**\*\*\*SRP Deployment Checklist for Civilians\*\*\***

**1. NO backpacks, handbags, book bags, briefcases, or like items of any type, are allowed in the SRP/Bldg 2140 area.**

**2. Food or drink are NOT allowed in the SRP/Bldg 2140 area.**

**3. Family members WILL NOT be allowed in the SRP/Bldg 2140 area.**

**4. Must have the following documents in your Medical Records:**

**A. A current physical/Lab work, EKG's if over 40 years of age needed on hand.**

**B. Any types of Physical limitation/profiles that may apply.**

**C. Prescribed Medication, if applies, bring in the bottle(s)**

**or documented prescription of the Medication being taken.**

**D. Immunizations record.**

**E. Medical records MUST be given to the SRP Medical records office**

**3 DAYS PRIOR to their SRP Appointment.**

**5. Dental: DD form 2813 folder signed by Dental provider.**

**6. Finance: a cancelled check or document(s) showing bank account number and routing number for Eagle Card (CENTCOM only).**

**7. Manila Folder must have the following documents:**

**A. DD Form 93 (Record of Emergency data Card)**

**B. ANAM briefing completed; (Overseas Deployment – Middle-East countries)**

**8. Military CAC card on hand.**

**9. DARTS input/updated into the DARTS system.**

**10. If the Individual requires oral Typhoid, he/she receive it on Mondays, Wednesdays, and Fridays only. This is a four (4) dose series during an eight (8) day period. For example: if you receive your first dose on a Wednesday, then you will take your fourth/final dose on the following Wednesday. (Not available on Federal Holidays and DONSA)**

**If medical records are located on JBLM, a currier can transport them to the SRP Site**

**from MAMC/Occupational Health once requested by the Deploying Civilian.**

**SRP Medical Records room address:**

**Department of the Army**

**DHR/SRP Records Room**

**2140 Liggett Avenue Box 339500 MS/85**

**Joint Base Lewis-McChord, WA 98433-9500**

**OFFICIAL BUSINESS**

**SRP Operations Coordinator/Scheduler**

**Office: (253) 967-9070**