



DEPARTMENT OF THE ARMY
HEADQUARTERS, III ARMORED CORPS AND FORT HOOD
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FORT HOOD, TEXAS 76544-5000

**COMMANDING GENERAL'S
POLICY LETTER #21**

AFZF-CG (600-8-101a)

JAN 24 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Soldier Readiness Processing 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. FH Regulation 525-10, Deployment, 30 September 1987

e. Army Directive 2018-22 (Retention Policy for Non-Deployable Soldiers)

2. APPLICABILITY: This policy applies to III Armored Corps and Fort Hood units and personnel.

3. POLICY: Our Army remains the Nation's response force for unknown and unforeseen contingency operations. Soldier readiness is more critical than ever, and it is the commander's and leader's responsibility at all levels to ensure Soldiers meet deployment eligibility criteria. The unit commanders accomplish this through recurring reviews of the Personnel Readiness File (PRF).

4. Unit Responsibilities:

a. The unit commander or designated staff representative will, at a minimum, review all PRFs with Soldiers at least quarterly to ensure it is current and identify non-deployable Soldiers within their formation. Commanders will use all available tools and resources within their authority to reduce the number of non-deployable Soldiers. The tools which can be incorporated at the unit level include applicable theater entry requirements that address medical standards specific to each Combatant Command authority (COCOM) for theater entry.

b. All Fort Hood units are responsible for completion of on-going Level 1 and 2 Soldier Readiness Processing (SRP) requirements using internal assets at least quarterly and correcting non-deployable deficiencies to ensure efficient and timely Deployment Readiness Center (DRC) processing. MSC and Separate Brigade/Battalion Commanders will report to the III Armored Corps G1/G3 any units at or below 90%.

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

5. Installation Responsibilities: The DRC is responsible for conducting Level 3 final validation to correct minor deficiencies and to confirm unit status prior to deployment within 120 days of their actual deployment date. Installation agencies involved in the DRC 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.

6. The individual readiness of our Soldiers is a team effort among all commanders, medical providers, installation support agencies, and the DRC. I am confident that by working together, Fort Hood can reach a higher level of readiness to meet the requirements of the Army and the needs of our nation.

7. Expiration: This III Armored Corps and Fort Hood policy memorandum will remain in effect until superseded or rescinded.



SEAN C. BERNABE
Lieutenant General, USA
Commanding

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