

**I Corps Regulation 600-8-101**

**Personnel**

# **Soldier Readiness Program (SRP)**

**Headquarters  
I Corps  
Joint Base Lewis-McChord, WA**

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**UNCLASSIFIED**



# ***SUMMARY of CHANGE***

I Corps Reg 600-8-101  
Soldier Readiness Program (SRP)

This revision, dated DD MMMM YYYY - -

- Change 1
- Change 2



Effective \_\_\_\_\_

Personnel

Soldier Readiness Program (SRP)

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**History.** This publication is a minor revision.

**Summary.** This regulation prescribes I Corps policy for the Soldier Readiness Program (SRP).

**Applicability.** This regulation applies to all elements and activities attached to I Corps at JBLM and YTC.

**Proponent.** The proponent for this regulation is the I Corps G1 (AFZH-GA).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Tamara D. Berry [tamara.d.berry.mil@mail.mil](mailto:tamara.d.berry.mil@mail.mil).

**Distribution.**

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\*This regulation supersedes I Corps Regulation 600-8-101, dated \_\_\_\_\_.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policies and procedures for conducting a Department of the Army Soldier Readiness Program (SRP) Process, within I Corps and its major subordinate commands on Joint Base Lewis-McChord (JBLM), Washington. This regulation establishes standards for SRP operations and is an operational document designed to provide clear, concise and comprehensive instructions on how to execute an effective SRP process. Major policies and responsibilities established in other regulations are paraphrased to afford an understanding of their applicability in conducting a SRP.

#### **1-2. Scope**

a. SRP is comprised of Level 1 and Level 2 requirements. Each SRP Level leads into the next with SRP Level 2 the final validation of a Soldier's deployability. Each SRP level must be fully implemented to comply with this regulation and the intent of AR 600-8-101 (19 FEB 15), Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing) and the Army G1 Consolidated Personnel Policy Guidance (PPG). All other SRP requirements are included in this regulation.

b. This regulation establishes responsibility to unit commanders for conducting a pre-deployment SRP process within 60 days of training or operational deployments, and for implementing a monthly unit level SRP process IAW the Annual Record Review. SRP is a subset of the personnel processing program, which certifies and reports unit readiness for deployment to the Commander and encompasses in/out-processing, mobilization, deployment and redeployment.

#### **1-3. Applicability**

a. The provisions of this regulation are applicable to all military personnel assigned/attached to units and activities under the authority of the Commander, I Corps, and JBLM.

b. This regulation applies to Active Component (AC) Soldiers. As this regulation pertains to National Guard and Reserve Soldiers, once a Soldier or unit is activated, they will be required to complete an SRP evaluation IAW AR 600-8-101 (19 FEB 15), DA Pam 600-8-101 (19 FEB 15) and this regulation.

#### **1-4. References**

Required and related publications and prescribed and referenced forms are listed in Appendix H.

## **1-5. Glossary**

Abbreviations and terms used in this regulation are explained in the glossary on page 52.

## **1-6. Level of Responsibilities**

a. Commander, I Corps is responsible for the oversight, management and execution of the following for all I Corps organic units and units attached to I Corps for full ADCON:

- (1) Synchronize, manage, and oversee the planning and execution of the SRP.
- (2) Publish, and update SRP guidance as necessary.
- (3) Assess unit level SRP.

b. Commanders, HR Leadership

(1) Chief, MPD-DHR. The Chief of MPD and the Soldier Readiness Center (SRC) is responsible for implementation and maintenance of the JBLM SRP process, and a fixed facility (SRP site) for Level 2 SRP operations.

(2) Installation Commander. JBHQ is the validation authority during peacetime operations (Level 1) and for Soldier readiness during a Smaller Scale Contingency Operation (SSCO). This authority is delegated to the next commander, unless assumed by the Joint Base Commander when I Corps deploys.

(3) MSC Commanders. Commanders of each DIV/ESC are the validation authority for SRP Level 1 for all BDE-level commands within their organization.

(4) Unit Commanders must ensure their Soldiers meet deployment standards. They must develop and maintain a unit SRP that supports this requirement. Unit level SRP process will be completed in coordination with the Annual Record Review. Commanders must provide the personnel to conduct pre-deployment SRP processes and ensure the requirements of this regulation are met (Chapter 5). Commanders will report the results of the completed SRP Level 1 review to Division/ESC and I Corps SRP coordinators by utilizing the DARTS Report. Commanders will establish policies and procedures ICW the unit S1 to maintain SRP Deployment Packets. Deployment Packets must be collated at a consolidated location designated by the commander. The commander must ensure that one copy of the Deployment Packets accompanies the unit or individuals for the duration of a deployment, and that those packets return with the unit/individual during redeployment to JBLM.

c. SRP Coordinator. The SRP Coordinator must be actively involved in conducting SRP checks, identifying discrepancies, ensuring corrective actions are taken, and maintaining the deployment SRP packets for assigned/attached Soldiers in a consolidated location. They must know the SRP requirements to ensure deficiencies are corrected and that updates to deployment packets are completed in a timely manner. Leaders and the SRP coordinator are responsible for auditing the individual SRP deployment packets; however, Soldiers are responsible for completing updates and corrections to the contents of their deployment packet as needed to maintain their readiness status. All military SRP Coordinators will be in the grade of E6 or above. The Unit SRP Coordinator ICW their DIV/ESC or BN/BDE S3/G3 will be responsible for all coordination prior to a SRP process, and ensure the proper completion of the identified operation afterwards. The tasking for coordinating a pre-deployment SRP process falls upon the Unit SRP Coordinators.

(1) MPD SRC Coordinator. The Chief, SRC Coordinator will:

(a) Process SRP Level 2 Unit SRP Request Form (Appendix D) no later than 15 working days prior to the scheduled SRP date.

(b) Coordinate support from SRP Team agencies for Level 2 SRP.

(c) Coordinate with I Corps G1 to establish local policies and procedures for SRP operations to include updates to this regulation.

(d) Provide guidance to units and provide oversight for completing re-deployment Level 2 SRP.

(e) Serve as a validation official at the Soldier Readiness Center (SRC) and certify others as validating officials.

(f) Coordinate with unit to conduct a 100% validation for SRP Level 1 requirements prior to starting SRP Level 2.

(g) Coordinate publishing of TCS orders coordinating with MPD for deploying Soldiers who have completed SRP Level 2.

(2) DIV/ESC SRP Coordinator. The DIV/ESC SRP Coordinator will:

(a) Establish local policies and procedures for SRP Level 1 requirements in coordination with MPD for annual SRP process.

(b) Provide guidance to subordinate units and ensure oversight for the completion of SRP process in coordination with Annual Record Review and the OIP.

(c) Serve as a validation official for subordinate units within the command and certify others as validating officials on appointment orders.

(d) Coordinate with unit to conduct a 100% validation for SRP Level 1 requirements prior to starting SRP Level 2 with SRC. Ensure subordinate MSCs are conducting unit and annual Soldier readiness checks IAW AR 600-8-101, para 4-1e.

(3) BDE SRP Coordinator. The BDE SRP Coordinator will:

(a) Establish local policies and procedures for SRP operations IAW higher command guidance.

(b) Appoint primary and alternate personnel as DARTS BDE Administrator; coordinate training with MPD, SRP Coordinator. The DARTS BDE Administrator will train subordinate clerks on DARTS and maintain a by name list of authorized users within the Brigade.

(c) Provide guidance to subordinate units and ensure oversight for the completion of SRP process in coordination with Annual Record Review and OIP.

(d) The BDE DARTS Administrator will review and update DARTS checklist for deploying personnel prior to requesting SRP Level 2 date.

(e) Serve as a validation official for subordinate units within the command and certify others as validating officials on appointment orders. Coordinators will use the Monthly Unit Level SRP Tracker (Appendix B) to conduct validations of SRP packets.

(f) Coordinate with unit and S3/G3 to conduct a 100% validation for SRP Level 1 requirements prior to starting SRP Level 2 with SRC. Results will be reported to their higher echelon S1/G1 and S3/G3. Ensure subordinate MSCs are conducting unit and annual Soldier readiness checks IAW AR 600-8-101, para 4-1e.

(g) Coordinate with BN/BDE S3 to schedule Level 2 SRP without conflict to pre-existing training. Unit SRP Request Form (Appendix D) indicates SRP-180 days can be scheduled up to 222 days prior to deployment date, SRP-60 and annual SRP requests should be requested 180 days prior to deployment. Be prepared to finalize personnel by numbers and the by name list two weeks prior to actual scheduled SRC dates for Level 2 SRP. Any adjustments will have to be coordinated on a case by case basis with the SRC Coordinator.

(4) BN SRP Coordinator. The BN SRP Coordinator will:

(a) Implement local policies and procedures for SRP operations IAW higher command guidance.

(b) Appoint primary and alternate personnel DARTS representative; coordinate training with MPD, SRP Coordinator (Appendix E & F). Maintain a by name list of authorized users within the Battalion.

(c) Provide guidance to subordinate units and ensure oversight for the completion of SRP processes in coordination with Annual Record Review and the OIP.

(d) Review and update DARTS checklist for deploying personnel prior to requesting SRP Level 2 date.

(e) Coordinate with unit to conduct a 100% validation for SRP Level 1 requirements prior to starting SRP Level 2 with SRC to higher command. Coordinators will use the Monthly Unit Level SRP Tracker (Appendix B) to conduct validations of SRP packets.

(f) Coordinate with BN/BDE S3 to schedule Level 2 SRP without conflict to pre-existing training. Submit request to Installation NLT 45 days from requested dates.

(g) Provide a DARTS checklist for personnel deploying who have completed Level 1 prior to Level 2 SRP for filing in SRP packets.

## **Chapter 2**

### **Soldier Readiness Program Overview**

#### **2-1. Soldier Readiness Program**

The Soldier Readiness Program (SRP) prepares, validates and reports individual Soldier and unit readiness for deployment to the unit commander. The primary focus of a SRP process is to validate the SRP Deployment Packet and its contents IAW DA PAM Table B-1 and B-2 (Appendix C). The Deployment Packet becomes the official file that will accompany a Soldier with the unit in place of the Soldier's permanent record upon deployment. This is especially important in cases of casualties or missing in action statuses.

#### **2-2. SRP Levels**

AR 600-8-101 (19 FEB 15) specifies two primary levels of SRP: Level 1 and Level 2. Level 1 applies to general readiness requirements, all routine deployments, and for training/exercises. Level 2 will be implemented for contingency operations individual temporary changes of station (TCS), and unit deployments (including Overseas Deployment Training); individual and unit redeployments either back to the home station or to another theater/TCS station; reintegration (the processing required upon return from a deployment), or when directed. Any changes within levels may only be implemented by directive from HQDA.

a. SRP Level 1. Level 1 readiness requirements must be checked and declared a "Go" status before a Soldier can participate in an individual or unit movement for CONUS training (during peacetime) by command. The three SRP types (in/out-processing, annual) described in this regulation and IAW AR 600-8-101, para 4-1d, will be processed at Level 1 unless directed by a higher headquarters. All units will conduct an annual SRP Level 1 validation ensuring all Soldiers within their command are at least SRP Level 1 validated. Chapter 5 of this regulation provides a detailed list of Level 1 requirements. These requirements may be supplemented with additional readiness or deployment specific checks without changing level when directed by HQDA or FORSCOM.

b. SRP Level 2. Level 2 requirements are in addition to SRP Level 1 requirements stipulated above. Level 2 processing requirements must be checked and declared a "Go" status before a Soldier can deploy to combat or on a contingency mission. Waivers or exceptions to these requirements are authorized but will be considered for approval on a case by case basis IAW DA Pam 600-8-101. Level 2 requirements are listed in Chapter 5 in this regulation. Prior to OCONUS operational movement commanders will complete SRP processing requirements listed as Level 2 with the assistance of the SRP Team located at the Soldier Readiness Center when applicable.

c. SRP Team. The SRP Team at each unit will be composed of personnel, medical, and legal. Support agencies will provide personnel to ensure correct SRP procedures are conducted and provide additional augmentation on an as needed basis depending on mission requirements.

d. SRP Automation. FORSCOM developed and implemented an automated program in the SRP process with software titled DARTS. An SRP checklist is provided in DARTS (DA Form 7425, Readiness and Deployment Checklist (Appendix A) and will be used for all deployment/re-deployment processes. All personnel appointed to the SRP team will be required to complete DARTS training prior to receiving a user ID and password for access to the system.

### **2-3. SRP Unit Levels**

Soldier Readiness is an ongoing process that is composed of two levels: SRP Level 1 and SRP Level 2.

a. Unit Level. Units are required to conduct a 100% SRP Level validation each year. Unit level SRP processes will be completed in coordination with the Annual Record Review. SRP statuses for each Soldier are documented and maintained in the deployment packets and inputted using the DARTS system. A unit level SRP process will be conducted by the SRP Team and validated by the Battalion S1. The unit level review is replaced by the pre-deployment SRP process when a deployment is scheduled.

b. Pre-Deployment. A pre-deployment SRP Level 2, conducted within 60 days of deployment, is a requirement for all deploying personnel. The SRP verifies readiness qualifications, identifies or corrects deficiencies that would stop movement, and reports unit readiness status to the deploying unit chain of command, G1, I Corps, and Installation, Chief MPD. For pre-deployment SRP operations, the DARTS checklist is used in conjunction with deployment packets to validate deployability. The pre-deployment replaces the unit level review when a deployment is scheduled.

c. Post-Deployment. A post-deployment SRP will be completed within 14 working days upon redeployment unless it is locally determined that this processing can be accomplished quicker. The SRP process verifies redeployment readiness qualifications, identifies or corrects deficiencies, and reports unit redeployment status to the unit chain of command, higher echelons (G1/S1) to include, I Corps G1 and Installation, Chief MPD. For post-deployment SRP operations, the DARTS checklist is used in conjunction with Deployment Packets to validate the Soldier's readiness status.

### **2-4. Installation (Level 2) SRP Process**

An installation Level 2 SRP, conducted within 60 days of deployment, is a requirement for all deploying personnel. The SRP verifies the readiness qualifications conducted, identifies or corrects deficiencies that would stop movement and reports unit readiness status to the deploying unit chain of command, higher echelons (G1/S1) to include, I Corps G1, and Installation, Chief MPD. For pre-deployment SRP operations, the DARTS checklist is used in conjunction with Deployment Packets to validate deployability.

## **2-5. Disposition of Deployment Packets**

The unit commander must ensure that a policy is established for maintaining individual deployment packets at a central location. When deployment packets are kept in a central location such as the S1, accountability is maintained and the deployment packets are quickly accessible for monthly readiness reviews, SRPs, casualty verification, and unit assistance visits by the G1/AG. Policy guidance for Deployment Packet accountability and unit level SRP processes must be included in the unit SOP, or as a policy memorandum. Disposition will be incorporated into the unit OIP as part of SRP operations.



## **Chapter 3**

### **Unit Level SRP Procedures**

#### **3-1. Major Subordinate Command (MSC) Responsibilities**

a. MSCs must develop, implement and sustain a unit level SRP and ensure compliance by subordinate commanders. A unit level SRP that identifies and corrects Soldier deficiencies is the key element that ensures Soldiers are deployable at all times.

b. MSCs must ensure that subordinate commanders conduct SRP processes in coordination with the Annual Record Review. MSCs will make the unit level SRP a command inspection item.

c. MSCs must ensure that a policy is established for maintaining individual deployment packets at a central location.

d. MSCs will ensure that subordinate units conduct 100% annual SRP Level 1 certification encompassing all assigned/attached Soldiers.

#### **3-2. Unit Level Responsibilities**

a. Unit level SRP processes will be completed in coordination with the individual Annual Record Review, (Appendix B provides a tool for certifying monthly audits). The requirements for a unit level SRP are the same as for a pre-deployment SRP Level 1 review.

b. The unit commander is responsible for ensuring that an effective unit level SRP is implemented and sustained. The unit commander or designated representative is responsible for the following actions:

(1) Appoint (additional duty will be documented with appointment orders) a Unit SRP Coordinator to conduct monthly SRP audits, pre-deployment SRP processes, and as an oversight for the commander's unit level SRP. The Unit SRP Coordinator must be an E6 or above and assigned in the S1 or S3 sections.

(2) Ensure appointed personnel understand and follow guidelines in Appendix B for conducting unit level SRP processes in conjunction with the Annual Record Review. The Unit SRP Coordinator must ensure that first line leaders are trained in conducting SRP processes and ensure it is completed accurately.

(3) Establish policy for maintaining individual deployment packets at a central location.

(4) Conduct a 100% annual SRP Level 1 certification of all assigned/attached Soldiers.

(5) Ensure that first line supervisor follow-up with Soldiers on any discrepancy/corrections needed to be made to deployment packets and/or official records.

### **3-3. S1 Responsibilities**

a. The S1 or authorized representative is responsible for ensuring that every Soldier is properly listed in the correct UIC in DARTS; this should match the unit's AAA-162. Task forces should be created ICW MPD when deployment does not encompass entire units.

b. The S1 or authorized representative is responsible for ensuring that every Soldier is properly arrived or attached in eMILPO.

c. Review the deployment packets for each Soldier upon reporting to the unit. Unit in-processing procedures must ensure this requirement is met.

(1) Ensure that Soldiers complete address changes and other actions that require updates to documents in their deployment packets.

(2) Soldiers who transfer to other units should be given their deployment packets to hand-carry to the gaining unit. The ERB or ORB must be updated when a Soldier is reassigned to another unit, changes duty positions, or is promoted.

(3) Ensure deficiencies identified during in-processing and monthly unit level SRP audits are corrected and that follow-up checks are conducted.

(4) When the unit is scheduled for pre-deployment SRP Level 1 and 2 reviews, the unit SRP Coordinator will schedule a review date no later than two weeks prior to SRC date with the SRC LNO to review deployment packets. The deployment packet must be accurate and complete when the Soldier is validated at the SRC. SRP Level 1 corrections should be rectified prior to reporting to the SRC for Level 2 review. Soldiers who require updates may have some deficiencies corrected at the SRP site; however, not all deficiencies are correctable at the SRP site during a pre-deployment review. When deficiencies exist the Soldier will be a "No Go" and non-deployable until the deficiency is corrected. BN/BDE S1s must maintain a by name list of all "No-Go" Soldiers to include deficiencies in order to ensure that the deficiencies are corrected and reported to the SRC site to be cleared in DARTS.

## **Chapter 4**

### **Pre-Deployment & Redeployment SRP Policies and Procedures**

#### **4-1. Pre-Deployment SRP Overview And Support**

While the unit-level SRP is integral, it is the pre-deployment SRP process that actually checks, validates, and reports a Soldier or unit's deployable status before movement. This section provides a detailed review of the SRP composition, procedures, requirements, and validation reports. Each SRP Team will appoint a primary and alternate representative for the station. The representatives will be able to conduct the SRP process to full capacity using the DARTS checklist (Appendix A) in support of OCONUS training exercises, deployments, and contingency operations departing from JBLM. SRP Coordinators will use forms (Appendix D) for requesting SRP Level 2 180 day request, 60 day request or individual SRP SRC site access.

#### **4-2. SRP Team**

At a minimum the SRP Team will ensure the below requirements are met IAW AR 600-8-101 (19 FEB 15) when conducting a SRP process (some tasks are ICW installation and community agencies). Each SRP Team must coordinate and ensure sufficient staff is on-site for the duration of an SRP process. Each team must coordinate with the SRP Coordinator to ensure the SRP process flows without delays or incomplete processing of Soldiers. The unit SRP Coordinator will be responsible for coordinating usage of outside facilities, agencies, and ensure all Soldiers follow correct SRP procedures. SRP Team agencies will establish trained teams to adequately staff and operate their SRP station utilizing the DARTS checklist and prepare to correct deficiencies.

a. Personnel Support. For Level 1 pre-deployment, an alphabetical by name roster of deploying Soldiers scheduled to SRP must be provided to the Unit SRP Coordinator. Personnel support will be composed of the unit SRP Coordinator, Battalion S1 members, and a Validation Team Member (designated by the Commander). For Level 2 SRP at the SRC site, the Validation Team Member will be provided by the SRC staff.

b. Medical Support. For Level 1 pre-deployment, the Soldier Centered Medical Home (SCMH)/Primary Care Manager (PCM) will conduct the medical portion of the SRP for all assigned/attached units. Medical records for each Soldier must be assembled and reviewed during the SRP process. The medical personnel ensure medical records are assembled for personnel listed on the deployment Alpha roster. The medical records must be reviewed in order to update MEDPROS before the form is printed. This review must also include a review of immunizations, HIV and DNA requirements. Medical personnel designated for the SRP Team will have access to MEDPROS, DARTS, and Webdata entry to ensure updates are annotated for all Soldiers conducting SRP. During Level 2 SRP at the SRC site any deployment specific shots required for the scheduled deployment destination will be issued.

c. Dental Support. For Level 1 pre-deployment, the dental clinic will support units assigned/attached to the facility. For Level 2 SRP, support will be provided at the SRC. Dental teams will have a computer to access the CDA database to check the entry of dental classification on each processing Soldier. The database also lists the date of the last classification and whether or not a current Panographic X-ray is on file. The dental team will annotate the correct box on the DARTS checklist. Dental personnel will simultaneously update MEDPROS and Corporate Dental Application (CDA) to ensure accurate data flow to all systems. Dental personnel designated for the SRP Team will have access to CDA and DARTS to ensure updates are annotated for all Soldiers conducting SRP.

d. For Level 1 and 2 SRP support, the SJA team will consist of at least one attorney and paralegal specialist. The Legal team briefs Soldiers on the need to visit the Legal Station and the services that are available to them. Powers of Attorney and notarizations will be provided during the SRP process. Appointments for wills are available on an as needed basis. Legal personnel designated for the SRP Team will have access to DARTS to ensure updates are annotated for all Soldiers conducting SRP.

e. The 9th Finance Management Support Unit Team will consist of a representative from finance or an authorized S1 personnel with access to the automated finance database system. The automated finance system verifies that the Soldier is current in the Surepay system. Since pay inquiries are handled through the unit S1, the usual action of the finance team is simply to certify the finance section with a signature and date. However, the finance team is useful in providing information and guidance to Soldiers in resolving pay issues. Finance personnel designated for the SRP Team will have access to DARTS to ensure updates are annotated for all Soldiers conducting SRP.

#### **4-3. Pre-Deployment SRP Procedures During Alert**

a. There are multiple situations (e.g. Global Response Force, Defense CBRNE Response Force and SSCO) with alert phases that require special coordination and support to accomplish a timely pre-deployment SRP process.

b. An alert for a contingency operation is received through the Emergency Operations Center (EOC); units identified as alert forces will require short-notice, pre-deployment SRP process. Notifications will normally occur at the N+2 (JBLM Army Readiness Standing Operating Procedure, October 2013) mission briefing. The EOC representative must contact the Chief, MPD-DHR SRP Coordinator as soon as possible to coordinate SRP support.

c. The Chief, SRC Coordinator will setup the SRC site and be ready to process no later than N+7 (JBLM Army Readiness Standing Operating Procedure, October 2013). The Chief, SRC Coordinator will contact the SRP Team agencies to coordinate support. In some specific deployments, especially for contingency operations, specific guidance may be published by HQDA or authorized agencies, requiring additional documents and checklist items to be included as part of a pre-deployment SRP process.

#### **4-4. SRP Packet Requirement**

a. SRP Level 1 consists of each of the documents listed below to include validation of the items listed in Appendix C marked as L1 (for SRP Level 1). Each item must be directly reviewed by the Soldier and certified as correct and current in the presence of the SRP Team member for the station.

1. Validated SRP DARTS checklist
2. DD Form 93, Record of Emergency Data
3. SGLV Form 8286, Servicemen's Group Life Insurance Election and Certificate
4. DA 2766, Individual Medical History
5. DA Form 3365, Authorization for Medical Warning Tags (if required)
6. ERB or ORB
7. DA 5305, Family Care Plan
8. Deployment orders, if issued (TCS or TDY in excess of 90 days)
9. DD Form 2A, Active Duty Military Identification Card (Active)
10. PHS 731, International Certificate of Vaccination (yellow shot record), or SF 601 Immunization Record, from medical records
11. Two identification tags, worn by Soldier on metal necklace
12. Medical warning tag, worn on ID tag necklace (if applicable)
13. Two pairs of glasses; one may be civilian style (if applicable)
14. Protective mask inserts (if applicable)
15. Hearing aid, with spare batteries (if applicable)

b. SRP Level 2 consists of all SRP Level 1 requirements, to include validation of the items listed below and Appendix C marked as L2 (SRP Level 2). Each document must be directly reviewed by the Soldier and certified as correct and current in the presence of the SRP team member for the station.

1. Central Issue Facility (CIF) Brief
2. Chaplain Brief

### 3. Transportation (Joint Personnel Property Shipping Official (JPPSO)) Brief

#### 4-5. Validation Station

This is the final station in the SRP process that encompasses the DARTS Validation Report.

a. This station will be manned by a minimum of two individuals: Representatives from a unit who are designated by the commander will be the only personnel with signature authority to validate the DARTS Checklist for SRP Level 1. **SRP Level 2 validation will only occur at the MPD SRC.**

b. The validating official at the Validation Station will check the following: contents of SRP Packets and a thorough review of the DARTS checklist for each Soldier. Each section on the DARTS checklist corresponding to a station review should have annotated in DARTS the Soldier's deployability. Any incomplete entries require the Soldier to return to the station for a second review.

c. Once the DARTS checklist is validated as non-deployable, it should not be altered or corrected to deployable unless the Soldier can accomplish the deficiency correction before the end of the SRP process day. The corrected deficiency will be annotated on the checklist by the appropriate station.

d. Upon closure of the SRP Level 1 process, the Unit SRP Coordinator will inform the unit commander of the SRP results. All Soldiers identified on the DARTS Report as non-deployable must have deficiencies corrected before the unit conducts SRP Level 2. Each Soldier should have been informed of any deficiencies at the Validation Station when they completed their SRP process. When a Soldier provides documentation to the S1 or Unit SRP Coordinator and the deficiencies are corrected, the SRP Coordinator will ensure the DARTS checklist and the by-name-list is updated to reflect the Soldier's deployable status. The Soldier is validated for deployment at this point and the action complete when the corrected checklist is placed in the Soldier's Deployment Packets.

#### 4-6. Redeployment SRP Overview

The requirements for a unit to process through the SRP site for redeployment is generally the same as it is for a pre-deployment SRP (refer to chapters 3 through 5 of this Regulation). Soldiers will process through all stations at the SRP site and be evaluated by a physician for any medical issues that may need to be addressed prior to completing redeployment. Units returning to JBLM will need to coordinate with their Rear Detachment units and chain of command for scheduling a re-deployment SRP. JBLM units can expect a full day at the SRP site depending on the size of the unit and max work capacity of the SRP site.

## **Chapter 5**

### **SRP Level 1 & 2 DARTS Checklist Requirements**

#### **5-1. SRP Checklist Requirements**

When a pre-deployment SRP process is conducted, required documents and equipment will be checked and validated by one of three procedures. The accepted procedure is described for each line item in this chapter. The three procedures are:

- a. Direct inspection, review and update
- b. By memorandum from unit commander
- c. A Soldier's reply to a line item query

#### **5-2. Readiness Overview and Requirements**

The standards and line items presented in this chapter provide procedural guidance and information for conducting Level 1 and 2 Soldier readiness and deployment processing for JBLM Soldiers. The S1 Section of the SRP Team has the mission of determining the readiness of Soldiers scheduled for deployment. The personnel section complete readiness and deployment evaluations based on a thorough review of a Soldier's personnel records and the in-processing or SRP checklists. Each line item on the checklist is described here and is in compliance with applicable policy, procedures and regulations.

#### **5-3. Deployment Validation (Section I) - (Level 2)**

a. Part A. Accuracy Statement. The deploying personnel will sign that they are certified for deployment and all information contained in this document is correct and current, to the best of their knowledge.

b. Part B. Commander's Acknowledgement. The certifying official will certify that all areas of the checklist have been completed to the best of their ability prior to an individual departing the installation. The certifying official will also certify that the individual is deployable.

c. Part C. Deployment Validation. The validation authority is the Installation Commander. The Installation Commander may delegate this authority. If Home Station deployment then first General Officer in the chain of command is the validating official. Waivers are approved or disapproved by the validation authority IAW AR 600-8-101. As the validation authority, sign Part C validating that the deploying personnel is deployable.

#### **5-4. Personnel Station Readiness Overview And Requirements (Section II) - Level 1/2)**

a. DD Form 93. Record of Emergency Data. For Soldiers, the DD Form 93, Record of Emergency Data, will be reviewed/revised as applicable using eMILPO. The DD Form 93 must be reviewed at least annually and updated whenever changes occur. DD Form 93 will be prepared for Civilian deploying personnel IAW chapter 11, AR 600-8-101, to provide the Commander with information on the notification of next of kin. A copy of the DD Form 93 will be placed in the deployment packet.

b. SGLV 8286, Servicemen's Group Life Insurance Election (Section II, Item 2.) (Level 1/2). For Soldiers the SGLI enrollment will be reviewed/revised as applicable prior to actual deployment. SGLI election, using SGLV-8286, must be reviewed during any records audit and updated whenever there is a change. Civilian deployers are not eligible for SGLI but are eligible for coverage under the Federal Employees Group Life Insurance (FEGLI) Program. Coverage and beneficiary designation should be reviewed and updated prior to deployment.

c. ID Tags (two TAG sets with chains) (Level 1/2). All deployers must have two identification tag sets with metal necklace and wear one set.

d. Common Access Card (CAC) and Defense Eligibility Enrollment Reporting System (DEERS) (Level 1/2). Requires the reviewer to ask the Soldier if their DEERS information is current (all family members enrolled, etc.). The reply of the Soldier that no corrections or updates are necessary is sufficient for the reviewer to mark the entry as a "Go." A Soldier who indicates a need for an update to the DEERS database should be advised to go to the ID Card Section or BDE S1. Updates must be made prior to deployment as errors could delay or deny medical treatment eligibility to family members. It is required that CAC with expiration dates less than 90 days will be reissued.

e. Soldier within seven (7) days of ETS or ESA (Level 1/2).

(1) Soldiers identified for separation within seven days of ETS or ESA from the date they are scheduled to redeploy, are non-deployable and do not require further processing. Any Soldier scheduled for ETS or ESA during the duration of a deployment plus 30 days should not be deployed with the unit unless the Soldier is essential to unit manning and mission requirements, and is directed to deploy by the unit commander.

(2) The reviewer will ask the Soldier about any pending ETS/ESA date. The reply of the Soldier will be sufficient to annotate the line item entry. If the Soldier has a pending ETS/ESA date, they will be annotated as "No Go." If the Soldier does not have a conflicting discharge or separation date, they will be annotated as a "Go" or "N/A."

f. Permanent Physical Profile 3 or 4 with MAR2 Pending or Complete (Level 1/2).

(1) Soldiers with a permanent physical profile of "3" or "4" must be declared deployable by the MOS Administrative Retention Review (MAR2). A Soldier cannot be



deployable until the MAR2 is complete. The reviewer will ask the Soldier if they have a permanent physical profile. If the Soldier answers “yes,” the reviewer must clarify the situation before declaring the Soldier a “No Go.” The profile status for a Soldier appears as the “PULHES” entry on ERB or ORB. The reviewer should check this entry on the appropriate form to verify the status. A Soldier can have a permanent profile and still be a “1” or “2” in their PULHES codes, and may or may not be deployable.

(2) Profiles will be validated through ePROFILE prior to SRP. If a Soldier does not have a Permanent physical profile, they are a “Go” for this line item. Any limitations related to a permanent or temporary profile will be annotated on the DD Form 3349, Physical Profile. A medical official may request that a Soldier not be deployed (or non-deployable) for a physical, mental or even family reason, but only the unit commander or established board can approve the request. If there is any question related to this line entry, the Soldier should be annotated as a “No Go” so the commander can make a later determination at the Validation Station review, or once the AAR is compiled.

g. Dual Military or Single Parent in Adoption Process (Level 2). A single parent or military couples that are pending adoption or recently adopted a child are non-deployable for a period of six months from the date the child was placed in the home. The Soldier may waive consideration of this action. The reviewer will ask each processing Soldier if they are involved in an adoption process. If the Soldier answers “no,” they are a “Go” or “N/A.” If the Soldier answers “yes,” they will be annotated as a “No Go.”

h. Mother of Newborn. A female Soldier who is a mother of a newborn is non-deployable until six months after the birth of the child. The female Soldier may waive this restriction. The reviewer will ask each female Soldier if they are a mother of a newborn within the last four months. If they reply “yes,” the reviewer should annotate the “No Go” block. If a female Soldier answers “no,” they will be annotated as a “Go.” Male Soldiers are “NA.” The unit commander makes the determination of whether a female Soldier will be deployable or not based on a recent birth.

i. Conscientious Objector Status Pending or Approved (Level 2).

(1) Soldiers who apply for conscientious objector (Class 1-0) status will still be deployable in their current MOS, IAW AR 600-43, Conscientious Objection. The Soldier will be non-deployable only when excused by a General Court Martial Convening Authority (GCMCA), after the request has been forwarded to the Department of the Army Conscientious Objector Review Board (DACORB).

(2) Soldiers approved as noncombatant conscientious objectors (Class 1-A-0) will not be assigned to an area where duties would normally involve the handling of weapons or lethal engagement. If the Soldier answers “yes,” to the reviewer’s inquiry concerning a conscientious objector status, the Soldier will be annotated as a “No Go.” If the Soldier answers “no,” to the query, the line item will be annotated as a “Go.” The “No Go” status is only to alert the unit commander to consider the Soldier’s situation.

j. 12 weeks BT/AIT or Equivalent Training (Level 1/2). Soldiers must have completed 12 weeks basic training (BT) or advanced individual training (AIT) to be deployable. Equivalent training applies to Soldiers with prior service in another component. In general, this entry would only apply to RC Soldiers in a “split option” situation or for trainees on a TRADOC military installation. The reviewer must still ask the Soldier to verify they completed basic training, AIT, or an officer basic course. If the Soldier answers “yes,” they are a “Go” on this entry. If the Soldier answers “no,” they are a “No Go.” The reviewer may ask for an explanation to clarify a “no” answer since the great majority of Soldiers have completed at least initial entry training.

k. Deployment information input into the Army Civilian Tracking System (DA Civilian only).

l. Passport or Visa Requirements (Level 2). The ID Card/CAC serves as the Soldier’s passport during deployment. A passport or visa is usually not required in a Level 1 deployment. The reviewer will annotate “N/A” on this line item unless directed to query each Soldier. This line item may also be entered as “Go” when a passport or visa is required and the unit commander provides a memorandum indicating all deploying Soldiers either have or are pending receipt of a military passport or visa. If a passport or visa is required, the reviewer will annotate a “Go” if the Soldier indicates they possess the passport or visa. The Soldier will not have to produce the document in response to the query unless this action is required by the unit commander and approved by the AG SRP Coordinator. The Soldier is a “No Go” when a passport or visa is required but the Soldier does not possess either. Passports are issued by the US for US citizens. Visas are issued by other countries as permits to visit, usually for a specified time. Most countries do not require visas for entry, especially for military personnel.

m. Sole Surviving Family Member (Level 2). Enter “N/A” on the checklist for Level 1 processing. Soldiers who are approved sole surviving sons or daughters will not be sent to an area where duties would normally involve combat with the enemy. This restriction may be waived by the individual Soldier but must be approved by the unit commander. For most Soldiers the line item entry will be “N/A” in response to the reviewer query. The Soldier is a “Go” when they are a sole surviving family member with an approved waiver. The Soldier is a “No Go” when they exercise their right to be non-deployable to a combat area when hostilities exist.

n. A Soldier who is Turkish or a German Citizen Deploying through/to that country (Level 2). Soldiers who are German aliens will not be sent to the Federal Republic of Germany. Soldiers who have dual US and Turkish citizenship, or only Turkish citizenship, will not be sent to Turkey. These countries have military service drafts and could detain citizens in their country. This citizenship information is available on the ERB or ORB. The reviewer will ask each processing Soldier to confirm German or Turkish citizenship. If the Soldier answers “yes” to either, they will be a “No Go” for the line item if the deployment is to the same country as their citizenship. If the deployment is to a destination (or enroute stop) other than Germany or Turkey, this line item will be annotated as “Go.” If the deployment is to Germany or Turkey, and the Soldier citizenship is not a factor, the line item will be annotated as a “Go.”

o. Former Peace Corps Member (Level 2). Soldiers who are former Peace Corps members in the country to which deploying may not serve in any intelligence capacity in that country. Soldiers are non-deployable only if they cannot perform duty in any capacity other than intelligence during the deployment. The reviewer will ask each processing Soldier if they are a former Peace Corps member. If the Soldier is not former Peace Corps, the line item entry will be “N/A.” If the Soldier is a former Peace Corps but is not deploying to their previous Peace Corps assignment, the line item entry is a “Go.” The Soldier is also a “Go” as long as the Soldier is not in an intelligence MOS, even if deploying to the former Peace Corps assignment. The Soldier will be “No Go” only when all criteria are met by the Soldier’s statement and records.

p. Former Prisoner of War (POW) in Deployment Area (Level 2). Soldiers previously held as a POW may not be deployed to the country in which or by which they were held as a POW. This restriction may be waived by the individual Soldier. The reviewer will ask each Soldier to confirm they were or were not a POW. “N/A” will be entered for the majority of Soldiers on the SRP checklist. A “Go” will be entered only when the Soldier indicates they are a former POW and they are not deploying to the country involved with the captivity (or waive the restriction). The Soldier is a “No Go” for the line item only when all criteria stated here are met.

q. Family Care Plan (FCP) with Commanders Review (Level 2).

(1) Soldiers who require an approved or recertified FCP must have a current plan to be deployable, IAW AR 600-20, Army Command Policy. A copy of the FCP will be maintained in the deployment packet. The unit commander must submit a memorandum to the DHR, SRP Coordinator verifying that all Soldiers who require an FCP have a current one on file. Required documents in an FCP include DA Forms 5304, 5305, 5840, and 5841. Soldiers who fail to submit an executable FCP prior to deployment will be non-deployable and should be processed for separation (IAW AR 600-20).

(2) The reviewer will ask each processing Soldier if they require an FCP. If they answer “yes,” then the Soldier must be listed on the memorandum to the DHR, SRP Coordinator. If the Soldier’s FCP is verified, enter a “Go.” If the Soldier states that they do not require an FCP, then the line item may be entered as “NA.” If there is a question

about the FCP, the reviewer should annotate the line item as a “No Go.” It is a unit commander’s responsibility to complete an FCP with the Soldier concerned. It cannot be delegated.

r. PERSTEMPO input as required (Level 2).

s. If applicable, DD Form 2365, DOD Civilian Employee Overseas Emergency – Essential Position Agreement, for Level 2 will verify deploying civilian personnel possess an Emergency Essential Mobility Agreement. A copy of the EE agreement, DD Form 2365, will be included in the deployment folder. If a Civilian deploying personnel declines to sign an EE agreement he/she may be directed to deploy on involuntary temporary duty where the employee’s skills are needed.

t. Lautenberg Amendment (Level 2).

(1) All Soldiers known to have, or whom commanders or supervisors have a reasonable cause to believe have, a qualifying conviction of a crime of domestic violence are non-deployable for missions that require possession of firearms or ammunition.

(2) Civilian personnel will comply with the provisions stated in DA ASA (M&RA) Memorandum dated 27 FEB 1998, Subject: Implementation of Lautenberg Amendment for Department of the Army Civilians.

u. Age 18 standard for participation in combat (Level 2). To ensure compliance with the Child Soldier Protocol, Soldiers under the age of 18 will not be assigned on a PCS or deployed on a TDY or TCS to duty stations outside the Continental United States, except AK, HI, the Commonwealth of Puerto Rico, or U.S. Territories and Possessions.

v. SLF-TAP, Pre-separation Counseling (Level 2). Active Component Soldiers who will have less than 90 days remaining on Active Duty upon return from deployment must be counseled on their transitions benefits and services. DD 2648 will be used to record the counseling.

w. Chaplain (Level 2). Chaplain services will be made available for all deploying personnel in support of contingency operations. If requested an appointment will be made for the personnel.

x. ACS (Level 2). Family Readiness Group or ACS points of contacts, phone numbers and services info will be provided to all deployers.

## **5-5. Legal Station Readiness Overview and Requirements (Level 2)**

a. Legal Station Readiness Requirements Overview. The mission of the Legal Team is to assist Soldiers in personal readiness by completing Wills and Powers of Attorney. Only basic legal advice is available at the SRP. Complex cases will be referred to the Legal Assistance Office if time permits. Unit readiness briefings or topics such as the Laws of War, Geneva Convention, and local laws for deployment areas will not be conducted at the SRP site. The Operational Law Division provides such briefings by unit request. The Legal Staff of the SRP Team will consist of at least one attorney and one paralegal specialist. During a pre-deployment SRP process, the Legal Team will review each item on the DARTS checklist and ensure that all matters relevant to the team are handled on behalf of the processing Soldiers. Upon completion the legal representative will ensure that DARTS is updated accurately for every Soldier conducting SRP.

b. Will. Soldiers should discuss the need for a will with the lawyer on the legal team to determine if a will is needed or not. Factors include whether a Soldier is single or married, have dependents, what state is their legal home, and the amount of assets they possess. A will serves the purposes of designating who receives assets and who has guardianship or custodial responsibility for minor children. A will is separate from the SGLI beneficiary policy or any other insurance policies, or co-signed financial agreements. If a processing Soldier indicates they need a will, the Soldier will be interviewed and a will completed for the state or territory the Soldier considers their domicile (legal home). Soldiers who process this station will be a “Go” or “N/A” for this line item.

c. Power of Attorney. Many Soldiers require a Power of Attorney. The differences between a general and special (limited) Power of Attorney will be explained to them. The Soldier should present their concerns and situations in which a Power of Attorney may be required. The legal team will provide advice and complete the Powers of Attorney as Soldiers request. Enter a “Go” or “N/A” for this line item.

d. Civil Actions Pending.

(1) Soldiers or family members may be pending civil legal actions in which the Soldier is named as a plaintiff, defendant, or witness. The Soldier may or may not be under a subpoena. If a Soldier is pending or already charged in a felony crime, the Soldier may not be deployable. The Soldier’s Trial Defense Counsel or Office of the Staff Judge Advocate (OSJA) should be consulted, if necessary.

(2) The Legal Team must evaluate the situation. If there is a pending civil legal matter that could impact the Soldier’s ability to perform their mission, or require the Soldier to return to home station before the end of the deployment, then the Soldier should be annotated as a “No Go.” This will alert the commander to consider the situation and make a determination after the SRP process.

e. Insurance Matters and Legal Assistance Counseling. Commanders will encourage Soldiers to resolve any pending legal issues related to insurance matters to include

coverage, claims and beneficiaries. The Soldier is responsible for contracts, debts, finance issues, providing for dependents, taxes, insurance and liability in a number of areas (vehicles, property and personal). These obligations cannot be delegated to a family member without some type of Power of Attorney in many instances. In general, processing Soldiers will be a “Go” for this line item, unless the Soldier indicates an issue or problem that requires rendering the Soldier a “No Go” by the reviewer to alert the unit commander of a situation that could impact the Soldier’s deployability.

#### **5-6. Supply and Logistics Readiness Overview and Requirements (Level 2)**

a. Personal military clothing and basic issue. Determine field equipment requirements based on unit of assignment for all deploying personnel. If applicable, deploying personnel will bring their personal clothing record to CIF. If required, all deploying personnel will deploy with Individual Protective Equipment or Chemical Defense Equipment and Personal Protective Equipment.

b. DD Form 2506, Vehicle Impoundment Report. Military Soldiers authorized storage of household goods and/or personal property should be counseled on their entitlement. All deploying personnel must complete proper disposition of privately owned weapons.

c. Theater specific clothing and equipment will be issued to deploying personnel.

#### **5-7. Training Readiness Overview and Requirements (Level 2)**

a. Weapons Qualification. Each Soldier must be trained on their individual weapons and qualified within the last 6 months prior to deployment. If a Soldier is tasked for deployment and a weapon and training are unavailable at the Soldier’s location, the requirement will be completed at the deployment site.

b. Civilians are not required to accept weapon issue or training but are encouraged to do so. A Beretta M9 weapon will only be issued to a civilian if the theater commander requires it.

c. All deploying personnel will receive media awareness training and theater specific training prior to deploying.

## **5-8. Medical Station Readiness Overview And Requirements (Level 1/2)**

Medical personnel are responsible to have all medical records for supporting units at the SRP site for Soldiers to be processed. To obtain medical records, units must send a memorandum signed by the commander to the SCMH no later than seven working days prior to the SRP. The memo includes at a minimum: the SRP date; rank and name of the individual who will pick up and sign for the records; and a point of contact with phone number. An alpha roster with rank, name, and full SSN for each Soldier conducting the SRP must be attached to the memo. Upon completion the Medical representative will ensure that MEDPROS, Webdata entry and DARTS are updated accurately for every Soldier conducting SRP.

a. Individual Medical Readiness Screening. The first step in medical readiness processing is the individual medical readiness screening station. The Soldier's medical records and shot records will be screened at this station. Any current immunizations that the Soldier has that are not annotated in MEDPROS will be updated, and necessary immunizations or blood tests to make a Soldier deployable will be ordered. Some of the items checked for are:

(1) Routine adult immunizations.

(2) Theater required immunizations. Any immunizations required for a specific AOR. Guidance on these immunizations comes from the Army Surgeon General and is published in the Army G-1 Personnel Policy Guidance, or in specific guidance from the CINC Surgeons.

(3) HIV/DOD Serum Sample. All Soldiers must have an HIV test within the last two years. In addition, all deploying Soldiers must have a serum sample drawn within 120 days of their deployment. This is not the same blood sample. For instance a Soldier with a current HIV test that is 1 year old who is deploying will have a blood sample drawn for an HIV Test and Serum Sample if they are deploying within 120 days.

(4) DNA Sample on file. If MEDPROS shows a Soldier does not have a DNA sample on file, a DNA sample will be drawn.

(5) Glucose-6-Phosphate Dehydrogenase (G6PD). All Soldiers without a G6PD result in MEDPROS will have a blood sample drawn for G6PD.

(6) Tuberculosis (TB) Test. When mobilizing/demobilizing or deploying to or from a country with a high rate of TB, a PPD will be done. When a Soldier has a PPD placed, they must return to the SRP site within 48-72 hours to have it read. If a Soldier has a PPD placed that is not read they are a "No-Go" for the SRP.

(7) Pregnancy. Female Soldiers deploying within 30 days will have a blood sample drawn for a pregnancy test.

(8) Immunization and Blood Draw. Soldiers who need an immunization, blood draw, or TB Test will have it done at this station.

(9) Hearing. Soldiers who do not have ear plugs will be issued ear plugs. Soldiers with hearing aids will be sent to MAMC for hearing aid batteries if needed. Each Soldier's medical record will be reviewed for the presence of a baseline hearing test (DD Form 2215) in their medical record. There is no time frame associated with this requirement, only that a hearing test is in their record. Those who do not have a DD Form 2215 will be referred to Hearing Conservation to get a hearing test.

(10) Optometry. Soldiers who wear glasses will be asked to show two pair of glasses and protective mask inserts, if needed. If they do not have two pair and inserts, but have a current prescription, then glasses or inserts will be ordered. Soldiers with an out of date prescription will be sent to MAMC Optometry for an exam.

(11) Pre and Post Deployment Health Assessment. Soldiers deploying to and returning from an overseas location without DOD medical treatment facilities for more than 60 days will complete a pre or post deployment health assessment, as appropriate.

b. Medical Review. Soldiers will see a provider at this station to have their pre and post health assessments reviewed, medical records screened, and profiles evaluated. If the review of their health assessment or medical record indicates there is a medical issue requiring further evaluation, the Soldier will be referred to the SCMH for a deployability determination and evaluation for further medical care. Profiles will be evaluated to determine if the Soldier is deployable to the AOR they are going to.

(1) Medical warning tags will be ordered, if needed.

(2) Deploying Soldiers will be given a prescription for all chronic medications for 180 days or the duration of the deployment, whichever is less.

(3) If required, Soldiers will be given a prescription for anti-malaria medications.

c. Medical Validation. Soldiers' readiness packets and medical records are reviewed to ensure all medical items have been completed. Copies are made of Soldiers medical SRP paperwork and placed in their readiness packets and medical records as appropriate.



## **5-9. Dental Station Readiness Overview and Requirements (Level 1/2)**

a. The Dental Team mission is to evaluate the Soldier's dental readiness. Units will use the Dental facility dedicated to service that unit. The Dental Team will review dental records and classification for Soldiers at the SRP process. The Dental Team will check each item on the Dental Section of the DARTS program. If there are errors in the CDA entry from what the Soldier states, the dental clinic that services the AC Soldier (unit) may need to be called for a direct inspection of the dental record. Upon completion the Dental representative will ensure that MEDPROS and DARTS are updated accurately for every Soldier conducting SRP.

### **b. Dental Classification.**

(1) Soldiers receive a dental classification of either a "1, 2, 3, or 4." Soldiers in dental class 3 are receiving treatment for trauma, pain, oral infection, etc. and are not deployable until treatment is completed. Class 4 represents Soldiers who have not had a dental examination in the past year. Soldiers in dental class 1 or 2 are deployable. Soldiers in class 1 have had a dental examination and hygiene appointment (cleaning) within one year. Dental class 2 Soldiers have had an examination, but still require or are scheduled for a cleaning or routine (elective) treatment to complete annual requirements.

(2) Upon review of the CDA database or records, the Soldier will be a "Go" when they are listed as Class 1 or 2. The Soldier will be a "No Go" when they are a dental class 3 or 4. The RC/NG Soldier must provide specific documentation of dental classification from the servicing DTF to have their dental classification updated, and the Soldier annotated as a "Go."

c. Panorgraphic X-ray in Dental Record. A panoramic X-ray must be on file in all dental records or the Soldier is not deployable. The Dental Team has the capability of taking the X-rays at the SRP Site to complete the record, if required.

d. Dental Station Certification in DARTS. When the four items on the SRP DARTS are reviewed the appropriate "Go" or "No Go" boxes will be checked. When a Soldier is a "No Go" and non-deployable, they will be informed of the reason and provided guidance on how to have the deficiency corrected. Each Soldier will have to return to the Dental Section of the SRP, RC/NG with their record to have their status updated to a "Go." They will then go to the Final Validation Station and have DARTS updated.

## **5-10. Validation Station Readiness Overview and Requirements (Level 1/2)**

The Validation Station is the central focus for all SRP operations during the SRP process. Once the pre-deployment SRP Level 1 review is complete, the unit commander becomes the sole validation authority to handle all non-deployable Soldiers who require deficiency corrections after processing through SRP, or who did not process through SRP for any reason. The Validation Station will consist of at least two representatives designated by the unit Commander. Validation Team members must be knowledgeable in the rules, regulations and procedures for SRP processes presented here and in AR 600-8-101 (19 FEB 15). The Validation Station will complete the following actions and procedures for each processing Soldier:

### **a. Identification Common Access Card (CAC).**

(1) Visually inspect CAC. Each Soldier will carry a current CAC. All Soldiers will possess the new automated card with bar code. The CAC will be physically checked during an SRP or in-processing review. The CAC will be checked to ensure it will not expire during the deployment. Damaged, expired, incorrect or missing CAC require the Soldier to have the card replaced. If the CAC is current and in serviceable condition, the Soldier will be a “Go” for this line item. If the CAC is not serviceable for any reason, the Soldier will be a “No Go” and non-deployable until the CAC is replaced. All CACs will be inspected for the expiration date. The expiration date on the CAC is to be 90 days after the end of the Mobilization Order. Any Soldier who’s CAC doesn’t take them to or past this date will be issued a new card from the ID card section or BDE S1.

(2) A CAC is still considered current for Soldiers in the grade of E4 and below even if the rank on the card is not the same as the rank currently worn. Any Soldier in the rank of E5 or above must have the same rank on the CAC as worn on the uniform.

### **b. Identification (ID) Tags.**

(1) Visually inspect ID tags. Each Soldier must possess and wear two ID tags on a chain necklace around their neck. The reviewer must ensure that these conditions are met by visual inspection. The reviewer is not required to inspect the data entries on the ID tags themselves. It is assumed that the Soldier will wear an accurate pair of ID tags. After verifying the ID tag requirement, the Soldier is a “Go” for the entry.

(2) If the Soldier does not have a set of ID tags or a metal necklace, annotate the “No Go” column. If the Soldier requires ID tags one set per Soldier can be made at the SRP site. The SRP site is the only facility producing ID tags on JBLM. Necklaces are not available at the SRP site. Necklaces can be obtained from either unit supply or the military clothing sales store.

c. Medical Warning Tag.

(1) Visually inspect medical warning tag when applicable. A Soldier must have an established medical condition related to reactive allergies and sensitivities documented in their medical record and certified on a DA Form 3365, Authorization for Medical Warning Tag. This form must be in the medical record to be authorized to wear the red medical warning tag. A copy of the form must also be included in the Deployment Packet for a Soldier to be deployable.

(2) If a Soldier has a copy of the authorization form in the Deployment Packet, but does not possess at least one medical warning tag, a pair will be produced at the SRP site so the Soldier has one spare tag. The AG SRP Coordinator will provide blank medical warning tags. The same automated machine that produces ID tags will also engrave the medical warning tags at the Validation Station. Soldiers must wear the medical warning tag on the chain with the ID tags to be a “Go.”

d. DARTS Checklist Review.

(1) Review all sections and line items on the DARTS checklist. The Validation Team must perform a quality edit review of each Soldier’s SRP checklist to ensure it is accurate and complete. Each item in each section must be reviewed, as applicable. A certification signature, date and circled “Go” or “No Go” entry must be completed for each section by a qualified member of the SRP Team for that section. Incomplete checklists require the Soldier to return to the station necessary to complete the action, as long as the SRP Teams are still on duty at the SRP site.

(2) The Soldier will be validated as deployable when all items are a “Go” or “N/A,” as appropriate. The Soldier will be non-deployable when there is a “No Go” entry for any checklist section, unless an exception to policy is in effect. Every effort will be made to validate Soldiers as deployable. Any fix that corrects a deficiency will be made at the SRP site to facilitate the process and assist the unit. If a Soldier can return to the SRP site with a corrected deficiency during the processing day, they can be validated as deployable at the Validation Station.

e. Deployment Packets Contents Review. The Validation Team must open each Soldier’s Deployment Packet to inspect it for required documents. A quick review of the contents is sufficient. The contents should be organized according to the “Table of Contents” for the Deployment Packet. Documents should be attached to the folder, not loosely placed inside. Out-of-date or unnecessary documents should be removed and given to the Soldier.

f. Validation signature and date.

(1) When the checklist and Deployment Packet are in order, the validating official will have the Soldier sign and date the checklist attesting to the Soldier's deployability. The validating official will then sign or stamp the checklist in the validation block. The DARTS checklist will be filed in the Deployment Packets and the packet returned to the Soldier.

(2) When the Soldier is non-deployable based on the final review of the checklist and Deployment Packet, the checklist will be signed and dated by the validating official and annotated as "is not deployable." The Soldier will still sign the checklist to certify their non-deployability. The Deployment Packet will be returned to the Soldier. The Soldier will be instructed on the deficiency(s) and provided guidance on how to get it/them corrected.

#### **5-11. Validation of Corrected Deficiencies**

The unit commander will establish procedures for a review of all non-deployable Soldiers to ensure each Soldier completes actions necessary to be validated as deployable.

# **Appendix A** **DA Form 7425, FEB 2015**

<b>READINESS AND DEPLOYMENT CHECKLIST</b> 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									
<b>AUTHORITY:</b> Section 3013, Title 10, USC, Secretary of the Army; Army Regulation 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle).									
<b>PURPOSE:</b> To provide a standardized means to evaluate readiness posture and validate military and nonmilitary personnel for deployment.									
<b>ROUTINE USES:</b> The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.									
<b>DISCLOSURE:</b> 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. AS	8. COMPONENT	9. DEPLOYMENT SRP	10. DEPLOYMENT COUNTRY	11. DEPLOYMENT TYPE		12. SOLDIER'S E-MAIL		13. DATE (YYYYMMDD)
		AC <input type="checkbox"/> USAR <input type="checkbox"/> ARNG <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Unit <input type="checkbox"/> Individual <input type="checkbox"/>				
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 Marshal 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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PREVIOUS EDITION IS OBSOLETE.

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**Appendix A**  
**DA Form 7425, FEB 2015 (continued)**

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.			

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**Appendix A**  
**DA Form 7425, FEB 2015 (continued)**

18. NAME (Last, First, Middle)	19. RANK/GRADE	20. UNIT NAME, PHONE NUMBER	21. UIC
<b>UNIT COMMANDER VALIDATION</b>			
22. COMMANDER'S NAME AND RANK	23. UNIT NAME, PHONE NUMBER	24. EMAIL	
25. TITLE	26. SIGNATURE	27. DATE (YYYYMMDD)	
<b>SECTION 2 (INSTALLATION)</b>		Status	Certified By
<b>FINANCE</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Perform pay account verification with each Soldier.			
2. Eagle cash card issued.			
<b>MEDICAL</b>		<b>DEPLOYMENT VALIDATION</b>	
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.			
<b>DENTAL</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Dental classification (1 or 2 = Ready; 3 or 4 = Not Ready) and date.			
<b>VISION</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Vision readiness classification (1 or 2 = Ready; 3 or 4 = Not Ready).			
<b>ARMY COMMUNITY SERVICE</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Army Community Service: Family Readiness Group or ACS info provided.			
<b>INSTALLATION ADJUTANT GENERAL</b>		<b>DEPLOYMENT VALIDATION</b>	
1. DD Form 1172-2 issued/DEERS update.			
<b>ACCURACY STATEMENT:</b> 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)	
<b>INSTALLATION ADJUTANT GENERAL VALIDATION</b>			
34. INSTALLATION/VALIDATION POC (Last, First, Middle)	35. TITLE	36. UNIT	
37. PHONE	38. SIGNATURE	39. DATE (YYYYMMDD)	

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## Appendix B

### HJB Form 1513 Monthly Unit Level SRP Tracker

Monthly Unit Level Soldier Readiness Program (SRP) Tracker				
Service Member Data				
Rank / Grade	Last Name	First Name		
DoD ID#	Unit			
<p>Instructions for completing a unit level SRP process: Every month in conjunction with the Annual Record Review, Soldiers will complete SRP Level 1 Validation. Complete the validation process, then annotate any corrections as necessary. Reference I Corps Reg 600-8-101, for detailed descriptions of each item. Instructions for completing this form: Make all entries in pencil so the folder can be used indefinitely. The reviewer should enter their name in the appropriate box in the "month" line corresponding to the month the review is conducted. If the Soldier states that their Deployment Packet is complete and current, enter the review date in the "Go" column and the action is complete until the next review. If there are any item deficiencies, enter the review date in the "No Go" column, then enter the item number(s) for the deficiency(s) in the "No Go Item Numbers" box. When the deficiency(s) is/are corrected, enter the date in the "Go" column to complete the action.</p>				
1. DD Form 93	7. ID Tags	13. Immunizations	19. P-Mask Inserts	
2. SGLV Form 8286	8. Medical Warning Tag	14. Physical Exam	20. Hearing Test	
3. ERB or ORB	9. DEERS Update	15. Physical Profile	21. Pregnancy / OBGYN	
4. DA Forms 2A & 2-1 (if required)	10. Shot Record	16. Prescriptions	22. Dental Classification	
5. CAC	11. DA Form 8007	17. Vision Screen / Exam		
6. Geneva Convention ID Card	12. HIV Test	18. Eyeglasses		
Year	Make Only Pencil Entries			
Month	Print Reviewers Name	GO (Date)	NO GO (Date)	NO GO Item Numbers
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
Enrolled in Exceptional Family Member Program (EFMP) (if applicable)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Approved Family Care Plan (if required)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			Date Approved	
<p>HJB Form 1513, November 2015 I Corps G1 (AFZH-GA)</p> <p>Previous Editions Are Obsolete</p> <p>Page 1 of 1 Adobe LiveCycle Designer ES3 v10.0.0.2</p>				



## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-1

**Table B-1**  
**Battalion-/unit-level personnel processing**

Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
<b>Battalion S1/unit commander</b>									
Review of duty status and recording of all absences within 60 days prior to issuing clearance forms, if any					X		X	X	X
Review of records for and recording of adverse actions within 60 days prior to issuing clearance forms, if any					X		X	X	X
Statement of Charges/Cash Collection Voucher (DD Form 362)		L2	X		TCS		X	X	X
Report of survey		L2	X		TCS		X	X	X
Review of entitlements/special pays	X	L1	X	X	X	X	X	X	X
DA Form 2173 (Line of Duty Investigation)		L1	X		X		X	X	X

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-1 (continued)

Table B-1 Battalion/unit-level personnel processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Army field personnel information system transaction	X	L1		X	X	X	X	X	X
Sponsorship appointment	X								
DA Form 31 (Request and Authority for Leave)			X		X		X	X	X
Award recommendation/ consideration/ presentation					ITT/TCS	X	X	X	X
Career counselor							X	X	X
Evaluation reports	X	L2	X		ITT/TCS	X	X	X	X
Notification to Civilian Personnel Office if soldier will supervise one or more civilian employees	X					X			
Flag check/processing	X	L1	X	X	X	X	X	X	X
Duty roster	X	L2	X	UNT	TCS	X	X	X	X
DA Form 3955 (Mail room)	X	L2	X	UNT	X	X	X	X	X
Meal card	X					X	X	X	X
DA Form 5305-R (Family Care Plan)	X	L1	X	X		X		X	
Weight Control Program	X		TNG			X		X	
Temporary profile	X	L2	X	X	X	X	X	X	
Physical profile category 3 or 4 without MOS Medical Retention Board clearance	X	L1	X	X	X	X	X	X	
Personnel Readiness File	X								
DA Form 4591-R (Retention Data Worksheet)	X	L1		X	ITT			X	
DOD travel charge card	X					X	X	X	X
Counseling on requirement for overseas soldiers to provide financial support payments to family members in CONUS	X	L2	X	X	ITT				
Medical practitioner cleared by Quality Assurance/Credentials office	X	L1		X				X	
Professional Filler System (PROFIS) duty position							X	X	X
Army Lapel Button									X
Army Retired Lapel Button									X
Final check to ensure soldier has processed correctly	X	L1	X	X	X	X	X	X	X
Battalion 32/3/unit commander									
Security clearance check	X	L1		X	X	X		X	
Security briefing/debriefing	X	L1		X	X	X	X	X	X
Personnel Tempo (PERSTEMPO)	X	L1	X	X	ITT	X	X	X	X
Antiterrorism briefing		L2	X	X	ITT			X	
Training room		L2	X		TCS		X	X	X
Training records	X	L1		X	X	X	X	X	X
Mission-oriented briefing	X			X	ITT	X			
Weapons qualification	X	L1	X	X	ITT	X		X	

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-1 (continued) and B-2

Table B-1 Battalion/unit-level personnel processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Army Physical Fitness Test within the last 12 months	X		X			X		X	
Local Area Common Task Training and Testing	X	L1	X	X	ITT	X			
Family member briefing		L2		X					
Battalion 34/unit commander									
Supply room	X	L2	X		TCS	X	X	X	X
Arms room	X	L2	X		TCS	X	X	X	X
NBC room	X	L2	X		TCS	X	X	X	X
Protective mask inserts	X	L1	X	X	ITT	X	X	X	X
Motor pool		L2	X		TCS		X	X	X

Table B-2 Installation/community-level processing									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Replacement activity									
Soldier sign in and leave termination	X				X	X			
Army field personnel information system transactions	X				X	X			
Temporary billeting, food service, and other support processing	X				X	X			
Processing briefings	X				X	X			
Check to ensure soldier's readiness to move to assigned unit	X				X	X			
Processing control station									
Installation/community level briefing	X	L1		X	X	X	X	X	X
Designate which stations each soldier must process through	X	L1	X	X	X	X	X	X	X
Final processing check/clearance	X	L1	X	X	X	X	X	X	X
Personnel information station									
Enlisted Record Brief	X	L1	X	X	X	X	X	X	X
DA Form 4037 (Officer Record Brief (ORB) for Active Army Commissioned and Warrant Officers)	X	L1	X	X	X	X	X	X	X
DA Form 2-1 (Personnel Qualification Record-Part II) for Active Army enlisted soldiers and all RC soldiers	X	L1	X	X	X	X	X	X	X
Officer Evaluation Report/Noncommissioned Officer Evaluation Report verification and transaction	X								
DD Form 93 (Record of Emergency Data)	X	L1	X	X	X	X	X	X	
DA Form 3355 (Promotion Point Worksheet)	X	L1	X	X	X	X	X	X	
VA Form SGLV 8285 (Request for Insurance (Servicemembers' Group Life Insurance))	X	L1	X	X	X	X	X	X	X

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/Community-Level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate)	X	L1	X	X	X	X	X	X	X
VA Form SGLV 8285A (Request for Family Coverage (SGLI))	X	L1	X	X	X	X	X	X	X
VA Form SGLV 8286A (Family Coverage Election and Certificate (SGLI))	X	L1	X	X	X	X	X	X	X
Name	X	L1	X	X	X	X	X	X	X
SSN	X	L1	X	X	X	X	X	X	X
Military personnel code	X	L1	X	X	X	X	X	X	X
Citizenship	X	L1	X	X	X	X	X	X	X
Rank	X	L1	X	X	X	X	X	X	X
Date of Rank	X	L1	X	X	X	X	X	X	X
Promotion status	X	L1	X	X	X	X		X	
MOS/AOC	X	L1	X	X	X	X	X	X	X
Linguist qualifications	X	L1	X	X	X	X	X	X	X
Unit of assignment	X	L1	X	X	X	X	X	X	X
Basic active service date	X	L1	X	X	X	X	X	X	X
Pay entry basic date	X	L1	X	X	X	X	X	X	X
Date Initially Entered Military Service	X	L1	X	X	X	X	X	X	X
ETS/ESA	X	L1	X	X	X	X	X	X	X
Fewer than 7 days to ETS	X	L1		X	ITT	X	X	X	X
Sufficient time to serve minimum required time of four before ETS/ESA	X		X					X	
Marital status	X	L1	X	X	X	X	X	X	X
Spouse's name	X	L1	X	X	X	X	X	X	X
Spouse's SSN	X	L1	X	X	X	X	X	X	X
Spouse's military personnel code	X	L1	X	X	X	X	X	X	X
Number of family members	X	L1	X	X	X	X	X	X	X
Command sponsored family members	X	L1	X	X		X		X	X
Date family members arrived overseas	X					X		X	X
Military education	X	L1	X	X	X	X	X	X	X
Civilian education	X	L1	X	X	X	X	X	X	X
Physical category	X	L1	X	X	X	X	X	X	
Physical profile category 3 or 4 without a record of retention by MMRB/PEB	X	L1		X	ITT	X	X	X	
Religious preference	X	L1		X	ITT	X			
Regimental affiliation/home base	X				X	X	X	X	X
Current/last foreign service tour	X				X	X	X	X	X
Last permanent change of station						X		X	
Completed required amount of time on station								X	
Date returned from overseas/ date of estimated return from overseas	X		X		X	X	X	X	X
CONUS preference	X					X		X	

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/Community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
OCONUS preference	X					X		X	
Profile for a permanent geographic or climatic duty limitation	X	L1	X	X	ITT	X	X	X	
German alien	X	L1	X	X	ITT	X	X	X	
Turkish or dual U.S./Turkish national	X	L1	X	X	ITT	X	X	X	
Sole surviving son or daughter	X	L1	X	X	ITT	X	X	X	
A family member whose death, 100 percent mental or physical disability, or becoming MIA or PW occurred while serving in an officially designated hostile fire/imminent danger area	X	L1	X	X	ITT	X	X	X	
A family member assigned to the same unit	X	L1		X	ITT	X			
Former PW or hostage status	X	L1	X	X	ITT	X	X	X	
Former Peace Corps member	X	L1	X	X	ITT	X	X	X	
Stabilized								X	
Nomination for appointment to USMA, USNA, USAFA, or USCGA	X	L1				X		X	
Application for Officer Candidate School or Warrant Officer Candidate School before being alerted	X	L1				X		X	
Selection for SGM Academy, a senior service college, or a command staff college	X	L1	X			X		X	
Approval to attend an Army service school or a senior academy prep school before being alerted	X	L1	X			X		X	
For enlisted soldiers, completion of IET; for warrant officers, completion of the Warrant Officer Basic Course and MOS qualified; for officers, completion of an officer basic course	X	L1	X	X		X	X	X	
Mother of a newborn child	X	L1	X	X				X	X
Single parent/member of a military couple adopting a child	X	L1	X	X		X		X	
Approved bar to reenlistment	X					X		X	
One time nonselect to CPT or MAJ	X					X		X	
Conscientious objector status	X	L1	X	X	ITT	X	X	X	
Pending separation under AR 135-100, AR 135-175, AR 135-178, AR 600-8-24, or AR 635-200	X	L1	X	X	ITT	X		X	
HIV test date/status	X	L1	X	X	ITT	X	X	X	
11 cumulative months TDY/TCS during any 24 month period in area where "all others" tour length is 12-18 months or in an isolated area where tour length has not been established. If so, were tour credit awarded and DROS adjusted?	X					X		X	

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/Community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REINTEGRATION	DE-MOB	PCS	SEP
18 cumulative months TDY/TCS in areas where "all others" tour is 18 or fewer months or in isolated areas where tour length has not been established. If so, was credit for a completed unaccompanied short tour awarded?	X					X			
At least 45 consecutive days in TCS/ TDY status overseas or an insufficient amount of time in PCS/TCS/ TDY status to receive credit for a completed tour. If so, was DROS adjusted?	X					X		X	
At least 51 consecutive days TDY/TCS overseas	X					X		X	
30 or more consecutive days of TDY, TCS, or unit deployment time in support of an OOTW mission	X	L1	X	X					
A record of wrongful sale, possession, or use of habit forming narcotic drugs, controlled substances, or marijuana	X					X	X	X	
Enlistment or reenlistment contract provisions	X	L2	X	X	ITT	X		X	
Recall to active duty from retirement	X	L1			ITT	X	X		
Military driver's license	X	L1		X	ITT	X	X	X	
Personnel strength management review items									
Enlisted Record Brief or Officer Record Brief	X			X	ITT	X			
PERSTEMPO count	X			X	ITT	X			
Missed promotion while in transit (especially SGT and below)	X			X	ITT	X			
Assignment Eligibility and Availability code/termination	X					X			
Physical category	X			X	ITT	X			
Exceptional Family Member Program	X					X			
Regimental affiliation	X					X			
Enlistment or reenlistment contract provisions	X			X	ITT	X			
Special duty assignment pay	X			X	ITT	X			
Enlistment bonus	X			X	ITT	X			
Reenlistment bonus	X			X	ITT	X			
Assignment qualifications and considerations	X			X	ITT	X			
Determine duty assignment	X			X	ITT	X			
Assignment orders	X	L2	X	X	ITT	X	X	X	X
Personnel management station									
Turn in/pick up personnel documents	X							X	
Promotion packet for soldiers below the rank of SSG	X	L1	X	X	ITT	X		X	
Eligibility for any boards	X	L1	X	X	ITT	X		X	
Soldier review of packets for any boards for which eligible	X	L1	X	X	ITT	X		X	

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation-community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Exceptional Family Member Program (EFMP) Querying Sheet (DA Form 7415)	X					X		X	
Record of a conviction of a misdemeanor crime of domestic violence	X	L1	X	X	X		X	X	X
Medical facility									
Health record review (use DD Form 2807-1)/Interview	X	L1		X	X	X	X	X	X
DD Form 2766 (Adult Preventive and Chronic Care Flowchart)	X	L1		X	X	X	X	X	X
Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Report	X	L1		X	ITT	X	X	X	
DD Form 2795 (Pre-Deployment Health Assessment Questionnaire)	X	L1		X	ITT	X		X	
DD Form 2796 (Post-Deployment Health Assessment Questionnaire)					X	X	X		
Preassignment medical surveillance examination	X					X			
Potential exposure to health hazards in work environment	X					X			
Notification to occupational medicine	X					X			
Health risk appraisal	X					X			
Preventive medicine briefing	X		X	X	ITT	X			
HIV test	X	L1	X	X	ITT	X	X	X	X
Blood type	X	L1		X	X	X	X	X	
Evidence of drug/alcohol abuse	X	L1		X	X	X	X	X	
Evidence of psychiatric problems	X	L1		X	X	X	X	X	X
Pregnancy status	X	L1		X	X	X	X	X	X
Periodic medical examination	X	L1	X	X	ITT	X	X	X	X
Examinations for soldiers who have worked around loud noises, radiation, and certain heavy metals		L2		UNT	X	X	X	X	X
Assigned to quarters or a medical treatment facility		L1	X	X	X	X	X	X	X
Temporary profile	X	L1	X	X	ITT	X	X	X	
Physical profile category 3 or 4 without a record of retention by MMRB/MEB/PEB	X	L1	X	X	ITT	X	X	X	
Immunizations	X	L1	X	X	ITT	X	X	X	
Anthrax Vaccine Immunization Program	X	L1	X	X	ITT	X	X	X	
DNA collection record	X	L1	X	X	X	X	X	X	
Profile for a permanent geographic or climatic duty limitation	X	L1	X	X	ITT	X	X	X	
Medical warning tags	X	L1	X	X	X	X	X	X	
Eye glasses and lens	X	L1	X	X	X	X	X	X	
Protective mask inserts	X	L1	X	X	ITT	X	X	X	X
Hearing aid and extra batteries	X	L1	X	X	X	X	X	X	



## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/Community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
90 day supply of personal prescription medications		L2	X	X	X			X	
Allergies	X	L1	X	X	ITT	X	X	X	X
Annual Medical Certificate (RC soldiers only)		L1		X					
DD Form 2697 (Report of Medical Assessment)							X		X
TRICARE Service Center Health Benefits advisor or medical element equivalent									
Provide information and counseling on TRICARE enrollment process, family member health care options, and how to obtain health care	X							X	X
Provide applications for and counseling on TRICARE dental insurance	X							X	X
Dental facility									
Dental record completeness/ accuracy check	X	L1		X	X	X	X	X	X
Panograph	X	L1		X	X	X	X	X	
MEDPROS IMR Report	X	L1		X	ITT	X	X	X	
DD Form 2795 (Pre-Deployment Health Assessment Questionnaire)	X	L1		X	ITT	X		X	
DD Form 2796 (Post-Deployment Health Assessment Questionnaire)					X	X	X		
Dental Class 3 or 4	X	L1	X	X	ITT	X	X	X	X
Orthodontic appliance(s)		L1		X					
DEERS/RAPIDS/ID cards/tags									
ID cards	X	L1	X	X	X	X	X	X	X
ID tags	X	L1	X	X	X	X	X	X	
DEERS/RAPIDS enrollment	X	L1	X	X		X	X	X	X
DEERS/RAPIDS data entry and date for residential address	X	L1	X			X			
DD Form 1934 (Geneva Convention Identity Card for Medical and Religious Personnel Who Serve In or Accompany the Armed Forces)	X	L1	X	X	X	X	X	X	
Security office									
Security clearance/access eligibility	X	L1		X	ITT	X		X	
Security clearance determination	X	L1		X	X	X		X	
Personnel Reliability Program	X	L1		X	X	X		X	
Geneva Convention briefing	X	L1	X	X	ITT			X	
Pending civil felony charges	X	L1	X	X	X	X		X	
Pending military charges	X	L1	X	X	X	X	X	X	X
Previous conviction by tribunal of country where soldier is going/has arrived	X	L2	X	X	ITT			X	X
Ongoing investigation for subversion, disaffection, or criminal conduct by civil or military authorities	X	L1	X	X	X	X	X	X	X
Briefing on local laws, customs, and courtesies	X		X	X	ITT			X	



## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/Community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Army field personnel information system transaction	X	L1		X	X	X		X	
Legal assistance office									
Will	X	L1	X	X	X	X		X	
Power of Attorney	X	L1	X	X	X	X		X	
Counseling on civil matters	X	L1	X	X	X	X		X	
Information on reemployment rights under the Employer Support to the Guard and Reserve program to mobilized RC soldiers		L1		X			X		
Transportation office									
Request for unaccompanied baggage shipment/receipt	X	L2		X		X	X	X	X
Request for shipment/storage/ receipt of household goods	X	L2		X		X	X	X	X
Request for POV/ shipment/ storage/ receipt	X	L2		X		X	X	X	X
Briefing on transportation and movement entitlements		L2		X			X	X	X
Soldier transportation arrangements		L2	X	X	X		X	X	X
Claims for damage	X					X			
Passport/Visa	X	L1	X	X	ITT	X		X	
Central issue facility									
Field equipment	X	L2		X	X	X	X	X	X
Chemical defense equipment	X	L2		X	X	X	X	X	X
Personal clothing record	X	L2		X	X	X	X	X	X
Education center									
Counseling on local educational opportunities	X					X			
Counseling on educational/career goals	X					X			
Benefits information	X					X	X	X	X
Testing	X					X			
Update the DA Form 669 (Army Continuing Education System (ACES) Record)	X	L2	X	UNT	X	X	X	X	X
Referral to educational/training courses, as applicable	X					X			
Review/update tuition assistance status	X					X	X	X	X
Process tuition assistance recoupment							X	X	X
Return of borrowed reference materials/equipment to Army Learning Center/Multi-use Learning Facility		L2	X	UNT	X		X	X	X
Withdrawal from on/off duty courses		L2	X	UNT	X		X	X	X
Army Community Service Center									
Exceptional Family Member Program	X					X		X	
Assistance	X	L2	X	X	X	X	X	X	X

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation/community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Referrals	X	L2	X	X	X	X	X	X	X
Family readiness groups	X	L2	X	X		X		X	
Mandatory personal financial readiness training for first term soldiers	X							X	
Preparation for conducting reunion for family members				X					
Provost marshal									
Vehicle registration/storage	X	L2		X		X	X	X	X
Weapon registration/disposition	X	L2		X		X	X	X	X
Housing office									
On- and off-post housing information	X					X			
Request for Government housing	X					X			
Request for Government housing clearance					X			X	X
Lost/damaged Government property					X			X	X
Termination orders					X			X	X
Notification of absence to Housing Office or landlord		L2	X	UNT					
Commercial activities									
Open accounts	X					X			
Deposits/deposit waivers	X					X			
Close accounts								X	X
Deposit refunds								X	X
Child and youth services/school liaison officer									
	X							X	
Morale, welfare, and recreation (MWR) fund manager									
		L2	X	UNT	X		X	X	X
Training aids center									
		L2		UNT			X	X	X
Post exchange									
					X		X	X	X
Commissary									
					X		X	X	X
Army Emergency Relief									
					X		X	X	X
Chaplain									
		L2		X	X	X			
Lodging office									
	X				X		X	X	X
ACAP center									
	X	L2	X	X	ITT	X	X		X
Reserve Component Career Counselor									
									X
Inspector General									
	X	L1	X	X	X	X	X	X	X
Military pay									
SUREPAY enrollment	X	L1	X	X	X	X		X	
Update pay account	X	L1	X	X	X	X	X	X	X

## Appendix C

### SRP Level Requirements DA Pam 600-8-101, Table B-2 (continued)

Table B-2 Installation-/community-level processing—Continued									
Personnel processing/eligibility requirements	IN-PROC	SRP/ MOB	TDY 90+ DAYS	TCS/UNIT DEPL	RE-DEPL	REIN-TEGRATION	DE-MOB	PCS	SEP
Entitlements/Special Pays	X	L1	X	X	X	X	X	X	X
Federal/state tax withholding forms	X	L1	X	X	X	X	X	X	X
Travel voucher submission/pay processing	X			X	ITT	X	X	X	X
Alotments	X	L1	X	X	X	X		X	
Last chargeable leave	X	L1	X		X	X	X	X	X
Thrift Savings Plan	X	L1	X	X	X	X	X	X	X
Debt processing	X		X		X	X	X	X	X
Separation pay processing							X		X

Appendix D  
Unit SRP Request Form

**SAMPLE**

**UNIT SRP REQUEST FORM**

REQUESTING UNIT:			POC:	NAME:	NUMBER:
BN:			S-1 (PSNCO)		
BDE:			S-1 NCOIC		
UNIT UIC:			S-1 OIC		
			SRI- LNO		
<b>TYPE of SRP REQUESTED</b>			SRI- LNO		
SRP-60				DATE SENT IN:	
SRP-180				MISSION:	
ANNUAL				DESTINATION:	
DATE (S) REQUESTING:		ALT:		DURATION:	
PAX COUNT:				DEPLOYMENT DATE:	

1. To request a pre-deployment SRP review, complete this form and forward to [usarmy.jblm.imcom.list.DHR-srp-scheduling@mail.mil](mailto:usarmy.jblm.imcom.list.DHR-srp-scheduling@mail.mil)
2. SRP-180 Requests should be made at least 220 days prior to deployment date.
3. SRP-60 and ANNUAL deployment SRP requests should be made 180 days prior to requesting SRP date. Earlier SRC is notified the better.
4. This completed SRP request form will be emailed to the above listed email address by the S1. The S1 representative will receive a Unit Confirmation Checklist upon receipt of the request form once an SRP date and time is finalized.

Position	Rank	Name	Phone #	Email
Unit S-1/PSNCO				
Unit 1SG				
Unit CDR				
BN S-1				
BN S-3				
BN CSM				
BN CDR				
BDE S-1				
BDE CSM				
BDE CDR				

## Appendix E

### DARTS SRP Level 1 Request Memorandum



DEPARTMENT OF THE ARMY

XXXX-XXX

Date

MEMORANDUM FOR COMMANDER, Commander, Joint Base Garrison, ATTN: Installation DARTS Administrator, Joint Base Lewis-McChord, Washington 98433

SUBJECT: Request for Level 1 SRP DARTS Access

1. Under the provisions of I Corps OPORD ###-###, dated, #####, request the following Personnel be granted Level 1 SRP DARTS Access:

<u>Name</u>	<u>Section</u>
-------------	----------------

2. Soldier(s) has/have been properly trained on how to use the access required as annotated on the attached request form(s).

3. Soldier(s) understands the implications of falsifying data entry into the DARTS program.

4. Soldier(s) understands that access will be deleted if the system self-locks after 30 days of non-use.

5. POC for this action is (Authorized Trainer's Name) at ###-###-####.

FOR THE COMMANDER: (Please provide Signature Authority Memo if other than XO or Adjutant)

XXXXXXX X. XXXXXXXX  
XXX, XX  
XXXXXX

## Appendix F

### DARTS Access Request Form

#### DARTS ACCESS REQUEST FORM

July  
2014

<https://darts.forscom.army.mil/Darts/login.jsp> For new accounts, modifications, and removal of existing accounts, please complete (shaded areas) of the FORM and submit to your supervisor or manager for approval.

Submit the approved form to the DARTS Administrator at, [usarmy.jblm.imcom.list.dhr-mpd-darts@mail.mil](mailto:usarmy.jblm.imcom.list.dhr-mpd-darts@mail.mil)

**WARNING:** Locked accounts will be deleted. To reactivate a deleted account you must submit this form and a commanders'/adjutant's memorandum requesting reinstatement. Accounts are not activated until formal training is completed.

User Information			
<input type="checkbox"/> NEW <input type="checkbox"/> RE-INSTATE ACCOUNT			
Rank/Name:		Date:	
AKO User ID:		DOD ID #:	<input type="checkbox"/> AC <input type="checkbox"/> RC <input type="checkbox"/> DA <input type="checkbox"/> CIV <input type="checkbox"/> CONTRACTOR
	@us.army.mil		
Phone Number:			
Unit Profile Information			
Organization Name:		Purpose:	
Duty Section:			
Supervisor/Leader/Manager Information or Command/Brigade Trainer			
Print Rank/Name:		Phone Number	
	<input type="checkbox"/> CERTIFIED BY:		
Signature:			DATE: <input type="checkbox"/>
The CERTIFIER is responsible for notifying the DARTS coordinator of any changes with the user's position, level of rights, violations of policies, UCMJ that may affect the usage of DARTS, PCS moves, ETS, and Chapters. Failure to notify us will result in revocation of rights to the system to the unit, until full retrain of the unit.			
Requested Function (SELECT ONLY ONE)			
<input type="checkbox"/> S1/Finance <input type="checkbox"/> S4 <input type="checkbox"/> S3 <input type="checkbox"/> S2			
<input type="checkbox"/> CHAPLAIN <input type="checkbox"/> LEADER <input type="checkbox"/> Unit Clerk			
<input type="checkbox"/> SRC _____ (Legal, Finance, Personnel, Medical, Dental, ACS)			
Remarks:			
Note: do not share/ piggy back AKO passwords; Inactive accounts past 30 days will be deleted			
Training Date			

## Appendix G Pre-Deployment SRP Checklist

Pre-Deployment Soldier Readiness Processing (SRP) Checklist for Units Processing through Soldier Readiness Center (SRC), Bldg 2140, Waller Hall  
As of: 6-Nov-14

<b>SRP Date:</b>		<b>POC:</b>	(NAME)	(PHONE)
<b>UNIT:</b>		<b>S-1:</b>		
<b>BN:</b>		<b>BN S-1 NCOIC:</b>		
<b>BDE:</b>		<b>BN S-1 OIC:</b>		
<b>UIC:</b>		<b>SRI-LNO</b>		
<b>PAX Count:</b>		<b>Suspense Date (For Documents):</b>		
<b>Destination:</b> (Country)		<b>Deployment Date:</b>		
<b>SRP-90/180, ANNUAL</b>		<b>Mission: OEF/GRF/RRF/PTDO/PDSS NTC/JRTC/UAE/DCRF WIAS Tasker/Exercise/Training</b>		

1	<p><b>General Requirements:</b></p> <p><b>SRC REQUIREMENTS:</b> The following are SRC requirements for getting your soldiers through the SRC centers front door. Please ensure that all blocks have been accomplished prior to meeting with the SRC scheduler on the suspense date listed. Your Commanders Initials/date will verify the S-1's completion. <b>These following forms (below) will be turned in NLT the date and time given on the right hand side of this form.</b></p> <p>Please contact your LNO listed to set up a time for your SRP packet/memos turn in.</p> <p><b>All required documents listed below must be brought to SRC NLT suspense date or this will result in your SRC being canceled. Please ensure that the Adjutant or Commander initial and date all boxes.</b></p>	<p><b>NLT</b></p> <p><b>Date/time</b></p>	<p><b>Initial/Date</b></p> <p><b>Once</b></p> <p><b>Completed</b></p>	

## Appendix G

### Pre-Deployment SRP Checklist (continued)

Pre-Deployment Soldier Readiness Processing (SRP) Checklist for Units Processing through Soldier Readiness Center (SRC), Bldg 2140, Waller Hall  
As of: 6-Nov-14

a.	<ul style="list-style-type: none"> <li>Excel Roster of Processing Soldiers, listing <b>ONLY</b> those Soldiers who will be processing through the SRC. <b>ALL COLUMNS MUST BE FILLED IN ON EACH SOLDIER.</b> Please send the <b>Excel Roster of Processing Soldiers Spreadsheet</b> digitally to <a href="mailto:usarmy.jblm.incom.list.DHR-srp-scheduling@mail.mil">usarmy.jblm.incom.list.DHR-srp-scheduling@mail.mil</a>. This same roster is used for requesting Medical records and for the SRC records room to put together the DD Form 2766 prior to deployments.</li> </ul>		
b.	<ul style="list-style-type: none"> <li>Alpha Roster found in the DARTS system of requesting Units UIC</li> <li>eMilpo AAA-162 (Signed by the Commander)</li> </ul>		
c.	<ul style="list-style-type: none"> <li>Provide a by-name memorandum signed by the Commander of the Soldiers who (REQUIRE) Family Care Plans (FCP) If there are no soldiers that require a Family Care Plan, then have the memo state that. Memo is still required. (Completed Family Care Plan packets (Copies) must be added to the SRP packets)</li> </ul>		
d.	<p><u>Provide a by-name memorandum signed by the Commander of the Soldiers who meet the following criteria</u></p> <ol style="list-style-type: none"> <li>(1) Mother of newborn (first 6 months).</li> <li>(2) Conscientious Objector Status;</li> <li>(3) Sole surviving son or daughter.</li> <li>(4) Turkish or German citizen deploying through/to that country.</li> </ol>		
e.	<p>(2ea) SRP Deployment packets / folders per soldier Following forms must be added to the SRP packets;</p> <ul style="list-style-type: none"> <li>DD Form 93</li> <li>SGLV-8286</li> <li>MMRB/MDRB determination or documentation of waiver approval by MMRB convening authority for Permanent 3 or 4 physical profiles. (If Applies)</li> <li>(Approved Family Care Plan) (Copy) (If Applies)</li> </ul>		



## Appendix G

### Pre-Deployment SRP Checklist (continued)

Pre-Deployment Soldier Readiness Processing (SRP) Checklist for Units Processing through Soldier Readiness Center (SRC), Bldg 2140, Waller Hall  
As of: 6-Nov-14

2	<p><b><u>PRE-SRP REQUIREMENTS:</u></b> Prior to the SRP appointment, the following requirements must be accomplished;</p> <ul style="list-style-type: none"> <li>• All soldiers scheduled entered in DARTS</li> <li>• All soldiers must have had their PHA 1 &amp; PHA 2 updated (PHA 2 Must be VALID through deployment month)</li> <li>• SRP Excel Roster must match the SRP packets and Medical records request turned in, (Emailed to Scheduling distro email prior to SRP Packet turn in)</li> <li>• ANAM Briefing completed (O-CONUS/SRP-90/CENTCOM AOR's) (Deployment Missions only) Not needed for DCRF Missions.</li> <li>• Medical Records requested ( SRP-90 only )</li> <li>• Bus Transportation requested, Deployment SRP (Mr Morse 253-405-4339) ANNUALS/Exercise's/Training Missions (966-7033)</li> </ul>		
3	<p><b>Medical Requirements:</b></p> <p><b>Unit PA(Physician Assistant) Recommendation:</b> PA's are recommended to be present here at the SRC center during your units SRP appointment date and times to facilitate any PHA issues and concerns for the soldiers processing through. This is not mandatory but recommended due to the many PHA "No-Go's" the SRC has been receiving. PHA 1 &amp; 2 is required prior to processing through the SRC center. Failure to have this completed will result in that certain soldier(s) being denied access for their appointment and will have to be rescheduled at a later date.</p>		
b	<p><b>Medical Records:</b></p> <p>The unit SI POC emails SRC Excel Roster to: <a href="mailto:usarmy.jblm.medcom-mamc.list.srp-records-request-group">usarmy.jblm.medcom-mamc.list.srp-records-request-group</a> once you receive this Unit Confirmation Checklist from scheduling. Please "CC" your LNO when you send in your request. If the Medical records request has not been accomplished in time by the suspense date, the medical records may be unavailable for processing through the SRC. The soldier's/unit will not be allowed to process if there is no medical record available.</p>	Not Needed for ANNUALS or SPR-180	

## Appendix G

### Pre-Deployment SRP Checklist (continued)

Pre-Deployment Soldier Readiness Processing (SRP) Checklist for Units Processing through Soldier Readiness Center (SRC), Bldg 2140, Waller Hall  
As of: 6-Nov-14

c	<ul style="list-style-type: none"> <li>• <b>(2ea) Pairs of glasses</b></li> <li>• <b>Optical Inserts NO CONTACT LENS WORN IN SRC</b></li> <li>• <b>ID Tags:</b> All soldiers bring and show ID Tags for processing SRP.</li> <li>• <b>Hearing Tests:</b> Must have had a hearing test within 1 year prior to deploying.</li> <li>• <b>HIV test on file within the last 120 days.</b> Allow 10 calendar days to process lab tests before Soldiers are to process through the SRC medical section. Must receive HIV draw results before Soldier will receive a "GO" and before TCS orders can be distributed (Results received in approximately 21 days after draw).</li> </ul>		
d	<ul style="list-style-type: none"> <li>• <b>SMALLPOX/ANTHRAX: MILPER MESSAGE NUMBER: 07-275</b> Issued: [10/15/2007]. Smallpox and Anthrax vaccination will be administered at Waller Hall (SRC) during the SRP process. Unit chain of command is required to ensure chapter 5a is strictly enforced in order to properly document all immunizations received during SRP processing. (S-1's will need to schedule a SMALLPOX READ 1 week after the immunization has been given)</li> </ul>		
e	<ul style="list-style-type: none"> <li>• <b>Medical Waivers:</b> See DA PPG (Personnel Policy Guidance), chapter 7, MOD 11, Tab A, <a href="http://www.army1.army.mil/MilitaryPersonnel/ppg.asp">http://www.army1.army.mil/MilitaryPersonnel/ppg.asp</a>.</li> </ul>		
f	<ul style="list-style-type: none"> <li>• <b>SRP Medical Referrals:</b> All Deploying Soldiers with additional medical care that is either requested by the individual Soldier, or identified by a SRC Health Care Provider will report to Health Outcomes at Madigan Army Medical Center (8<sup>th</sup> floor, Nursing tower) the next duty day to complete their medical referral. Once the medical evaluation is complete, the Soldier will return to the SRC between <b>0800-0900 or 1400-1500</b> each day for final deployability validation.</li> </ul>		
4	<p><b>Medical Requirements (Females Only):</b></p>		
a	<ul style="list-style-type: none"> <li>• Females soldiers must have a valid <b>pregnancy test on file 30 days prior to their deployment date.</b>(SRP-90) Please ensure all female Soldiers are listed on your unit rosters. The S-1 will need to set up an appointment for them to come in and get this test done here at the SRC. If your Pax count is large, then this will benefit the amount of time spent at the SRC.</li> </ul>		
b	<ul style="list-style-type: none"> <li>• <b>Comprehensive Women's Health Evaluation</b> if deploying to the CENTOM AOR</li> </ul>		
5	<p><b>Dental Requirements:</b></p>		
a	<ul style="list-style-type: none"> <li>• All Soldiers must have a current dental exam within the 90 days prior to their deployment date</li> <li>• Any Soldiers who are Class 3 must have dental work completed prior to clearing SRP and the LAD date.</li> </ul>		

## Appendix G

### Pre-Deployment SRP Checklist (continued)

Pre-Deployment Soldier Readiness Processing (SRP) Checklist for Units Processing through Soldier Readiness Center (SRC), Bldg 2140, Waller Hall  
As of: 6-Nov-14

<b>Unit Execution Phase: Your unit SRP is scheduled as follows:</b>						
DATE:	REPORT TIME:	PAXs:				
	REPORT TIME:	PAXs:				
	REPORT TIME:	PAXs:				
	REPORT TIME:	PAXs:				
	REPORT TIME:	PAXs:				
	REPORT TIME:	PAXs:				
			<b>TOTAL:</b>			
Ensure Soldiers are present 15 minutes prior to start time. Soldiers who show up late will be sent back to the next briefing time zone.						
<b>Unit SRP S-1 Coordinator:</b> SSG or above and <u>must</u> remain at the SRP Site during the scheduled times. The duties are handling the distribution and collection of Deployment Folders, and good order and discipline is adhered too. They will ensure their Soldiers are properly processing, and not leaving the SRC without approval. Once SRP has been completed, Unit is responsible for retrieving all SRP packets/folders and the Deployment medical records if required.						
<b>Two person unit S-1 SRP Team/Liaison; NLT 15 minutes prior to first briefing.</b>						
<b>S-1 NCOIC/OIC Liaison NAMES:</b> 1. _____ 2. _____						
2	<b>Soldier Readiness Processing Report:</b> A DARTS Readiness Report will be produced once the unit has completed SRP. Please ensure the S-1 OIC/NCOIC is available to receive a out-brief and a copy of the Final Validation Deployability Report on the day following the SRP. Once the report has been given, the S1 can pull the DARTS report for updates. (See SRC front desk)					
3	<div style="display: flex; justify-content: space-between;"> <div>           Unit Commander Signature Block Signature/Date (Print &amp; Sign)         </div> <div>           Unit S1 NCOIC/OIC Signature/Date (Print &amp; Sign)         </div> <div>           SRC Representative Signature/Date (Print &amp; Sign)         </div> </div>					

## **Appendix H**

### **References**

#### **Section I**

##### **Required Publications**

**AR 11–2**  
Management Control

**AR 380–67**  
The Department of the Army Personnel Security Program

**AR 635–10**  
Processing Personnel for Separation

**AR 600-8-101**  
Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing)

**DA Pam 600–8–11**  
Military Personnel Office, Separation Processing Procedures

**DA PAM 600-8-101**  
Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing)

#### **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 25–55**  
The Department of the Army Freedom of Information Act Program

**AR 37–104–4**  
Military Pay and Allowances Policy and Procedures: Active Component

**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 Health Care Documentation

**AR 40–501**

Standards of Medical Fitness

**AR 40–562**

Immunizations and Chemoprophylaxis

**AR 50–6**

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**AR 380–5**

Department of the Army Information Security Program

**AR 600–8**

Military Personnel Management

**AR 600–8–1**

Army Casualty Operations/Assistance/Insurance

**AR 600–8–7**

Retirement Services Program

**AR 600–8–14**

Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel

**AR 600–8–22**

Military Awards

**AR 600–43**

Conscientious Objection

**AR 600–60**

Physical Performance Evaluation System

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

**AR 614–30**

Overseas Service

**AR 635–5**

Separation Documents

**DA Pam 40–506**

The Army Vision Conservation and Readiness Program

## **Glossary**

### **Section I Abbreviations**

#### **ACS**

Army Community Service

#### **AER**

Army Emergency Relief

#### **AG**

Adjutant General

#### **AGR**

Active Guard Reserve

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **CIF**

Central Issue Facility

#### **CONUS**

Continental United States

#### **CRC**

CONUS Replacement Center

#### **DA**

Department of the Army

#### **DARTS**

Deployment and Reconstitution Tracking System

#### **DD**

Department of Defense

#### **DOD**

Department of Defense

#### **DODI**

Department of Defense Instruction

**HQDA**

Headquarters, Department of the Army

**IRR**

Individual Ready Reserve

**MOS**

Military Occupational Specialty

**MWR**

Morale, Welfare, and Recreation

**ODT**

Overseas Deployment Training

**PAM**

Pamphlet

**PCS**

Permanent Change of Station

**POV**

Privately Owned Vehicle

**RC**

Reserve Component

**SSN**

Social Security Number

**TCS**

Temporary Change of Station

**TDY**

Temporary Duty

**USAR**

United States Army Reserve



## **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 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/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.

#### **CONUS 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.

#### **Direct support**

The support provided by Personnel Service Centers.

#### **Extended TDY**

Temporary duty at another station for more than 90 days.

#### **Family support services activities**

Representatives from Army related activities, usually residing on post, which provide soldier and family support and services.

#### **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 Active Army soldiers and the permanent location of the Active Army, the Army National Guard of the United States, and U.S. Army Reserve units (that is, installation, armory, center, or location). For mobilized RC soldiers called to active duty as individuals (e.g., 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/adjutant general or installation adjutant general. They 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 (ISM)**

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 IRR 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. Soldier Readiness Program processing.
- c. Mobilization processing.
- d. Deployment processing.
- e. Redeployment processing.
- f. Extended temporary duty processing.
- g. Out-processing.

## **Policy**

A general statement that governs the objectives of a functional area within the purview of the Office of the Deputy Chief of Staff for Personnel, the policy proponent.

**Port Of Embarkation (POE)** 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 (PRC) authority**

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

## **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/adjutant general or the installation adjutant general. It becomes a work unit of the mobilization and deployment center during mobilization.

## **Processing 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.

## **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 Reserve Components: the U.S. Army Reserve and the Army National Guard of the United States.

**Soldiers**

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

**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 HQDA policy and directive in nature; were agreed upon by the Army's leadership; and apply to both the Active Army and the Reserve Components.

**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 (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; these items cannot be done at a deployment or TCS station.

**Standards of service**

Statements describing how much or how well the Army expects to do the work. The intent is to describe those major standards that drive manpower costs in the field for the senior leaders.

**Sub functions**

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 sub function. 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 (TCS)**

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 non-deploying units. TCS soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA. Command, 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, etc., of soldiers that has an official name (for example, 1st Platoon, Company A, 5th Battalion) or a unique unit identification code (UIC).

**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**

This publication uses the following abbreviations, brevity Codes, and acronyms (ABCA). These include terms refer to the activities, functions, and systems used or involved in accomplishing the work of personnel processing. All approved ABCAs can be found at the US Army Records Management and Declassification Agency's Authorized Abbreviations, Brevity Codes, and Acronyms (ABCA) web site located at <https://www.rmda.army.mil/abbreviation/mainpage.asp>.

**ACAP**

Army Career and Alumni Program

**AOC**

Area of Concentration

**AR-PERSCOM**

U.S. Army Reserve Personnel Command

**BASOPS**

Base Operations

**BNS1**

battalion-level personnel

**DEERS**

Defense Eligibility Enrollment Reporting System

**G1 personnel**

General officer/command level

**ID**

identification

**IDS**

Individual Deployment Station

**IMA**

Individual Military Augmentee

**IOPA**

In-and-Out-Processing Activity

**ISM**

Installation Support Modules

**MPD**

Military Personnel Division

**PERSCOM**

U.S. Total Army Personnel Command

**PERSTEMPO**

personnel tempo

**PINS**

Personnel Information Station

**PRC**

Presidential Reserve call-up

**PROC CS**

processing control station

**PSMS**

Personnel Strength Management Station

**RAPIDS**

Real-time Automated Personnel Identification System

**ROAMS**

Replacement Operations Automated Management System

**SRP**

Soldier Readiness Program

**USAPA**

United States Army Publishing Agency

**Section IV****Referenced Forms****DA Form 31**

Request and Authority for Leave

**DA Form 137–2–R**

Installation Clearance Record (LRA). (Prescribed in paras 3–1, 3–2, 5–1, 5–2, and 7–1.)

**DA Form 5123**

In- and Out-Processing Records Checklist. (Prescribed in paras 2–1 and 2–4.)

**DA Form 5123–1**

In-Processing Personnel Record. (Prescribed in para 2–1.)

**DA Form 7425**

Readiness and Deployment Checklist. (Prescribed in paras 4–1, 6–1, 6–2, 7–1, and 7–2.)

**DA Form 2173**

Statement of Medical Examination and Duty Status

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 2506**

Vehicle Impoundment Report

**DD Form 2648**

Pre-separation Counseling Checklist

**DD Form 2697**

Report of Medical Assessment