 608–99.
- t.* Ensures that all in-processing medical practitioners are cleared by the nearest quality assurance and/or credentials office.
- u.* Follows up on all Soldier readiness requirement deficiencies during in-processing.
- v.* Conducts a final check to ensure that every Soldier was in-processed properly and that all Soldier readiness non-deployment conditions were corrected or that the gaining unit commander was notified of the situation.
- w.* Ensures Soldier completes in-processing survey in ACT.

2–27. Battalion intelligence officer, operations and training officer, and/or unit commander in-processing procedures

The battalion intelligence officer (S2), operations and training officer (S3), and/or unit commander—

- a.* Schedules a security briefing for all arriving Soldiers who require one.
- b.* Makes sure arriving Soldiers turn in their training records.
- c.* Obtains the authenticated DA Form 137–1 from each Soldier’s incoming documents and files it in the individual training file. If the verified and signed DA Form 137–1 is missing, the losing unit commander is contacted. The losing unit will immediately fax a copy to the gaining unit. Upon receipt, the document will be filed in the Soldier’s training folder.
- d.* Ensures all Soldiers meet the security clearance requirements of their projected duty positions.
- e.* Ensures all Soldiers receive an orientation on the missions of their assigned units, as appropriate.
- f.* Schedules training and qualification for all Soldiers who have not trained on and are not currently qualified on their individual weapons per the requirements of their projected duty positions.
- g.* Schedules the Army Physical Fitness Test (APFT) for all Soldiers who have not completed the APFT within the last 12 months.

2–28. Battalion supply officer and/or unit commander in-processing procedures

The battalion supply officer (S4) and/or unit commander—

- a.* Ensures that Soldiers are assigned the supply items that normally are kept in the supply room and that they sign for their issued items.
- b.* Ensures that Soldiers are assigned their individual weapons and issued their DA Form 3749 (Equipment Receipt).

- c. Ensures Soldiers are assigned their required equipment items from the nuclear, biological, and chemical room.
- d. Verifies that required protective mask inserts are in serviceable condition and properly installed into the assigned masks and that protective mask inserts are provided to Soldiers who require but do not have inserts or whose inserts are in unsatisfactory condition.
- e. Ensures that Soldiers returning from a deployment turn in any supplies and/or equipment issued to them for the deployment and that the condition of the items returned is checked.

Chapter 3

Out-Processing

Section I

General

3–1. The out-processing program

This program—

- a. Properly processes a Soldier and Family members, including those absent or unavailable, from one duty station to another or from active duty to a different status (for example, separated, discharged, released from active duty, retired, demobilized).
- b. Ensures that Soldiers who are out-processing meet the assignment, readiness, and deployability criteria.
- c. Identifies and collects payment for debts owed by Soldiers who are out-processing for transition to a different status.

3–2. DA Form 137–1 and DA Form 137–2

DA Form 137–1 and DA Form 137–2 (Installation Clearance Record)—

- a. Guide Soldiers through the out-processing program.
- b. Provide the gaining commander the status of each Soldier's deployment readiness upon departure from the losing unit.
- c. Specify which activities and offices at the unit and/or battalion and installation and/or community levels each Soldier must clear before departing the losing installation.

Section II

Battalion and/or Unit-Level Out-processing

3–3. Battalion adjutant and/or unit commander out-processing procedures

The battalion S1 and/or unit commander—

- a. Ensures that departing Soldiers attend an installation and/or community-level out-processing briefing before being issued DA Form 137–1 and DA Form 137–2, and that they receive a briefing on unit-level clearance requirements.
- b. Facilitates the setting of the departure date and the subsequent scheduling of out-processing activities by ensuring that departing Soldiers submit their requests for leave on DA Form 31 (Request and Authority for Leave) and that commanders act promptly on those requests.
- c. Ensures that a decision is made on whether or not the Soldier is recommended for an award. If an award is recommended and approved, an appropriate presentation ceremony is scheduled before the Soldier's departure, if feasible.
- d. Determines if a Soldier has any injuries that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System. If any such injuries are found, a line of duty investigation using DA Form 2173 (Statement of Medical Examination and Duty Status) is initiated before the Soldier departs the installation (see AR 600–8–4).
- e. Ensures that Sections A (Personal Data) and B (Duty Status) of DA Form 137–1 are completed before Soldiers report to the PROC CS for installation and/or community out-processing. Section A is self-explanatory. The items in Section B are as follows:
 - (1) *Duty status.* The Soldier's duty status is checked during the 60 days immediately prior to the issuance of DA Form 137–1. If there are any absences (leaves, temporary duty, hospitalization, absent without leave, confinement, and other lost time) from duty during this time, the types, start dates, and return dates in item 10 are recorded.
 - (2) *Adverse actions.* If any adverse actions (that is, Uniform Code of Military Justice, courts martial, administrative reductions, or administrative discharge) were taken against a Soldier during the 60 days immediately prior to the issuance of DA Form 137–1 (Unit Clearance Record), the types of actions, dates of source documents, punishments, effective dates, and completion dates are recorded in item 11.

(3) *Property accountability.* If DD Form 362 (Statement of Charges/Cash Collection Voucher) or DD Form 200 (Financial Liability Investigation of Property Loss) was used, the results are recorded in item 12.

(4) *Entitlements and/or special pays.* Appropriate records are reviewed to determine and record which, if any, of the following special pays the Soldier is entitled to:

- (a) BAS.
 - (b) BAH.
 - (c) COLA.
 - (d) OHA.
 - (e) FSA.
 - (f) Imminent danger pay.
 - (g) Hardship duty pay.
 - (h) Special duty assignment pay.
 - (i) Incentive pays.
 - (j) Medical specialty pays.
 - (k) Enlistment bonus.
 - (l) Reenlistment bonus. (m) Other special pays.
- f. Ensures that evaluation reports are completed, signed, and submitted before Soldiers depart in accordance with AR 623-3.
- g. Determines if a Soldier is flagged and ensures that the DA Form 268 is properly processed.
 - h. Removes the names of all departing Soldiers from all applicable DA Forms 6.
 - i. Ensures that all departing Soldiers who receive their mail at the unit fill out and submit a DA Form 3955. All other departing Soldiers are advised to fill out and submit a Postal Service (PS) Form 3575 (Change-of-Address Order) to the appropriate post office.
 - j. Checks to make sure all Soldiers who have a DD Form 714 return them before departing.
 - k. Verifies that each Soldier has a DOD travel charge card.
 - (1) For PCS Soldiers who have a card, the name, gaining unit address, and account number are recorded for notification to the charge card contractor.
 - (2) For transitioning Soldiers who have a DOD travel charge card, the card is collected, the charge card contractor is notified, and the card is disposed of per the provisions of the contract.
 - l. Ensures that all enlisted personnel are provided an opportunity to see a career counselor.
 - m. If any departing Soldier is found to be in a Professional Officer Filler System duty position, ensures the Soldier is removed from the position before departure.
 - n. Determines if each PCS Soldier has completed a DA Form 5305, if required, and that the plan is current and approved (see AR 600-20).
 - o. Verifies compliance of PCS Soldiers with the Army Body Composition Program. Weigh-ins are part of this verification.
 - p. Ensures that all PCS Soldiers who need to make or update a will, designate a power of attorney, or receive counseling on civil matters have an opportunity to consult the legal assistance office.
 - q. Counsels Soldiers moving overseas on the requirement to provide support payments to Family members remaining in the continental United States, per AR 608-99.
 - r. Ensures that enlisted PCS Soldiers have completed DA Form 4591, as outlined in AR 601-280.
 - s. Ensures that all PCS medical practitioners are cleared by the nearest quality assurance and/or credentials office before departure.
 - t. Determines if each PCS or demobilizing RC Soldier has a physical profile.
 - (1) If a temporary profile is found on a PCS Soldier, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40-501. PCS Soldiers with a temporary profile may depart if cleared to do so by the medical facility.
 - (2) If a PCS Soldier is found not to meet retention standards or to have a permanent profile 3 or 4, he or she may not depart without a record of retention by an MAR2 or a PEB.
 - (3) If a temporary profile or a permanent profile 3 or 4 is found on a demobilizing RC Soldier, the MEDPROS record is appropriately annotated. Any demobilizing RC Soldier who does not meet medical retention standards for will be processed for an MEB or PEB, subject to his or her consent for retention on active duty.
 - u. Ensures all demobilizing RC Soldiers are provided information on their reemployment rights under the Employer Support to the Guard and Reserve Program.
 - v. Ensure that for each Soldier who transitions off active duty, 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) is completely filled out and signed by the Soldier, Transition Counselor and Commander/Commander's representative. This form documents the extent to which a Soldier has fulfilled the VOW Act mandates, as well as Career Readiness Standards (CRS) prior to transitioning from active duty. Soldiers who have not met VOW ACT requirements and/or CRS must have the appropriate block(s) on Section 8 of the form filled out to reflect a 'Warm Handover' to an appropriate agency for essential post transition from active duty/follow-on assistance." Throughout the DA Pam, replace all references to DD Form 2648 with: The new name of the DD Form 2648, which will be effective in November 2016. Effective November 2016, the name of the revised DD Form 2648 is being changed to: "(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)."

- w. Presents the Army Lapel Button to non-retiring transitioning Soldiers who meet the requirements of AR 600-8-22 at an appropriate command (unit level or above) ceremony or formation.
- x. Presents the Army Retired Lapel Button to retiring Soldiers who meet the requirements of AR 600-8-22 at an appropriate command (unit level or above) ceremony or formation.
- y. Before any Soldier signs out and departs, conducts a final check to ensure that each Soldier has out-processed properly.
- z. Ensures that Army field personnel information system departure or separation transactions are submitted on all Soldiers after they sign out and depart.
 - aa. Ensures Soldiers who are in PCS status have an assigned sponsor at the gaining unit and completes the out-processing survey in ACT.

3-4. Battalion intelligence officer, operations and training officer, and/or unit commander outprocessing procedures

The battalion S2, S3, and/or unit commander—

- a. Ensures that a security briefing and/or debriefing is provided to all departing Soldiers who require one before departure.
- b. Ensures that Soldiers are held accountable for lost or damaged training room equipment, if any.
- c. Ensures that the PERSTEMPO clerk or an official designated by the commander reviews with each departing Soldier's DA Form 137-1 and compares it with all relevant documents from the Soldier's individual training file, plus whatever additional documents he or she may furnish. After this reconciliation process is completed, the signed and dated copy of the updated DA Form 137-1 is provided to the Soldier to hand carry to the next duty station and a copy is placed in the individual's training file.
- d. Ensures that departing Soldiers pick up their training records.
- e. Ensures that all PCS Soldiers meet the security clearance requirements of their projected assignments.
- f. Ensures that all Soldiers pending PCS outside the continental United States and its territories and possessions attend Antiterrorism Force Protection Level 1 Awareness Training.
- g. Ensures that all PCS Soldiers meet the weapons qualification requirements before departure.
- h. Ensures that all PCS Soldiers have met the APFT requirement before departure.
- i. Debrief Soldiers and remove accesses, as required. Update Soldiers' record in the Joint Adjudication System or current personnel security system of record.

3-5. Battalion supply officer and/or unit commander out-processing procedures

The battalion S4 and/or unit commander—

- a. Ensures that Soldiers are held accountable for lost or damaged equipment, if any, from the supply room, the arms room, the nuclear, biological, and chemical room, and the motor pool.
- b. Instructs Soldiers to remove and keep their inserts as a personal issue item before turning in their protective masks to the nuclear, biological, and chemical room.

Section III

Installation and/or Community Level Out-Processing

3-6. Process control station

PROC CS personnel—

- a. Serve as the focal point for installation and/or community level out-processing by—
 - (1) Conducting out-processing briefings.
 - (2) Designating the stations through which each Soldier must process.

- (3) Coordinating with the other installation and/or community level out-processing stations.
- (4) Providing any required special guidance.
- b.* Circulate, either electronically or on paper, the central clearance roster to those agencies which do not require all Soldiers to out-process in person. As a minimum, the roster will include every departing Soldier's name, SSN, grade, current unit of assignment, and projected loss date. Each agency will then designate to the PROC CS, either electronically or on paper, which Soldiers need to clear in person.
- c.* Use DA Form 137-1 and DA Form 137-2 to account for all required documents and/or forms. Copies of these forms will be included with other personnel records that accompany the Soldier to the next duty station.
- d.* Inform the Soldier and the unit commander of any alleged debts still owed after the Soldier has visited the reporting central clearance participating agency and then clear the Soldier for departure.
- e.* Inform the unit commander if a Soldier is found to be ineligible for departure.
- f.* Do not release a Soldier until all non-departure conditions are resolved.
- g.* Ensure the proper handling of the personnel records of departing Soldiers who have been flagged. If a Soldier is flagged per DA Form 268 and the flag is transferable, the military personnel record with the transfer documents (training, medical, dental, and education records) and the documentation to support the flag is mailed to the gaining commander.
- h.* Direct Soldiers who have completed installation and/or community-level out-processing back to their units for further processing.
- i.* Issue a new clearance record to Soldiers who are still on orders to leave but did not depart within 30 days of installation level clearance.
- j.* A copy of the DA Form 137-1 and DA Form 137-2 will be kept on file per AR 25-400-2.
- k.* Perform the appropriate checks to ensure that Soldiers are properly processed and that Soldier readiness nondeployment conditions are either eliminated or identified.

3-7. Personnel information station

- a.* The purposes of PINS are to—
 - (1) Check the Soldier's personnel records for accuracy and consistency between the Army field personnel information system file and the personnel documents.
 - (2) Initiate corrective actions if any errors are found.
 - (3) Check for the presence of any conditions that would disallow the Soldier's departure.
- b.* PINS personnel may audit the following data items without the Soldier's presence for discrepancies between the Army field personnel information system file and the personnel documents:
 - (1) Name.
 - (2) SSN.
 - (3) Military personnel code.
 - (4) Citizenship. If the Soldier is not a citizen and has an application for citizenship pending, PINS personnel will remind him or her of the importance of keeping the USCIS informed of every change of mailing address.
 - (5) Date of last PCS (PCS Soldiers only).
- c.* PINS personnel will audit the following forms with the Soldier to ensure accuracy and consistency between the Army field personnel information system file and the personnel documents:
 - (1) ERB for Regular Army enlisted Soldiers.
 - (2) DA Form 4037 for Regular Army commissioned and warrant officers.
 - (3) DD Form 93.
 - (4) VA Form SGLV 8286.
 - (5) VA Form SGLV 8286A.
- d.* PINS personnel will audit the following data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents:
 - (1) Rank.
 - (2) Date of rank.
 - (3) Promotion status (PCS Soldiers only).
 - (4) MOS and/or AOC.
 - (5) Linguist qualifications.
 - (6) Unit of assignment.
 - (7) BASD.
 - (8) PEBD.
 - (9) Date initially entered military service.
 - (10) ETS and/or ESA.

- (11) Fewer than 7 days to ETS and/or ESA.
- (12) Marital status.
- (13) Spouse's name.
- (14) Spouse's SSN (if spouse is military).
- (15) Spouse's military personnel code (if spouse is military).
- (16) Number of Family members.
- (17) Command sponsored Family members (only Soldiers outside the continental United States).
- (18) Date Family members arrived overseas (only Soldiers outside the continental United States).
- (19) Military education.
- (20) Civilian education.
- (21) Physical category (PCS and demobilizing RC Soldiers only).
- (22) Regimental affiliation and/or home base (PCS Soldiers only).
- (23) Current and/or last foreign service tour.
- (24) DROS and/or DEROS.
- (25) Continental United States preference (PCS Soldiers only).
- (26) Outside the continental United States preference (PCS Soldiers only).
- (27) Whether or not the Soldier has an Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) (PCS and demobilizing RC Soldiers only).

e. To preclude the departure of any PCS Soldier not qualified for movement, PINS personnel will audit the following Soldier readiness processing data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents:

(1) *Sufficient time to serve the minimum required time of tour before expiration term of service or expiration of service agreement.* A Soldier without sufficient time may not depart without reenlisting or extending the current enlistment to meet this requirement.

(2) *Completion of the required amount of time on station per AR 614–30 (see eligibility for overseas service criteria (reassignment)).* Unless this requirement is lifted, a Soldier not meeting this requirement may not depart.

(3) *Permanent physical profile 3 or 4.* If a PCS Soldier is found not to meet retention standards or has a permanent physical profile 3 or 4, the Soldier may not depart for an overseas assignment without a record of retention by an MAR2 or a PEB.

(4) *A German alien.* A German alien is not eligible for assignment to Germany.

(5) *A Turkish or dual U.S./Turkish national.* A Turkish or dual U.S./Turkish national on orders to Turkey is eligible unless the Soldier requests deletion from the assignment. Such a request is normally approved.

(6) *Sole surviving son or daughter.* A sole surviving son or daughter may not be assigned to a designated hostile fire and/or imminent danger area or an area where duties involve combat with the enemy, unless the Soldier waives this assignment restriction.

(7) *A Family member whose death, 100 percent mental or physical disability, or becoming missing in action or a prisoner of war occurred while serving in an officially designated hostile fire and/or imminent danger area.* Soldiers meeting this documented condition are eligible for assignment to an officially declared hostile fire and/or imminent danger area unless there is a written request for deletion.

(8) *A former prisoner of war or hostage.* A former prisoner of war or hostage is ineligible for assignment to the country where held captive unless the Soldier waives this restriction.

(9) *A former Peace Corps member.* A former Peace Corps member may not be assigned to intelligence duties in any country where the Soldier has served as a Peace Corps member.

(10) *A profile for a permanent geographic or climatic duty limitation.* Soldiers with this type of restriction are not eligible for reassignment to the restricted areas.

(11) *Nomination for appointment to the U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy.* Military academy nominees are not eligible for an overseas assignment unless the tour can be completed before the school entry date.

(12) *Application for Officer Candidate School or Warrant Officer Candidate School before being alerted.* A Soldier who applied for Officer Candidate School or Warrant Officer Candidate School before being alerted for an overseas assignment is ineligible for departure on an overseas PCS unless the Soldier waives the commitment in writing.

(13) *Selection to attend the U.S. Army Sergeants Major Academy, a senior service college, or a command staff college.* U.S. Army Sergeants Major Academy, senior service college, and command staff college nominees are not eligible for an overseas assignment unless the tour can be completed before the school entry date.

(14) *Approval to attend an Army service school or a senior academy preparatory school before being alerted.* A Soldier who has been approved to attend an Army service school or a senior academy preparatory school is ineligible for an

overseas assignment unless the Soldier can complete the overseas tour prior to the course date or until the Soldier either completes or is removed from the course.

(15) *Completion of initial military training, if enlisted; completion of Warrant Officer Basic Course and military occupational specialty qualification, if a warrant officer; or completion of Officer Basic Course, if a commissioned officer.* Soldiers who have not met this requirement may not depart for an overseas assignment until they have completed the required training.

(16) *Mother of a newborn child.* If so, verify and note this status appropriately. A Soldier who is the mother of a newborn child will not depart on PCS orders until 6 months after the child is born, unless waived by the Soldier and if applicable, has an approved Family Care Plan in accordance with AR 600–20. Process transitioning mothers of newborn children for separation from active duty per the governing regulation(s).

(17) *A single parent or a member of a military couple adopting a child.* If a single parent or a member of a military couple adopting a child is denied concurrent travel or is selected for a dependent restricted tour, the Soldier is ineligible for movement for 6 months from the date the child is placed in the home as part of the adoption process unless the Soldier waives this deferment and if applicable, has an approved Family Care Plan in accordance with AR 600–20.

(18) *An approved bar to reenlistment.* A Soldier with an approved bar to reenlistment is ineligible for an overseas assignment unless the bar is lifted or the Soldier is part of a unit move.

(19) A pending or approved request for conscientious objector status. Soldiers who have a pending or approved request for noncombatant status as a conscientious objector per AR 600–43 are eligible for assignment only to areas where duties normally do not involve the handling of weapons.

(20) A pending separation under AR 135–100, AR 135–175, AR 135–178, AR 600–8–24, or AR 635–200. Soldiers pending separation under any of these regulations are ineligible for a PCS move while their cases are pending.

(21) *A recent enough negative human immunodeficiency virus test result.*

(a) Soldiers on PCS orders for outside the continental United States (except Alaska, Hawaii, or Puerto Rico), Special Operations Command, or a military sponsored educational program must have a negative HIV test no older than 12 months before the date of departure from continental United States or their reporting date to the Special Operations Command unit or the educational institution.

(b) All other out-processing Soldiers must have a negative HIV test result in their medical records no older than 2 years for Regular Army Soldiers or 5 years for RC Soldiers prior to departing the installation.

(c) Out-processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(22) General. Eleven cumulative months temporary duty and/or temporary change of station during a 24-month period or 9

(23) *General.* Eleven cumulative months temporary duty and/or temporary change of station during a 24-month period or 9 continuous months of temporary duty and/or temporary change of station. Soldiers who have served 11 or more cumulative months TDY/TCS during a 24-month period or 9 continuous months TDY/TCS per AR 614–30 (see credible periods of overseas service) are ineligible for PCS to a dependent restricted area for 12 months after return to the home station and completion of the TDY/TCS, unless they submit a written request for reassignment overseas.

(a) Soldiers who have served from 61 to 139 consecutive days TDY/TCS overseas are ineligible for an overseas PCS for 4 months after return to the home station unless they volunteer in writing for overseas duty.

(b) Soldiers who have served more than 139 consecutive days TDY/TCS overseas are ineligible for any overseas PCS for 6 months and for assignment to a dependent restricted area for 12 months after return to the home station, unless they volunteer in writing for an overseas assignment.

(25) *Stabilization for any reason.* Soldiers who are stabilized for any reason may not depart on PCS until the stabilization expires or the stabilization is lifted per the governing regulations or policies of the type of stabilization in effect.

(26) *A record of wrongful sale, possession, or use of habit-forming narcotic drugs, controlled substances, or marijuana.* If this condition exists, the Soldier is not eligible for overseas movement unless punitive or rehabilitative action has been completed or a record shows that punitive or rehabilitative action was considered but not taken. (27) *Enlistment or reenlistment contract provisions forbidding departure.* Check to ensure that no provisions of the Soldier's enlistment or reenlistment contract (for example, movement before the station of choice stabilization expires) are broken by the PCS move. If any provision would be broken by compliance with the unamended assignment instructions and the Soldier wants to go, the Soldier may sign a waiver and then move.

f. PINS personnel will review, correct, and/or update, as applicable, the following Soldier readiness data items on the records of demobilizing RC Soldiers:

- (1) Physical profile 3 or 4 without MAR2, MEB, or PEB clearance.
- (2) Restriction from service in certain areas, as shown in the Soldier's records.
- (3) German alien.
- (4) Turkish or dual U.S./Turkish national.

- (5) Sole surviving son or daughter.
 - (6) Family member whose death, 100 percent disability, missing in action, or prisoner of war status occurred while serving in a hostile fire and/or imminent danger zone.
 - (7) Former prisoner of war or hostage.
 - (8) Former Peace Corps member.
 - (9) Completed initial entry training, if enlisted; completed Warrant Officer Basic Course and MOS qualification, if a warrant officer; or completed Officer Basic Course, if a commissioned officer.
 - (10) Official conscientious objector status.
 - (11) Recent enough negative HIV test result.
 - (12) Record of wrongful sale, possession, or use of habit forming narcotic drugs, controlled substances or marijuana
 - (13) Recall to active duty from retirement.
- g. PINS personnel use DA Form 137-1 and DA Form 137-2 to account for all required documents and/or forms.
- h. After correcting the errors, if any, in the Soldier's personnel documents and/or input to the Army field personnel information system, PINS personnel give the record to the Soldier, unless the Soldier is flagged (DA Form 268). If the Soldier is flagged, PINS personnel will send the record to the PROC CS.

3-8. Personnel management station

- a. PCS Soldiers will pick up their personnel documents.
- b. Personnel management station personnel will—
 - (1) Review the records of all PCS Soldiers below the rank of SSG to determine their eligibility for promotion.
 - (2) Review the records of all PCS Soldiers to determine whether or not they are eligible for any boards. Soldiers found eligible for one or more boards will review their packets for currency and accuracy.
 - (3) Query Soldiers for the existence of Family members with special medical or educational needs using DA Form 7415 and refer them for screening for and/or enrollment in the EFMP, if appropriate, and provide completed DA Forms 7415 to the installation EFMP manager weekly.
 - (4) Review each Soldier's records to determine whether or not there is a record of conviction of a misdemeanor crime of domestic violence. Conviction of this crime does not include the imposition of nonjudicial punishment under Article 15, Uniform Code of Military Justice, a summary court martial conviction, or deferred prosecution (or a similar alternative disposition) in a civilian court. Under the provisions of the Lautenberg Amendment, it is a felony for anyone with such a conviction to handle firearms or ammunition; therefore, Soldiers with a qualifying conviction must not—
 - (a) Be assigned to a duty position requiring the use or handling of weapons or ammunition.
 - (b) Participate in training that involves the use or handling of weapons or ammunition.
 - (c) Be assigned outside the continental United States and Puerto Rico.

3-9. Medical facility

Medical facility personnel will—

- a. Check for and initiate corrective action to eliminate individual Soldier readiness nondeployment conditions or report the situation to the gaining commander.
- b. Conduct a health record review for all Soldiers using DD Form 2807-1 or interview all Soldiers and initiate or update DD Form 2766 and, if required, DD Form 2766C.
- c. Review and update, as necessary, the MEDPROS IMR report for all PCS Soldiers.
- d. Screen Soldiers for deployment health assessment completion in accordance with DODI 6490.03.
 - (1) For Soldiers returning from deployment, fill out, review, and/or update DD Form 2796, as necessary. 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 the assessment.
 - (2) For Soldiers that have not completed DD Form 2900, and that are in the 90 to 180 day post-deployment screening window or are beyond this window; fill out, review, and/or update DD Form 2900, as necessary.
 - (3) For Soldiers that are scheduled to transition from active duty for any reason, including demobilization, discharge, separation, retirement, transfer to another service or component, or release from active duty, and when they are less than 90 days post-deployment and have not completed DD Form 2900; fill out, review, and/or update DD Form 2900, as necessary. 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 the assessment.
- e. Check the following items on all Soldiers—
 - (1) *Human immunodeficiency virus test*.
 - (a) The date of the HIV test results is noted.
 - (b) The test dates are annotated in section 10h (Readiness) of DD Form 2766.

(c) Soldiers whose test results will be too old at the projected time of departure are retested. Soldiers on PCS orders for outside the continental United States (except Alaska, Hawaii, or Puerto Rico), Special Operations Command, or a military-sponsored educational program must have a negative HIV test no older than 6 months before the date of departure from the continental United States or their reporting date to the Special Operations Command unit or the educational institution. Otherwise, the HIV test results in the Soldiers' medical records must not be older than 2 years for Regular Army Soldiers or 52 years for RC Soldiers (Active Guard Reserve/Active RC).

(d) The transfer of the relevant medical records on out-processing HIV positive Soldiers to the gaining installation medical facility is accomplished in accordance with the provisions of AR 600–110. Medical facility out-processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(e) For drawn sample, a “D” for drawn and the date are recorded in the MEDPROS IMR. This field will not automatically change to a “Y” with a new date when the sample is entered into the Armed Forces Health Surveillance Center Database.

(2) *Evidence of psychiatric problems.* All Soldiers are screened for evidence of psychiatric problems, and, if found, appropriate entries are made in their medical records. For PCS Soldiers, provide notification to security clearance station personnel and the commander when appropriate.

(3) *Pregnancy status.*

(a) The pregnancy status of female Soldiers is verified, per AR 40–501. Pregnant Soldiers on PCS orders will move within the time frames specified by AR 614–30 and AR 40–501 and their medical condition, as certified by the medical facility, permits.

(b) Transitioning pregnant Soldiers are processed for separation from active duty in accordance with AR 600–8–24 or AR 635–200 and AR 40–501.

(c) The MEDPROS IMR report is used to record the results of a pregnancy screen.

(4) *Assignment to quarters or a medical treatment facility.* PCS Soldiers who are assigned to quarters, on convalescent leave, or patients in a military medical treatment facility or civilian hospital will not move until released by military medical authorities. Transitioning Soldiers in one of these situations are processed for separation from active duty per AR 635–200.

(5) *Periodic examination.*

(a) Medical records are reviewed to determine if Soldiers have a current periodic medical examination per AR 40–501.

(b) If not, examinations are scheduled as required.

(6) *Examinations for Soldiers who have worked around loud noises, radiation, and/or certain heavy metals.* Appropriate medical examinations are scheduled and conducted for Soldiers who have been assigned to units or duty positions requiring them to work around loud noises, radiation, and/or certain heavy metals before these Soldiers depart on their PCS moves or transition.

(7) *Protective mask inserts.*

(a) Soldiers who require protective mask inserts are reminded to remove and keep their inserts as personal issue items before turning in their masks.

(b) The MEDPROS IMR is updated as required.

(8) *Allergies.* Any known allergies are recorded in the MEDPROS IMR.

f. Check the following items on PCS and demobilizing RC Soldiers:

(1) *Evidence of drug and/or alcohol abuse.*

(a) If evidence of drug and/or alcohol abuse is noted, security clearance station personnel and the commander of all Soldiers for whom such evidence is found are notified.

(b) The information on page 1, section 5, of DD Form 2766 should be reviewed.

(2) *Physical profile.*

(a) If the Soldier has a temporary profile, it should be determined if the profile is in compliance with the time limitations (including extensions) of AR 40–501. PCS Soldiers with a temporary profile may depart on a PCS move if cleared to do so by the medical facility.

(b) If a permanent profile 3 or 4 exists, it should be verified that the Soldier has been retained by an MAR2 or a PEB. All permanent profiles must be in ePROFILE, and if not, transcribed into ePROFILE.

(c) If the permanent profile 3 or 4 Soldier has not been retained by an MAR2 or a PEB, an MAR2 is scheduled.

(d) If the Soldier has been retained by an MAR2 or a PEB, permanent profile information is annotated in section 10e (Readiness) of DD Form 2766.

(e) If the Soldier does not meet the medical retention standards of the MMRB, an MEB or PEB evaluation is scheduled. Permanent profile 3 and 4 PCS Soldiers may not depart without a record of retention by an MMRB or a PEB.

(f) The records of temporary profile and permanent profile 3 and 4 demobilizing RC Soldiers are annotated, as appropriate.

(g) Demobilizing RC Soldiers who do not meet medical retention standards for an MEB or PEB are processed, subject to their consent for retention on active duty.

(h) A “Yes” or “No” is recorded in the “Nondeployable Medical Profile” field of the MEDPROS IMR.

(3) *Immunizations.*

(a) Records and the MEDPROS IMR are checked to ensure that Soldiers have current immunizations. Soldiers will not depart without current immunizations.

(b) Appropriate shots and/or oral medications are administered to Soldiers on orders to areas requiring special immunizations.

(c) The MEDPROS IMR is updated as required.

(4) *Anthrax Vaccine Immunization Program.* The records and MEDPROS IMR are checked to determine if the Soldier is or should be enrolled in Anthrax Vaccine Immunization Program (AVIP).

(a) If the Soldier is a program member and is due to have a shot before departure, verify that the scheduled shot was administered.

(b) If the Soldier is required to be a program member but is not, the Soldier is enrolled in AVIP and the first shot is scheduled.

(c) The MEDPROS IMR is updated as required.

(5) *DNA collection records.*

(a) A DNA specimen is collected from any Soldier who has not previously given one. PCS Soldiers are not eligible for movement until the missing DNA collection record is established.

(b) A “D” for drawn and the date are recorded in the MEDPROS IMR. This field will automatically change to a “Y” with a new date when the sample is entered into the Armed Forces Institute of Pathology database.

(6) *Blood type.*

(a) The blood type on the Soldier’s ID card and ID tags, in the medical records, and in the MEDPROS IMR are compared for consistency.

(b) If there is a discrepancy or a reason to doubt the correctness of the blood type, the Soldier’s blood type is verified and the card, tags, records, and/or MEDPROS IMR are corrected, as appropriate.

(7) *Permanent geographic or climatic duty limitation.*

(a) It should be determined if a PCS Soldier has a profile for a permanent geographic or climatic duty limitation that would preclude compliance with the movement orders.

(b) It should be determined if this condition is present for demobilizing RC Soldiers.

(8) *Medical warning tags.*

(a) Soldiers required to wear medical warning tags must have two tags; new tags are issued to those who do not have the requisite tags.

(b) DA Label 162 is affixed to page 4 of DD Form 2766.

(c) The MEDPROS IMR is updated as required.

(9) *Eyeglasses.*

(a) Soldiers who require eyeglasses should have the required two pairs, one of which may be of civilian design, except for aviators, who are required to have metal-framed glasses and sunglasses.

(b) Any complaints about eyesight or eyewear must be resolved before out-processing.

(c) This information is recorded in the MEDPROS IMR.

(10) *Hearing aids.*

(a) Soldiers who require a hearing aid must have one, plus extra batteries.

(b) The MEDPROS IMR is updated as required.

g. Encourage PCS Soldiers who are on long-term prescribed medications to have at least a 90-day supply of their personal prescription medications before departing. Update the MEDPROS IMR as required.

h. Ensure that all Soldiers separating from the Regular Army have had a medical interview conducted by a physician or a physician assistant to document any complaints or potential service-related illness or injury and that DD Form 2697 (Report of Medical Assessment) has been completed.

i. Ensure that all Soldiers who are retiring from the Regular Army have had the required medical examination and that DD Form 2697 has been completed.

j. Complete DD Form 2796 on all demobilizing RC Soldiers and forward the completed forms to the Army medical surveillance activity. 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 the assessment.

k. Close out and send the medical records of all transitioning Soldiers to the transition center after medical facility out-processing is completed.

3–10. Tri-Service Medical Care service center health benefits advisor or the medical element equivalent

TRICARE service center health benefits advisor or the medical element equivalent personnel—

- a.* Provide all out-processing Soldiers with information and counseling on the TRICARE enrollment process, their Family member health care options, and the procedures for obtaining health care.
- b.* Encourage married Soldiers to invite their spouses to participate in these out-processing activities.
- c.* Provide applications for and counseling on TRICARE Dental Program insurance benefits for the Soldiers' Family members.

3–11. Dental facility

Dental facility personnel—

- a.* Check the Soldiers' dental records for completeness and accuracy and verify the presence of a current panoramic.
- b.* Review and/or update the dental portion of the MEDPROS IMR.

Note. The dental field for Regular Army Soldiers is automatically populated from the Corporate Dental Application and cannot be changed.

- c.* Fill out, review, and/or update as necessary the dental portion of the DD Form 2796 for demobilizing RC Soldiers.
- d.* Screen Soldiers for dental disease and determine their dental readiness classification. If a Soldier is found to be in dental class 3 or 4, initiate corrective actions to eliminate individual Soldier nondeployment conditions or report the situation to the Soldier's commander.
- e.* Forward as necessary the dental records of PCS Soldiers to the PROC CS. Close out the records of transitioning Soldiers and give the records to these Soldiers.

3–12. Defense Enrollment Eligibility Reporting System, Real-Time Automated Personnel Identification System, and Identification cards and tags

DEERS, RAPIDS, and ID cards and tags personnel—

- a.* Ensure all Soldiers have a current ID card and issue new ID cards, if required.
- b.* Ensure all Soldiers departing on PCS and demobilizing RC Soldiers have two ID tags and issue new tags, if required.
- c.* For Soldiers with Family members, check the ID card and DEERS and/or RAPIDS Family enrollment status for all Family members and issue new Family member ID cards, if required.
- d.* Ensure a new DD Form 1934 is issued to PCS and demobilizing RC chaplains and medical personnel who require but do not have one.

3–13. Security office

Security office personnel—

- a.* Check the status of the following items and take corrective actions, as appropriate:
 - (1) Geneva Convention briefing (PCS Soldiers only). Provide a Geneva Convention briefing to Soldiers who do not have one listed in their personnel records.
 - (2) Pending civil felony charges (PCS Soldiers only). Soldiers confronting pending civil felony charges are not eligible for PCS movement without clearance from the Special Court Martial Convening Authority with the advice of the staff judge advocate.
 - (3) Pending military charges.
 - (a)* Transitioning Soldiers confronting pending military charges will not be allowed to depart until their cases are resolved.
 - (b)* Soldiers confronting pending military charges are not eligible for PCS movement without clearance from the Special Court Martial Convening Authority with the advice of the staff judge advocate.
 - (4) Previous conviction by a tribunal of the foreign country where the Soldier is going (PCS Soldiers only). Soldiers with a previous conviction by a foreign tribunal are not eligible for assignment to the country of conviction.
 - (5) Ongoing investigation for subversion, disaffection, desertion, or criminal conduct by civil or military authorities.
 - (a)* Transitioning Soldiers under investigation for subversion, disaffection, desertion, or criminal conduct by military authorities will not be allowed to depart until their cases are resolved.
 - (b)* PCS Soldiers under any of these types of investigation by military or civil authorities are not eligible for reassignment unless the Headquarters, Department of the Army assignment authority approves an exception to policy.
- b.* Check the security clearance of PCS Soldiers to ensure that they hold the clearances required for compliance with their assignment instructions and initiate corrective actions as required.

- c. Check PCS Soldiers with orders to assignments under the Personnel Reliability Program per AR 50–5 and AR 50–6 to ensure that they are qualified for those positions.
- d. Provide PCS Soldiers a briefing on the local laws, customs, and courtesies of their assignment locations, if required.
- e. Submit the transactions for field determined personnel security status to update the Soldiers' Army field personnel information system files.

3–14. Transportation office

Transportation office personnel—

- a. Brief Soldiers on their transportation and movement entitlements. The briefing must include the cost of excess weight shipments and the individual Soldier's liability for paying excess weight charges.
- b. Brief Soldiers applying for do-it-yourself moves on their responsibility to settle their final vouchers and the debt implications of unsettled vouchers.
- c. Assist Soldiers in the storage and/or shipment of their unaccompanied baggage, household goods, and privately-owned vehicle.
- d. Assist Soldiers in making their personal transportation arrangements, if required.
- e. Assist PCS Soldiers and/or Family members requiring passports and/or visas in submitting their applications for and obtaining these documents per AR 55–46 and DODD 1000.21E.

3–15. Central issue facility

Central issue facility personnel—

- a. Ensure that Soldiers turn in the Government-owned field equipment and/or chemical defense equipment that was issued to them.
- b. Review and/or update the Soldiers' personal clothing records.
- c. Ensure that Soldiers are held accountable for lost and damaged Government property and follow normal property accountability and debt/loss due process procedures.

3–16. Education center

Education center personnel—

- a. Review, update, and give the Soldiers their records (DA Form 669).
- b. Provide veterans educational benefits information to separating and retiring Soldiers.
- c. Review and/or update each Soldier's TA status.
- d. Identify and process TA recoupment for incomplete courses, course failures, and separating commissioned officers who do not comply with the regulatory guidance for fulfilling the service commitment for using TA.
- e. Ensure that Soldiers have returned all borrowed reference materials and equipment to the Army learning center or multi-use learning facility.
- f. Ensure that Soldiers who are enrolled in on- or off-duty courses have completed and submitted the paperwork necessary to withdraw from their courses.

3–17. Army Community Service

ACS center personnel—

- a. Provide assistance to, and make referrals for, Soldiers to alleviate financial and personal hardship conditions.
- b. Provide PCS planning and preparation assistance to Soldiers, especially those who are making their first PCS moves.
- c. Provide the mandatory relocation financial planning classes and counseling to all Soldiers in the ranks of specialist and below who are out-processing for their initial PCS move.
- d. Provide assistance to Soldiers with exceptional Family members, if required.
- e. Assist Soldiers in closing their accounts.
- f. Identify and process unpaid debts, if any.
- g. Provide sponsorship training to unit sponsorship coordinator.

3–18. Provost marshal office

- a. Soldiers who have not registered privately owned vehicles or weapons are not required to process through this station.
- b. To have the registration(s) cancelled, provost marshal office personnel will ensure that Soldiers clear the appropriate registration section(s) (that is, privately owned vehicle and/or weapons).
- c. Military sexual offenders must register through this station in accordance with AR 27–10.

3-19. Housing office

Housing office personnel—

- a. Assist Soldiers, as required, to ensure correct housing clearance and the timely issuance of termination orders.
- b. Ensure that Soldiers are held accountable for lost and damaged Government property.

3-20. Commercial activities station

Commercial activities station personnel—

- a. Assist Soldiers in closing their accounts and requesting and/or obtaining any deposit refunds that are due.
- b. Identify and process unpaid debts, if any.
- c. Notify commanders when Soldiers do not properly clear their accounts.

3-21. Child and youth services and/or school liaison officer

a. Child and youth services personnel will provide information to PCS Soldiers with accompanying children/youth (from infant to age 18) on the services available to facilitate the child care and/or school transition.

b. The school liaison officer will provide assistance, information, and resources on schools and child and youth programs and ensure that PCS Soldiers with accompanying school-age children provide notification of the move to the losing schools.

c. The school liaison officer and/or youth program director will connect youth with a sponsor at their gaining program prior to departure to assist youth relocating to the installation.

d. If the family is PCS'ing to an overseas location without an installation, school liaison officer of losing garrison will connect the family with the Non-DOD Schools Program prior to departure to ensure family receives information and resources on schools/education for school-age children. The DOD Education Activity Non-DOD Schools Program eligibility, application, and resources are available at <http://www.dodea.edu/nondod/>.

3-22. Morale, welfare, and recreation fund manager

a. Examples of activities covered by this station include, but are not limited to, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries.

b. The morale, welfare, and recreation fund manager—

- (1) Assists the Soldiers who have accounts in closing their accounts.
- (2) Identifies and processes unpaid debts, if any.
- (3) Ensures that Soldiers who have checked out books, equipment, or uniforms turn in the item(s) before departure.
- (4) Ensures that Soldiers are held accountable for lost or damaged books, equipment, or uniforms, if any.

3-23. Training aids center

Training aids center personnel will ensure that Soldiers are held accountable for lost or damaged equipment, if any.

3-24. Post Exchange

Post Exchange personnel—

- a. Assist the Soldiers who have accounts in clearing their accounts.
- b. Identify and process unpaid debts, if any.

(1) For Soldiers and civilian employees (where applicable) with a Military Star Card (formerly Deferred Payment Plan), ensure the Army and Air Force Exchange Service (AAFES) receives their new address before they depart.

(2) Ensure that the Horizon Student Meal Program (HSMP) account (debts or credits from the school lunch program) has been cleared before they depart. Spouses of military and civilian personnel may clear the account if final payment is being made.

3-25. Commissary

Commissary personnel identify and process unpaid debts, if any.

3-26. Army Emergency Relief

Army Emergency Relief personnel will identify and process unpaid debts, if any.

3-27. Lodging office

a. This station applies only to Soldiers who were quartered in installation temporary housing or on the economy before departing the installation.

b. Lodging office personnel—

- (1) Assist Soldiers, as required, to ensure correct lodging clearance.
- (2) Ensure that Soldiers are held accountable for lost and damaged Government property.

3–28. Transition Assistance Program center

TAP center personnel ensure that all transitioning Soldiers complete DD Form 2648 and all required VOW/CRS processing.

3–29. Reserve Component career counselor

The RC career counselor—

- a.* Interviews all transitioning Soldiers who are not retiring and reviews the supporting military documents to determine their eligibility for continued service in the RC (the U.S. Army Reserve or the Army National Guard of the United States) and whether or not they have a remaining military service obligation.
- b.* Briefs the Soldiers who have a remaining military service obligation on this requirement.
- c.* Counsels eligible Soldiers on the opportunities for and benefits of RC service. The counseling must include such programs as Individual Mobilization Augmentation, Individual Ready Reserve Activation Authority, the Army National Guard, Joint Reserve units, and troop program units.
- d.* Uses the appropriate Army information system to show eligible Soldiers RC unit vacancies and to reserve a position for each Soldier who chooses to contract with an RC unit.
- e.* Contracts and forwards the documentation of transfer or enlistment to the appropriate component after the RC reservation is made.

3–30. Inspector general

At the discretion of the commander, the inspector general may establish a processing station to assist out-processing Soldiers, as needed.

3–31. Military pay office

Military pay office personnel—

- a.* Determine and issue Soldiers' travel pay entitlements.
- b.* Update and process Soldiers' pay accounts (including SUREPAY enrollment, entitlements, special pays, Federal and/or State tax withholding forms, allotments, last chargeable leaves, Thrift Savings Plan, and any unpaid debts).
- c.* Determine and issue the amount of net pay due for transitioning Soldiers and close their pay accounts.

Chapter 4

Soldier Readiness Program and Mobilization Processing

Section I

General

4–1. The Soldier Readiness Program

The SRP—

- a.* Provides for the continual administrative readiness of Regular Army Soldiers and RC Soldiers in units for deployment (Level 1 state of readiness).
- b.* Specifies the readiness requirements (Level 1 state of readiness) for all RC Soldiers when called to active duty (for example, mobilization or under a temporary tour of active duty).
- c.* Properly processes and ensures the deployability of all Soldiers departing the home station for transit to a deployment station (Level 2 state of readiness).

4–2. DA Form 7425

- a.* DA Form 7425 guides Soldiers through—
 - (1) An SRP check.
 - (2) The additional requirements that must be met before departing the home station for transit to a deployment station.
 - (3) Processing at the deployment station.
- b.* To facilitate mobilization processing, mobilizing RC units that have DA Form 7425 and its readiness data on their Soldiers in electronic form must ensure the transfer of these data to the mobilization station.

Section II

Battalion and/or Unit Level Soldier Readiness Program and Mobilization Processing

4–3. Battalion adjutant and/or unit commander Soldier Readiness Program and mobilization processing procedures

The battalion S1 and/or unit commander is responsible for the following SRP and mobilization processing requirements:

- a. Briefing Soldiers on battalion and/or unit level SRP and mobilization processing procedures.
- b. Scheduling initial and pre-SRP activities that include the completion of DD Form 2795 up to 120 days prior to the estimated deployment date to meet the mental health assessment requirement in accordance with DODI 6490.12. Conducting initial and pre-SRP events several months prior to deployment will allow commanders to identify all emerging non-deployable conditions that have a direct impact on well-being and unit operational readiness. Following the initial and pre-SRP, commanders and staff schedule a final SRP that screens and validates medical readiness in preparation for deployment. The final SRP event must occur within 60 days prior to the expected deployment date (see DODI 6490.03). This validation does not include the generation of a new form. The health care provider reviews the initial and DD Form 2795 with the Soldier to validate individual medical readiness and complete the pre-deployment health assessment process. 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 the assessment.
- c. Performing the following Level 1 SRP and mobilization processing tasks:
 - (1) Determining if a Soldier has any injuries that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System. If any such injuries are found, ensure that a line of duty investigation (DA Form 2173) is approved (see AR 600–20).
 - (2) Reviewing a Soldier's personnel records and duty position requirements to ensure that the Soldier's special pay entitlements (BAS, BAH, COLA, OHA, FSA, imminent danger pay, hardship duty pay, special duty assignment pay, incentive pays, medical specialty pays, enlistment bonus, reenlistment bonus, and other special pays), if any, are recorded correctly.
 - (3) Determining if a Soldier is or should be flagged.
 - (4) Determining if a Soldier is required to have a DA Form 5305 and, if so, if the DA Form 5305 is current and approved.
 - (5) Determining if a Soldier has a physical profile.
 - (a) If the profile is temporary, the profile is checked for compliance with the time limitations (including extensions) of AR 40–501. Soldiers with a temporary profile will continue to comply with its provisions for the duration of the profile.
 - (b) An MAR2 is scheduled for Soldiers found to have a permanent category 3 or 4 physical profile without a record of retention by an MMRB or a PEB. Permanent profile 3 and 4 Soldiers are nondeployable without clearance from an MMRB or a PEB unless the MMRB convening authority waives this requirement.
 - (6) Ensuring that enlisted Soldiers have a completed DA Form 4591 as outlined in AR 601–280.
- d. The following Level 2 SRP and mobilization processing tasks are performed before Soldiers depart for the deployment station:
 - (1) Determining if a DD Form 362 or a DD Form 200 is required on a Soldier. If so, this item must be resolved before the Soldier departs. If the Soldier has responsibilities in administering a DD Form 362 or a DD Form 200, ensure that the case is resolved or that the responsibilities are transferred before the Soldier departs. All accountable property remaining at the home station for which the Soldier is signed must be inventoried and responsibility transferred before the Soldier departs.
 - (2) Checking the expiration date of the profile of any Soldier found to have a temporary physical profile. A Soldier with a temporary profile may depart to a deployment station after the temporary disqualification expires or if the physician and the commander determine that the Soldier is deployable.
 - (3) Initiating evaluation reports on Soldiers who are processing for a TCS move before they depart. To ensure that the submission time requirements of AR 623–3 and DA Pam 623–3 are met, the evaluation reports should be completed, signed, and submitted before these Soldiers depart, if possible.
 - (4) Removing the names of all departing TCS Soldiers from the applicable DA Forms 6.
 - (5) Ensuring that all departing TCS Soldiers who receive their mail at the unit fill out and submit a DA Form 3955 to ensure the forwarding of their mail while they are away. Ensure that the DA Form 3955 has the names of individuals authorized to pick up the Soldier's mail in his or her absence. Advise all other departing TCS Soldiers to decide if they need to fill out and submit a DA Form 3955 at the appropriate post office.
 - (6) Counseling Soldiers who are processing for departure to a deployment station on the requirement to provide support payments to Family members remaining in the continental United States, per AR 608–99.

(7) Ensuring that all medical practitioners are cleared by the nearest quality assurance and/or credentials office before departure to the deployment station.

e. A final review of the SRP check is made on every Soldier to ensure that all Soldier readiness nondeployment conditions were corrected or that the unit commander was notified.

f. The appropriate transactions to update the Army field personnel information system based on the SRP check findings are submitted.

g. A completed DA Form 7425 is filed in the Soldier's personnel readiness file.

4-4. Battalion intelligence officer, operations and training officer, and/or unit commander Soldier Readiness Program and mobilization processing procedures

a. The battalion S2, S3, and/or unit commander is responsible for the following Level 1 SRP and mobilization processing tasks:

(1) Ensuring that all Soldiers still meet the security clearance requirements of their current duty positions.

(2) Scheduling a security briefing for Soldiers who require but have not had one.

(3) Reviewing and/or updating each Soldier's training records.

(4) Ensuring that the PERSTEMPO clerk or an official designated by the commander reviews each Soldier's the DA Form 137-1 for accuracy and that any discrepancies found are reconciled.

(5) Scheduling training and qualification for all Soldiers who are not currently qualified on their individual weapons per the requirements of their current duty positions.

(6) Scheduling the local area warrior tasks for all Soldiers in the ranks of sergeant first class and below who have not completed the locally required elements of the warrior tasks.

b. The battalion S2, S3, and/or unit commander ensures that the following Level 2 SRP and mobilization processing tasks are performed:

(1) Ensuring that all Soldiers meet the security clearance requirements of their projected duty positions.

(2) Reviewing a Soldier's DA Form 137-1 and to determine if the projected length of the deployment will cause a Soldier to exceed a general officer management threshold. If such a threshold will be exceeded, ensure that this TCS is approved by the appropriate general officer before the Soldier departs for the deployment station. A Soldier is nondeployable without this approval.

(3) Ensuring that all Soldiers pending a TCS outside the continental United States and its territories and possessions attend Antiterrorism Force Protection Level 1 Training.

(4) Inventorying all accountable training room property remaining at the home station for which each TCS Soldier is signed, if any, and transferring the responsibility for such property to an appropriate person before the Soldier departs.

(5) Providing Family members of Soldiers departing for a deployment station an orientation briefing and printed materials on the mission, available Family readiness groups, and Family member benefits.

4-5. Battalion supply officer and/or unit commander Soldier Readiness Program and mobilization processing procedures

The battalion S4 and/or unit commander ensures that the following SRP and mobilization processing tasks are performed:

a. For Level 1 SRP and mobilization processing, checking the Soldiers who require protective mask inserts to ensure that they have the required inserts and ensuring that protective mask inserts are made for those Soldiers who do not have their inserts.

b. For Level 2 SRP and mobilization processing, inventorying all accountable supply room, arms room, nuclear, biological, and chemical room, and motor pool property remaining at the home station for which each TCS Soldier is signed, if any, and transferring the responsibility for such property to an appropriate person before the Soldier departs for the deployment station.

Section III

Installation-level and/or Community-Level Soldier Readiness Program and Mobilization Processing

4-6. Process control station

PROC CS personnel—

a. Serve as the focal point for installation and/or community level SRP and mobilization processing by—

(1) Coordinating and/or conducting the appropriate SRP and/or mobilization processing briefing.

(2) Designating the stations through which each Soldier must process.

(3) Coordinating with the other installation and/or community level processing stations.

- (4) Providing any required special guidance.
- b. Inform the unit commander when a Soldier is found to be nondeployable.
- c. Direct Soldiers who have completed installation and/or community-level SRP processing back to their units for further processing.
- d. Perform the appropriate checks to ensure that Soldiers are properly processed and that Soldier readiness nondeployment conditions are either eliminated or identified.
- e. Ensure that the following Level 2 processing tasks are performed for Soldiers who are departing on a TCS:
 - (1) Circulating, either electronically or on paper, a roster of Soldiers processing for departure to a deployment station to those agencies which do not require all Soldiers to clear in person. The minimum information provided on each Soldier will include name, SSN, grade, current unit of assignment, and projected departure date. Each agency will then designate to the PROC CS, either electronically or on paper, which Soldiers need to clear in person.
 - (2) Providing the names, ranks, SSNs, AOC, and/or MOS, or a copy of the deployment orders of all Soldiers departing on TCS, to the PSMS.
 - (3) Filing a copy of the Soldiers' deployment orders and DA Form 7425 per AR 25-400-2.

4-7. Personnel information station

- a. The purposes of the PINS are to—
 - (1) Check the Soldier's personnel records for accuracy and consistency between the Army field personnel information system file and the personnel documents.
 - (2) Initiate corrective actions if any errors are found.
 - (3) Check for the presence of any conditions that would disqualify the Soldier from deployment.
- b. The items reviewed at this station are Level 1 processing requirements, except when specified otherwise in the explanation of the item.
- c. PINS personnel may audit the following data items without the Soldier's presence to check for discrepancies between the Army field personnel information system file and the personnel documents:
 - (1) Name.
 - (2) SSN.
 - (3) Military personnel code.
 - (4) Citizenship.
 - (a) If the audit reveals that the Soldier is not a U.S. citizen and interest is expressed about applying for citizenship, a copy of The Soldier's Guide to Citizenship Application is provided and the Soldier is advised to coordinate the application process with the servicing personnel service battalion, personnel service center, or military personnel division.
 - (b) If a noncitizen Soldier has an application for citizenship pending, remind him or her of the importance of keeping USCIS informed of every change of mailing address, including deployment and return from deployment.
- d. PINS personnel audit the following forms with each Soldier for accuracy and consistency between the Army field personnel information system file and personnel documents:
 - (1) The ERB for Regular Army enlisted Soldiers.
 - (2) DA Form 4037 for Regular Army commissioned and warrant officers.
 - (3) DA Form 2-1 (Personnel Qualification Record) for all RC Soldiers.
 - (4) DD Form 93.
 - (5) DA Form 3355 (Promotion Point Worksheet (United States Army Reserve)).
 - (6) VA Form SGLV 8286.
 - (7) VA Form SGLV 8286A.
- e. PINS personnel audit the following data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents:
 - (1) Rank.
 - (2) Date of rank.
 - (3) Promotion status.
 - (4) MOS and/or AOC.
 - (5) Linguist qualifications.
 - (6) Unit of assignment.
 - (7) BASD.
 - (8) PEBD.
 - (9) Date initially entered military service.
 - (10) ETS or ESA.
 - (11) Marital status.

- (12) Spouse's name.
 - (13) Spouse's SSN (if spouse is military).
 - (14) Spouse's military personnel code (if spouse is military).
 - (15) Number of Family members.
 - (16) Command sponsored Family members (only Regular Army Soldiers outside the continental United States Soldiers).
 - (17) Military education.
 - (18) Civilian education.
 - (19) Physical category.
 - (20) Religious preference (if applicable).
 - (21) Nomination for appointment to U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy.
 - (22) Application for Officer Candidate School or Warrant Officer Candidate School.
 - (23) Selection for U.S. Army Sergeants Major Academy, a senior service college, or a command staff college.
 - (24) Approval to attend an Army service school or a senior academy prep school.
 - (25) A military driver's license.
- f.* To preclude any unauthorized deployments, PINS personnel audit the following Soldier readiness processing data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents:
- (1) Fewer than 7 days to ETS or ESA.
 - (2) A physical profile 3 or 4 without a record of retention by an MMRB or a PEB.
 - (3) A profile for a permanent geographic or climatic duty limitation.
 - (4) A German alien.
 - (5) A Turkish or dual U.S./Turkish national.
 - (6) A sole surviving son or daughter.
 - (7) A Family member whose death, 100 percent disability, missing in action, or prisoner of war status occurred while serving in a hostile fire and/or imminent danger zone.
 - (8) A Family member assigned to the same unit.
 - (9) A former prisoner of war or hostage.
 - (10) A former Peace Corps member.
 - (11) Completion of initial entry training, if enlisted; completion of Warrant Officer Basic Course and MOS qualification, if a warrant officer; completion of Officer Basic Course, if a commissioned officer.
 - (12) A mother of a newborn child.
 - (13) A single parent or one member of a military couple adopting a child.
 - (14) A pending or approved request for conscientious objector status.
 - (15) Pending separation under AR 135–100, AR 135–175, AR 135–178, AR 600–8–24, or AR 635–200.
 - (16) A negative HIV test result.
 - (17) Recall to active duty from retirement.
 - (18) Thirty or more consecutive days of TCS, TDY, or unit deployment time in support of an operations other than war mission. Although reviewing and/or updating the information for this item is a Level 1 requirement, checking this item is especially critical when processing a Soldier for departure to a deployment station (achieving a Level 2 state of readiness). If the Soldier has served 30 or more consecutive days of TCS, TDY, or unit deployment time in support of an operations other than war mission, they are not eligible for an involuntary TCS for the same number of months he or she served on the operations other than war mission unless the first general officer in the Soldier's chain of command terminates the stabilization because of immediate and critical operational needs.
 - (19) Enlistment or reenlistment contract provisions that would be broken by the deployment (a Level 2 requirement). If any provision would be broken by compliance with the deployment orders and the Soldier wants to go, the Soldier may sign a waiver and then depart.
- g.* PINS personnel provide the names, ranks, SSNs, and MOS and/or AOC of all Soldiers found to be permanently nondeployable during SRP processing to the PSMS.

4–8. Personnel management station

All items at this station are Level 1 processing requirements. Personnel management station personnel—

- a.* Review the records of all Soldiers below the rank of SSG to determine their eligibility for promotion.
- b.* Review and update the promotion information of all eligible Soldiers.

c. Review the records of all Soldiers to determine whether or not they are eligible for any boards. Soldiers found eligible for one or more boards will review their packets for currency and accuracy.

d. Review each Soldier's records to determine whether or not there is a record of conviction of a misdemeanor crime of domestic violence. Conviction of a misdemeanor crime of domestic violence does not include the imposition of nonjudicial punishment under Article 15, Uniform Code of Military Justice (UMCJ, Art. 5), a summary court martial conviction, or deferred prosecution (or a similar alternative disposition) in a civilian court. Under the provisions of the Lautenberg Amendment, it is a felony for anyone with such a conviction to handle firearms or ammunition; therefore, Soldiers with a qualifying conviction must not—

- (1) Be assigned to a duty position requiring the use or handling of weapons or ammunition.
- (2) Participate in training that involves the use or handling of weapons or ammunition.
- (3) Be deployed outside the continental United States and Puerto Rico.

4–9. Medical facility

Medical facility personnel—

a. Check for and initiate corrective action to eliminate individual Soldier readiness nondeployment conditions or report the situation to the commander.

b. Conduct a health record review (DD Form 2807–1) for all Soldiers or interview all Soldiers and initiate and/or update DD Form 2766 and, if required, DD Form 2766C. Upon completion of medical processing, place a copy of the updated MEDPROS IMR report (including immunizations) in each Soldier's DD Form 2766.

c. Review and/or update the MEDPROS IMR report.

d. Review and/or update DD Form 2795. This form is completed online at <https://rc.mods.army.mil>. You will receive instructions and gain access to the appropriate system at the time of the assessment.

- (1) This form is completed by the attending health care professional.
- (2) One copy of this form is placed in the Soldier's health record as soon as possible.

e. Review the following Level 1 processing requirement items on all Soldiers:

(1) *Human immunodeficiency virus test.*

(a) The date of the HIV screening is noted.

(b) The screening dates are annotated in section 10h of DD Form 2766. The most current HIV test date in the medical records and DD Form 2766 must be no older than 2 years for Regular Army and Active Guard Reserve/ activated RC Soldiers or 5 years for RC Soldiers. Soldier readiness and mobilization processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(c) If a sample is drawn, a "D" for drawn and the date are recorded in the MEDPROS IMR. This field does not automatically change to a "Y" with a new date when the sample is entered into the Armed Forces Health Surveillance Center.

(2) *Evidence of psychiatric problems.* All Soldiers are screened for evidence of psychiatric problems. If found, make appropriate entries on their medical records and provide notification to security clearance station personnel and the commander, when appropriate.

(3) *Pregnancy status.*

(a) The pregnancy status of female Soldiers is verified per AR 40–501.

(b) The MEDPROS IMR is used to record the results of a pregnancy screen.

(c) A pregnancy profile should be created in ePROFILE.

(4) *Blood type.*

(a) The blood type on the Soldier's ID card and ID tags, in the medical records, and in the MEDPROS IMR should be compared for consistency.

(b) If there is a discrepancy or a reason to doubt the correctness of the blood type, the Soldier's blood type is noted and the card, tags, records, and/or MEDPROS IMR are corrected, as appropriate.

(5) *Evidence of drug and/or alcohol abuse.*

(a) Evidence of drug and/or alcohol abuse should be reported to security clearance station personnel and the commander of all Soldiers for whom such evidence is found.

(b) The information on page 1, section 5 of the DD Form 2766 should be reviewed.

(6) *Physical profile.*

(a) If the Soldier has a temporary profile, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40–501.

(b) If a permanent profile of 3 or 4 exists, it should be verified if the Soldier has been retained by an MAR2 or a PEB. Ensure that the profile is in ePROFILE, and if not, create it in ePROFILE.

(c) If the Soldier is found not to meet retention standards or has a profile 3 or 4 and the Soldier has not been retained by an MAR2 or a PEB, an MAR2 is scheduled.

(d) If the Soldier has been retained by an MAR2 or a PEB, verify that the permanent profile information is recorded in the MEDPROS IMR. Ensure that the profile is in ePROFILE, and if not, create it in ePROFILE.

(e) If the Soldier does not meet the medical retention standards of the MMRB, an MEB, or PEB evaluation is scheduled for AC Soldiers and a non-duty related PEB may be requested by the RC Soldier not assessed into the AC. Permanent profile 3 and 4 Soldiers are nondeployable without clearance from an MAR2 or a PEB unless the MMRB convening authority waives this requirement.

(7) *Immunizations.*

(a) The MEDPROS IMR should be checked to ensure that Soldiers have current immunizations.

(b) If special immunizations are required for the local area, the requisite shots and/or oral medications are administered to the Soldiers who require but do not have those immunizations.

(c) The MEDPROS IMR is updated, as required.

(8) *DNA collection records.*

(a) A DNA specimen is collected from any Soldier who has not previously given one.

(b) Verify that this information is recorded in the MEDPROS IMR.

(c) If a specimen is collected, a “D” for drawn and the date are recorded in the MEDPROS IMR. This field will automatically change to a “Y” with a new date when the sample is entered into the Armed Forces Institute of Pathology database.

(9) *Permanent geographic or climatic duty limitation.*

(a) Verify if the Soldier has a profile for a permanent geographical or climatic duty limitation that would affect the Soldier’s deployability status.

(b) The MEDPROS IMR field “Limited Duty Status (Y/N)” and the type, if applicable, are annotated.

(10) *Medical warning tags.*

(a) Soldiers required to wear medical warning tags must have two tags; those without the requisite tags must be issued new ones.

(b) DA Label 162 is affixed to page 4 of DD Form 2766.

(c) The MEDPROS IMR is updated as required.

(11) *Eyeglasses.*

(a) Soldiers who require eyeglasses must have the required two pairs, one of which may be of civilian design, except for aviators, who are required to have metal-framed glasses and sunglasses.

(b) Annual vision screening must be completed in accordance with current policy. MEDPROS is updated, as required.

(c) This information is recorded in the MEDPROS IMR.

(12) *Protective mask inserts.*

(a) Soldiers who require protective mask inserts must be checked to ensure that they have them.

(b) Mask inserts are provided to those Soldiers who do not have them.

(c) This information is recorded in the MEDPROS IMR.

(13) *Hearing aids.*

(a) Soldiers who require a hearing aid should be checked to ensure that they have one, plus extra batteries.

(b) This information is recorded in the MEDPROS IMR.

(14) *Allergies.* Any known allergies are recorded in the MEDPROS IMR.

(15) *Assignment to quarters or a medical treatment facility.* The status of Soldiers believed to be assigned to quarters, on convalescent leave, or patients in a military medical treatment facility or civilian hospital must be verified.

f. Ensure that the following Level 2 requirements are met for Soldiers departing on TCS:

(1) *Human immunodeficiency virus test.* Retest the Soldier for HIV referencing the latest guidance for the specific theater where the Soldier is deploying. If a sample is drawn, a “D” for drawn and the date are recorded in the MEDPROS IMR. This field will not automatically change to a “Y” with a new date when the sample is entered into the Armed Forces Health Surveillance Center. Soldier readiness and mobilization processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(2) *Examinations for Soldiers who have worked around loud noises, radiation, and/or certain heavy metals.* The appropriate medical examinations are conducted for Soldiers who have been assigned to units or duty positions requiring them to work around loud noises, radiation, and/or certain heavy metals.

(3) *Personal prescription medications.*

(a) Soldiers on long-term prescribed medications are required to have a 180-day supply of their personal prescription medications.

(b) This information is recorded in the MEDPROS IMR.

4–10. Dental facility

a. Dental facility personnel are responsible for the following Level 1 SRP and mobilization processing tasks:

(1) Checking the Soldiers' dental records for completeness and accuracy and verifying the presence of a current panoramic.

(2) Reviewing and/or updating the dental portion of DD Form 2795. 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 the assessment.

(3) Reviewing and/or updating the dental portion of the MEDPROS IMR. The dental field for Regular Army Soldiers are automatically populated from the Corporate Dental Application and cannot be changed. For RC Soldiers, this field is not automatically populated and should be updated when the Soldier processes.

(4) Screening Soldiers for dental disease and determining their dental readiness classification. If a Soldier is found to be in dental class 3 or 4, initiate corrective actions to eliminate individual Soldier nondeployment conditions or report the situation to the Soldier's commander.

(5) If the Soldier is wearing one or more orthodontic appliances, ensuring that the appliance(s) is (are) evaluated and determining whether or not the device(s) can be inactivated through the use of passive holding arches, or other means prior to deployment.

b. Dental facility personnel are responsible for the following Level 2 SRP and mobilization processing requirements:

(1) If a Soldier is wearing one or more orthodontic appliances, ensure that the appliance(s) is (are) inactivated through the use of passive holding arches, "vacation ties," or other means before deployment.

(2) If these conditions cannot be met, the Soldier is not deployable.

4–11. Defense Enrollment Eligibility Reporting System, Real-time Automated Personnel Identification System, and/or identification cards and tags station

DEERS, RAPIDS, and/or ID cards and tags station personnel are responsible for these Level 1 SRP and mobilization processing tasks:

a. Checking all Soldiers to ensure that they have a current ID card and two ID tags. Issue new ID cards and/or ID tags, if required.

b. For Soldiers with Family members, ensuring that all Family members have or are issued an ID card and checking the status of their DEERS and/or RAPIDS Family enrollments.

c. If the home station is in the continental United States, ensuring that the Soldier reviews and/or updates their residential address.

d. Ensuring that a new DD Form 1934 is issued to chaplains and medical personnel who require but do not have one.

4–12. Security office

a. Security office personnel are responsible for these Level 1 SRP and mobilization processing tasks:

(1) Checking the status of the following data items and initiating corrective actions, as appropriate:

(a) Geneva Convention briefing. A Geneva Convention briefing must be provided to Soldiers who do not have one listed in their personnel records.

(b) Pending civil felony charges.

(c) Pending military charges.

(d) Ongoing investigation for subversion, disaffection, desertion, or criminal conduct by civil or military authorities.

(2) Checking the security clearance status to ensure that Soldiers hold the clearances required for their current duty positions. Corrective actions should be initiated as required.

(3) Checking the Soldiers who are assigned to positions under the Personnel Reliability Program, per AR 50–5 and AR 50–6, to ensure that they are still qualified for those positions.

b. Security office personnel are responsible for these Level 2 SRP and mobilization processing tasks before Soldiers depart to the deployment station:

(1) Checking the security clearance status to ensure that Soldiers hold the clearances required for the duty positions they are projected to hold during their deployment.

(2) Determining if any Soldier has a previous conviction by a tribunal of the country of projected deployment. If such a conviction is found, the Soldier is not deployable to that country.

(3) Checking the Soldiers who are projected to be assigned to positions under the Personnel Reliability Program, per AR 50–5 and AR 50–6, during their deployment to ensure that they are still qualified for those positions.

c. Security office personnel submit the appropriate transactions to update the Army field personnel information system records on Soldiers whose personnel security status or duty position changed as a result of this check.

4–13. Legal assistance office

When applicable, legal assistance office personnel are responsible for these Level 1 SRP and mobilization processing:

- a.* Providing assistance to Soldiers who need to make or update a will, designate a power of attorney, and/or receive counseling on civil matters.
- b.* Providing information on reemployment rights under the Employer Support to the Guard and Reserve Program to mobilized RC Soldiers.

4–14. Transportation office

a. Transportation office personnel are responsible for the following Level 1 SRP and mobilization processing tasks:

- (1) If a Soldier is required to have a passport, it should be verified that the passport is current and valid.
- (2) If not, the Soldier should be assisted in submitting the application for and obtaining a passport, per AR 55–46 and DODD 1000.21E.

b. Transportation office personnel are responsible for these Level 2 SRP and mobilization processing tasks before departure to the deployment station:

- (1) Briefing Soldiers on their transportation and deployment entitlements.
- (2) Assisting Soldiers, as required, in the storage and/or shipment of their unaccompanied baggage, household goods, and privately owned vehicle.
- (3) If required, assisting Soldiers in making personal transportation arrangements.
- (4) Assisting Soldiers who require passports and/or visas for deployment in submitting their applications for and obtaining these documents, under the expedited procedures of AR 55–46 and DODD 1000.21E.

4–15. Central issue facility

Central issue facility personnel are responsible for these Level 2 SRP and mobilization processing tasks before Soldiers depart:

- a.* Issuing Soldiers the field equipment and/or chemical defense equipment as designated by the theater and/or TCS station commander.
- b.* Reviewing and/or updating the Soldiers' personal clothing records.

4–16. Education center

Education center personnel are responsible for these Level 2 SRP processing tasks before Soldiers depart:

- a.* Ensuring that deploying Soldiers enrolled in on and/or off-duty courses have completed or submitted the paperwork necessary to withdraw from their courses.
- b.* Ensuring that the deploying Soldiers who have borrowed reference materials and/or equipment from the advanced leader course and/or multi-use learning facility return those items before departure.
- c.* Updating DA Form 669.

4–17. Army Community Service center

ACS center personnel are responsible for these Level 2 SRP and mobilization processing tasks before Soldiers depart:

- a.* Providing assistance to and making referrals for Soldiers to alleviate financial and personal hardship conditions, as required.
- b.* Informing Soldiers of what Family readiness groups are available.

4–18. Provost marshal office

Provost marshal office personnel are responsible for these Level 2 SRP processing tasks before Soldiers depart:

- a.* Ensuring that Soldiers who have privately owned vehicles are provided a secure storage area for their vehicles, using DD Form 2506 (Vehicle Impoundment Report).
- b.* Ensuring that Soldiers who have privately owned weapons make proper disposition of their weapons before departure.

4–19. Housing office

Housing office personnel are responsible for these Level 2 SRP processing tasks before Soldiers depart:

- a.* Recording the notification of absence provided by Soldiers living on post.
- b.* Reminding the Soldiers who live in rented housing off post to provide notification of absence to their landlords.

4–20. Morale, welfare, and recreation fund manager

This station applies only for the Level 2 state of readiness. The morale, welfare, and recreation fund manager ensures that Soldiers who have checked out equipment, books, or uniforms return the item(s) before departure.

4–21. Training aids center

This station applies only for Level 2 state of readiness. Training aids center personnel ensure that Soldiers are held accountable for lost or damaged equipment, if any.

4–22. Chaplain

Installation chaplains will ensure that chaplain services are available for all Soldiers who are processing for departure to a deployment station (a Level 2 item). These services include, but are not limited to, worship services, prayers, administration of sacraments, counseling (Soldiers and/or Family members, as needed), literature and religious articles, coordination with Family readiness groups, providing information on subjects related to pastoral care, and assurance of ongoing religious support.

4–23. Transition Assistance Program center

a. This station applies only to Soldiers who are processing for departure to a deployment station (a Level 2 item) and are either scheduled for transition during the deployment or have transition dates that would entitle them to begin TAP processing during the projected period of deployment.

b. TAP center personnel:

- (1) Ensure that Soldiers who are scheduled for transition during the deployment have initiated TAP services.
- (2) Inform Soldiers with transition dates entitling them to begin TAP processing during the projected period of deployment that they may initiate TAP services before and during the deployment.
- (3) Inform Soldiers that their Family members may initiate TAP services during the deployment.

4–24. Inspector general

At the discretion of the commander, the inspector general may establish a processing station to assist SRP and/or mobilization processing, as needed.

4–25. Military pay

Military pay office personnel are responsible for the Level 1 SRP and mobilization processing task of updating and processing the Soldiers' pay accounts (including SUREPAY enrollment, entitlements, special pays, Federal and/or state tax withholding forms, last chargeable leaves, Thrift Savings Plan, and allotments) and the Level 2 SRP and mobilization processing task of ensuring Soldiers are enrolled in SUREPAY before departure to the deployment station.

Chapter 5

Deployment Readiness

Section I

General

5–1. Deployment readiness

This program—

- a.* Processes Soldiers and DA Civilians for departure on an extended TDY tour of 90 or more days.
- b.* Is an abbreviated version of the Out-Processing Program designed to ensure that Soldiers and DA Civilians departing on a TDY trip projected to last 90 or more days are qualified for the duty, that their readiness is maintained, and that they receive the appropriate level of personnel service support.

5–2. DA Form 137–1 and DA Form 137–2

With special annotations by the PROC CS, DA Form 137–1 and DA Form 137–2—

- a.* Guide Soldiers through extended TDY processing.
- b.* Specify which processing stations the Soldiers must clear before departure.

Section II

Battalion and/or Unit-Level Extended Temporary Duty Processing

5–3. Battalion adjutant and/or unit commander extended temporary duty processing procedures

The battalion S1 and/or unit commander is responsible for the following extended TDY processing tasks:

- a. Informing Soldiers of any extended TDY clearance requirements when they are given the processing forms.
- b. Scheduling the pre-deployment health assessment in accordance with DODI 6490.03 and 6490.12. This includes completion of DD Form 2795 within 120 days from deployment and validation of DD Form 2795 and Soldier's medical status within 60 days of deployment. 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 the assessment.
- c. Determining if a Soldier has any injuries that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System. If any such injuries are found, ensure that a line of duty investigation using DA Form 2173 is initiated before the Soldier departs the installation.
- d. Determining if DD Form 362 or DD Form 200 is required for a Soldier and, if so, ensuring that the matter is resolved before the Soldier departs. If a Soldier has responsibilities in administering a DD Form 362 and/or DD Form 200, the case must be resolved or the responsibilities must be transferred before the Soldier departs.
- e. Ensuring that Soldiers who need to make or update a will, designate a power of attorney, and/or receive counseling on civil matters have an opportunity to consult the legal assistance office.
- f. Ensuring that, if a Soldier plans to take any leave in conjunction with the TDY, the DA Form 31 is submitted and processed in a timely manner per AR 600–8–10.
- g. Reviewing a Soldier's personnel records and duty position requirements to ensure that the Soldier's entitlements and/or special pays (BAS, BAH, COLA, OHA, FSA, imminent danger pay, hardship duty pay, special duty assignment pay, incentive pays, medical specialty pays, enlistment bonus, reenlistment bonus, and/or other entitlements and/or special pays), if any, are recorded correctly.
- h. Determining if an evaluation report is required before a Soldier's departure is approved (see AR 623–3.)
- i. Removing a Soldier's name from the applicable DA Form 6 (Duty Roster) for the duration of the extended TDY.
- j. Ensuring that a Soldier fills out and submits DA Form 3955 if the Soldier receives mail at the unit and that DA Form 3955 has the names of individuals authorized to pick up the Soldier's mail in his or her absence. If a Soldier does not receive mail at the unit, advising him or her to decide if there is a need to fill out and submit a DA Form 3955 at the appropriate post office for a temporary change of address.
- k. Determining if a Soldier is required to have a DA Form 5305 and if applicable, has an approved Family Care Plan in accordance with AR 600–20.
- l. Determining if a Soldier has either a temporary or a permanent physical profile.
 - (1) If a physical profile is found, the medical facility is consulted to determine if the profile will adversely affect duty performance during the TDY. A physical profile will not preclude departure unless the Soldier is found to be physically unable to perform the duties of the TDY.
 - (2) If the profile is temporary, the profile is verified regarding compliance with the time limitations (including extensions) of AR 40–501.
- m. If the Soldier is going TDY for training, verifying compliance with the Army Body Composition Program. A weigh-in is part of this verification.
- n. Determining if a Soldier is flagged and, if so, ensuring that the DA Form 268 is properly processed.
- o. If a Soldier is going on extended TDY to an overseas location, counseling him and/or her on the requirement to provide support payments to Family members remaining in the continental United States, per AR 608–99.
- p. Before a Soldier departs, conducting a final check to ensure that all necessary processing for the extended TDY was properly accomplished.

5–4. Battalion intelligence officer, operations and training officer, and/or unit commander extended temporary duty processing procedures

The battalion S2, S3, and/or unit commander is responsible for the following extended TDY processing tasks:

- a. Reviewing a Soldier's DA Form 137–1 to determine if the projected length of the TDY will cause a Soldier to exceed a general officer management threshold. If such a threshold will be exceeded, ensure that this TDY is approved by the appropriate general officer before the Soldier departs; the Soldier is ineligible for the TDY without this approval.
- b. Determining if a Soldier is due for either weapons qualification or common task training during the projected period of the TDY. If so, schedule the Soldier for the due item(s) either before or after the TDY, per the governing policies and regulations, unless arrangements can be made for the administration of the item(s) at the TDY location.

c. Determining if a Soldier is due to take the APFT during the projected period of the TDY. If so, schedule the Soldier to take the APFT either before or after the TDY, per the governing regulation, unless arrangements can be made for the Soldier to take the APFT at the TDY location.

d. Ensuring that all Soldiers pending extended TDY outside the continental United States and its territories and possessions attend Antiterrorism Force Protection Level 1 Awareness Training, per DODI 2000.16, before departure and that a record is kept of all individuals who receive this training.

e. Inventorying all accountable training room property remaining at the home station for which each extended TDY Soldier has signed, if any, and transferring the responsibility for such property to an appropriate person before the Soldier departs.

5-5. Battalion supply officer and/or unit commander extended temporary duty processing procedures

The battalion S4 and/or unit commander is responsible for the following extended TDY processing tasks:

a. Inventorying all accountable supply room, arms room, nuclear, biological, and chemical room, and motor pool property remaining at the home station for which each extended TDY Soldier is signed, if any, and transferring the responsibility for such property to an appropriate person before the Soldier departs.

b. If Soldiers will be carrying their protective masks with them on their extended TDY, checking the Soldiers who require protective mask inserts to ensure they have them and that protective mask inserts are made for those Soldiers who do not have them.

Section III

Installation and/or Community-Level Extended Temporary Duty Processing

5-6. Process control station

PROC CS personnel—

a. Serve as the focal point for installation and/or community-level extended TDY processing by—

- (1) Designating the stations through which each Soldier must process.
- (2) Coordinating with the other installation and/or community-level processing stations.
- (3) Providing any required special guidance.

b. Circulate, either electronically or on paper, the central clearance roster to those agencies which do not require all Soldiers to process in person. As a minimum, the roster will include every extended TDY Soldier's name, SSN, grade, current unit of assignment, and projected TDY departure date. Each agency will then designate to the PROC CS, either electronically or on paper, which Soldiers need to clear in person.

c. Inform the unit commander if a Soldier is found to be ineligible for departure.

d. Provide the names, ranks, SSNs, MOS, and/or AOC, or a copy of the orders of all Soldiers departing on an extended TDY, to the PSMS.

e. Direct Soldiers who have completed installation-level and/or community-level processing back to their units for further processing.

f. Perform the appropriate checks to ensure that Soldiers are properly processed and that Soldier readiness nondeployment conditions are either eliminated or identified.

5-7. Personnel information station

a. The purposes of this station are to—

- (1) Check the Soldier's personnel record.
- (2) Initiate corrective actions if any errors are found.
- (3) Check for the presence of any conditions that would disqualify the Soldier from going on the extended TDY.

b. PINS personnel may audit the following data items without the Soldier's presence to check for discrepancies between the Army field personnel information system file and the personnel documents:

- (1) Name.
- (2) SSN.
- (3) Military personnel code.
- (4) Citizenship. If the Soldier is not a citizen and has an application for citizenship pending, PINS personnel will remind him or her of the importance of keeping USCIS informed of every change of mailing address.

c. PINS personnel audit the following forms with the Soldier to ensure accuracy and consistency between the Army field personnel information system file and the personnel documents (not required if an SRP check has been done within the last 30 days):

- (1) The ERB for Regular Army enlisted Soldiers.
- (2) The DA Form 4037 for Regular Army commissioned and warrant officers.
- (3) DA Form 2-1 for all RC Soldiers.
- (4) DD Form 93.
- (5) VA Form SGLV 8286.
- (6) VA Form SGLV 8286A.

d. PINS personnel audit the following data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel documents (not required if an SRP check has been done within the last 30 days):

- (1) Rank.
- (2) Date of rank.
- (3) Promotion status.
- (4) MOS and/or AOC.
- (5) Linguist qualifications.
- (6) Unit of assignment.
- (7) BASD.
- (8) PEBD.
- (9) Date initially entered military service.
- (10) ETS or ESA.
- (11) Marital status.
- (12) Spouse's name.
- (13) Spouse's SSN (if spouse is military).
- (14) Spouse's military personnel code (if spouse is military).
- (15) Number of Family members.
- (16) Command sponsored Family members (only Soldiers outside the continental United States).
- (17) Military education.
- (18) Civilian education.

e. To preclude the departure of any Soldier not qualified for the extended TDY, PINS personnel audit the following Soldier readiness processing data items with the Soldier for accuracy and consistency between the Army field personnel information system file and the personnel document:

(1) *Sufficient time to perform the extended temporary duty before expiration term of service or expiration of service agreement.* A Soldier without sufficient time cannot depart without reenlisting or extending the current enlistment to meet this requirement.

(2) *Profile.* A Soldier who is not physically able to perform the duties of the TDY (determination is made by the commander and/or medical facility, per AR 40-501 may not depart.

(3) *Human immunodeficiency virus test result.*

(a) Soldiers going on extended TDY outside the continental United States (except Alaska, Hawaii, or Puerto Rico) or to a military sponsored educational program must have a negative HIV test no older than 6 months before the date of departure.

(b) All other Soldiers must have an HIV test result in their medical records no older than 2 years for Regular Army Soldiers or 52 years for RC Soldiers before departure.

(c) Processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(4) *Sufficient time to complete the extended temporary duty before date eligible to return from overseas (only Soldiers outside the continental United States).* A Soldier who does not have sufficient time to complete the extended TDY before DEROS cannot depart without extending the tour to meet this requirement.

(5) *A profile for a permanent geographic and/or climatic duty limitation.* Soldiers with this type of restriction will not be sent TDY to the restricted areas.

(6) *Selected to attend the U.S. Army Sergeants Major Academy, a senior service college, or a command staff college.* U.S. Army Sergeants Major Academy, senior service college, and command staff college selectees may go on an extended TDY only if the TDY can be completed before the school entry date.

(7) *Approval to attend an Army service school or a senior academy prep school before being alerted.* A Soldier who has been approved to attend an Army service school or a senior academy prep school may go on an extended TDY only if the TDY can be completed prior to the course date.

(8) *Mother of a newborn child.* If this condition is found, verify and note this status appropriately. A Soldier who is the mother of a newborn child will not depart on extended TDY until 6 months after the child is born, unless waived by the Soldier and if applicable, has an approved Family Care Plan in accordance with AR 600–20.

(9) *A single parent or one member of a military couple adopting a child.* A single parent or one member of a military couple adopting a child will not be sent on an extended TDY for 4 months from the date the child is placed in the home as part of the adoption process unless the Soldier waives this deferment and if applicable, has an approved Family Care Plan in accordance with AR 600–20.

(10) *A pending or approved request for conscientious objector status.* Soldiers who have a pending or approved request for noncombatant status as a conscientious objector per AR 600–43 are eligible for TDY only to areas where duties normally do not involve the handling of weapons.

(11) *A pending separation under AR 135–100, AR 135–175, AR 135–178, AR 600–8–24, or AR 635–200.* Soldiers pending separation under any of these regulations are ineligible for an extended TDY while their cases are still pending. Excluded are Soldiers being retired, discharged, or separated at normal ETS or ESA.

(12) *Enlistment or reenlistment contract provisions forbidding the extended temporary duty.* Check to ensure that no provisions of the Soldier's enlistment or reenlistment contract are broken by the extended TDY. If any provision would be broken by the extended TDY and the Soldier wants to go, the Soldier may sign a waiver.

(13) *Thirty or more consecutive days of temporary change of station, temporary duty, or unit deployment time in support of an operations other than war mission.* A Soldier who has served 30 or more consecutive days of TCS, TDY, or unit deployment time in support of an operations other than war mission is not eligible for an involuntary extended TDY for the same number of months the Soldier served on the operations other than war mission unless the first general officer in the Soldier's chain of command terminates the stabilization due to immediate and critical operational needs.

f. PINS personnel check the following Soldier readiness processing data items only if the extended TDY is to an overseas location:

- (1) A German alien. A German alien will not be sent TDY to Germany.
- (2) A Turkish or dual U.S./Turkish national. A Turkish or dual U.S./Turkish national will not be sent TDY to Turkey involuntarily.
- (3) A former prisoner of war or hostage. A former prisoner of war or hostage will not be sent TDY involuntarily to the country where held captive.
- (4) A former Peace Corps member. A former Peace Corps member may not be sent TDY to perform intelligence duties in any country where the Soldier has served as a Peace Corps member.
- (5) A sole surviving son or daughter. A sole surviving son or daughter will not be sent TDY to a designated hostile fire and/or imminent danger area or an area where duties involve combat with the enemy unless the Soldier waives this restriction.
- (6) A Family member whose death, 100 percent mental or physical disability, missing in action, or prisoner of war status occurred while serving in an officially designated hostile fire and/or imminent danger area. Soldiers meeting this documented condition will not be sent to an officially declared hostile fire and/or imminent danger area involuntarily.
- (7) Completion of initial entry training, if enlisted; completion of Warrant Officer Basic Course and MOS qualification, if a warrant officer; completion of Officer Basic Course, if a commissioned officer. Soldiers not meeting this requirement may not be sent TDY to an overseas location.

5–8. Personnel management station

This station is not required if the Soldier has had an SRP check within the last 30 days. Personnel management station personnel—

- a. Review the records of all Soldiers below the rank of SSG to determine their eligibility for promotion.
- b. Review the records of all Soldiers to determine whether or not they are eligible for any boards. Soldiers found eligible for one or more boards will review their packets for currency and accuracy.
- c. Review each Soldier's records to determine whether or not there is a record of conviction of a misdemeanor crime of domestic violence. Conviction of this crime does not include the imposition of nonjudicial punishment under Article 15, Uniform Code of Military Justice, a summary court martial conviction, or deferred prosecution (or a similar alternative disposition) in a civilian court. Under the provisions of the Lautenberg Amendment, it is a felony for anyone with such a conviction to handle firearms or ammunition; therefore, Soldiers with a qualifying conviction must not—
 - (1) Be assigned to a duty position requiring the use or handling of weapons or ammunition.
 - (2) Participate in training that involves the use or handling of weapons or ammunition.
 - (3) Go TDY outside the continental United States and Puerto Rico.

5-9. Medical facility

Medical facility personnel—

a. Provide Soldiers a preventive medicine briefing and printed materials, as appropriate, on the medical threats in the area of the extended TDY. This briefing should cover contagious disease and environmental threats and appropriate individual and unit level countermeasures. Also included should be an orientation on the special immunizations required (if any), the use of chemicals in disease prevention, potential weather and/or climatic hazards, dangers from wildlife (such as, poisonous snakes, insects, and plants), and any other appropriate information.

b. Check the records and verify in the MEDPROS IMR to determine whether or not the Soldier is or should be enrolled in the AVIP.

(1) If the Soldier is required to be a program member but is not, the Soldier is enrolled in AVIP and the first shot scheduled.

(2) If the next inoculation is due before departure, the shot is scheduled.

(3) If the next inoculation is due during the projected period of extended TDY, the Soldier is given a copy of the immunization record and instructed to obtain the next shot at a military medical facility at the temporary duty location. The immunization record is then updated.

(4) The MEDPROS IMR is updated, as required.

c. Determine whether or not the status of any of the items below has changed since the last SRP check, if an SRP check has been done on the Soldier within the last 30 days and the Soldier was found to be deployable. If the last SRP check was not within the last 30 days, check the following items to ensure that the Soldier is medically qualified for the extended TDY:

(1) *Human immunodeficiency virus test.*

(a) The most current HIV test date is checked on the medical record and in the MEDPROS IMR.

(b) Soldiers whose test results will be too old at the projected time of departure are retested. Soldiers going on extended TDY outside the continental United States (except Alaska, Hawaii, or Puerto Rico) or to a military sponsored education program must have a negative HIV test no older than 6 months before the date of departure. Otherwise, the HIV test results in the medical records must be no older than 2 years for Regular Army Soldiers or 52 years for RC

(c) Soldiers whose test results will be too old at the projected time of departure are retested. Soldiers going on extended TDY outside the continental United States (except Alaska, Hawaii, or Puerto Rico) or to a military sponsored education program must have a negative HIV test no older than 6 months before the date of departure. Otherwise, the HIV test results in the medical records must be no older than 2 years for Regular Army Soldiers or 52 years for RC Soldiers. Processing personnel must be sensitive to the privacy requirements of information on HIV positive Soldiers.

(d) If a sample is drawn, a “D” for drawn and the date are recorded in the MEDPROS IMR. This field will not automatically change to a “Y” with a new date when the sample is entered into the Armed Forces Health Surveillance Center.

(2) *Periodic examination.*

(a) Medical records are checked to determine if Soldiers have a current periodic health assessment per AR 40-501 (see medical examinations). If a periodic assessment has not been completed, schedule to ensure compliance with AR 40-501.

(b) Soldiers are screened for completion of DD Form 2795. If DD Form 2795 has not been completed, schedule completion within 120 days from deployment, and validation within 60 days of deployment (in accordance with DODI 6490.03 and DODI 6490.12). 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 the assessment.

(3) *Assignment to quarters or a medical treatment facility.* Soldiers who are assigned to quarters, on convalescent leave, or patients in a military medical treatment facility or civilian hospital will not depart on an extended TDY until released by military medical authorities.

(4) *Physical profile.*

(a) If a Soldier has a temporary profile, it should be determined that the profile is in compliance with the time limitations (including extensions) of AR 40-501.

(b) If a Soldier is found not to meet retention standards or to have a profile 3 or 4, verify if he or she has been retained by an MMRB or a PEB.

(c) Verify that permanent profile 3 or 4 information is annotated in section 10e of DD Form 2766. A Soldier with either a temporary or a permanent physical profile 3 or 4 may depart on an extended TDY if the Soldier’s commander and the medical facility agree that the Soldier is physically capable of performing the duties of the TDY.

(5) *Immunizations.*

(a) Using the records and the MEDPROS IMR, it should be verified that Soldiers have current immunizations. Soldiers must not depart without current immunizations.

(b) Required shots and/or oral medications are administered to Soldiers going on extended TDY to areas requiring special immunizations.

- (c) The MEDPROS IMR is updated as required.
- (6) *Deoxyribo nucleic acid collection records.*
 - (a) A DNA specimen is collected from any Soldier who has not previously given one.
 - (b) This information is recorded in the MEDPROS IMR.
 - (c) If a specimen is collected, a “D” for drawn and the date are recorded in the MEDPROS IMR. This field will not automatically change to a “Y” with a new date when the sample is entered into the Armed Forces DNA Identification Lab database.
- (7) *Permanent geographic and/or climatic duty limitation.* Determine if the Soldier has a profile for a permanent geographic or climatic duty limitation that would preclude the extended TDY.
- (8) *Medical warning tags.*
 - (a) Soldiers required to wear medical warning tags must have two tags; new tags must be issued to those who do not have them.
 - (b) DA Label 162 is affixed to page 4 of the DD Form 2766.
 - (c) The MEDPROS IMR is updated as required.
- (9) *Eyeglasses.*
 - (a) Soldiers who require eyeglasses must have the required two pairs, one of which may be of civilian design, except for aviators, who are required to have the metal-framed glasses and sunglasses.
 - (b) Any complaints about eyesight or eyewear must be resolved.
 - (c) This information is recorded in the MEDPROS IMR.
- (10) *Protective mask inserts.*
 - (a) If a protective mask is required for the extended TDY and the Soldier requires protective mask inserts, it is essential to ensure that the Soldier has them.
 - (b) Mask inserts are provided to those Soldiers who do not have them.
 - (c) This information is recorded in the MEDPROS IMR.
- (11) *Hearing aids.*
 - (a) Soldiers requiring a hearing aid must be checked to ensure that they have a hearing aid and extra batteries.
 - (b) The MEDPROS IMR is updated as required.
- (12) *Personal prescription medications.*
 - (a) Soldiers on long-term prescribed medications are encouraged to have at least a 180-day supply of their personal prescription medications before departing.
 - (b) In cases of extended TDY to locations where there are no U.S. military medical facilities or those facilities are limited, these Soldiers are required to have a 180-day supply of their personal prescription medications. (c) Verify that this information is recorded in the MEDPROS IMR.

5–10. Dental facility

Dental facility personnel will screen the Soldier’s dental records for dental diseases, check the dental classification, and initiate corrective action to eliminate any conditions found that would preclude the Soldier from going on the extended

Dental facility personnel will screen the Soldier’s dental records for dental diseases, check the dental classification, and initiate corrective action to eliminate any conditions found that would preclude the Soldier from going on the extended TDY.

5–11. Defense Enrollment Eligibility Reporting System, Real-Time Automated Personnel Identification System, identification cards, and tags personnel

DEERS, RAPIDS, and/or ID cards and tags personnel—

- a. Check all Soldiers to ensure that they have a current ID card and two ID tags. Issue new ID cards and/or tags, if required.
- b. For Soldiers with Family members, ensure that all Family members have or are issued an ID card and check the status of their DEERS and/or RAPIDS Family enrollment.
- c. If the installation is located in the continental United States, ensure that the Soldier reviews and/or updates their residential address.
- d. Ensure that a new DD Form 1934 is issued to chaplains and medical personnel who require but do not have one.

5–12. Security office

Security office personnel check the following items and initiate corrective actions, as appropriate:

a. Pending civil felony or military charges. Soldiers pending civil felony or military charges may not depart on an extended TDY without clearance from the Special Court Martial Convening Authority with the advice of the Staff Judge Advocate.

b. A previous conviction by a tribunal of the foreign country of extended TDY. Soldiers with a previous conviction by a foreign tribunal will not go TDY to the country of conviction.

c. Ongoing investigation for subversion, disaffection, desertion, or criminal conduct by civil or military authorities. Soldiers under investigation for subversion, disaffection, desertion, or criminal conduct are not eligible for extended TDY unless Headquarters, Department of the Army approves an exception to policy.

d. A briefing on the local laws, customs, and courtesies of the extended TDY area, if needed.

5–13. Transportation office

Transportation office personnel—

a. Assist Soldiers in making their personal transportation arrangements, if required.

b. Assist Soldiers requiring passports and/or visas for their extended TDY in submitting their applications for and obtaining these documents per AR 55–46 and DODD 1000.21E.

5–14. Education center

Education center personnel—

a. Ensure that Soldiers who are enrolled in on and/or off-duty courses have completed or submitted the paperwork necessary to withdraw from their courses.

b. Ensure that Soldiers who have borrowed reference materials and/or equipment from the advanced leader course and/or multi-use learning facility return those items before departure.

c. Update DA Form 669.

5–15. Army Community Service center

ACS center personnel—

a. Provide assistance to and make referrals for Soldiers to alleviate financial and personal hardship conditions, as required.

b. Inform Soldiers of what Family readiness groups are available.

c. Provide mandatory personal financial readiness training during predeployment and post-deployment training activities.

5–16. Housing office

Housing office personnel—

a. Record the notification of absence provided by Soldiers living on post.

b. Remind Soldiers living in rented housing off post to provide notification of absence to their landlords.

5–17. Morale, welfare, and recreation fund manager

The morale, welfare, and recreation fund manager ensures that Soldiers who have checked out equipment, books, or uniforms return the item(s) before departure.

5–18. Transition Assistance Program center

This station applies only to Soldiers who have transition dates that would entitle them to begin TAP processing during the period of extended TDY. TAP center personnel inform Soldiers of their opportunity to initiate TAP services before and during the extended TDY and that their Family members may initiate TAP services during the extended TDY.

5–19. Inspector general

At the discretion of the commander, the inspector general may establish a processing station to assist Soldiers who are departing on extended TDY, as needed.

5–20. Military pay office

Military pay office personnel—

a. Update and process Soldiers' pay accounts (including SUREPAY enrollment, entitlements, special pays, Federal and/or State tax withholding forms, allotments, last chargeable leaves, Thrift Savings Plan, and any unpaid debts).

b. Ensure that all Soldiers going on extended TDY meet the requirement to be enrolled in SUREPAY.

c. Ensure that non-enrolled Soldiers are enrolled before departure.

Appendix A

References

Section I

Required Publications

AR 25-400-2

The Army Records Information Management System (ARIMS) (Cited in para 3-6j.)

AR 27-10

Military Justice (Cited in para 3-18c.)

AR 40-501

Standards of Medical Fitness (Cited in para 2-8h(3).)

AR 50-5

Nuclear Surety (Cited in para 2-12c.)

AR 50-6

Chemical Surety (Cited in para 2-12c.)

AR 55-46

Travel Overseas (Cited in para 3-14e.)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 2-5e(14).)

AR 135-175

Separations of Officers (Cited in para 2-5e(14).)

AR 600-43

Conscientious Objection (Cited in para 2-5e(13)(b).)

AR 600-110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 2-5e(15)(d).)

AR 600-8-4

Line of Duty Policy, Procedures, and Investigations (Cited in para 3-3d.)

AR 600-8-10

Leaves and Passes (Cited in para 5-3f.)

AR 600-8-22

Military Awards (Cited in para 3-3w.)

AR 600-8-24

Officer Transfers and Discharges (Cited in para 2-5e(14).)

AR 600-8-101

Personnel Readiness (In-, Out-Processing, Soldier Readiness, and Deployment Processing) (Cited in the title page.)

AR 600-20

Army Command Policy (Cited in para 2-5e(11).)

AR 601-280

Army Retention Program (Cited in para 2-26m.)

AR 608-99

Family Support, Child Custody, and Paternity (Cited in para 2-26s.)

AR 614-30

Overseas Service (Cited in para 3-7e(2).)

AR 614-200

Enlisted Assignments and Utilization Management (Cited in para 2-6d.)

AR 623–3

Evaluation Reporting System (Cited in para 2–26*d*.)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in para 2–5*e*(14).)

DA Pam 623–3

Evaluation Reporting System (Cited in para 4–3*d*(3).)

DODD 1000.21E

DOD Passport and Passport Agent Services (Cited in para 3–14*e*.) (Available at <http://www.dtic.mil/whs/directives>.)

NGR 600–200

Enlisted Personnel Management (Cited in para 2–5*e*(14).) (Available at <http://www.ngbdc.ngb.army.mil>.)

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 11–2

Managers' Internal Control 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 40–562/BUMEDINST 6230.15B/AFI 48–110_IP/CG COMDTINST M6230.4G

Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases

AR 135–178

Enlisted Administrative Separations

AR 190–5

Motor Vehicle Traffic Supervision

AR 215–1

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

AR 220–1

Army Unit Status Reporting and Force Registration - Consolidated Policies

AR 340–21

The Army Privacy Program

AR 380–5

Department of the Army Information Security Program

AR 380–67

Personnel Security Program

AR 600–8
Military Human Resources Management

AR 600–8–1
Army Casualty Program

AR 600–8–2
Suspension of Favorable Personnel Actions (Flags)

AR 600–8–7
Retirement Services Program

AR 600–8–8
The Total Army Sponsorship Program

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 600–8–29
Officer Promotions

AR 600–8–104
Army Military Human Resource Records Management

AR 600–8–105
Military Orders

AR 600–9
The Army Body Composition Program

AR 600–60
Physical Performance Evaluation System

AR 600–63
Army Health Promotion

AR 601–210
Active and Reserve Components Enlistment Program

AR 608–1
Army Community Service

AR 608–10
Child Development Services

AR 608–75
Exceptional Family Member Program

AR 614–100
Officers Assignment Policies, Details, and Transfers

AR 621–5
Army Continuing Education System

AR 630–10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Processing

AR 635–8
Separation Processing and Documents

DA Pam 40–506
The Army Vision Conservation and Readiness Program

DA Pam 600–8

Military Human Resources Management Administrative Procedures

DA Pam 611–21

Military Occupational Classification and Structure

DODI 2000.16

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

DODI 6490.03

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

DODI 6490.12

Mental Health Assessments for Service Members Deployed in Connection with a Contingency Operation

The Soldier

(Available at <https://www.hrc.army.mil/site/assets/pdf/soldierguidecit.pdf>.)

10 USC 12686

Reserves on active duty within two years of retirement eligibility: limitations on release from active duty (Available at <http://uscode.house.gov/>.)

18 USC 922(g)(9)

The Lautenberg Amendment (Available at <http://uscode.house.gov/>.)

38 USC Chapter 43

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

50 USC 501

Servicemembers Civil Relief Act (Available at <http://uscode.house.gov/>.)

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

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

DA Form 2–1

Personnel Qualification Record

DA Form 6

Duty Roster

DA Form 31

Request and Authority for Leave

DA Form 67–10–1

Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report

DA Form 67–10–2

Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report

DA Form 67–10–3

Strategic Grade Plate (O6) Officer Evaluation Report

DA Form 67–10–4

Strategic Grade Plate General Officer Evaluation Report

DA Form 137–1

Unit Clearance Record

DA Form 137–2

Installation Clearance Record

DA Form 268

Report To Suspend Favorable Personnel Actions (Flag)

DA Form 669

Army Continuing Education System (ACES) Record (Available through normal forms supply channels.)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166–8

NCO Evaluation Report

DA Form 2173

Statement of Medical Examination and Duty Status

DA Form 3355

Promotion Point Worksheet (United States Army Reserve)

DA Form 3749

Equipment Receipt

DA Form 3955

Change of Address and Directory Card (Available through normal forms supply channels.)

DA Form 4037

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

DA Form 4591

Retention Data Worksheet

DA Form 5123

In- and Out-Processing Records Checklist

DA Form 5123–1

In-Processing Personnel Record

DA Form 5305

Family Care Plan

DA Form 7415

Exceptional Family Member Program (EFMP) Querying Sheet

DA Form 7425

Readiness and Deployment Checklist

DA Label 162

Emergency Medical Identification Symbol (Available through normal forms supply channels.)

DD Form 93

Record of Emergency Data

DD Form 200

Financial Liability Investigation of Property Loss

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 714

Meal Card

DD Form 1934

Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces

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 forms supply channels.)

DD Form 2766C

Adult Preventive and Chronic Care Flowsheet (Continuation Sheet) (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.)

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.)

DD Form 2807-1

Report of Medical History

DD Form 2900

Post Deployment Health Re-assessment (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.)

Optional Form 346

U.S. Government Motor Vehicle Operator's Identification Card (Available through normal supply channels.)

PS Form 3575

Change-of-Address Order (Available at <https://www.change-of-address-online.com/resource/download/form3575.pdf> or https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s3&_flowid=icoa-main-flow&referral=mg14)

VA Form SGLV 8286

Servicemembers' Group Life Insurance Election and Certificate (Available at <http://www.benefits.va.gov/insurance/resources-forms.asp>.)

VA Form SGLV 8286A

Spouse Coverage Election and Certificate (Available at <http://www.benefits.va.gov/insurance/resources-forms.asp>.)

Glossary

Section I

Abbreviations

AC

Active Component

ACS

Army Community Service

ACT

Army Career Tracker

AG

adjutant general

AOC

area of concentration

APFT

Army Physical Fitness Test

BAH

basic allowance for housing

BAS

basic allowance for subsistence

BASD

basic active service date

COLA

cost of living allowance

DA

Department of the Army

DEERS

Defense Eligibility Enrollment Reporting System

DEROS

date eligible for return from overseas

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DROS

date returned from overseas

EFMP

Exceptional Family Member Program

ERB

enlisted record brief

ESA

expiration of service agreement

ETS

expiration term of service

FSA

Family separation allowance

ID

identification

MAR2

MOS Administrative Retention Review

MEB

medical evaluation board

MMRB

Military Occupational Specialty Medical Retention Board

MOS

military occupational specialty

OF

optional form

OHA

overseas housing allowance

PCS

permanent change of station

PEB

physical evaluation board

PEBD

pay entry basic date

PS

postal service

RAPIDS

Realtime Automated Personnel Identification System

RC

Reserve Component

S1

adjutant

S2

intelligence officer

S3

operations and training officer

S4

supply officer

SRP

Soldier Readiness Program

SSG

staff sergeant

SSN

social security number

TA

tuition assistance

TAP

Transition Assistance Program

TCS

temporary change of station

TDY

temporary duty

TRICARE

Tri-Service Medical Care

USC

United States Code

USCIS

U.S. Citizenship and Immigration Services

Section II**Terms****Base operations**

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

Combat service support

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

Command and staff

A staff section headed by the command's senior military personnel manager (for example, installation adjutant general (AG), division G1/ AG, or corps AG).

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 and/or community commander approval, may conduct their enrollment, payment, and disenrollment business in the personnel center in exchange for being included in the central clearance system.

Continental United States replacement center

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

Date initially entered military service

The earliest date of enlistment, induction, or appointment in a Regular or RC of any U.S. uniformed Service as an enlisted Servicemember, Senior Reserve Officers' Training Corps program member, Reserve Officers' Training Corps scholarship program member, uniformed service academy cadet, warrant officer, or commissioned officer. Breaks in service do not change this date. The sole use of this date is to determine the retirement pay plan for which a Soldier is eligible.

Direct support

The support provided by personnel service centers.

Extended temporary duty

Temporary duty at another station for more than 90 days.

Function

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

Home station

The permanent duty station of Regular Army Soldiers and the permanent location of Regular Army, Army National Guard, and U.S. Army Reserve units (installation, armory, center, or location). For mobilized RC Soldiers called to active duty as individuals (for example, Individual Ready Reserve 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 and the replacement activity, usually under the staff supervision of the division G1/AG or installation AG, and 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 or battalion.

Installation support modules

The official Army system that provides automation support for selected installation management functions. The in-processing module facilitates the in-processing of Soldiers into an Army installation, and the out-processing module supports the out-processing of Soldiers who are departing an installation.

Mobilization station

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 Individual Ready Reserve 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, retiring, or demobilizing). Out-processing ensures that only qualified Soldiers depart on a permanent change of station and that their readiness status is reported to the losing and gaining commanders. Out-processing also provides the Army a final opportunity to identify and collect payment for debts owed by Soldiers who are leaving active duty before they depart.

Personnel processing program

The personnel processing program consists of the following administrative requirements for active duty Soldiers to ensure their readiness for deployment:

- a. In-processing.
- b. SRP processing.
- c. Mobilization processing.
- d. Deployment processing.
- e. Redeployment processing.
- f. Extended temporary duty processing.
- g. Out-processing.

Personnel tempo

The term used to describe the amount of time a Soldier spends on deployment. For PERSTEMPO purposes, deployment time is time the Soldier spends performing official duties at a location or under circumstances where it is impossible or impractical for the Soldier to spend off duty time in the quarters where he or she resides when performing garrison duties at the home station. For example, a Soldier will be credited with a deployment (PERSTEMPO) day if the day away begins on 1 calendar day and ends on the next calendar day.

Policy

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

Port of embarkation

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

Presidential Reserve call-up authority

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

Process control station

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

Processing center

The name for a building or area where Soldiers are in- and out-processed, usually under the staff supervision of the division G1/AG or the installation AG. It becomes a work unit of the mobilization and deployment center during mobilization.

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 Component(s)

The Army has two RCs: the U.S. Army Reserve and the Army National Guard.

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

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 (for example, 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 (that is, these items cannot be done at a deployment or TCS 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 Headquarters, Department of the Army policy and directive in nature; were agreed upon by the Army's leadership; and apply to both the Regular Army and the RCs.

Soldiers

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

Subfunctions

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

Task

The major subdivision of a function or subfunction. 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 Headquarters, Department of the Army. 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

AVIP

Anthrax Vaccine Immunization Program

CRS

career readiness standards

DNA

deoxyribo nucleic acid

HIV

human immunodeficiency virus

IMR

individual medical readiness

MEDPROS

Medical Protection System

PERSTEMPO

personnel tempo

PINS

personnel information station

PROC CS

process control station

PSMS

personnel strength management station

VOW

Veterans Opportunity to Work

UNCLASSIFIED

PIN 080620-000