

DEPARTMENT OF THE ARMY
 US ARMY GARRISON, FORT BELVOIR
 Fort Belvoir, Virginia 22060-5928

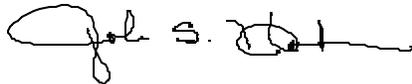
FB Regulation 525-2

21 March 2003

Military Operations
 SOLDIER READINESS PROGRAM (SRP)

<p>FOR THE COMMANDER:</p> <p>THOMAS W. WILLIAMS COL, AD Garrison Commander</p>	<p>DISTRIBUTION:</p> <table border="0"> <tr> <td style="padding-right: 20px;">F</td> <td>PLUS</td> </tr> <tr> <td style="padding-right: 20px;">5929</td> <td>(10)</td> </tr> <tr> <td style="padding-right: 20px;">5840</td> <td>(05)</td> </tr> </table>	F	PLUS	5929	(10)	5840	(05)
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OFFICIAL:



JOHN S. HODGE
 Adjutant General

History. This publication was originally printed on 1 November 1991. This printing incorporates revisions in procedures made since that date.

Summary. This is a revised regulation. It establishes procedures for conducting a Soldier Readiness Program (SRP), in order to process soldiers and Department of the Army civilians for deployments/movements under the SRP.

Applicability. This regulation applies to all directorates, special staff sections, major subordinate commands, tenants, and all units assigned or attached to Fort Belvoir, VA.

Suggested Improvements. The proponent of this regulation is the US Army Garrison Fort Belvoir, Directorate of Plans, Operations and Security (DPOS), Fort Belvoir, VA. Users should send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Plans, Operations and Security, 9820 Flagler Road, Fort Belvoir, VA 22060-5929.

*This regulation supersedes FB Regulation 525-2, dated 30 Aug 99.

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1. REFERENCES.

a. AR 220-10, Preparation for Overseas Movement of Units (POM), 15 Jun 73.

b. Change 2, 1 Mar 97 to AR 600-8-101, Processing(In/Out and Mobilization Processing), 12 Dec 89.

c. AR 600-20, Army Command Policy, 30 Mar 88.

d. Change 1, 12 Apr 90, US Army Fort Belvoir Mobilization Plan, 23 Oct 89.

e. Memorandum, ASD-HA, 25 Oct 01, subject: Updated Policy for Pre and Post Deployment Health Assessments and Blood Samples.

f. Memorandum 0006-02, 1 Feb 02, subject: Updated Procedures for Deployment Health.

2. PURPOSE.

a. Provides a command system to ensure maximum personnel readiness concerning administrative matters to permit a timely deployment.

b. Replaces the annual requirement for unit SRP.

c. Establishes procedures which are applicable to all directorates, special staff sections, major subordinate commands, tenants, and all units assigned or attached to Fort Belvoir.

3. OPERATIONS.

a. Personnel Readiness. All personnel are subject to overseas deployment. They will maintain the highest possible readiness posture.

b. Personnel readiness may be evaluated during Command Inspections. Personnel are checked to see that all are in a deployable status, and all training requirements are maintained.

c. As a minimum, the following items need to be maintained by all units with personnel assigned to ensure their deployability. These items will be checked during the SRP process and all individual SRP packets maintained by the unit may be subject to review during Command Inspections.

- (1) CTA 50-900 and personal clothing check.
- (2) Immunizations as required.
- (3) Eyeglasses (if required).
- (4) Protective Mask Spectacle Inserts (if required).
- (5) Hearing Aids (if required).
- (6) Medical Warning Tag (if required).
- (7) Dental Record and Identification Panorex Radiograph or appropriate substitute.
- (8) Identification Card (current).
- (9) Two sets of Identification Tags.
- (10) Record of Emergency Data (DD Form 93).
- (11) Service member's Group Life Insurance election and certificate (SGLV 8286).
- (12) Passports (if required).
- (13) Family Care Counseling Plan (if required).
- (14) DNA Sample (if required).
- (15) Hearing Protection.
- (16) Geneva Convention Card (DD Form 1934) (if required).
- (17) DD Form 2766, Adult Preventive and Chronic Care Flow sheet.
- (18) DD Form 2795, Pre-deployment Assessment Form (if deploying).

4. RESPONSIBILITIES.

a. Directorate of Plans, Operations, and Security (DPOS).

(1) Coordinates appropriate Base Operations (BASOPS) staff elements to arrange administrative, logistical and site support of SRP sessions.

(2) Will schedule SRPs upon:

(a) Notification of Unit's deployment.

(b) Unit's annual SRP requirement.

(3) Notifies unit commanders and individuals of SRP actions for individual redeployments.

b. Directorate of Personnel and Community Activities (DPCA). Provide the SRP site and an alternate.

(1) Primary Site - Graves Fitness Center (Appendix B).

(2) Alternate Site - Sosa Community Center (Appendix C).

c. The Adjutant General (AG). Responsible for the overall operation of an SRP Center. SRP Site (see Appendix A).

d. Directorate of Installation Support.

(1) Provide 20 folding tables, 6 to 8 feet in length.

(2) Provide 60 folding chairs.

(3) Provide five trash cans.

(4) Provide one truck to transport tables and chairs (HQ BN will provide driver).

e. Directorate of Information Management (DDOIM).

(1) Will develop a plan to incorporate connectivity to and in the primary and alternate SRP sites.

(2) Will be prepared to activate phone lines in either the primary site (Graves Fitness Center) or the alternate site (SOSA Community Center) on order.

(3) Shall provide a 24-hour point of contact in order to activate telephone lines.

f. BASOPS.

(1) Tasked BASOPS elements will provide Soldier Readiness Processing Teams (SRPT). The teams will assist in set-up of the SRP site; process personnel, ensuring they meet deployability criteria in their areas of functional proponency; and provide written validation of processing results.

(2) Will report to the SRP site NLT 0800 hours on the date it is to be conducted.

g. Unit Commanders requiring an SRP will:

(1) Maintain a deployment packet on every individual assigned or attached to its unit. The deployment packet will include a family care plan (if required), SRP checklist, and copies of all applicable documents. The SRP folders will be an inspection item under the command inspection program.

(2) Provide an up-to-date unit roster of deploying personnel to the Adjutant General, SRP OIC, MEDDAC P&O, SJA and DENTAC. The rosters will be sent no later than 10 working days before the SRP session.

(3) Ensure that personnel are processed through the SRP stations and that any follow-up actions are accomplished.

(4) Ensure that all members are counseled concerning personal affairs. The unit commander will ensure that all members are advised of their responsibility for their dependents.

(5) Provide a detail consisting of one (1) NCO and five (5) soldiers to set-up and dismantle the SRP site, and to run Stations 1 and 14 (See Appendix). Coordination will be made the day before the SRP with the Deputy Adjutant General, 805-1053.

(6) Coordinate, when in deployment status, with Directorate of Installation Support (DIS) for alternate storage sites for privately owned vehicles (POV) owned by Active Army soldiers, if unit assets are not sufficient.

(7) Army Reserve and National Guard soldiers will **not** report to Fort Belvoir with POVs which require storage. The Provost Marshal will advise deploying soldiers on safety and security measures for their vehicles.

5. PROCEDURES.

a. The FB Form 108-R-E (Appendix D) will be utilized to validate the processing of all active and mobilized Reserve and National Guard personnel. This checklist will be utilized for exercises and actual employments/deployments.

b. The SRPT will consist of representatives from each of the staff elements indicated below unless directed otherwise by the DPOS.

(1) Station 1 (Readiness Folders and SRP Checklist). Unit personnel will check their readiness folder and associated documents for completeness, check off individual's name from unit roster, and insert the individual's name on the SRP checklist. In addition unit personnel will give each soldier his/her folder with the checklist. Each soldier will carry the folder through each station, ensuring an entry is made on FB Form 108-R-E, SRP checklist, at each station.

(2) Station 2 (Defense Military Pay Office). Representatives from the Defense Military Pay Office (DMPO) will brief personnel to determine if allotments, payments, etc., are up-to-date and if changes are required. Notation of changes will be made on the SRP Checklist. Checklist items will be completed at Station 2 following the briefing.

(3) Station 3 (Directorate Of Installation Support-Logistics (DIS-LOG)). A representative from DIS-LOG will brief soldiers on their transportation entitlements. Also covered will be the procedures to follow when arranging shipment of household goods, hold baggage, and/or movement of dependents. Appropriate checklist items will be completed at Station 3, following the briefing.

(4) Station 4 (POV Registration and Disposition). Personnel from the Military Police, Vehicle Registration Section, will verify that each soldier has their vehicle registered at Fort Belvoir. Personnel who need to register their vehicle must have a valid driver's license, proof of vehicle insurance and current, state vehicle registration in their possession.

(5) If the soldier is being deployed, DA Form 4137 Property Record will be checked for accuracy and completeness.

(6) Station 5 (Staff Judge Advocate (SJA)). SJA will counsel personnel to determine if wills/powers of attorney (POA)/etc. are required. Notation will be made on the SRP Checklist if such documents are required. Action will be taken to resolve any legal problems after an exercise. If a large number of wills/POAs are required, they will be done off site. Unit commanders will be notified of appointment schedule for completion of these documents.

(7) Station 6 (DEERS/ID Cards). Personnel requiring new ID cards or DEERS entries will be referred to the Installation ID Card Center, Bldg 213, on 20th Street. Notes will be made on the SRP Checklist indicating this requirement.

(8) Station 7 (TRICARE). Complete TRICARE Enrollment Form.

(9) Station 8 (DENTAL). Personnel from the Dental Activity (DENTAC) will check dental records for completeness and SRP qualification. Notes will be made on the SRP Checklist if inspection and/or panorex is required.

(10) Station 9 (Medical Check). Personnel from the Medical Department Activity (MEDDAC) will check health records, and DD form 2795 for completeness. Recommendations will be made regarding the disposition of profiled personnel. Personnel will be scheduled for follow-up appointments, if required. Check eyeglasses and protective mask inserts and order as needed.

(11) Station 10 (Occupational/Community Health Screening). Personnel from the MEDDAC will initiate or check the DD Form 2766 for completeness, if it was not been completed at this station.

(12) Station 12 (Immunizations/HIV/DNA). Personnel from MEDDAC will screen the medical record and order immunizations. Laboratory personnel will order HIV/DNA testing if needed. Personnel from MEDDAC will administer immunization, draw blood for HIV test, and conduct DNA testing as needed. **Note: Immunizations will not be given without a current HIV (Human Immune-Deficiency Virus) test.**

(13) Station 13 Medical Protection System (MEDPROS). Personnel from MEDDAC will input all information that is required to be entered into MEDPROS at this station. Require internet connection to enable website access for real-time data entry.

(14) Station 14 (Personnel File). AG personnel will review Record of Emergency Data (DD Form 93), will make necessary corrections and have the soldier sign the form. The soldier will review the Service Member's Group Life Insurance (SGLV 8286), will make necessary corrections, and the soldier will sign the form. Two copies of the DD Form 93 and SGLV 8286 are given to the soldier: one for inclusion in the SRP packet, one for the soldier's personal use and a third copy is kept on file in the Military Personnel Records Jacket. AG personnel will check all individuals for correct identification (ID) cards, ID tags (2 sets), Geneva Convention Cards (DD Form 1934), and emergency data cards. Personnel requiring new ID cards will be referred to the Installation ID Card Center, located in bldg. 213, at 5815 20th Street. Personnel requiring ID Tags will be referred to Fort Belvoir Bldg 213, Record Section, or to the nearest AG facility capable of preparing the item. All discrepancies noted by the personnel team will be annotated on the SRP Checklist.

(15) Station 15 (Records Deposit). The SRP site OIC or a designated representative will collect the SRP Checklist and verify completeness. After determining that each individual is deployable and does not have any major personal problems/unresolved questions, the SRP OIC/representative will sign the individual's checklist. All personnel files will be turned in to the SRP representative.

c. A copy of FB Form 108-R-E is at Appendix D. FB Form 108-R-E is in electronic format and can be locally reproduced.

6. COORDINATING INSTRUCTIONS.

a. There will be an In Progress Review (IPR) 10 days prior to the event at 1000 hrs in the DPOS Emergency Operations Center (EOC).

b. All telephone lines will be activated NLT 1300 hours one day prior to the SRP. Notify Harris Corporation's 24-hour trouble call number at 805-3109 when telephones are to be activated.

c. Any units wishing to schedule an SRP should contact DPOS at 805-4001 or FAX 805-3775.

d. All rosters for personnel being processed must be received by supporting agencies NLT COB 10 days prior to the SRP.

e. Duty uniform:

(1) Military - BDUs.

(2) Civilians - Appropriate civilian attire.

f. SRP hours: Processing will continue through lunch.

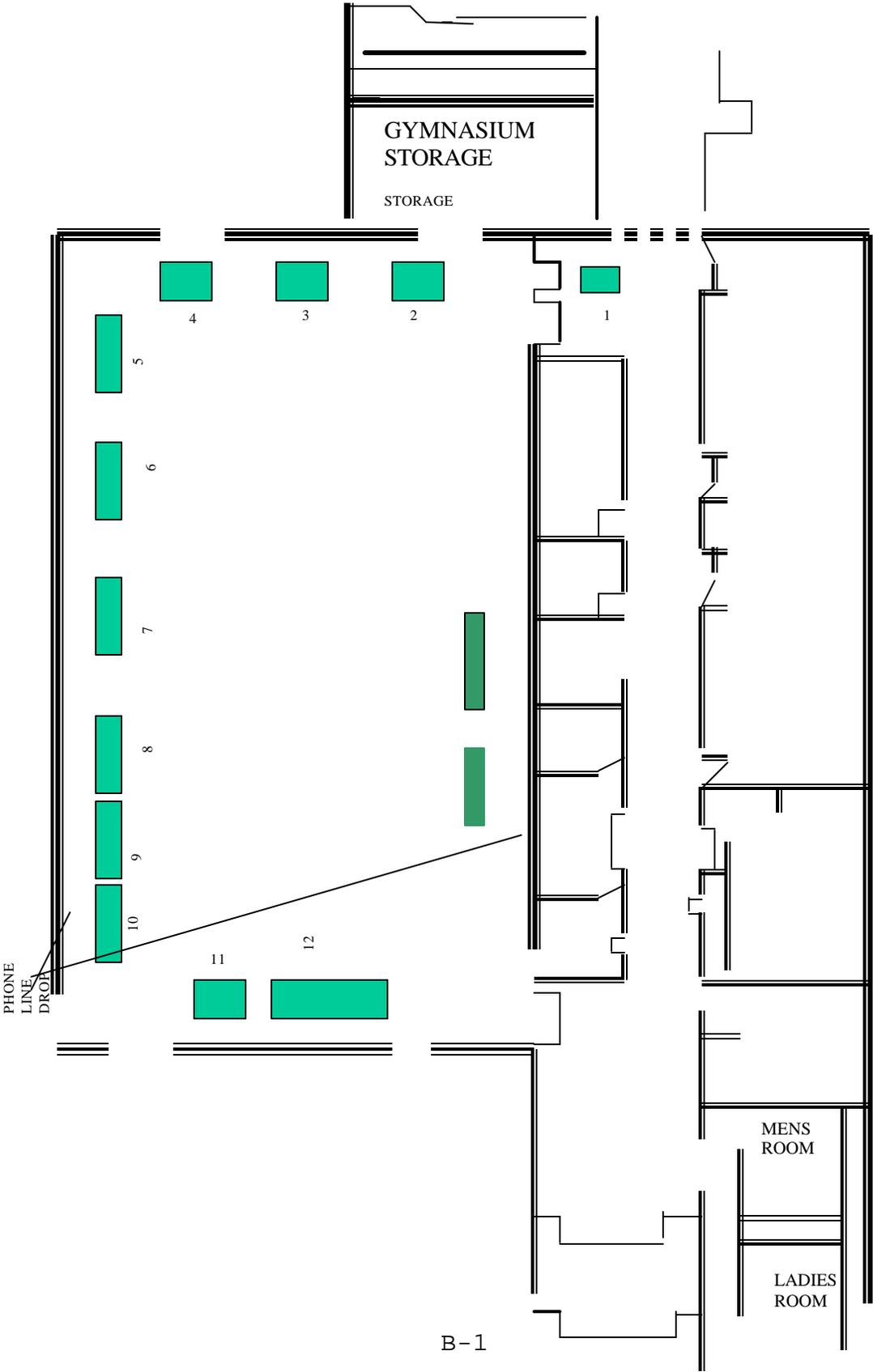
(1) Support personnel 0800 - 1600.

(2) Supported unit 0830 - 1500.

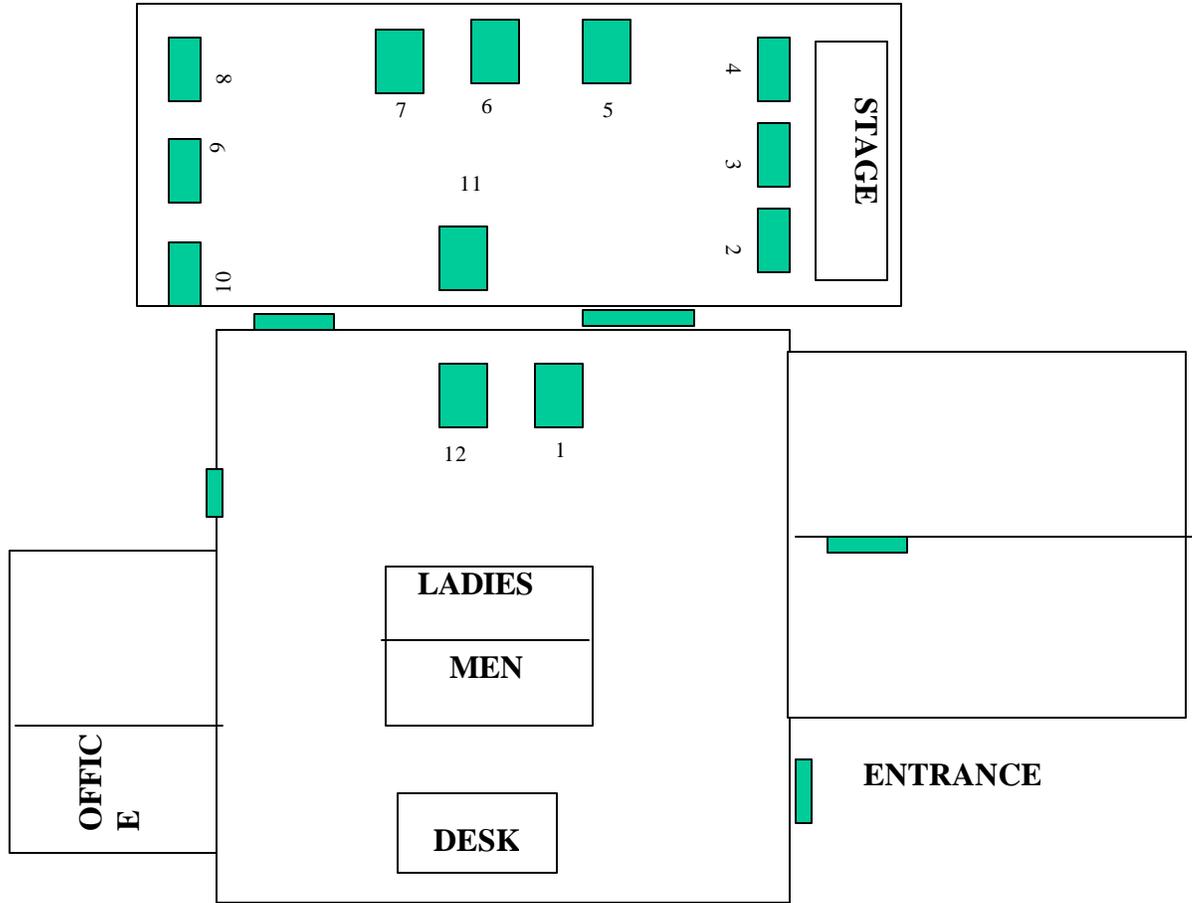
Appendix A
SRP SITE STATIONS

STATION 1	Readiness Folders AND SRP Checklist
STATION 2	Finance
STATION 3	DIS-LOG
STATION 4	Disposition Of POV
STATION 5	SJA
STATION 6	DEERS/ID Cards (when ordered)
STATION 7	TRICARE
STATION 8	Dental
STATION 9	Medical Check
STATION 10	Occupational/Community Health Screening
STATION 11	Immunizations/HIV/DNA
STATION 12	Medical Protection System (MEDPROS)
STATION 13	Personnel File
Station 14	Records Deposit

Appendix B
SITE PLAN GRAVES FITNESS CENTER



Appendix C
SITE PLAN SOSA COMMUNITY CENTER



SOSA COMMUNITY CENTER

**Appendix D
SOLDIER READINESS PROCESSING (SRP) CHECKLIST**

NAME _____ RANK _____

SSN _____ UNIT _____

STATION	ITEM	ACTION REQUIRED				
		GO	NO GO	N/A	REASON	DATE CORRECTED
1	READINESS FOLDERS AND SRP CHECKLIST (UNIT) Indiv picked up records					
2	FINANCE (DAO) Personnel Briefed On: a. Partial/Advanced Pay b. Allotments					
3	TRANSPORTATION (DIS) Personnel Briefed On: a. Movement of Dependents b. Hold Baggage/Household Goods					
4	DISPOSITION OF POV (PMO)					
	a. DA FORM 4137 (Property Record)					
	b. FB Form 18 (PMO) (Impoundment of Vehicle Record)					
	c. Bailment Agreement (Power of Attorney)					
5	STAFF JUDGE ADVOCATE					
	a. Power of Attorney					
	b. Wills					
	c. Maximum Punishment for Missing Movement					
6	DEERS/ID CHECK					
	a. Verify enrollment in DEERS of family members					
	b. Verify panograph X-ray on file thru DEERS					

FB FM 108-R-E
11 Sept 02 (Rev)

Previous edition dated 1 Aug 99 is obsolete.

**Appendix D
SOLDIER READINESS PROCESSING (SRP) CHECKLIST**

		ACTION REQUIRED				
STATION	ITEM	GO	NO GO	N/A	REASON	DATE CORRECTED
	c. Valid ID Card (RAPIDS) – (Verify expiration date vs DEROS) (C)					
	d. Geneva Convention (DD FORM 1934) (C)					
	e. Visas (C)					
	f. Passports (C)					
7	TRICARE					
	a. Complete Tricare Enrollment Form					
8	DENTAL (DENTAC)					
	a. Health Record Dental Folder					
	b. Current Exam					
	c. Panograph X-ray on file (or in mail)					
9	MEDICAL CHECK (DAHS)					
	a. Medical Qualifications					
	b. Spectacles and Hearing Aids (C)					
	c. Optical Inserts (C)					
	d. Health Record Jacket (C)					
	e. Medical Warning Tags (C)					
	f. Pregnant (C)					
	g. HIV Screening					
	h. DD Form 2795 or DD Form 2796 (if deploying/ redeploying)					
	i. Blood Type (C)					
10	Occupational/Community Health					
	a. HIV					

**Appendix D
SOLDIER READINESS PROCESSING (SRP) CHECKLIST**

	b. DNA					
	c. DD Form 2766					
11	IMMUNIZATIONS /HIV/DNA					
	a. Medications/ Prescriptions (C)					
	b. Shots up-to-date (C)					
	c. PPD (Requires MEDPROS entry) or CXR if indicated					
	d. HEP A (Requires MEDPROS entry)					
	e. Tetanus (Requires MEDPROS entry)					
	f. Influenza (Requires MEDPROS entry)					
	g. Typhoid (Requires MEDPROS entry)					
	h. Other immunization (Requires MEDPROS entry)					
	i. Other immunization (Requires MEDPROS entry)					
12	MEDPROS					
13	201 File. Personnel Records Processing (AG)					
	a. Military Personnel Records Jacket					
	b. ENL/OFF Qualification Record					
	c. Completed Civ Pers Data Sheet (C)					
	d. Record of Emergency Data (DD Form 93) (C)					
	e. SGLI (VA Form 29-8286)					
	f. Personnel Actions Pending					
	g. Under 18 years of age					
	h. Has individual been a POW in Deployment Area? (C)					

Appendix D
SOLDIER READINESS PROCESSING (SRP) CHECKLIST

	i. Is individual a sole surviving son/ Signed waiver					
	j. Compassionate RSG/DFR/FROS					
	k. Remaining Service Obligation					
	l. Additional Qualification					
	m. Fulfillment of ENL or REENL Options					
	n. Family Member Deferment/Exemption					
	o. MOS Qualifications					
	p. Preparation and distribution of orders					
	q. Identification Tags (C)					
	r. Post Decals					
	s. Family Care Plan					
	t. Signed Emergency Essential Mobility Agreement (C)					
	u. Was a former Peace Corps Member in deployment area? (C)					
	v. Former citizen of Germany (Cannot be sent to Germany)/Citizen of Turkey/Dual Citizenship (cannot be sent to Turkey) (C)					
	w. Approved Conscientious Objector?					
	x. Army Linguist?					
14	RECORDS DEPOSIT. Turn-in Records (Unit Rep)					

Appendix E

**ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET
DD FORM 2766, MAR 1998**

THIS FORM WILL BE ISSUED BY THE MEDICAL FACILITY

Appendix F

PRE – DEPLOYMENT HEALTH ASSESSMENT

THIS FORM WILL BE ISSUED DURING IN-PROCESSING

Appendix G

POST – DEPLOYMENT HEALTH ASSESSMENT

THIS FORM WILL BE ISSUED DURING OUT - PROCESSING