



HANDBOOK



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DEC 14

COMMAND DEPLOYMENT DISCIPLINE PROGRAM



Lessons and Best Practices

Approved for Public Release,
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CENTER FOR ARMY LESSONS LEARNED

SUPPORTING THE WARFIGHTER



Command Deployment Discipline Program

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Foreword

Following 13 years of conflict, our Army is transitioning to an expeditionary force that is primarily based in the continental United States. Many of our Army's junior leaders, having become accustomed to rotationally deploying in support of Operation Iraqi Freedom/Operation New Dawn and Operation Enduring Freedom (Afghanistan), have limited experience in executing short-notice deployments. Deployments in the recent past have been characterized by units receiving equipment in theater rather than deploying all of their organic equipment from home station, as well as the robust use of contractors throughout the deployment and reception, staging, onward-movement, and integration process. In many cases, the fundamental skills required to execute short-notice deployments involving all of a unit's organic equipment have atrophied over the past years.

The Command Deployment Discipline Program (CDDP) is a commander's tool designed to enhance unit deployment readiness. This handbook is a combination of doctrinal and regulatory tasks that address Army standards, fundamentally focused on equipment movement and associated tasks from division to company level, to include installation tasks.

Key highlights of the program include the following:

- Establish deployment discipline as regulatory guidance.
- Standardize deployment discipline requirements for units and installations.
- Improve efficiency and effectiveness at the tactical unit level for deployment and redeployment operations.
- Maintain unit-level fundamentals for deployment and redeployment operations.

The CDDP establishes the minimum requirements and metrics that are applicable to the entire force, but commanders are encouraged to tailor and

add to this program to meet their specific mission needs. When combined with deployment readiness exercises or movements to combat training centers, or incorporated into home station training, the CDDP is a valuable resource that will assist commanders in the evaluation of their units' overall deployment readiness.

A handwritten signature in black ink, appearing to read 'JP Sullivan', with a large, stylized flourish at the end.

JOHN P. SULLIVAN
Brigadier General, USA
Chief of Transportation

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The Secretary of the Army has determined that the publication of this periodical is necessary in the transaction of the public business as required by law of the Department.

Unless otherwise stated, whenever the masculine or feminine gender is used, both are intended.

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Chapter 1

Overview

Introduction

This document contains concepts and guidelines for establishing and maintaining the Command Deployment Discipline Program (CDDP). The CDDP addresses supervisory/managerial responsibilities within the deployment process from the user to the Army command/Army service component commander/direct reporting unit levels. This document supports Army Regulation 525-93, Army Deployment and Redeployment, and applies to all Army military, civilian, and contract personnel.

The CDDP is a tool for a commander to evaluate his unit's or their subordinate unit's deployment readiness. Under the CDDP, a commander can use his internal staff, request assistance, or incorporate as part of a Command Inspection Program to evaluate his unit. The local inspector general can be used at the commander's discretion to conduct inspections using a more systemic methodology for determining root causes for problems identified through the CDDP. Additionally, CDDP training will also enhance redeployment operations.

The dual lead for the CDDP is the Department of the Army deputy chief of staff (DA DCS) G-35 (surface-to-surface warfare) and the DA DCS G-44 (defense). The Deployment Process Modernization Office serves as the manager for the CDDP.

Purpose

The CDDP combines policy and doctrinal deployment requirements under one program to enable commanders at all levels to maintain their organizations at their appropriate deployment readiness posture to meet Army mission requirements. The CDDP will also assist in standardizing Army deployment functions, as necessary, for units and installations for the initial phases of a deployment. The CDDP will:

- Establish deployment discipline as regulatory guidance.
- Standardize deployment discipline requirements for units and installations.
- Improve efficiency and effectiveness at the tactical unit level for deployment and redeployment operations.
- Maintain unit-level fundamentals for deployment and redeployment operations.

To achieve the stated purposes, implementation of the CDDP will:

- Ensure compliance with DA deployment policy and procedures.
- Assess the adequacy of established DA deployment policy and procedures.
- Allow units to identify deployment problems so as to permit timely corrective action within the chain of command.

Inter-Service Support Agreements

In order to make the CDDP a responsive and efficient program, maximum use of inter-service support agreements is encouraged. Numerous tenant units are located at many installations. Chain of command evaluations of these subordinate organizations in accordance with CDDP frequency requirements may create extensive travel and man-hour support. Therefore, Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) are encouraged to enter into inter-service support agreements to authorize installation commanders to conduct evaluations of applicable tenant units. Evaluation results would then be forwarded to the respective ACOM/ASCC/DRU headquarters.

Explanation of Terms

Installation. The Installation Transportation Office and subordinate unit movement coordinator or equivalent organization/unit performing these functions.

Company. Includes modified table of organization and equipment (MTOE) organizations of at least 20 personnel with a unit identification code. It includes companies, detachments, headquarters and headquarters companies/detachments, teams, platoons, and other elements that deploy independently.

Battalion. An MTOE organization with a command position in the rank of lieutenant colonel (pay grade O-5) and has mission command responsibility for subordinate MTOE units that meet the above company and/or detachment criteria either in garrison or when deployed.

Brigade. An MTOE organization with a command position in the rank of colonel (O-6) and has mission command responsibility for subordinate MTOE units that meet the above battalion and company and/or detachment criteria either in garrison or when deployed.

Division. An MTOE organization with a command position in the rank of major general (O-8) and has mission command responsibility for subordinate MTOE units that meet the above brigade, battalion, and company/detachment criteria either in garrison or when deployed.

Chapter 2

Establishing a Command Deployment Discipline Program

Concept

To assure proper implementation of the CDDP, the intent of the program is designed as a commander's program to assist in establishing and maintaining a unit's deployment posture that enhances the Army's ability to rapidly deploy in response to contingency or crisis-action events. To accomplish this, the CDDP assists commanders by making them aware of general deployment automated information, training, and equipment requirements.

The CDDP can evaluate deployment readiness and execution tasks. It is not intended to be solely an inspection program. Rather, commanders are expected to use the program to perform the following:

- Gain familiarity with established policy.
- Enforce compliance with policy by subordinate personnel.
- Understand the skill sets a unit needs to deploy and redeploy.

Implementation

Senior mission commander or division commanders and below will establish a policy stating the implementation of CDDP in their organizations. The policy, at a minimum, will establish roles/responsibilities, the frequency of deployment training events, and the mechanisms for annual deployment readiness evaluations for their units or subordinate units. The following should also apply:

- Each commander provides the personal interest and direction necessary to establish an effective CDDP.
- Supervisors utilize the requirements listing in the normal performance of their duties.
- Whenever an applicable requirement within the requirements listing cannot be completed, the immediate higher headquarters must be notified by the affected organization.
- Organizations will have a formal evaluation of deployment readiness tasks annually.

Enforcement of Deployment Readiness Discipline

Enforcement of deployment readiness discipline is accomplished through a combination of command emphasis and training. Command emphasis will ensure resources are available for formal schools and hands-on training, deployment training is incorporated with other training events, and CDDP requirements are included in command training briefs. The below mechanisms are useful tools to incorporate deployment training:

- Conduct monthly/quarterly/annual training to enhance unit-level skills for unit movement officers, load teams, and hazardous material inspectors.
- Conduct a deployment readiness exercise to conduct multi-echelon deployment training and coordination.
- Use training center rotations as a deployment training tool.

The best means of ensuring deployment readiness discipline is to be proactive and not reactive in deployment operations. Deployment readiness discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain deployment readiness discipline, commanders and supervisors must routinely adhere to the CDDP.

Requirements

A compilation of requirements is established that identifies the major tasks for the preparation and movement of equipment for a deployment (see Appendices A-E). Each level of command will review the requirements listing for their evaluations and make the necessary additions to account for any uniqueness within their command, but may not remove any of the listed requirements as evaluation tasks.

The intent of the requirements listings is to provide commanders with a source of deployment readiness requirements. The requirements are listed in tables for deployment readiness for each level of command and deployment execution for the company/installation transportation office level. Additionally, Appendix F provides a listing of general redeployment tasks that commanders should be familiar with for the planning and execution of redeployment. Commanders and their staffs use the appendix that accurately describes the type of unit or activity being reviewed:

- Appendix A: Company-Level Responsibilities
- Appendix B: Battalion-Level Responsibilities
- Appendix C: Brigade-Level Responsibilities

- Appendix D: Division-Level Responsibilities
- Appendix E: Logistics Readiness Center/Installation Transportation Office-Level Responsibilities
- Appendix F: Redeployment Checklist
- Appendix G: Personnel Readiness and Deployment Checklist

Chapter 3

Evaluations

Types of Evaluations

There are two types of evaluations under the Command Deployment Discipline Program (CDDP): formal and informal. When used in conjunction with one another, these evaluations provide an effective means to ensure an organization maintains the appropriate deployment readiness posture.

Formal evaluations are directed by the evaluated unit's higher headquarters with the results being reported to the evaluated unit's commander as well as the higher headquarters commander and can be part of a Command Inspection Program or conducted independently. Formal evaluations using the deployment readiness tables (see Appendix A, Table A-1; and Appendix E, Table E-1) must be done annually for the company/detachment/installation to division headquarters level.

There is no annual requirement for evaluating units using the deployment execution tables (see Appendix A, Table A-2; and Appendix E, Table E-2). These tables can be used as an evaluation tool for deployment readiness exercises, movement to Combat Training Centers, or used for general deployment training.

Informal evaluations are normally at the request of the evaluated unit commander and the results are reported to the commander that requests the informal evaluation. Informal evaluations can include internal inspections by the unit, staff assistance visits from their higher headquarters/other outside organizations, or competing in the Deployment Excellence Award Program. There is no requirement for the frequency of informal evaluations.

Company/Installation Transportation Office:

- Supervisors (commanders and managers) are primarily expected to utilize the CDDP to assess their own operations. The most effective means of ensuring deployment readiness discipline is to have an internally self-administered program practiced on a routine basis.
- At these levels, the CDDP requires no additional recordkeeping. The normal recording of deployment-specific training requirement for schools and hazardous material/load teams/automation certifications is still required.
- At the completion of an evaluation by a higher headquarters, the evaluated supervisor will determine a suspense date ("get-well" date) for each finding to establish when each discrepancy will be resolved.

- The supervisor's chain of command is authorized to grant extensions to the established suspense dates.

Battalion to Divisions:

- Higher command level staffs are required to evaluate their subordinate units for compliance with established CDDP policy.
- Higher command level staff will conduct formal evaluations of subordinate levels annually to:
 - Provide supervisors with feedback of their deployment readiness discipline performance.
 - Identify problems and resolve difficulties before they become serious.
 - Determine if resolution of past findings are complete and appropriate.
 - Maintain a file of evaluations to record:
 - * Date of evaluation.
 - * Organization evaluated.
 - * Findings and associated suspense dates.
 - * Repeat findings.
- Some evaluation findings of noncompliance may be due to circumstances beyond the control of the evaluated organization. For example, the discrepancy is a result of conflicting command or policy guidance. The level conducting the evaluation is then responsible for elevating such a finding to the appropriate level capable of resolving the discrepancy.

Evaluation Procedures

The purpose of the evaluation is to determine whether or not an organization is complying with regulatory or doctrinal guidance and the deployment readiness and execution tables that establish the minimum standards. Commanders are encouraged to develop command checklists using the requirements listing as a baseline. As an overview, the CDDP evaluations will include the following:

- A review of the organization equipment list, movement plans, load teams, hazardous material certifications, and unit movement officer (UMO) orders. Also, a check of procedures used to process unit movement data. These areas are included in the requirements listing.

- A verification that primary and secondary UMOs are graduates of the proponent-approved UMO Deployment Planning Course.

Units undergoing the evaluation may make on-the-spot corrections. These instances should be noted at the out-brief and evaluators will record findings on each applicable requirement in the deployment readiness and execution tables. The results of the last evaluation will also be reviewed to determine if past discrepancies were resolved.

The organization's supervisor will be briefed on the findings at the completion of the evaluation. During the out-briefing, the supervisor will establish a suspense date for resolution of each discrepancy. In the case of repeat findings, the chain of command will be notified of the problem upon completion of the evaluation to reestablish compliance.

The evaluated organization will be provided copies of each evaluation made under CDDP. The copies will specify any noncompliance findings along with the respective suspense dates determined by the supervisor. The evaluator will also retain a copy of the evaluation and use it for follow up on corrective actions during the next periodic evaluation.

If there are reasons an organization cannot comply or accomplish any aspects of the CDDP, then the reasoning/issue will be elevated up the chain of command immediately. The issue will be elevated to the appropriate headquarters capable of resolution.

Appendix A

Company-Level Responsibilities

Number	Deployment Readiness Tasks	Measure
	Commander	
1	Implemented Command Deployment Discipline Program (CDDP).	Yes/No/NA
2	Appoint in writing, an officer or noncommissioned officer (NCO; E-6 or above) as a unit movement officer (UMO) and an alternate (E-5 or above).	Yes/No/NA
3	UMO and alternate have attended or currently scheduled to attend a proponent-approved UMO Deployment Planning Course as outlined in Chapter 3 of this handbook.	Yes/No/NA
4	UMO has at least one year retainability in the unit.	Yes/No/NA
5	UMO has at least a SECRET security clearance.	Yes/No/NA
6	Appoint in writing, hazardous cargo certifying officials that meet Department of Defense (DOD) requirements.	Yes/No/NA
7	Appoint a container control officer (CCO) in writing.	Yes/No/NA
8	CCOs in compliance with submitting container inventory updates.	Yes/No/NA
9	Established and trained unit loading teams:	
a	Rail	Yes/No/NA
b	Air	Yes/No/NA
	Unit Movement Officer	
10	Prepares and maintains unit movement plan. Active component units develop deployment movement plans from home station/installation to points of entry (POEs). Reserve component units develop deployment movement plans from home station/installation to mobilization station to POEs.	Yes/No/NA

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11	Maintains movement binders or continuity books that include appointment orders, training certificates, recall rosters, organization equipment list (OEL), transportation requests, and blocking, bracing, packing, crating, and tie-down (BBPCT) requirements.	Yes/No/NA
12	Maintains complete load plans for each loaded vehicle, trailer, container, and 463L pallet.	Yes/No/NA
13	Submit updated OEL through their chain of command to the installation transportation office (ITO) unit movement coordinator (UMC) semi-annually and as significant changes occur.	Yes/No/NA
14	Have a valid TC-AIMS II user identification, password, and access to their unit identification code (UIC).	Yes/No/NA
15	Can demonstrate the knowledge to make a movement plan for air and surface movement by building segments and legs in TC-AIMS II.	Yes/No/NA
16	Has a convoy standard operating procedure (SOP) for movement to the POE.	Yes/No/NA
17	Understands local procedures to request commercial and military transportation to support movement to the POE.	Yes/No/NA
18	Understands local procedures to prepare special hauling requests.	Yes/No/NA
19	Understands local procedures to request BBPCT materials from the UMC or other designated source.	Yes/No/NA
20	Understands local procedures to request and receive 463L pallets and containers.	Yes/No/NA
21	Understands local procedures to coordinate material handling equipment (MHE) requirements between units and MHE sources (commercial or military).	Yes/No/NA
22	Maintains updated copy of AR 525-93, FM 3-35, Army command/Army service component command deployment regulations and local movement directives as appropriate.	Yes/No/NA

Table A-1

Notes:

When Table A-1 is used for inspection purposes a pass or fail grading systems is used. An organization must receive a “yes” in at least 18 of the 22 listed measures to receive a passing grade. The exception to receiving a passing grade (at least 18 tasks marked as “yes”) is if any one of the following tasks receives a “no” in the assessment for:

Task 1. Has the commander implemented the Command Deployment Discipline Program (CDDP) for subordinate units?

Task 2. Appoint in writing, an officer or NCO (E6 or above) as a UMO and an alternate (E5 or above).

Task 3. UMO has attended, or is currently scheduled to attend, an approved school.

Task 11. Maintains movement binders or continuity books that include appointment orders, training certificates, recall rosters, organization equipment list (OEL), transportation requests, and BBPCT requirements.

Task 13. Submit updated OEL through their chain of command to the installation unit movement coordinator (UMC) semi-annually and as significant changes occur.

Task 14. Have a valid TC-AIMS II user identification, password, and access to their unit’s UIC.

Tasks 1, 2, 3, 11, 13, and 14 are extremely critical to the long-term success of a unit’s deployment readiness and if any one of these tasks are assessed as a “no,” the unit will receive a failing grade until the appropriate deficiencies are corrected.

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Number	Deployment Execution Tasks	Measure
	Containers	
1	Unit submitted updated unit deployment list (UDL) to UMC/ITO to reflect actual weights, sensitive equipment, HAZMAT, and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
2	Containers swept clean and free of any dirt and debris; old military shipping labels (MSLs) are removed.	Yes/No/NA
3	Unit maximized container utilization (75-percent fill) to minimize container requirements; no metal-to-metal contact IAW ATP 4-12.	Yes/No/NA
4	Unit utilized blocking, bracing, packing, crating, and tie-down (BBPCT) material IAW FM 38-701 and MIL-STD-1186.	Yes/No/NA
5	Unit placed a container packing list (DD 1750) or shipment packing list (DA 5748) in a weatherproof envelope on the inside and outside door of each packed container; UMO obtained a copy of each packing list for records IAW ATP 4-12.	Yes/No/NA
6	Unit placed HAZMAT placards on container containing HAZMAT; dangerous goods declaration and certificate placed on the inside and outside door of container IAW DOD 4500.9-R DTR Part II, 49 CFR, and TM 38-250; HAZMAT containers are segregated and consolidated for inspection and movement to POE.	Yes/No/NA
7	Unit placed serial number seals/bolts on the doors of the containers; unit annotated serial number seals/bolts for records IAW ATP 4-12 and SDDC Customer Advisory.	Yes/No/NA
8	MILVAN, TRICON, QUADCON have current convention for safe containers (CSC) inspection sticker on data plate IAW MIL-HDBK-138A and ATP 4-12.	Yes/No/NA

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9	UIC and SUN numbers were stenciled on all four upper left sides of container.	Yes/No/NA
10	Applied MSLs and RFID Tags using TC-AIMS II and ensure proper placement on container IAW MIL-STD-129P.	Yes/No/NA
	463L Pallets	
11	Unit submitted updated UDL to UMC/ITO to reflect actual weight of loaded pallet, sensitive equipment, HAZMAT and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
12	Applied MSLs and RFID Tags using TC-AIMS II and ensure proper placement on pallet IAW MIL-STD-129P.	Yes/No/NA
	Vehicles	
13	Unit submitted updated UDL to UMC/ITO to reflect actual weights, sensitive equipment, HAZMAT and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
14	Vehicles are clean; old MSLs are removed; loose items (BII, drip pan, chock blocks, fuel cans, weapon mounts, bows, tarps, antennas, tire hoist, etc.) are removed and secured.	Yes/No/NA
15	All equipment is marked front and rear with correct UIC, Bumper and SUN number.	Yes/No/NA
16	All vehicles equipped with proper and serviceable lifting devices, shackles or built-in tide down points front and rear.	Yes/No/NA
17	All vehicle fuel tanks met requirements IAW port call message for POE loading.	Yes/No/NA
18	Applied MSLs and RFID tags using TC-AIMS II and ensure proper placement on vehicles IAW MIL-STD-129P.	Yes/No/NA
19	Executed unit load plans for secondary loads and reduced vehicles to proper configuration.	Yes/No/NA

	Passengers	
20	Identify personnel by force packages (advance party, main body, etc.) and chalks; ensure passenger manifests at APOE reflect same data.	Yes/No/NA
21	Identify to accompany troops (TAT) requirements.	Yes/No/NA
22	Identify supercargoes.	Yes/No/NA
23	Ensure personnel know the unit line number (ULN) corresponding to their movement.	Yes/No/NA
24	Transportation requests are prepared/submitted to move personnel and baggage to aerial port of embarkation (APOE).	Yes/No/NA

Table A-2

Appendix B

Battalion-Level Responsibilities

Number	Deployment Readiness Tasks	Measure
	Commander	
1	Implemented Command Deployment Discipline Program (CDDP).	Yes/No/ NA
2	Appoint, in writing, an officer or NCO (E-6 or above) as a battalion unit movement officer (UMO) and an alternate (E-5 or above).	Yes/No/ NA
3	UMO and alternate have attended or currently scheduled to attend a proponent approved UMO Deployment Program Course as outlined in Chapter 2 of this regulation.	Yes/No/ NA
4	UMO/alternate has at least one year retainability in the unit.	Yes/No/ NA
5	UMO/alternate has at least a SECRET security clearance.	Yes/No/ NA
6	Appoint a container control officer (CCO) in writing.	Yes/No/ NA
7	CCO in compliance with submitting container inventory updates.	Yes/No/ NA
	Unit Movement Officer	
8	Consolidate company movement plans and develops them into movement plans for the battalion. Active component units will develop deployment movement plans from home station/ installation to point of entry (POE). Reserve component units will develop deployment movement plans from home station/installation to mobilization station to POEs.	Yes/No/ NA
9	Maintain copy of subordinate movement binders/ continuity books.	Yes/No/ NA
10	Consolidate and forward subordinate unit organization equipment lists through their chain of command to the Installation Transportation Office unit movement coordinator (UMC) semi-annually and as significant changes occur.	Yes/No/ NA

11	Have a valid TC-AIMS II user ID, password, and access to their unit identification code.	Yes/No/NA
12	Can demonstrate the knowledge to make a movement plan for air and surface movement by building segments and legs in TC-AIMS II.	Yes/No/NA
13	Has a convoy standard operating procedure (SOP) for movement to the POE.	Yes/No/NA
14	Understands local procedures to request commercial and military transportation to support movement to the POE.	Yes/No/NA
15	Understands local procedures to prepare special hauling requests.	Yes/No/NA
16	Understands local procedures to request blocking, bracing, packing, crating, and tie-down materials from the UMC or other designated source.	Yes/No/NA

Table B-1

Notes:

When Table B-1 is used for inspection purposes, a pass or fail grading system is used. An organization must receive a “yes” in at least 13 of the 16 listed measures to receive a passing grade. The exception to receiving a passing grade with at least 13 tasks marked as “yes” is if any one of the following tasks receives a “no” in the assessment:

Task 1. Implemented Command Deployment Discipline Program (CDDP).

Task 2. Appoint, in writing, an officer or NCO (E-6 or above) as a UMO and an alternate (E-5 or above).

Task 3. UMO has attended or currently scheduled to attend an approved school.

Task 9. Maintains movement binders or continuity books.

Task 10. Consolidate and forward subordinate unit OELs to the brigade UMO, to the installation unit movement coordinator (UMC) semi-annually, and as significant changes occur.

Task 11. Have a valid TC-AIMS II user identification, password, and access to their unit identification code.

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Tasks 1, 2, 3, 9, 10, and 11 are extremely critical to the long-term success of a unit's deployment readiness and if any one of these tasks are assessed as a "no," the unit will receive a failing grade until the appropriate deficiencies are corrected.

Appendix C
Brigade-Level Responsibilities

Number	Deployment Readiness Tasks	Measure
	Commander	
1	Implemented Command Deployment Discipline Program (CDDP) for subordinate units.	Yes/No/ NA
2	Appoint in writing, an officer (WO-1 or above) as a brigade movement coordinator (BMC) and an alternate (E-7 or above).	Yes/No/ NA
3	Unit movement officer (UMO) and alternate have attended or currently scheduled to attend a proponent-approved UMO Deployment Planning Course as outlined in Chapter 3 of this handbook.	Yes/No/ NA
4	BMC/alternate has at least one year retainability in the unit.	Yes/No/ NA
5	BMC/alternate has at least a SECRET security clearance.	Yes/No/ NA
6	Container Control Officer (CCO) appointed in writing.	Yes/No/ NA
7	CCOs in compliance with submitting container inventory updates.	Yes/No/ NA
	Brigade Movement Coordinator	
8	Consolidate battalion movement plans and develops them into movement plans for the brigade. Active component units will develop deployment movement plans from home station/installation to point of entry (POE). Reserve component units will develop deployment movement plans from home station/installation to mobilization station to POEs.	Yes/No/ NA
9	Maintain copy of subordinate movement binders or continuity books.	Yes/No/ NA

10	Consolidate and forward subordinate unit organization equipment lists (OELs) for submission to the Installation Transportation Office (ITO) unit movement coordinator (UMC) semi-annually and as significant changes occur.	Yes/No/NA
11	Have a valid TC-AIMS II user ID, password, and access to the unit identification code.	Yes/No/NA
12	Can demonstrate the knowledge to make a movement plan for air and surface movement by building segments and legs in TC-AIMS II.	Yes/No/NA
13	Has a convoy standard operating procedure (SOP) for movement to the POE.	Yes/No/NA
14	Understands local procedures to request commercial and military transportation to support movement to the POE.	Yes/No/NA
15	Understands local procedures to prepare special hauling requests.	Yes/No/NA
16	Understands local procedures to request blocking, bracing, packing, crating, and tie-down materials from the UMC or other designated source.	Yes/No/NA

Table C-1

Notes:

When Table C-1 is used for inspection purposes a pass or fail grading systems is used. An organization must receive a “yes” in at least 13 of the 16 listed measures to receive a passing grade. The exception to receiving a passing grade with at least 11 tasks marked as “yes” is if any one of the following tasks receives a “no” in the assessment for:

Task 1. Has the commander implemented the Command Deployment Discipline Program (CDDP) for subordinate units?

Task 2. Appoint in writing, an officer (WO-1 or above) as a brigade movement coordinator (BMC) and an alternate (E-7 or above).

Task 3. UMO and alternate have attended or are currently scheduled to attend a proponent-approved UMO Deployment Planning Course as outlined in Chapter 3 of this handbook.

Task 9. Maintains copy of subordinate movement binders or continuity books.

Task 10. Consolidate and forward subordinate unit OELs for submission to the Installation Transportation Office (ITO)/unit movement coordinator (UMC) semi-annually and as significant changes occur.

Task 11. Have a valid TC-AIMS II user ID, password, and access to the unit unit identification code within brigade.

Tasks 1, 2, 3, 9, 10, and 11 are extremely critical to the long-term success of a unit's deployment readiness and if any one of these tasks are assessed as a "no," the unit will receive a failing grade until the appropriate deficiencies are corrected.

Appendix D

Division-Level Responsibilities

Number	Deployment Readiness Tasks	Measure
1	Commander has implemented Command Deployment Discipline Program for subordinate units.	Yes/No/NA
2	Ensure subordinate units meet Army and local training requirements for the unit movement officer (UMO), TC-AIMS II, air load planner, HAZMAT, and container control officer (CCO)/AMMO-43. Identify continental U.S. replacement centers to process and prepare individual military, civilian, and contractor personnel for deployment and redeployment.	Yes/No/NA
3	Track projected school dates for training requirements for UMO, TC-AIMS II, air load planner, HAZMAT, and CCO/AMMO-43 per subordinate unit for next 90 days.	Yes/No/NA
4	CCO appointments in writing for division and all subordinate units.	Yes/No/NA
5	CCOs in compliance with submitting container inventory updates.	Yes/No/NA
6	Tracking organization equipment list updates for subordinate units.	Yes/No/NA

Table D-1

When table D-1 is used for inspection purposes a pass or fail grading system is used. An organization must receive a “yes” in all six of the listed measures to receive a passing grade.

Appendix E

Logistics Readiness Center/Installation Transportation Office-Level Responsibilities

Number	Deployment Readiness Tasks	Measure
1	Commander/director of logistics has implemented Command Deployment Discipline Program (CDDP) for subordinate units.	Yes/No/ NA
2	Appoint an installation unit movement coordinator (UMC) to ensure proper development, maintenance, and continuity of the deployment planning and execution program for the installation/agency and units. UMC provides support, advice, guidance, instruction, and requirements.	Yes/No/ NA
3	Provide technical guidance/assistance to units in preparing, maintaining, and executing movement plans, unit movement data (UMD), and other transportation-related documentation for the deployment planning and execution processes.	Yes/No/ NA
4	Review and maintain current deployment regulations, publications, and directives.	Yes/No/ NA
5	Collect, analyze, edit, submit to FORSCOM, and maintain deployment movement data for all supported active component (AC) units residing on the installation and Reserve component (RC) units supported by the installation in accordance with (IAW) AR 5-9.	Yes/No/ NA
6	Assist AC/RC unit movement officers during annual deployment planning and execution workshops.	Yes/No/ NA
7	Review and validate AC deployment movement books and plans annually and conduct emergency deployment readiness exercises to ensure unit readiness.	Yes/No/ NA
8	Bi-annually review and validate RC mobilization and deployment movement books and plans.	Yes/No/ NA

CENTER FOR ARMY LESSONS LEARNED

9	Maintain status of units that submit UMD through their chain of command to the installation UMC semi-annually or as significant changes occur.	Yes/No/ NA
10	Maintain current UMD on the deployment automation information technology server as provided by units.	Yes/No/ NA
11	Establish procedures to provide technical guidance on transportation automation systems and provide instructions on UMD submission to FORSCOM.	Yes/No/ NA
12	Review UMD for accuracy prior to submission to FORSCOM.	Yes/No/ NA
13	Appoint a container control officer (CCO) to ensure proper control of container assets, who is also trained to inspect and certify intermodal containers IAW the Convention for Safe Containers (CSC).	Yes/No/ NA
14	The installation CCO obtains, exchanges, stores, inspects, and issues intermodal common-use containers to deploying units upon request.	Yes/No/ NA
15	Inspect and re-certify installation stock of serviceable containers every 30 months IAW CSC requirements or as required for deployment.	Yes/No/ NA
16	Ensure installation Arrival/Departure Airfield Control Group (A/DACG) and rail load teams are trained in air/rail load planning and execution.	Yes/No/ NA
17	Provide assistance on acquiring 463L pallets and nets for deployment.	Yes/No/ NA
18	Establish vehicle load timeline and designates staging areas for unit containers and equipment.	Yes/No/ NA

Table E-1

Notes:

When Table E-1 is used for inspection purposes a pass or fail grading systems is used. An organization must receive a “yes” in at least 15 of the 18 listed measures to receive a passing grade. The exception to receiving a passing grade with at least 15 tasks marked as “yes” is if any one of the following tasks receives a “no” in the assessment for:

Task 1. Commander/director of logistics has implemented CDDP for subordinate units?

Task 2. Appoint an installation UMC to ensure proper development, maintenance, and continuity of the deployment planning and execution program for the installation/agency and units. UMC provides support, advice, guidance, instruction, and requirements.

Task 3. Provide technical guidance/assistance to units in preparing, maintaining, and executing movement plans, UMD, and other transportation-related documentation for the deployment planning and execution processes.

Task 5. Collect, analyze, edit, submit to FORSCOM and maintain deployment movement data for all supported active component units residing on the installation and Reserve component units supported by the installation IAW AR 5-9.

Task 10. Maintain current UMD on information technology server as provided by units.

Task 13. Appoints a CCO to ensure proper control of container assets, who is also trained to inspect and certify intermodal containers IAW the Convention for Safe Containers.

Task 15. Inspects and re-certifies installation stock of serviceable containers every 30 months IAW CSC requirements or as required for deployment.

Tasks 1, 2, 3, 5, 10, 13, and 15 are extremely critical to the long-term success of the installation to provide deployment readiness and if any one of these tasks are assessed as a “no,” the installation will receive a failing grade until the appropriate deficiencies are corrected.

CENTER FOR ARMY LESSONS LEARNED

Number	Deployment Execution Tasks	Measure
1	Provide deployment information to supporting/ supported Army service component commands (ASCC), and other supporting commands (FORSCOM, Surface Deployment and Distribution Command [SDDC], Army Central, Installation Management Command [IMCOM], etc.), Transportation Command (TRANSCOM), and Tanker Air Command Center/Tanker Airlift Control Center, including all factors that may impact the installation's or deploying units' ability to meet established deployment timelines.	Yes/No/ NA
2	Conduct deployment coordination planning meeting with deploying units. Publish deployment tentative timelines for movement to the sea port of embarkation (SPOE) and aerial port of embarkation (APOE) and publish revised deployment timelines based on publication of the SDDC port call message, or to APOEs based on an U.S. Air Mobility Command (USAMC) airflow message for strategic air, channel air, or chartered/special assignment airlift missions.	Yes/No/ NA
3	Distribute/publish port calls to installation agencies and units to include deployment timelines from installation/origin to SPOE/APOE locations. Ensure units are provided deployment transportation support to assist in meeting port call requirements and arrival windows.	Yes/No/ NA
4	Submit arrival/departure reports as required/ needed to supporting/supported ASCCs for deploying units within one hour of wheels up/ down for airlift operations as required, and for surface shipment operations SPOE or other destinations.	Yes/No/ NA
5	Operate and control installation deployment transportation nodes.	Yes/No/ NA

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6	Maintain liaison between units and USAMC, FORSCOM, Northern Command, Army North, TRANSCOM, IMCOM and SDDC points of contact in coordinating loading equipment and personnel, ordering transportation lift, shipping, departure times and specific mission support requirements.	Yes/No/ NA
7	Operate and control A/DACGs and coordinate with the Air Mobility Command Contingency Response Element at the APOE.	Yes/No/ NA
8	Ensure an electronic manifest list is built and the manifest is sent in accordance with (IAW) Department of Defense criteria to the GTN/IGC (Global network).	Yes/No/ NA
9	Inspect unit vehicles, trailers, containers, tracked vehicles, and pallet loads for deployment shipment readiness for all modes of transportation lift:	Yes/No/ NA
a	Properly marked, packaged, documented, and labeled.	Yes/No/ NA
b	Loaded, blocked, and braced IAW modal regulations.	Yes/No/ NA
c	Verify that hazardous materials are properly packaged, segregated, and labeled/placarded, and documented.	Yes/No/ NA
d	Verify that request for implementation date tags and military shipping labels have been properly affixed and data uploaded to the ITV server.	Yes/No/ NA
10	Prepare rail load and air load plans.	Yes/No/ NA
11	Request commercial truck transportation based on validated shipping documentation provided by the unit.	Yes/No/ NA
12	Acquire/request/receive Project Engineer Junior (PEJ) files from FORSCOM/ASCC for contingency deployments and upload it into TC AIMS II and build plan for unit to populate the unit deployment list (UDL) data.	Yes/No/ NA

CENTER FOR ARMY LESSONS LEARNED

13	Verify that updated UDL reflects accurate equipment, serial numbers, bumper numbers, weight, and measurements.	Yes/No/ NA
14	Transmit the updated UDL to feed the Joint Operation Planning and Execution System for all contingency movements to FORSCOM/ASCC for validation.	Yes/No/ NA
15	Transmit UDL data to Integrated Booking System to SDDC for vessel booking.	Yes/No/ NA
16	Create/Provide Advanced Transportation Control Movement Document file to unit and SPOE/APOE, as required.	Yes/No/ NA
17	Report/submit deployment infrastructure issues/deficiencies to the installation master planner.	Yes/No/ NA

Table E-2

Appendix F

Redeployment Checklist

Number	Redeployment Procedures Checklist
1	Be familiar with Time-Phased Force Deployment Data letters of instruction for the continental United States and outside the continental United States operations.
2	Receive/forward redeployment order.
3	Reconcile unit property book unit supply enhanced data with the organization equipment list in TC-AIMS II.
4	Meet with theater redeployment organization to create unit deployment list (UDL) and enter Level-6 data in TC-AIMS II in accordance with (IAW) theater policy.
5	Clear all Life Cycle Management Command and/or property book loans.
6	Convert/create equipment Unit Line Numbers (ULNs) for each mode of transportation and for sensitive equipment.
7	Ensure hazardous materials (HAZMAT) and sensitive equipment is accurately reflected on UDL.
8	Complete UDL inputs for all redeploying equipment, reflecting ULNs, and produce transportation control movement documents (TCMDs).
9	Provide UDL and TCMDs to theater redeployment organization IAW theater policy.
10	Determine requirements for blocking, bracing, packing, crating, and tie-down materials.
11	Determine personnel requirements for assisting at the port support activity (PSA), sea port of debarkation (SPOD).
12	Determine passenger requirements for supporting/assisting the arrival/departure airfield control groups (A/DACGs) for equipment moving via airlift.
13	Coordinate/arrange wash rack operations.
14	Schedule customs inspection for all redeploying equipment based on movement plan.
15	Ensure HAZMAT equipment is properly packaged, segregated, labeled/placarded, and documented.
16	Submit request for containers/pallets and nets if required, based on theater policy upon validation of UDL.

17	Print military shipping labels (MSL) and burn radio frequency identification (RFID) tags.
18	Submit transportation requests for movement of equipment from unit area to marshalling area for customs inspection and then onward movement depending on transportation node.
19	Affix MSLs and RFIDs in unit staging area IAW Defense Transportation Regulation and theater policy.
20	Unit equipment moving via airlift will be coordinated with A/DACG personnel to ensure equipment meets all timelines and is in compliance with Joint inspection.
21	Convert deployment ULNs into redeployment ULNs by making adjustments or deletions of ULNs depending on movement plan (i.e., advanced echelon, main body).
22	Validate ULNs and submit to higher headquarters IAW theater policy.
23	Determine passenger travel and baggage movement requirements to aerial port of embarkation.
24	Submit movement request for passenger travel and baggage movement from unit area to airfield depending on timeline for each ULN.

Table F-1

Appendix G

Personnel Readiness and Deployment Checklist

Department of the Army (DA) Form 7425 (see Figure G-1) can be used as a guide to inform commanders on individual personnel requirements in preparation for deployment. For use and most current version of this form, see DA Pamphlet 600-81 and Army Regulation 600-8-101 or go to <http://armypubs.army.mil/eforms>.

CENTER FOR ARMY LESSONS LEARNED

READINESS AND DEPLOYMENT CHECKLIST <small>For use of this form, see DA PAM 600-81 and AR 600-8-101; the proponent agency is DCS, G-1.</small>									
The Readiness and Deployment Checklist is filed in the Deployment Packet to complete the action. A copy remains at the losing organization.									
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)							
3. SERVICE AFFILIATION USA <input type="checkbox"/> USCG USN <input type="checkbox"/> PHS USAF <input type="checkbox"/> NOAA USMC <input type="checkbox"/>		4. COMPONENT <input type="checkbox"/> ACTIVE <input type="checkbox"/> GUARD <input type="checkbox"/> RESERVE <input type="checkbox"/> NON-MILITARY		5. STATUS TPU <input type="checkbox"/> RET IRR <input type="checkbox"/> NG10 IMA <input type="checkbox"/> NG32 AGR <input type="checkbox"/>		6. PAY PLAN/GRADE			
8. NON-MILITARY STATUS DDD <input type="checkbox"/> CONTRACTOR DAC <input type="checkbox"/> RED CROSS		<input type="checkbox"/> AAFES <input type="checkbox"/> OTHER (Specify)		9. TRAVEL STATUS a. UNIT ORDER b. INDIVIDUAL		7a. MAILING ADDRESS			
11. JOB TITLE/MOS (Enlisted) IAOC and/or FA (Officer)		12. ASI		7b. E-MAIL ADDRESS				10. DATE OF BIRTH (YYYYMMDD)	
14. LANGUAGE SPECIALTIES		15. DATE LANGUAGE CERTIFIED (YYYYMMDD)		13. CITIZENSHIP COUNTRY				16. DEPLOYMENT COUNTRY	
17. UNIT/ORGANIZATION		18. UIC		19. UNIT PHONE NUMBER		20. DATE OF ARRIVAL IN THEATER (YYYYMMDD)			
21. OVERALL STATUS OF EACH SECTION									
a. READINESS CERTIFICATION <input type="checkbox"/> NO GO <input type="checkbox"/> GO		b. PERSONNEL <input type="checkbox"/> NO GO <input type="checkbox"/> GO		c. CHAPLAIN <input type="checkbox"/> NO GO <input type="checkbox"/> GO		d. ARMY COMMUNITY SERVICE <input type="checkbox"/> NO GO <input type="checkbox"/> GO			
e. LEGAL <input type="checkbox"/> NO GO <input type="checkbox"/> GO		f. SUPPLY AND LOGISTICS <input type="checkbox"/> NO GO <input type="checkbox"/> GO		g. SECURITY <input type="checkbox"/> NO GO <input type="checkbox"/> GO		h. TRAINING <input type="checkbox"/> NO GO <input type="checkbox"/> GO			
i. MEDICAL <input type="checkbox"/> NO GO <input type="checkbox"/> GO		j. DENTAL <input type="checkbox"/> NO GO <input type="checkbox"/> GO		k. VISION <input type="checkbox"/> NO GO <input type="checkbox"/> GO		l. FINANCE <input type="checkbox"/> NO GO <input type="checkbox"/> GO			
SECTION I - DEPLOYMENT VALIDATION									
Part A - Accuracy Statement: I understand I am certified for deployment and to the best of my knowledge, all information contained in this document is correct and current.									
1. SIGNATURE OF EMPLOYEE			2. RANK			3. TITLE			
Part B - Commander's Acknowledgment: (Commanders may approve a non-deployable individual for deployment based on the certifying official's recommendation, critically, and mission needs, unless otherwise indicated.) I acknowledge the SRP Sites findings.									
4. PRINTED NAME (CDR or AG)			5. RANK			6. TITLE			
7. SIGNATURE			8. ADDRESS						
9. PHONE NUMBER		10. E-MAIL ADDRESS			11. DSN		12. FAX PHONE NUMBER		
Part C - Deployment Validation: All READINESS requirements are updated and all DEPLOYMENT (theater specific) requirements are completed.									
13. PRINTED NAME OF VALIDATING DEPLOYMENT OFFICIAL			14. RANK			15. TITLE			
16. SIGNATURE OF DEPLOYMENT OFFICIAL			17. ADDRESS						
18. PHONE NUMBER		19. E-MAIL ADDRESS			20. FAX PHONE NUMBER		21. DATE (YYYYMMDD)		

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Figure G-1. DA Form 7425, page 1 of 13.

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NAME (Last, First Middle)				
ITEM	DEPLOYMENT VALIDATION			CERTIFIED BY
	NA	OG	NO OO	
SECTION II - PERSONNEL				
1. Emergency Data Record, DD Form 93, review and update (initial and date copy)				
2. SGLV Form 8286, and 8286A, FEGLI review and update (initial and date copy)				
3. ID Tags (two TAG sets each)				
4. Common Access Card, DD Form 2 (active/reserve), DD Form 1173, 1173-1 issued/DEERS update				
5. ETS/ESA date pending within deployment period				
6. Permanent Physical Profile 3 or 4 (MMRB pending or complete)				
7. Dual Military or Single Parent in adoption process (waivable)				
8. Mother of newborn (first 4 months) (waivable)				
9. Conscientious objector status, pending = GO, approved = consider duty restrictions				
10. BT/AIT or equivalent training completed (includes OBC, W/OBC)				
11. All previous discharge certificates (DD Forms 214 or 220), if applicable				
12. Mobilization Orders (RC only upon alert)				
13. Deployment information inputted into the Army Civilian Tracking System (DA Civilian only)				
14. Passport or Visa requested or in possession, if required (carried by person)				
15. Side surviving son or daughter (waivable)				
16. Turkish or German citizen deploying through that country				
17. Former Peace Corps member (for deployment country only)				
18. Former hostage/POW in deployment area (waivable)				
19. Approved Family Care Plan, DA Form 5305, if required				
20. PERSTEMPO imputed as required				
21. DD Form 2365, Emergency Essential Mobility Agreement (DA Civilians only)				
22. Lautenberg Amendment				
23. Age 18 Standard for participation in combat				
24. Civilian Employment Information (CEI)				
25. ACAP Pre-Separation Counseling (AC Only)				
26. eMILPO Transaction completed				
SECTION III - CHAPLAIN				
1. Appointment or visit, if requested				
SECTION IV - ARMY COMMUNITY SERVICE (ACS)				
1. Family Readiness Group or ACS information provided				
SECTION V - LEGAL				
1. Pre-mobilization Legal Briefing				
SECTION VI - SUPPLY AND LOGISTICS				
1. Personal military clothing, basic issue or like quantities				
2. Organization Clothing and Equipment issued for assignment				
3. Personal Protective Equipment on-hand				
4. DD Form 2505, Government provided storage of personal items (Military Only)				
5. Weapon issued, if applicable - Serial Number:				
6. Theater specific clothing issued				
7. Theater specific equipment issued				
SECTION VII - SECURITY				
1. Security clearance meets requirement for duty position				
2. Security clearance meets requirement for deployment position				
SECTION VIII - TRAINING				
1. Weapons qualification, if applicable				
2. Military Drivers License (OF 346) issued, if applicable				
3. Force Protection Training administered				
4. Media Awareness Training				
5. Theater specific training completed				
6. Personnel Recovery Education and Training				
7. Briefings (UCMJ/EJA, Terrorist, Geneva Conventions, Law of Land Warfare, Service Member's Civil Relief Act, The Uniformed Services Employment & Re-employment Act, ESGR, Medical Threat, OPSEC/SAEDA, Safety and Local Laws)				

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Figure G-1. DA Form 7425, page 2 of 13 (continued).

NAME (Last, First Middle)				
ITEM	DEPLOYMENT/VALIDATION			CERTIFIED BY
	NA	GO	NO GO DATE (YYYYMMDD)	
SECTION IX - MEDICAL				
1. Immunizations Current				
2. Current DA Form 7349 on-hand and Soldier found qualified (USAR only)				
3. HIV-1 Antibody Test within 2 years of deployment or sample collected				
4. DNA sample on file or collected and forwarded to AFIP				
5. Exceptional Family Member				
6. Medical Record Review (DD Form 2807-1 and DD Form 2808)				
7. Pregnancy Test within 30 days of deployment				
8. Issue and fit combat arms, triple-flange, or quad-flange earplugs with carrying case				
9. Hearing aid with extra batteries, if applicable				
10. Physical Profile, DA Form 3349 (Temporary or Permanent profile that restricts deployment)				
11. Prescriptions, sufficient supply (minimum 180-day if OCONUS)				
12. Medical Warning Tags on-hand or ordered				
13. Valid DD Form 2215, Reference Audiogram or DD Form 2216, Periodic Audiogram (within 12 months) on file in HREC				
14. Completion of DD Form 2786 (Audit Preventive and Chronic Flow Sheet)				
15. Completion of DD Form 2795				
16. Tuberculosis Skin Testing (TST) (within 12 months of deployment, if required)				
17. Q-6 PD Test, if required				
18. Female - Valid Pap Smear results (within 12 months of deployment)				
SECTION X - DENTAL CLASSIFICATION				
1. Dental Readiness Classification (1 or 2 = GO; 3 or 4 = NO GO)				
SECTION XI - VISION CLASSIFICATION				
1. Vision Readiness Classification (1 or 2 = GO; 3 or 4 = NO GO)				
SECTION XII - FINANCE				
1. Finance Entitlement and Travel Briefing				
2. Print or review the Soldier's Master Military Pay Account				
3. Perform Pay Account Verification with each Soldier				
4. Complete Finance Mobilization/Demobilization Documentation Requirements Checklist				
5. Prepare Finance Mobilization Packets				

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Figure G-1. DA Form 7425, page 3 of 13 (continued).

COMMAND DEPLOYMENT DISCIPLINE PROGRAM

INSTRUCTIONS FOR DA FORM 7425, READINESS AND DEPLOYMENT CHECKLIST

Purpose.

- a. To provide procedural guidance and information for conducting Readiness and Deployment processing for all deployees that are deploying in support of Contingency Operations (CONOPS), Small Scale Contingencies (SSC), Overseas Deployment Training (ODT) and the annual Soldier Readiness Processing (SRP) check. A deployee is defined as all personnel to include (Active Component Soldiers, Reserve Component Soldiers (USAR and ARNG), Appropriated/Non-Appropriated DA Civilians, Contractors, AAFES, Red Cross Volunteers, and any other Military Service Members) deploying in support of CONOPS.
- b. To supplement guidance found in AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing), AR 614-30, and revise and/or supplement guidance found in the Department of the Army Personnel Policy Guidance (PPG), TRADOC Mobilization Operations Planning, and Execution System (TMOPES), and Forces Command Mobilization Operations Deployment Planning System (FORMDEPS) as applicable.
- c. The Readiness and Deployment Checklist requirements have been staffed by the HQDA-level policy proponents and are applicable to all deployees in support of CONOPS.

References.

- a. AR 40-35, Dental Readiness and Community Oral Health Protection.
- b. AR 40-501, Standards of Medical Fitness
- c. AR 220-1, Unit Status Reporting and Force Registration.
- d. AR 600-8-1, Army Casualty Program.
- e. AR 600-8-11, Reassignment.
- f. AR 600-8-14, Identification Cards, for members of the Uniformed Services, their Family Members, and other eligible Personnel.
- g. AR 600-8-101, Personnel Processing (In- and Out- and Deployment Processing).
- h. DA PAM 600-8-101, Personnel Processing (In- and Out- and Deployment Processing).
- i. AR 600-8-104, Military Personnel Information Management/Records.
- j. AR 600-20, Army Command Policy.
- k. AR 600-43, Conscientious Objection.
- l. AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV).
- m. AR 608-1, Army Community Service.
- n. AR 614-30, Overseas Service.
- o. AR 690-11, Planning for Use and Management of Civilian Personnel in Support of Military Contingency Operations.
- p. DA Pamphlet 690-47, DA Civilian Employee Deployment Guide.
- q. FORSCOM Reg. 500-3-2, Deployment Guide.
- r. FORSCOM Reg. 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH).
- s. FORSCOM Reg. 500-3-4, Installation Commander's Handbook.
- t. Army Mobilization and Operations Planning and Execution System, (AMOPES).
- u. TRADOC Mobilization and Operations Planning and Execution System, (TMOPES).
- v. FORSCOM Mobilization and Deployment Planning System (FORMDEPS).
- w. DOD Directive 1404.10-"Emergency-Essential (E-E) DOD U.S. Citizen Civilian Employees"
- x. HQDA, Finance Mobilization and Demobilization SOP, 1 June 2004, website <http://www.asafm.army.mil/fo/od/fincom/sop/sop.pdf>.
- y. DoD Directive 1400.31, DoD Civilian Work Force Contingency and Emergency Planning and Execution.
- z. DoD Instruction 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures.
- aa. DoD 3020.37, Continuation of Essential DoD Contractor Services During Crises.

Figure G-1. DA Form 7425, page 4 of 13 (continued).

General.

a. The underlying principles of the Readiness and Deployment In-Processing are as follows:

- (1) To ensure all personnel, administrative, supply, medical, and training actions are completed in a timely manner for all deployees.
- (2) To ensure all deployees maintain a readiness posture for deployment to meet ongoing and contingency operation requirements.
- (3) To effectively process mobilizing Reserve Component (RC) Soldiers as they enter Active Duty.
- (4) For Military Soldiers, define the difference between readiness requirements that are required to be maintained throughout a Soldier's career and deployment requirements that are required upon mobilization and deployment.
- (5) For Civilian deployees, define the difference between readiness requirements that are required to be maintained for emergency essential Civilians and deployment requirements that are required upon mobilization. (IAW DOD.D 1404.10, any Civilian who deploys in support of a contingency is automatically considered emergency essential).

b. An annual SRP check is required for all AC and RC unit members. According to the unit's mission this requirement may be more often. Participation in a mobilization exercise such as CALL FORWARD, an Operational Readiness Evaluation (ORE), ODT or a command inspection satisfies the requirement for an annual SRP check for RC units. The SRP requires Commanders to maximize Soldier readiness by identifying and correcting non-deployment conditions. Personnel processing requirements include checking the status of individual Soldier readiness during in-processing, at least once annually, during out-processing, and within 30 days before an actual Unit deployment date or the date an individual Soldier departs on a TCS move. Depending on local policy, SRP checks can be scheduled for individuals or for entire Units and as frequently as needed (e.g., quarterly, semiannually, etc.). An initial SRP check is completed when a Unit is first alerted for deployment. If there is reason to believe the duration of the Unit's continual standby alert status may exceed 30 days, the affected Unit Commander may submit a formal request for waiver of the requirement to conduct an SRP check within 30 days of the deployment date. This request must include certification that Soldiers' readiness status will be continually monitored throughout the period of the alert to ensure that all occurring deficiencies are corrected before deployment. The approval authority is the first General Officer in the Chain of Command. The approval authority may approve the waiver by authenticating and forwarding it to the affected unit commander. The waiver period expires 90 days after the start date of the initial SRP check. If the unit is still on standby alert after the expiration of the waiver period, a new SRP check is required as soon as possible.

- (1) For Civilian deployees and Military Soldiers that are not in a Unit (i.e. IRR Soldier), eligibility is verified prior to deployment. To increase the shelf life of the checklist, agencies/units should forecast an individual's readiness status 90 days prior to any actual deployment.
- (2) Active Component (AC) Soldier deployees will verify the readiness requirements at their installation and validate deployment requirements at the deployment site (which may or may not be at the same installation). Mobilizing Reserve Component (RC) Unit Soldiers will verify their readiness requirements at the home station and initiate and complete deployment requirements at the mobilization station. The deployment site is responsible for completing any portion of the checklist that a deployee was not able to complete prior to his/her arrival.
- (3) Civilian deployees will initiate the readiness portion of the checklist at their losing command (if applicable). Civilian deployees will complete the deployment portion of the checklist at the deployment site. If the individual travels directly from home of record without initiating the checklist, then the gaining deployment site will initiate and complete the checklist.

c. Readiness and deployment requirements are categorized into 12 functional areas: Readiness Certification, Personnel, Chaplain, Army Community Service (ACS), Finance, Legal, Supply and Logistics, Training, Security, Medical, Dental, and Vision.

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Figure G-1. DA Form 7425, page 5 of 13 (continued).

d. Guidance herein and in AR 600-8-101 is in agreement. A change to deployment criteria/requirements will constitute a change to this document. In the event of a conflict between this document and AR 600-8-101, and other publications, guidance in this document and AR 600-8-101 and AR 614-30 will take precedence.

e. The DA Form 7425 Instructions establish required checks for the Readiness and Deployment Requirements. Deployment requirements, listed in each functional area, will be certified prior to movement and will be accomplished at home station for Military AC Units, RC Units, and Individual Soldiers, unless otherwise indicated.

(1) Portions of the Checklist can be accomplished without participation from the individual using automated systems and reviewing records, files and reports. Commanders of AC Installations and Commanders of early deploying RC Units have the option to conduct an administrative review to satisfy the requirement for annual SRP check of readiness criteria for these items.

(2) Readiness requirements, which require Soldier participation for the annual SRP check, can be waived by Commanders of AC installations. The United States Army Reserve Command (USARC) or Continental United States Army (CONUSA) may waive these checks for RC units. The USARC may further delegate this authority to Regional Readiness Commands (RRC). Each CONUSA may further delegate to the State Adjutant General.

f. The checklist will be hand-carried as part of the deployment packet.

Cover - Page 1.

Item 1-11. Self-explanatory.

Item 12. Additional Skill Identifier. All deployees will list any additional skill identifiers.

Item 13. Citizenship Country. Annotate the country where current citizenship resides.

Items 14-15. Qualifications of personnel being deployed, as linguists will be verified and the language annotated on the checklist. Any linguist qualifications identified, as part of the records review/update above will be annotated on the checklist.

Item 16-17. Self-explanatory.

Item 18 - RC Soldiers: Assigned UIC per individual mobilization order. AC Soldiers: Assigned UIC.

Item 19-21. Check as appropriate.

Section I - Deployment Validation.

Part A. Accuracy Statement. The deployee 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.

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

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 deployee is deployable.

Section II - Personnel.

Item 1. For Military 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 deployees in accordance with chapter 11, AR 600-8-1 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.

Figure G-1. DA Form 7425, page 6 of 13 (continued).

CENTER FOR ARMY LESSONS LEARNED

Item 2. SGLV 8286 and 8286A. For Military Soldiers the Servicemen's Group Life Insurance (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 deployees 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.

Item 3. ID Tags. All deployees must have two identification tag sets with metal necklace and wear one set. This item will be physically checked. Deployees without ID tags will be provided ID tags.

Item 4. Common Access Card Issued. A Common Access Card (CAC) will be issued to all deployees. DEERS will be updated for RC Soldiers placed on Active Duty for 30 days or more. This includes extended Active Duty and mobilization. A new CAC will be issued to reflect their Active Duty status.

(1) The DD Form 2764, "United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card," will be issued to emergency essential DoD employees such as contractors and other civilian personnel stationed overseas and to civilian personnel authorized to accompany U.S. military forces to regions of conflict, combat, and during contingency operations.

(2) The DD Form 2765, "Department of Defense/Uniformed Services Identification and Privilege Card," will be issued to sponsors, other than members of the military Services, who because of their current or previous association with the military Services, are entitled to Uniformed Services benefits and privileges. These individuals include Medal of Honor recipients and honorably discharged veterans rated by the Veterans Administration as 100 percent disabled from a Service-connected injury.

(3) The replacement card for the DD Form 1173 will also be issued to civilians such as Red Cross personnel assigned to duty with the military Services, contract surgeons, United Service Organizations executives serving in foreign countries, Military Sealift Command civil service marine personnel deployed to foreign countries, and others. The DD Form 2765 will also be issued to some foreign personnel authorized DD Form 1173, to include some active duty and enlisted military members of other nations.

Item 5. ETS/ESA date pending within deployment period plus 90 days. Soldiers within 7 days of Expiration of Service Agreement (ESA) or Expiration Term of Service (ETS) are non-deployable unless Stop Loss is in effect. Soldiers identified as being within 7 days of ESA/ETS will not be processed, unless Stop Loss is in effect or is imminently expected. Soldiers with more than 7 but less than 61 days to ESA/ETS are eligible for deployment but may be excused by the Unit Commander based on unit manning and mission requirements.

Item 6. Physical Profile/MMRB. Military Soldiers who have a permanent physical profile of 3 or 4 and have not been declared deployable by a MOS Medical Retention Board (MMRB) will not deploy unless granted a waiver by the MMRB Convening Authority (MMRBCA).

Item 7. Single parent/Adoption. For Military Soldiers that are dual Military or a single parent in the adoption process are non-deployable for four (4) months from the date a child is placed in the home as part of the adoption process. The individual Soldier may waive restrictions.

Item 8. Mother of Newborn. A Soldier who is a military mother of a newborn is non-deployable until four months after birth of the child. The individual Soldier may waive restrictions.

Item 9. Conscientious Objector. For Military Soldiers who have submitted an application for Class 1-0 Conscientious objector status pending action in accordance with AR 600-43, are deployable, unless excused by the General Court Martial Convening Authority (GCMCA) and the request has been forwarded to the Department of the Army Conscientious Objector Review Board (DACORB).

Item 10. 12 week BT/AIT. Military Soldiers who do not have 12 weeks or basic training or advanced military training or their equivalent will not be deployed OCONUS.

Item 11. If applicable, Military Soldiers will provide all copies of their DD Form 214s and 215s.

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Figure G-1. DA Form 7425, page 7 of 13 (continued).

COMMAND DEPLOYMENT DISCIPLINE PROGRAM

Item 12. Military RC Soldiers only upon alert: Mobilization Orders. Soldier has sufficient time remaining to deploy OCONUS, or remain in CONUS. If not, does the Soldier have a valid COTTAD packet in DAMPS or has COTTAD order been published.

Item 13. DA Civilian deployees only. Deployment information inputted or updated in the Army Civilian Tracking System.

Item 14. Passport or Visa requested or in possession, if required (carried by person). The Identification Card usually serves as the deployee's "passport" during deployment. Mobilization/deployment guidance will specify if a passport/visa is required for the deployment area. Civilian deployees are required to carry a passport at all times when deploying regardless of the length of tour. Visas will be obtained from the embassies of the country of deployment/travel prior to deployment, if required. If applicable, any deployee requiring a passport and/or visa, must have one in their possession before departing the deployment site.

Item 15. Sole surviving son or daughter (waiverable). Military Soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy. This restriction may be waived by the individual Soldier and approved by the validation authority.

Item 16. Turkish or German citizen deploying through/to that country. All deployees that are German aliens will not be sent to the Federal Republic of Germany. U.S. Turkish citizens will not be sent to Turkey.

Item 17. Former Peace Corps member (for deployment country only). All deployees that are former Peace Corps members in the country to which deploying may not serve in any intelligence capacity in that country.

Item 18. Former hostage/Prisoner of War (POW) in deployment area (waiverable). POW in deployment area. All deployees that were previously held, as a POW's may not be involuntarily deployed to the country in which or by which they were held as a POW. The deployee may waive this restriction.

Item 19. Approved Family Care Plan, DA Form 5305-R, if required. Military Soldiers that are dual military or single parents have an approved Family Care Plan (FCP) on file. Soldiers who do not have a Family Care Plan (FCP) approved or certified in accordance with AR 600-20 are non-deployable until corrected.

Item 20. PERSTEMPO inputted as required.

Item 21. DD Form 2365, Emergency Essential Mobility Agreement. 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 deployee declines to sign an EE agreement, he/she may be directed to deploy on involuntary temporary duty where the employee's skills are needed.

Item 22. Lautenberg Amendment (1) MILITARY. All Military 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. Commanders (including Reserve Component Commanders) will comply with the provisions stated in DoD memorandum, subject: Department of Defense (DoD) policy for implementation of domestic violence misdemeanor amendment to the gun control act for military personnel, 27 NOV 02, and ALARACT message 055/02 DTG 172023z may 02, Subj: reporting of Soldiers affected by the Lautenberg Amendment. Do not mobilize/deploy such Soldiers; they should be reported and processed IAW the above message. (2) CIVILIAN. Personnel will comply with the provisions stated in DA ASA(M&RA) Memorandum dated FEBRUARY 27, 1998, SUBJECT: IMPLEMENTATION OF Lautenberg AMENDMENT FOR Department of the Army Civilians).

Item 23. 18-year-old Standard for Participation in Combat. For Military Soldiers, implementation of Army procedures to comply with Child Soldier's Protocol (age 18 standard for participation in combat). To ensure compliance with the Child Soldiers Protocol, Soldiers under the age of 18 will not be assigned on a Permanent Change of Station (PCS) or deployed on Temporary Duty (TDY) or Temporary Change of Station (TCS) to duty stations outside of the Continental United States (CONUS), except Alaska, Hawaii, the Commonwealth of Puerto Rico, or territories or possessions of the United States.

Figure G-1. DA Form 7425, page 8 of 13 (continued).

Item 24. Civilian Employment Information (CEI). All Military Soldiers must update their CEI in the appropriate database at Home Station before processing through the Mobilization Station; USAR through www.2xcitizen.usar.army.mil and ARNG through www.dmdc.osd.mil/Guard-ReservePortal. Soldiers must bring the completed CEI printout to the Mobilization Station. The Soldier is a no-go on the DA Form 7425 Deployment Validation block until their CEI has been updated or inputted in the appropriate database. For detailed instructions and information on CEI, reference the DA Personnel Policy Guidance (PPG).

Item 25. ACAP Pre-separation Counseling. (Military Active Component Soldiers Only) Active Component Soldiers who will have less than 90 days remaining on Active Duty upon return from deployment must be counseled on their transition benefits and services. DD Form 2648 (Pre-separation Counseling Checklist) will be used to record the counseling.

Item 26. eMILPO Transaction. For mobilized Reserve Component Soldiers eMILPO transaction completed.

Section III - Chaplain.

Item 1. Appointment or visit, if requested. Chaplain Services will be made available for all deployees in support of CONOPS.

Section IV - Army Community Service (ACS)

Item 1. Army Community Service: Family Readiness Group or ACS info provided. All deployees will be provided information on Family Readiness Group(s) (FRG) and Army Community Services (ACS) phone numbers, point (s) of contact and services available.

Section V - Legal.

Item 1. Premobilization Legal Briefing. All deployees will be encouraged to attend the Premobilization Legal Briefing and take care of all their legal needs at the Home Station. This includes the need for a will (wills if married), Power(s) of Attorney and other legal issues. If required, deployees will be afforded the opportunity to obtain legal advice regarding all legal issues. Certification will be made by a judge advocate or other qualified personnel who are supervised by a judge advocate (paralegal or legal NCO/Specialist (71d)).

Supply VI - Supply and Logistics.

Item 1. Personal military clothing, basic issue or like quantities. Determine field equipment requirements based on unit of assignment for all deployees and issue field equipment in accordance with CTA 50-900 and Unit Standard Operating Procedures (SOP's). If applicable, the deployee will bring their personal clothing record to the Central Issue Facility (CIF).

Item 2. Organizational Clothing and Equipment Issued for assignment. If required, all deployees will deploy with Individual Protective Equipment (IPE) or Chemical Defense Equipment (CDE).

Item 3. Personal Protective Equipment. All deployees must have the following:

- Deet (4 tubes) Insect repellent lotion (33% DEET), NSN 6840-01-284-3982
- Permethrin, Insect Repellent (For use in treating Uniforms and bed nets). Permethrin repellent to treat uniforms and bed nets (if not already treated) Options include the following: aerosol can NSN 6840-01-278-1336, or IDA-kits, NSN 6840-01-345-0237
- Mosquito netting and poles Mosquito bed net (NSN 7210-00-268-9736) and poles (NSN 7210-00-267-5641)
- Uniforms (4 sets) pre-treated with permethrin, IDA-kits, NSN 6840-01-345-0237
- Waterless hand sanitizing gel
- Sunscreen and lip balm

Item 4. DD Form 2506. Personal property and vehicle disposition. Military Soldiers may be authorized storage of household goods (HHG) and /or personal property. Soldiers should be counseled on their entitlements and provided the opportunity to properly store/secure HHG and personal property. NRP's with privately owned vehicles (POV) would be provided a secure storage area. DD Form 2506 will be used. All deployees must complete proper disposition of privately owned weapons. Such weapons are not authorized in the deployment area.

Figure G-1. DA Form 7425, page 9 of 13 (continued).

Item 5. Weapon issued, if applicable - Serial Number: Military Soldiers will zero an M16A2 and familiarize with other type weapons that may be issued. Soldiers will deploy with individual assigned weapons. Serial number will be entered on the Soldier and Civilian Readiness and Deployment Checklist. Soldiers arriving at a CRC or Deployment Station without a weapon will be issued a weapon and, as a minimum, be required to zero the weapon. Civilian deployees may be issued weapon familiarization training, if the provisions of the Lautenberg Amendment are met.

Item 6. Theater specific clothing issued to all deployees.

Item 7. Theater specific equipment issued to all deployees.

Section VII - Security.

Items 1-2. All deployees must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if applicable. A deployee who does not possess the appropriate security clearance for his/her duty position is non-deployable in that position until a clearance is obtained. The deployee may deploy in another position or specialty or with another unit for which they have the appropriate clearance.

Section VII - Training.

Item 1. Weapons Qualification if applicable. Each Military 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 home station, the requirement will be completed at the deployment site. Civilian deployees will be offered weapons familiarization training with a 9 mm only. Civilians are not required to accept weapon issue or training but are encouraged to do so. A 9mm weapon will only be issued to a civilian only if the theater commander requires it.

Item 2. Military Drivers License (OF 346) issued for Military Soldiers, if applicable.

Item 3. Force Protection Training administered. All deployees will receive Force Protection Training Briefing prior to deployment.

Item 4. Media Awareness Training. All deployees will receive the deal with the media training prior to deployment.

Item 5. Theater specific training. All deployees will receive theater specific training prior to deployment.

Item 6. The Commander, USARCENT requires that all deployees will complete the Personnel Recovery Education and Training before processing through the mobilization station at home station. The NRP must bring a copy of the Certificate of Completion to be a "go". Deployees failing to complete the training prior to arrival at the mobilization station will be required to complete the 4 hour training instruction at the mobilization station before deployment. The Personnel Recovery Training requirements take approximately 4 hours to complete. The Personnel Recovery Training curriculum can be found on the USARSO web site @ NIPR: www.usarso.army.mil; SIPR: www.usarso.army.smil.mil under the Personnel Recovery link on the homepage.

Item 7. Briefings. All deployees will receive the following briefings prior to deployment.

- Uniform Code of Military Justice (UCM,J) Briefing for Military Soldiers and The Military Extraterritorial Jurisdiction Act (MEJA) Briefing for Civilian deployees
- Terrorist Briefing
- Geneva Conventions Briefing
- Law of Land Warfare Briefing
- Service Member's Civil Relief Act (SCRA) Briefing
- The Uniform Services Employment and Re-employment Rights Act (USERRA) Briefing
- ESGR Briefing
- Medical Threat Briefing
- OPSEC/SAEDA Briefing
- Safety and Local laws for deployment area Briefing

Figure G-1. DA Form 7425, page 10 of 13 (continued).

Section IX - Medical.

Item 1. All deployees must meet applicable immunization requirements

Item 2. Current DA Form 7349 on-hand and deployee found qualified.

Item 3. HIV-1 Antibody Test Policy. For Military Soldiers ordered to Active duty for more than 30 days are required to have a current HIV-1 test within two years of the report date. Soldiers confirmed to be HIV antibody positive are nondeployable. HIV testing is not required for Civilian (DA/DOD, contractor, Red Cross, and AAFES) deployees. Generally, Civilians may decline HIV screening, however, certain host countries require mandatory HIV screening prior to allowing entry. A Civilian who tests positive may be deployed as long as the host country is notified and the individual is able to perform assigned duties.

Item 4. DNA tissue sample on file Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR), SF Form 600, if required. A DNA specimen is required for all deployees. Annotate that DNA specimen is on file.

Item 5. Exceptional Family Member. Military Soldiers will be queried for existence of Exceptional Family Members (with special medical or educational needs) and referred for screening and enrollment if appropriate.

Item 6. Medical Records Review. All deployees will have their medical records reviewed; this includes a completed DD Form 2807-1 and a review of the most current DD Form 2808. All deployees will be interviewed by medical personnel (physician, physician assistant (PA) or nurse practitioner) or at a minimum, medical personnel will review their medical record.

Item 7. Pregnancy Test. All females deploying overseas will be administered a pregnancy test as part of their medical processing. The pregnancy test will be done within one month prior to actual movement overseas. The urine pregnancy test is sufficient for verification. Females who have undergone hysterectomy or bilateral tubal ligation are exempt. If the pregnancy test yields positive results, the female is non-deployable.

Item 8. All deployees will have hearing protection. Hearing protection device options include the following: Double-sided combat arms earplug (NSN 6515-01-466-2710; single-sided non-linear version (NSN 6515-01-512-6072); and/or, the quad-flange earplug (NSN 6515-01-492-0443). Earplug carrying case (NSN 6515-01-100-1674) may be used with the combat arms earplug. Ordering information for the triple-flange earplug is available through DA-PAM 40-501, Hearing Conservation.

Item 9. Hearing aid with extra batteries, if required. Deployees requiring a hearing aid will have one for the ear(s) requiring amplification, with extra batteries.

Item 10. Physical Profile, temporary or permanent that restricts deployment. Military Soldiers who have a permanent physical profile of 3 or 4 and have not been declared deployable by a MOS Medical Retention Board (MMRB) will not deploy.

Item 11. Prescriptions. A minimum of a 180-day supply of medications for chronic conditions will be dispensed to all deploying Military Soldiers (Active, Reserve, and National Guard). National Guard and Reserve Soldiers are expected to arrive at the SRP site with a minimum of a 90-day supply of chronic maintenance medications. All RC and ARNG Soldiers bring a hand written (hard copy) prescription for all chronic maintenance medications for a 180-day supply with one refill (total of a one-year supply). Upon completion of SRP processing, all deploying RC and ARNG Soldiers will be issued up to a total of a 180-day supply. Coordination for chronic maintenance medications refills will be the responsibility of the deploying unit commander in coordination with the power projection platform (e.g. SRP site) MTF pharmacy chief. Civilian deployees are required to have a minimum of a 90-day supply of chronic maintenance medications but are encouraged to bring a 180-day supply.

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Figure G-1. DA Form 7425, page 11 of 13 (continued).

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Item 12. Medical Warning Tags on hands or order, if applicable. Medical Warning Tags are tracked in MEDPROS and input the data www.mods.army.mil.

Item 13. Valid DD Form 2215 Baseline Audiogram or Periodic DD2216 Audiogram (within 12 months). All deployees are required to have a DD Form 2215 Reference Audiogram or DD2216 Periodic Audiogram in their medical record. If there is no DD Form 2215 in their medical record, a DD Form 2215 Reference Audiogram will be conducted by qualified personnel using the Defense Occupational Environmental Health Readiness System for Hearing Conservation (DOEHRS-HC) audiometer. The DD2216 Periodic Audiogram fulfills this requirement if it has been completed within the past twelve months.

Item 14. DA Form 2766 (Adult Preventive and Chronic Care Flowsheet) completed. The DD Form 2766 is the deployment health record for the deploying individual. The original DD Form 2766 and any DD Forms 2766C will accompany the deployee to the field. A health record review will be conducted as part of medical processing and a DA Form 2766 will either be initiated or updated. Upon completion of medical processing, a copy of the updated MEDPROS IMR Report (including immunizations) will be placed in the DD Form 2766.

Item 15. A DD Form 2795 (Pre-Deployment Health Assessment) will be completed by all deployees from home station within 30-days of departure or at mobilization stations prior to movement. The first General Officer in the chain of command may waive the requirement up to 90 days. The form will be completed by all RC personnel activated to Active Duty status greater than 30 days in support of any contingency operation IAW DODI 6490.3. A copy of the assessment will be placed in the deployee's health record. A second copy of the DD 2795 will be placed in the deployee's deployment health record (DD 2766). If paper pre- and/or post-deployment health assessments are done, a copy will be sent to: Army Medical Surveillance Activity Building T-20, Room 213 (ATTN: Deployment Surveillance) 6900 Georgia Avenue NW, Washington, DC 20307-5001. The form can be completed electronically and is the preferred method. Stand-alone and internet based electronic versions of both forms are available to medical personnel at <http://www.mods.army.mil>. Completion of the form on-line eliminates the requirement to mail a paper copy of DD 2795 to the AMSA and allows for immediate accountability of processed personnel. A printed copy of the form must be placed in the deployee's health record and another must be placed inside DD 2766 (Adult Preventive and Chronic Care Flow Sheet).

Item 16. Tuberculosis Skin Testing (TST). All deployees deploying to locations that are considered high threat for tuberculosis require TST within twelve months prior to deployment, at the time of redeployment, and again at three to six months after redeployment. Deployees with previous positive TSTs do not require testing.

Item 17. G-6 PD Test. G6-PD test on file or specimen collected for deployees who may be issued primaquine upon redeployment.

Item 18. Female Pap Smear. Valid Pap Smear results within 12 months of deployment. Women who have had a Pap Smear completed and do not have results will not deploy until result is known. Pap Smears will not be completed or ordered at the SRP site.

Section X - Dental Classification.

Item 1. Dental Classification. Deployees in dental class 3 or 4 receiving treatment for trauma, oral infection, etc. are not deployable until treatment is completed.

Section XI - Vision Classification.

Item 1. Vision Readiness Classification (1 or 2 = GO; 3 or 4 = No GO).

(1) Class 1 - Deployees whose unaided or corrected binocular visual acuity is 20/20 or better. They possess all required optical devices. No deficiencies.

(2) Class 2 - Deployees whose unaided or corrected binocular visual acuity is worse than 20/20 but at least 20/40. They possess all required optical devices. Comprehensive eye examination is recommended. Note: Class 2 also includes deployees possessing a waiver for binocular visual acuity worse than 20/40.

Figure G-1. DA Form 7425, page 12 of 13 (continued).

(3) Class 3 - Deployees who are either not optically ready and/or not visually ready:

- Not Visually Ready - Deployees who's unaided or corrected binocular visual acuity is worse than 20/40. They do not meet visual acuity standards. Comprehensive eye examination and optical devices are required.
- Not Optically Ready - Deployees who's corrected binocular visual acuity is better than or equal to 20/40, but who do not possess all required optical devices. Optical devices are required.

(4) Class 4 - Deployees who require a vision screening. This includes deployees whose last vision screening or eye exam is greater than 1 year old and individuals whose vision readiness classification is unknown.

Section XII - Finance.

Item 1. Finance Entitlements and Travel Briefing. All deployees will receive a comprehensive finance entitlement and travel briefing prior to deployment.

Items 2-3. For Military Soldiers, print and review their Master Military Pay Account and Perform Pay Account to:

- Ensure the Soldier's Grade, PEBD, ETS, State and Federal Tax Withholding, Number of Exemptions, BAH status, EFT, Unit Mailing Address, and SGLI/FSGLI are correct, and any special pay entitlements.
- Determine entitlement to specific entitlements - Family Separation Allowance (FSA), Basic Subsistence Allowance (BAS), Cost of Living Allowance (COLA), and Clothing Allowance (initiate or terminate entitlements accordingly).
- Initiate Allotments (AC and AGRs only); Enroll Soldier in MyPay and establish an AKO account (if required).
- Validate if Government Travel Charge Cards were deactivated/activated (if required).

Item 4. Complete Finance Mobilization/Demobilization Documentation Requirement Checklist (Annex E to HQDA, Finance Mobilization and Demobilization SOP - 1 June 2004). Upon completion of items 2 and 3 above, the appropriate Finance personnel or Unit Pay Administrator will complete Annex E and will distribute IAW with item 5 below.

Item 5. Prepare Finance Mobilization Packets. For military RC units, the appropriate servicing Home Station Unit Administrator or Unit Pay Administrator will prepare three copies of the finance mobilization packet. Finance packets will include completed and annotated Mobilization/Demobilization Documentation Requirement Checklist and required pay-related documents IAW Annex E to HQDA Finance Mobilization and Demobilization SOP dated 1 June 2004. Reference ASA, FM&C homepage under <http://www.asafm.army.mil/fofod/fincom/sop/sop.pdf>. The first packet will be furnished to the servicing United States Property Fiscal Office (USPFO) for ARNG Soldiers or to the US Army Pay Center (UPC) for USAR Soldiers for input. The second packet will be furnished to the MS and the third packet will be kept by the unit and carried to the deployed location as part of the deployment packet.

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Figure G-1. DA Form 7425, page 13 of 13 (continued).

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