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25ID and USARHAW
Schofield Barracks, Hawaii
041100(W)FEB16

FRAGO 1 to OPORD 154 - 15 (USARHAW Soldier Readiness Processing (SRP) Site Utilization and Soldier Readiness Policy) – (UNCLASSIFIED)

Time Zone Used Throughout Order: WHISKEY (HST)

Task Organization: NO CHANGE.

References: [NO CHANGE]

- a. ALARACT 194, Rapid Expeditionary Deployment Initiative (REDI), 251555Z Jul 12.
- b. USARPAC Emergency Action Procedures, Vol. V, Jan 09.
- c. Army Regulation 525-93, Deployment and Redeployment, 20 Nov 12.
- d. USARPAC Order #13-01-038, USARPAC Rapid Expeditionary Deployment Initiative.
- e. USARPAC Order #13-03-015, FRAGO 1 to USARPAC Order #13-01-038, USARPAC REDI.
- f. USARPAC Order #13-03-067, FRAGO 2 to USARPAC Order #13-01-038, USARPAC REDI.
- g. 25th ID Readiness Standard Operating Procedures (RSOP)
- h. USPACOM FY14 Force Health Protection Guidance for USPACOM AOR, 26 Nov 13.

1. SITUATION. [NO CHANGE] As per the USARPAC Rapid Expeditionary Deployment Initiative, the Senior Commander has established this Soldier Readiness Processing (SRP) Site Utilization policy. The previous OPORD regarding the SRP Site utilization Policy (OPORD 116-14) is hereby rescinded and this will be the current OPORD.

2. MISSION. [NO CHANGE] All United States Army Hawaii units conduct Soldier Readiness Processing (SRP) in accordance with the Commander's priorities in order to prepare all Soldiers and units for potential deployments and/or off-island exercises.

3. EXECUTION. [NO CHANGE]

a. Commanders Intent. This policy applies to all U.S. Army Hawaii (USARHAW) units. Prioritization of SRP requests is first for Combat/CENTCOM missions, then TDY missions, then SRP events supporting preparation for PACOM Contingency Response Force (CRF) missions. L2 SRP events are to validate deployment mission requirements, not to "fix" deficiencies. Units that properly maintain routine admin and

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medical tasks through routine unit-level readiness events are more successful than units that look to the L2 SRP as the event to ensure their unit is ready to go.

b. Concept of the Operation. Army Garrison Directorate of Human Resources (DHR) controls the SRP site. Their DHR OIC is responsible for enforcement and compliance of SRP site utilization. SAHC-SB Operations Officer coordinates all SRP events for all Army Hawaii units. HQ, United States Army, Hawaii (USARHAW) G-3 is responsible to adjudicate any scheduling conflicts regarding prioritization of events and control any late notice requirements for SRP site utilization.

c. Tasks to all US. Army- Hawaii units. **[NO CHANGE]**

(1) U.S. Army Garrison Directorate of Human Resources (DHR) controls the U.S. Army Hawaii SRP site, their DHR OIC is responsible for enforcement and compliance of SRP site utilization.

(2) Requests are to be made 4-6 weeks in advance per standard Army Training Management requirements.

(a) 25ID and 8TSC BDE's can utilize their S-1, S-3, or BDE Surgeon staff sections as the POCs.

(b) 500 MI BDE and 516 SIG BDE can use the S-1 or S-3 as their POCs.

(3) All units complete Level 1 (L1) SRP unit checks and updates for all applicable admin and med tasks prior to requesting L2 SRP events. Tasks listed on the DA form 7425 checklist be used as the reference for all unit L1 readiness checks and updates.

(4) All units submit the unit roster of Soldiers to attend the L2 SRP event upon request of the L2 SRP event. Final updated roster be due 7 work days prior to the L2 SRP event. Initial unit roster be submitted with memo signed by that unit Commander confirming the Soldiers shown on the roster attend the scheduled event.

(5) All units establish a Mission Command node at the Conroy Bowl to track accountability, completion, and discrepancies.

(6) All units send COB reports through their respective BDE S-3s. BDEs report all discrepancies and issues to their higher HQ. 8TSC and 25ID reports also be sent to their respective G-1 and Surgeon staff.

(7) All units support the SRP Site with medics and Unit Providers as requested.

(8) All units utilize the DA form 7425 checklist for all L2 SRP events. See

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Annex B of this order for proper use of the DA 7425 deployment checklist for all U.S. Army Hawaii L2 SRP events.

(9) All U.S. Army Hawaii Company Commanders maintain the SRP packets and ensure the packets are available at a L2 SRP.

(10) All U.S. Army Hawaii BN S1s provide oversight of the SRP packets and consolidation during SRPs and events.

(11) All U.S. Army Hawaii MED POCs and S-1 POCs contact SRP Site MED Team NCOIC at 655-9053, to arrange a face-to-face meeting NLT 1 duty day prior to scheduled events.

d. Coordinating Instructions. **[CHANGE]**

(1) U.S. Army Hawaii POCs for MED, S3, and S1, all receive the daily Installation SRP calendar.

(2) All U.S. Army Hawaii units, through the BDE Operations Officer, or the BDE S3s designated representative, coordinate all SRP events through the US Army Health Clinic Schofield Barracks (USAHC-SB) Operations Officer.

(3) U.S. Army Hawaii units at the BDE are responsible for all contact and coordination with USAHC-SB Operations Officer for SRP scheduling requests.

(4) All Subordinate BNs and Companies route request to their BDEs.

(5) United States Army Hawaii Units appropriately schedule SRP related events 4-6 weeks in advance of the scheduled SRP.

(6) There is only one scheduling POC in each BDE size unit who coordinate SRP support.

(7) **[NEW] Completing ACS portions of DA form 7425 deployment checklist and USARPAC Redeployment Checklist.**

(a) **ACS staff do not attend L2 Deployment SRP events and Redeployment SRP events at the USARHAW SRP site. In order to complete the ACS requirements for these tasks, USARHAW units must follow the instructions below.**

(b) **L2 Deployment SRP events-Units scheduled for L2 SRP deployment events must schedule attendance at the USARHAW Community Readiness Expo. During the USARHAW Community Readiness Expo, Soldiers are given a USARHAW CRE Deployment Passport. Once all their stations are completed, the**

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Soldiers will turn that passport to their unit S-1s who in turn will place that form in their SRF files. This passport will be used by the BN S1 to validate and completed the Army Community Service (ACS) portion (Section 2: Army Community Service) of the DA Form 7425.

(c) Redeployment SRP events- Re-deploying USARHAW units must schedule the mandatory redeployment briefings as part of their redeployment schedule. Upon completion of ACS portion of the mandatory redeployment briefings, an attendance roster will be provided by the redeploying unit to ACS and to unit S-1s. Unit S-1s validate and complete the Army Community Service (ACS) portion on the USARPAC, Annex C, Redeployment/Reintegration Checklist (Section VI R-SRP Army Community Service).

(8) USARHAW Senior Commander "L2 SRP Walk In" rules.

(a) This applies to all U.S. Army Hawaii units. The U.S. Army Hawaii SRP Site already has a monthly "Individual Deployer" L2 SRP event, normally the 3rd or 4th MON of each month. Any U.S. Army Hawaii unit can get scheduled by contacting the USAHC-SB Ops officer in advance.

(1) All U.S. Army Hawaii units have the ability to get added-on to already-scheduled L2 SRP events, but only in small numbers so as not to detract from the scheduled unit's times. This can also be done by contacting the USAHC-SB Ops officer in advance.

(2) Units that cannot schedule L2 SRP events in advance be allowed to submit a request for "L2 SRP Walk In" on any available L2 SRP event already scheduled, up to 20 Soldiers.

(3) HQ, United States Army, Hawaii (USARHAW) G-3 controls all such requests to ensure multiple units do not all send 20 Soldiers all on the same date.

(b) Annex A to this order shows the format for units to use when requesting the late notice SRP Walk In exception.

(c) Units submit the request to the HQ, United States Army, Hawaii (USARHAW) G-3 between 0730-1500 hrs MON-FRI in person or via e-mail.

(d) HQ, United States Army, Hawaii (USARHAW) G-3 informs DHR SRP OIC and USAHC-SB Ops Officer of all approved walk in requests.

(9) All U.S. Army Hawaii Units are required to attend and utilize all SRP events scheduled.

(a) More than a 10% no-show rate from scheduled numbers require a

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formal BDE Commander Respond-By-Endorsement (RBE) memo back to the U.S. Army Hawaii Senior Commander explaining why that unit failed to properly utilize the scheduled event.

(b) U.S. Army Hawaii units with scheduled SRP events place Command Emphasis on attending scheduled events. This prevents no-shows.

(10) Annex B shows how the DA form 7425 deployment checklist is utilized by all U.S. Army Hawaii units for all L2 SRP events.

(11) Annex C shows routine medical requirements and recommendations to maintain medical readiness.

4. SUSTAINMENT. N/A

5. COMMAND AND CONTROL. [NO CHANGE]

a. Command. The Senior Commander is the supported operational commander. The Commander, 25ID, 8 TSC, 500 MI BDE, or 516 SIG BDE, are the supported commanders. HQ, United States Army, Hawaii (USARHAW) G3 is the coordinating staff element. All other U.S. Army Hawaii units are supporting commands.

b. Control. HQ, United States Army, Hawaii (USARHAW) is located at Building 580, 25 ID Headquarters, Schofield Barracks, Hawaii 96786.

c. Signal.

(1) 25th Infantry Division. LTC Jeffery Huston, 25ID Future Operations at email jeffrey.m.huston.mil@mail.mil or phone (808) 655 – 1304.

(2) HQ, United States Army, Hawaii (USARHAW)

(a) HQ, United States Army, Hawaii (USARHAW) G3 is Mr. Steven Araki at email steven.m.araki.civ@mail.mil or phone at (808) 655-7341.

(b) HQ, United States Army, Hawaii (USARHAW) G3 Senior Operations Officer is Mr. Charles Feliciano at email charles.feliciano.civ@mail.mil or phone at (808) 655-4713.

(3) U.S. Army Health Clinic – Schofield Barracks. Matt Momiyama, Operations Officer, USAHC-SB, at 433 – 8502 / 8500 or at matthew.s.momiyama.civ@mail.mil .

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Site Utilization and Soldier Readiness Policy)**

ACKNOWLEDGE:

**FLYNN
MG
CDR**

**OFFICIAL:
ARAKI
G3**

ANNEXES: [NO CHANGE]

Annex A - U.S. Army Hawaii L2 SRP Walk In Request Format

Annex B - DA 7425, Readiness and Deployment Checklist

Annex C - USARHAW Medical Requirements and recommendations to maintain
medical readiness.

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Annex A- Army Hawaii L2 SRP Walk In Request

(Your Unit Office Symbol) _____

(Date request made) _____

MEMORANDUM FOR Senior Commander, U.S. Army Hawaii, headquarters, 25th
Infantry Division and US Army Hawaii, Schofield Barracks, Hawaii 96857-6000

ATTN: Mission Support Element (MSE) G-3

SUBJECT: Request from (your unit) _____ for L2 SRP Walk-In Scheduling at Army
Hawaii SRP Site

1. (your unit) _____ is requesting approval from the Army Hawaii MSE G-3 to
allow (number of Soldiers up to 20) _____ Soldiers to walk in to the L2 SRP event
scheduled on (date of the event you want to get added to) _____.

2. (your unit) _____ is requesting this walk in because (state the reason or
reasons why your unit could not schedule in advance per the SRP Utilization policy)

3. If approved, (your unit) _____ Commander is responsible for ensuring all L2
SRP administrative and medical preparation and routine requirements will be completed
prior to arrival at the SRP site.

4. (your unit) _____ POC for this request is (rank, name, office phone, cell phone)

(name, rank, position, of requesting Soldier)

READINESS AND DEPLOYMENT CHECKLIST

**** Example for
L2 SRP**

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 3013, Title 10, USC, Secretary of the Army; Army Regulation 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle).

PURPOSE: To provide a standardized means to evaluate readiness posture and validate military and nonmilitary personnel for deployment.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary; however, failure to update and confirm information is correct may impede processing time and DCS status of individual.

1. NAME (Last, First, Middle)		2. RANK/GRADE	3. DOB (YYYYMMDD)	4. UNIT NAME, PHONE NUMBER	5. UIC		
6. MOS	7. ASI	8. COMPONENT AC <input type="checkbox"/> USAR <input type="checkbox"/> ARNG <input type="checkbox"/>	9. DEPLOYMENT SRP Yes <input type="checkbox"/> No <input type="checkbox"/>	10. DEPLOYMENT COUNTRY	11. DEPLOYMENT TYPE Unit <input type="checkbox"/> Individual <input type="checkbox"/>	12. SOLDIER'S E-MAIL	13. DATE (YYYYMMDD)

Unit

SECTION 1 (UNIT)

Status **Certified By** **DATE (YYYYMMDD)**

PERSONNEL

DEPLOYMENT VALIDATION

1. DD Form 93, Record of Emergency Data, review and update.		
2. SGLV Form 8286 & 8286A, FSGLI, review and update.		
3. ID tags (two tag sets with chains) on hand.		
4. Medical warning tags on hand as required.		
5. Common access card on hand.		
6. Expiration of term of service/expiration of service agreement date pending within deployment period.		
7. Verify Soldier's MRC code(s); MAR2 complete for permanent physical profiles 3 or 4 as required.		
8. Conscientious objector status: pending = ready, approved = duty restriction.		
9. BT/AIT or equivalent training completed (includes BOLC, WOBC).		
10. Digital photograph on file (must be a head shot, 4 mega pixel or higher).		
11. Sole surviving son or daughter (waivable).		
12. Turkish or German citizenship deploying through/to that country.		
13. Former Peace Corps member (for deployment country only).		
14. Former hostage/POW in deployment area (waivable).		
15. Mother of newborn, single parent, or dual military in adoption process waiver approved (first 6 months).		
16. DA Form 5305, Family Care Plan, approved, if required.		
17. Soldier for Life - Transition Assistance required: YES/NO. If yes, is Soldier's Individual Transition Plan (DD Form 2648 & 2648-1) complete YES/NO.		
18. PERSTEMPO days & input into PERSTEMPO website for all deployment.		
19. Age 18 standard for participation in combat.		
20. Passport or visa in possession, if required.		
21. DD Form 2760, Qualification to possess firearms ammunitions, Lautenberg Amendment.		
22. Domestic violence investigation pending (weapon prohibition).		
23. Provost Marshall records check.		
U.S. Army Reserve/Army National Guard Only		
24. All previous discharge certificates (DD Forms 214 or 220), if applicable.		
25. Mobilization orders.		

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14. NAME (Last, First, Middle)	15. RANK/GRADE	16. UNIT NAME, PHONE NUMBER	17. UIC
SECTION 1 (UNIT) Continued		Status	Certified By DATE (YYYYMMDD)
LOGISTICS AND SUPPLY		DEPLOYMENT VALIDATION	
1. Personal military clothing, basic issue, or like quantities on hand.			
2. Organizational clothing and equipment issued for duty MOS.			
3. DD Form 2506, Government provided storage of personal items.			
4. Weapon issued, if applicable - serial number:			
5. Theater specific clothing issued.			
6. Theater specific equipment issued.			
7. Protective mask inserts on hand, as required.			
8. Single or triple flange ear plugs on hand.			
TRAINING		DEPLOYMENT VALIDATION	
1. Weapon qualification, if applicable.			
2. OF 346, Military Drivers License issued, if applicable.			
3. Force protection training administered.			
4. TARP briefing.			
5. Personnel recovery training.			
6. Warrior tasks completed, as required.			
7. Deployment briefing to Family members (only upon alert).			
8. Local laws for deployment country briefing.			
9. Media awareness training.			
10. Theater specific training requirements completed.			
11. UCMJ briefing.			
12. Terrorist briefing.			
13. Geneva Convention briefing.			
14. Safety and Law of Land Warfare briefing.			
15. Servicemembers Civil Relief Act briefing.			
16. Reemployment Rights briefing.			
17. Employer Support of the Guard and Reserve briefing (USAR/ARNG only).			
LEGAL		DEPLOYMENT VALIDATION	
1. Will (counseling or education).			
2. Power of Attorney (counseling or education).			
SECURITY		DEPLOYMENT VALIDATION	
1. Security clearance meets requirement for duty position and deployment mission.			
CHAPLAIN		DEPLOYMENT VALIDATION	
1. Chaplain: appointment or visit, if requested.			

Unit

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18. NAME (Last, First, Middle)		19. RANK/GRADE	20. UNIT NAME, PHONE NUMBER	21. UIC
UNIT COMMANDER VALIDATION				
22. COMMANDER's NAME AND RANK		23. UNIT NAME, PHONE NUMBER		24. EMAIL
25. TITLE		26. SIGNATURE		27. DATE (YYYYMMDD)
SECTION 2 (INSTALLATION)			Status	Certified By
FINANCE			DEPLOYMENT VALIDATION	
1. Perform pay account verification with each Soldier.				
2. Eagle cash card issued.				
MEDICAL			DEPLOYMENT VALIDATION	
1. Soldier screened by behavioral health specialist for all psycho-social risk behaviors (Behavioral, health, medical, alcohol/substance abuse).				
2. Immunizations current.				
3. Human immunodeficiency virus (HIV) antibody test current.				
4. DNA tissue sample on file AFIP, SF Form 600.				
5. Verify exceptional Family member status updated, as required.				
6. Medical record review.				
7. Hearings (HRC status: 1/2= Ready, 3/4=Not Ready).				
8. Temporary or permanent profile that restricts deployment (Yes = Not Ready). Deployment only.				
9. DD Form 2795, Pre-Deployment Health Assessment completed. Deployment only.				
10. Theater specific immunizations required for deployment area.				
11. Prescriptions, sufficient supply; minimum 180 days if OCONUS.				
12. Periodic health assessment completed, as required.				
13. G-6 PD Test. Deployment only.				
14. Neurocognitive assessment (NCA) screening (ANAM, ImPACT, or both). Deployment only.				
15. Pregnancy test within 30 days of deployment. Deployment only.				
DENTAL			DEPLOYMENT VALIDATION	
1. Dental classification (1 or 2 = Ready; 3 or 4 = Not Ready) and date.				
VISION			DEPLOYMENT VALIDATION	
1. Vision readiness classification (1 or 2 = Ready; 3 or 4 = Not Ready).				
ARMY COMMUNITY SERVICE			DEPLOYMENT VALIDATION	
1. Army Community Service: Family Readiness Group or ACS info provided.				
INSTALLATION ADJUTANT GENERAL			DEPLOYMENT VALIDATION	
1. DD Form 1172-2 issued/DEERS update.				
ACCURACY STATEMENT: I understand I am certified for deployment and to the best of my knowledge all information contained in the document is correct and current.				
28. SOLDIER's NAME (Last, First, Middle)		29. TITLE		30. UNIT
31. PHONE		32. SIGNATURE		33. DATE (YYYYMMDD)
INSTALLATION ADJUTANT GENERAL VALIDATION				
34. INSTALLATION/VALIDATION POC (Last, First, Middle)		35. TITLE		36. UNIT
37. PHONE		38. SIGNATURE		39. DATE (YYYYMMDD)

**** SRP Provider will sign and date here.
SRP Provider will state either Med Deployable,
or will list med deficiencies**

Annex C- U.S. Army Hawaii Medical Requirements and recommendations to maintain medical readiness.

Clinical med exams such as Dental, PHA, and Hearing, cannot be done at the SRP Site. Conroy Bowl cannot be modified to meet clinical requirements due to historical restrictions.

Recommend Army Hawaii Commanders enforce favorable action policies that prohibit Leave, TDY, or Schools, for any Soldier regardless of rank who is not "green" in all MEDPROS readiness indicators.

Unit Commander Info for annual routine exams:

Soldiers must have a completed PHA within 15 months of deployment. Assigned PCM at USAHC-SB is responsible for completing this requirement. Contact respective Soldier Centered Medical Home (SCMH) clinic for PHA scheduling requirements, info at this AKO link: <https://www.us.army.mil/suite/doc/36508646>

Hearing tests must be within 12 months of deployment, and each Soldier must have the current DD form 2215/2216 placed in their medical record. Contact MAJ Alexander or SGT Guilliermo at 433-8325/8326 to schedule times in USAHC-SB Audiology.

Vision Readiness screening must be within 12 months of deployment. Each unit is required to have a Vision Readiness NCO on additional duty appointment orders. Contact Optometry NCOIC at 433-8456/8460/8461 to schedule vision readiness training. USAHC-SB OPT does not do VR screenings for units.

Dental exams must be within 12 months of deployment. Additionally, DENCOM will screen 60-days past deployment to ensure all Soldiers will not have issues when they are deployed. POC is SGT Sauls at 433- 8825/8831.

Routine shots can be done in the BAS following the 4-6 week prior planning requirements in the Garrison Healthcare Policy.

Routine lab orders can be entered and Soldiers sent to USAHC-SB lab to get drawn.

Annex C- Army Hawaii routine medical requirements and recommendations to maintain medical readiness.

Below are recommendations for routine medical readiness for each sick call or primary care visit that can be applied to all 25ID and 8TSC units.

“SCMH” term below refers to medical staff from 25ID and 8TSC units as well as assigned staff belonging to USAHC-SB.

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ROUTINE IMMUNIZATIONS AT THE SCMH

1. All Unit Med Platoons should work with SCMH RN's to provide immunization training for Unit Medics who work in the SCMH so vaccinations can be done for Soldiers needing them within each SCMH.
2. Each SCMH can begin including vaccine requirements in their "day-prior" SCMH huddle as per the SCMH order.
3. SCMH check in staff tell all Soldiers needing vaccinations to report to the SCMH treatment room before or after their SCMH appt to receive the vaccination. If Soldiers' decline, SCMH staff must document this refusal in the Soldier's AHLTA note.
4. Units must schedule MEDPROS "write" courses to get access for at least 50% of assigned Med Platoons. SCMH staff should enter all vaccinations into MEDPROS real-time, and not rely on the AHLTA-CHCS feed into MODS.

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VISION READINESS AT THE SCMH

1. All Unit Med Platoons should work with USAHC-SB Optometry to provide Vision Readiness training for Unit Medics who work in the SCMH, so Visual Acuties can be done for Soldiers needing them within each SCMH.
2. Each SCMH can begin including Vision Readiness requirements in their "day-prior" SCMH huddle as per the SCMH order.
3. SCMH staff should set up locations with the SCMH to do Visual Acuties for all Soldiers who are MRC-4 during their visit to the clinic. (Note- This can also be done inside each BAS.)
4. SCMH check in staff identify all Vision MRC-4 Soldiers to SCMH staff so the exam can be completed.
5. Units must schedule MEDPROS "write" courses to get access for at least 50% of assigned Med Platoons. SCMH staff should enter all Visual Acuties into MEDPROS real-time.

Annex C- Army Hawaii routine medical requirements and recommendations to maintain medical readiness.

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HEARING READINESS AT THE SCMh

1. Each SCMh should begin including Hearing exam requirements in their "day-prior" SCMh huddle. Each SCMh can check with the Audiology clinic for their walk in hrs.

5. SCMh check in staff tell all Soldiers needing Hearing exams to report to our Audiology clinic for a walk in Hearing exam following their SCMh appt.

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PHA COMPLETION AT THE SCMh

1. Each SCMh should begin including PHA requirements in their "day-prior" SCMh huddle as per the SCMh order.

2. SCMh check in staff should tell all Providers seeing such Soldiers to complete the PHA during the clinical visit.

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