



DEPARTMENT OF THE ARMY  
HEADQUARTERS III ARMORED CORPS AND FORT CAVAZOS  
BUILDING 1001 761st TANK BATTALION AVENUE  
FORT CAVAZOS, TEXAS 76544-5000

AFZF-CG (600-8-101a)

12 SEP 2024

**COMMANDING GENERAL'S  
POLICY LETTER # 15**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Soldier Readiness Processing (SRP) Policy

1. REFERENCES:

- a. Army Regulation (AR) 600-8-101, Personnel Readiness Processing, In and Out, Mobilization Processing, 6 March 2018.
- b. DA Pam 600-8-101, Personnel Processing Procedures, 6 March 2018.
- c. Personnel Readiness Leader's Handbook, 25 November 2019.
- d. Army Directive 2018-22 (Retention Policy for Non-Deployable Soldiers).

2. APPLICABILITY: This policy applies to III Armored Corps and Fort Cavazos units and installation/Garrison directorates in support of SRP.

3. POLICY: Our Army remains the Nation's response force for unknown and unforeseen contingency operations. Soldier readiness is more critical than ever. It is the responsibility of commanders and leaders at all levels to ensure Soldiers meet deployment eligibility criteria. The unit commanders accomplish this through completion of recurring Level 1 and Level 2 Soldier Readiness Processing IAW AR 600-8-101 and recurring reviews of Personnel Readiness Files (PRF).

4. Unit Responsibilities:

- a. Commanders will ensure their units conduct Level 1 SRP at least quarterly to confirm currency and identify non-deployable Soldiers within their formation. Level 1 is the state of readiness that should always be maintained.
- b. Commanders will ensure their units conduct Level 2 SRP every six months to evaluate and verify deployability and will use all available tools and resources within their authority to reduce the number of non-deployable Soldiers. Each Combatant Command sets the theater entry requirements, and the final authority for entry into the AOR resides within the specific Combatant Command or Service Components. Level 2 is the state of readiness that must be achieved after the Soldier has been alerted, but before departure from home station or mission assumption. Level 2 requirements are in addition to Level 1 requirements.

c. All III Armored Corps and Fort Cavazos units are responsible for completion of on-going Level 1 and Level 2 SRP requirements using internal assets and correcting non-deployable deficiencies to ensure efficient and timely processing. Major Subordinate Commands (MSC) and separate/functional brigade commanders will report to the G1 and G3 any units at or below 80% deployability.

d. Units will ensure that the daily scheduled number of Soldiers arrive to the SRP site on time and remain until 100% of processing is complete. Units will have a designated representative at the SRP site for accountability and control of their troops.

e. Unit leadership will ensure Soldiers complete DD Form 2795 and DD Form 2796 and a Pre- or Post-Deployment Health Assessment prior to reporting to the SRP site.

f. Commanders are responsible for ensuring completion of pre-deployment/mobilization and post-deployment/demobilization readiness processing requirements.

g. Unit Commanders will appoint a dental liaison to collaborate with the unit's assigned dental clinic.

#### 5. Installation Responsibilities:

a. The installation is responsible for conducting the final pre-deployment check for COMPO 2 and 3 units and to confirm unit status prior to deployment. Installation agencies involved in the final process will ensure adequate resources are on site to provide efficient Soldier readiness checks and meet scheduled throughput. Unit and individual requests will be processed based on date, mission priority, and availability.

b. For COMPO 1, the final pre-deployment check will be conducted by the unit and validated by the brigade commander.

c. The installation will supplement COMPO 1 units for medical readiness processing functions that are unavailable or infeasible at unit level for deployment. These include, but are not limited to, theater specific immunizations, Automated Neuropsychological Assessment Metric (ANAM), audiograms, and dental exams.

d. The installation is responsible for conducting post-deployment/demobilization processing for individual Soldiers and units of all components.

6. The individual readiness of our Soldiers is a team effort among commanders at all levels, medical providers, and installation support agencies. I expect that all installation and Fort Cavazos tenant units and agencies work together as a single team to allow the III Armored Corps to reach the highest possible level of readiness to meet the requirements of the Army and the needs of our Nation.

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7. EXPIRATION: This III Armored Corps and Fort Cavazos policy memorandum supersedes the Soldier Readiness Processing Policy dated 24 January 2023, and will remain in effect until superseded or rescinded.

8. The point of contact for this memorandum is CW4 Pinckney, Alexander, Senior HR Readiness Technician, at alexander.d.pinckney.mil@army.mil or 254-383-6900.



KEVIN D. ADMIRAL  
Lieutenant General, USA  
Commanding

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