ECRC IA CHECKLIST

Last Name First	Middle	e	SSN
Paygrade Rating	Designator	Component	
Personal Email	Local Phone		
Navy Email	Cell Phone		
Army Email	Local Addres	SS	
Originating Command		U	лс
Command POC		POC Phone	
Command POC Email		Γ	OSN
Order Receipt Date Initial Report Da	te Check	list Deadline	RTN
Advancement TIR Date Recommend acvancement	Yes ()	No Taking exam prior deployment	to Yes O No
Date of Birth Gender	Blood Type	Religious Preference	
Specialty Areas			
Independent/ FMF			
Destination/Base			
Spouse	Next of Kin		
Name	Name		
Address	Address		
City	City		
State Zip	State	Z	Zip
Email	Email		
Phone	Phone		
Children	Relationship		

Privacy Act Statement

Authority: 10 USC 5013; EO 9397 (SSN); NM05000-3 Organization Management and Locator System (August 15, 2006, 71 FR 46898). Purpose: To evaluate individual readiness posture and to provide individuals selected for deployment necessary information to ensure their preparedness.

Routine Uses: Department of the Navy Blanket Routine uses (found at privacy.navy.mil)

Disclosure: Voluntary. However, failure to provide the requested information may significantly delay or impede individual preparation and may result in the failure to properly notify individuals of deployment information.

A. DA 7425						
Complete all <i>verifiable, applicable</i> items of DA 7425 simultaneously with this checklist. (Link to DA 7425 and specific completion instructions are located at the NKO website).	0	Yes	0	No		
B. MEDICAL						
1. Medical record in hand.	0	Yes	\circ	No		
2. NOSC/Parent command entered medical data in NMCMPS.	0	Yes	\bigcirc	No		
3. Medical Readiness Data entered into MRRS or SAMS with upload to NMO IMR.	0	Yes	\bigcirc	No		
4. Food/drug allergies with medical warning tags on hand or ordered.	0	Yes	\circ	No	\circ	N/A
5. Immunizations up to date:						
a. Hepatitis A (2 shot series) or TWINRIX (3 shot series)	0	Yes	\circ	No		
b. Hepatitis B or TWINRIX (3 shot series)	0	Yes	\circ	No		
c. Influenza (each year, seasonally).	0	Yes	\circ	No		
d. PPD or PPD Converter Questionnaire (within last 12 months).	0	Yes	\bigcirc	No		
e. Typhoid (within 2 years for injection, 4 years oral vaccine).	0	Yes	\circ	No		
f. Tetanus (within 10 years).	0	Yes	\circ	No		
g. Yellow Fever (location dependent, last dose w/in 10 years). i.e Africa/Horn of Africa	0	Yes	\circ	No	\circ	N/A
h. Smallpox series (within 10 years).	0	Yes	\circ	No		
i. MMR (assume immune if shot date not found, but personnel born & raised in U.S.)	0	Yes	\circ	No		
j. OPV/IPV (assume immune if shot date not found, but personnel born & raised in U.S.)		Yes	\circ	No		
k. Meningococcal (location dependent, within 5 years). i.e Africa/Horn of Africa	0	Yes	\bigcirc	No	\circ	N/A
l. Pneumococcal [Asplenic (for persons without spleen) only].	\circ	Yes	\circ	No	\circ	N/A
m. Immunization data reported via SAMS or MRRS.	\circ	Yes	\circ	No		
6. Blood type and Rh factor and date of blood draw documented.	\circ	Yes	\circ	No		
7. HIV-1 antibody test within 2 yrs of deployment or sample collected (must have results prior to receiving live vaccine).	0	Yes	О	No		
a. HIV Negative. (Note: HIV Positive NOT DEPLOYABLE)	\circ	Yes	\bigcirc	No		
8. DNA sample on file or collected with proof of registry with AFIP.	\circ	Yes	\bigcirc	No		
9. G6PD results and date of blood draw documented.	0	Yes	\circ	No		
10. Sickle Cell results and date of blood draw documented.	0	Yes	\circ	No		
11. Negative pregnancy test w/i 30 days of deployment (written proof of tubal ligation / hysterectomy are exception).	0	Yes	\circ	No	0	N/A
12. Copy of most recent (within one year) DD Form 771, eyeglass prescription.	\circ	Yes	\circ	No	\circ	N/A
a. one set of same prescription eyeglasses.		Yes	\circ	No	\circ	N/A
13. Copy of medication prescriptions.	\circ	Yes	\circ	No	\circ	N/A
a. IA traveling overseas, in possession of minimum 180 day supply of same medication prescription (s).	0	Yes	0	No	0	N/A
14. Documented Periodic Health Assessment (PHA) within the last 6 months.	0	Yes	\circ	No		
15. Female - documented valid Pap Smear results within 12 months of deployment if < 30 years of age, 30+ years may be done every 2-3 years, if the previous 3 pap smears are normal.	0	Yes	0	No	0	N/A
16. Female (if over age 40) - documented annual mammogram is recommended.	0	Yes	\circ	No	\bigcirc	N/A
17. Any recent surgery (within 6 months), including Lasik or cataract documented in medical record.	0	Yes	\circ	No	\circ	N/A
18. Any chronic health conditions (i.e., hypertension, heart disease, diabetes, asthma, sleep apnea, thyroid disease, susceptibility to heat exhaustion) documented in medical record.	0	Yes	0	No	0	N/A
19. Any metal in the body (including plates/screws) documented in medical record.	0	Yes	\circ	No	\circ	N/A

B. MEDICAL (continued)						
20. IA is within height/weight standards.	0	Yes	\circ	No		
21. IA is within physical fitness standards.	0	Yes	\circ	No		
22. Any bone, back, knee or joint disorders documented in medical record.	0	Yes	\circ	No	\circ	N/A
23. IA is able to walk several miles in combat boots.	0	Yes	\circ	No		
24. IA is able to carry field gear, flak jacket, helmet, and weapon (48 lbs) for 2 miles.	0	Yes	\circ	No		
26. Mobilized Reserve IA reported any TNPQ (temp. NPQ) or NPQ (not physically qualified) status (AC Sailors - N/A).	0	Yes	\circ	No	0	N/A
27. IA has NOT received any workers' compensation at civilian job within past 12 months.	0	Yes	\circ	No		
28. IA has NOT or does NOT receive any VA medical disability.	0	Yes	\circ	No		
29. If IA wears corrective lenses, must have 1 set of inserts for the M40 gas mask.	0	Yes	\circ	No	\circ	N/A
30. If IA wears corrective lenses, must have 1 set of UVEX lenses for ballistic sunglasses.	0	Yes	\circ	No	\circ	N/A
31. IA fitted and issued hearing protection (ear plugs).	0	Yes	\circ	No		
32. Significant medical condition(s) documented in medical record.	0	Yes	\circ	No	\circ	N/A
33. DD Form 2215 (Reference Audiogram) or DD Form 2216 (Periodic Audiogram) w/in 12 months or on file in HREC.	0	Yes	\circ	No		
34. IA is physically qualified, not awaiting Medical Retention Review, not receiving Line of Duty benefits, and not awaiting a Physical Evaluation Board.	0	Yes	0	No		
C. DENTAL						
1. IA has dental record in hand.	0	Yes	\circ	No		
2. NOSC/Parent command entered dental data in NMCMPS.	0	Yes	\circ	No		
3. IA has current bitewing x-rays (within 2 years).	0	Yes	\circ	No		
4. IA has current panogram (within 5 years, or more recently if any recent, significant dental work).	0	Yes	\circ	No		
5. Copies of current bitewing and panogram X-rays in Dental record.	0	Yes	\circ	No		
6. Current T-2 Dental exam (projecting to the end of deployment period).	0	Yes	\circ	No		
a. Copy of current T-2 Dental exam report in medical record.	0	Yes	\circ	No		
7. Dental data entered into MRRS.	0	Yes	\circ	No		
8. IA traveling overseas has orthodontic appliances in possession. Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through the use of passive holding arches and secured with stainless steel ties, or other means prior to deployment IAW AR 614-30.	0	Yes	0	No	0	N/A
9. Mobilized Reserve IA has documentation of enrollment in TRICARE SELRES Dental Program, if desired.	0	Yes	\circ	No	\circ	N/A
10. Significant dental condition(s) documented in dental record.	0	Yes	\circ	No	\circ	N/A
D. PAY AND PERSONNEL						
1. IA has documentation to support any claim for delay/exemption.	0	Yes	\circ	No	\circ	N/A
2. IA has NOT been deployed within 6 months prior to the start of the IA assignment.	0	Yes	\circ	No		
3. IA has a minimum 18 Months OBLISERV (Active Duty EAOS / Mobilized Reserve EREN) from report date.	0	Yes	\circ	No		
a. High Year Tenure (HYT) waiver approved (as necessary).	0	Yes	\circ	No	\circ	N/A
b. Active duty IA Perform To Serve (PTS) submitted if on first term enlistment (Mobilized Reserve mark N/A).	0	Yes	\circ	No	0	N/A
4. Active Duty IA's PRD is at least 1 month after scheduled return (extend PRD as necessary) or has been issued Indeterminate Temporary Duty (ITDY) Orders. (Mobilized Reserve IA N/A).	0	Yes	0	No	\circ	N/A
5. IA has successfully tested access to their DFAS "My Pay" account.	0	Yes	\circ	No		

D. PAY AND PERSONNEL (Continued)						
6. IA has active Government Travel Charge Card (GTCC).	0	Yes	\circ	No	\circ	N/A
a. IA's APC advised to retain GTCC for the duration of the IA assignment, UNLESS specifically directed otherwise.	\circ	Yes	\circ	No		
b. IA's APC advised to identify account as Mission Critical (between 31st and 60th day of account delinquency).	0	Yes	0	No		
c. IA's APC provided with ECRC contact info to assist with seriously delinquent (greater than 90 days) account.	\circ	Yes	0	No		
7. IA has successfully tested Common Access Card (CAC) Identification.	\bigcirc	Yes	\bigcirc	No		
a. PIN valid.	\circ	Yes	\circ	No		
b. Verified PKI (3 certificates present - encryption, ID, and signature) .	0	Yes	\circ	No		
c. Default certificate set to signature.	0	Yes	\circ	No		
8. Mobilized Reserve IA reviewed www.dod.mil/ra for eligibility for Reserve Income Replacement Program (RIRP) (ActiveDutyIAmark N/A).	\circ	Yes	\circ	No	0	N/A
a. Eligible Mobilized Reserve IA has supporting documents necessary for RIRP (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A).	\circ	Yes	\circ	No	0	N/A
b. Eligible Mobilized Reserve IA has completed required forms and submitted to ReserveCenteror ECRC (Ineligible Mobilized Reserve IA or Active Duty IA mark N/A).	0	Yes	0	No	0	N/A
9. IA has signed statement from licensed physician for any incapacitated family member(s) over 21 years of age.	\circ	Yes	\circ	No	0	N/A
10. Mobilized Reserve IA has 3 voided personal checks or deposit slips displaying bank information for direct deposit (Active Duty IA mark N/A).	0	Yes	\circ	No	0	N/A
11. Mobilized Reserve IA has bank account information (name, address, telephone, RTN, account number) for each desired allotment (Active Duty IA mark N/A).	0	Yes	\circ	No	0	N/A
12. IA has Battle Record in hand (Battle Record contains copies of documents listed 12a-12h).	0	Yes	\circ	No		
a. IA orders.	0	Yes	\circ	No		
b. current contract with any extensions (not required for officers).	0	Yes	\circ	No	\circ	N/A
c. current PG2 and SGLI	0	Yes	\circ	No		
d. All PG4s to document qualifications, awards and ASVAB scores) (not required for officers).	0	Yes	\circ	No	\circ	N/A
e. PG5 (not required for officers).	0	Yes	\circ	No	\circ	N/A
f. Evaluations/FITREPS (document last 3 years) (officers may carry separately).	\circ	Yes	\circ	No	\circ	N/A
g. Family Separation Allowance Form (DD 1561 revision NOV06) if member has eligible dependents.	0	Yes	\bigcirc	No	\circ	N/A
h. Advancement Worksheet (NETPDTC 1430/3) for next eligible advancement exam.	\circ	Yes	\circ	No	\circ	N/A
13. <u>If active duty IA assignment is to a combat zone</u> , a duplicate <u>Battle Record</u> forwarded to Center of Excellence (ActiveDutyIA assigned to CONUS based unit AND all Mobilized Reserve IA mark N/A).	0	Yes	0	No	\circ	N/A
14. Security Clearance annotated and signed as verified on IA orders.	0	Yes	\circ	No		
a. Required Clearance (Secret unless otherwise specified). Actual Clearance	ance.					
b. Security Clearance annotated in JPAS.	\circ	Yes	\circ	No		
15. IA verified all evals/FITREPS for continuity and corrected any gaps in dates. IA has copies of last two evals/FITREPS.	0	Yes	\circ	No		
16. Reserver Component IA has a detachment of individual eval/FITNESS report in Field Service Record (FSR) for this mobilization or ITDY assignment. (Active Duty IA on regular TEMADD (not ITDY) mark N/A - no detachment eval/FITREP required).	0	Yes	0	No	0	N/A
17. Active DutyIA has submitted eval/FITREP input for next regular periodic report at parent command (Mobilized Reserve IA AND Active Duty IA issued ITDY orders mark N/A -next periodic to be done by IA command).	0	Yes	0	No	0	N/A

D. PAY AND PERSONNEL (Continued)						
18. Mobilized Reserve IA AND Active Duty IA issued ITDY orders have FSR in hand (Active Duty IA on TEMADD orders mark N/A - current serving personnel office retains FSR).	0	Yes	\circ	No	0	N/A
19. IA has copy of current mortgage, lease or rental agreement in possession.	0	Yes	\circ	No	\circ	N/A
a. Mobilized Reserve IA reviewed address on mobilization orders (Active Duty IA mark N/A).	0	Yes	\circ	No	\circ	N/A
b. Mobilized Reserve IA provided Reserve Center with documents to correct address on mobilization orders (ActiveDuty IA or Mobilized Reserve IA with correct address on mobilization orders mark N/A).	0	Yes	0	No	0	N/A
20. IA's personal awards verified on Navy Department Awards Web Services (NDAWS).	0	Yes	\circ	No		
a. Parent command or NOSC has documents necessary to update personal awards.	0	Yes	\circ	No	\circ	N/A
21. IA record reviewed by Educational Services Officer (ESO) for advancement exam eligibility during IA assignment.	0	Yes	0	No	0	N/A
a. If eligible, ESO made arrangements for testing (early or late) or forwarding of advancement exam.	0	Yes	\bigcirc	No	0	N/A
22. Mobilized Reserve IA has documentation of one month's average utilities (Active Duty IA mark N/A).	0	Yes	\circ	No	\circ	N/A
23. IA has documentation for any special pay qualification(s) and entitlement(s).	0	Yes	\circ	No	\circ	N/A
24. IA not entitled to BAH - orders provided to Personal Property Office for review of non-temporary storage.	0	Yes	\circ	No	0	N/A
25. IA entitled to single BAH, BUT <u>instead</u> desires non-temporary storage, order writer contacted for authorization.	0	Yes	0	No	0	N/A
26. IA has birth certificate or passport IF specifically directed by orders to get a passport.	0	Yes	\bigcirc	No	\circ	N/A
a. If passport directed by orders, no-fee government passport application submitted.	0	Yes	\circ	No	\circ	N/A
b. If passport not directed by orders, member aware of passport application process at personal expense.	0	Yes	0	No	0	N/A
27. If Medical Corps, Dental Corps, Medical Service Corps, or Nurse Corps, IA has certified copies or proof of:	0	Yes	0	No	\circ	N/A
a. Current license/certificate.	0	Yes	\bigcirc	No	\circ	N/A
b. current BCLS, ACLS, PALS, etc.	0	Yes	\circ	No	\circ	N/A
c. Current demographic information if Medical Corps.	0	Yes	\bigcirc	No	\circ	N/A
d. Internship.	0	Yes	\circ	No	\circ	N/A
e. Residency.	0	Yes	\circ	No	\circ	N/A
f. Board certifications.	0	Yes	\circ	No	\circ	N/A
28. IA, <u>not traveling overseas</u> , has vehicle registration and insurance documentation, <u>IF orders authorize POV travel</u> .	0	Yes	0	No	0	N/A
29. IA has certification of full-time student enrollment from school registrar for college-age family member(s).	0	Yes	\circ	No	0	N/A
30. IA travel arrangements have been made by parent command or NOSC via SATO to first destination - order accounting data (centrally billed account (CBA)) used for funding - NOT billed to IA's GTCC (mark NA only if first IA duty station is same geographic location - no air travel required).	0	Yes	0	No	0	N/A
a. IA briefed on travel arrangements (mark NA only first IA duty station is in same geographic location).	0	Yes	0	No	\circ	N/A
b. receiving command POC (identified within orders) notified of IA's arrival information.	0	Yes	0	No	0	N/A
E. TRAINING						
1. IA completed online training (via NKO) and has printed completion certificates (1a - 1n) in possession.	0	Yes	\circ	No		
a. CANSF-ATFP-OCONUS-1.0 ATFP Level I Awareness Training for Overseas Service Members (OCONUS)	Date (Comple	ted			
b. CANS-M16WS-1.0 M16 WEAPON SAFETY	Date (Comple	ted			

E. TRAINING (Continued)						
c. CANS-M9SP-1.0 M9 SERVICE PISTOL TRAINING	Date Completed					
d. CPD-GMT07-013 FY07 General Military Training Unit 1.3 Operations Security	Date Completed					
e. CPD-GMT07-022 FY06 General Military Training Unit 2.2 Anger Management and Suicide Awareness	Date	Date Completed				
f. CPD-GMT07-032 FY06 GMT Unit 3.2 Fraternization & Sexual Harassment	Date	Date Completed				
g. CPD-GMT07-033 FY06 GMT Unit 3.3 Sexual Assault	Date	Comple	eted			
h. DOD-IAA-V2.0 DOD Information Assurance Awareness	Date	Date Completed				
i. JKDDC-TIP-1 Trafficking in Persons Basic Awareness Training	Date	Comple	eted			
j. JOB-Level B Level B - Code of Conduct (SERE 100)	Date	Comple	eted			
k. NPDC-CWI-1 COLD WEATHER INJURIES	Date Completed					
1. NPDC-HWI-1 HOT WEATHER INJURIES	Date Completed					
m. NPDC-SAEDA-1 SAEDA BRIEFING	Date Completed					
n. NPDC-USAV-1 UNITED STATES ARMY VALUES	Date	Date Completed				
2. IA has PT gear in possession (mark a and b NA if traveling to NMPS Norfolk).	0	Yes	\circ	No		
a. Navy T-Shirt (IA traveling to NMPS Norfolk first will be issued gear - mark N/A).	0	Yes	\circ	No	\circ	N/A
b. Navy Shorts (IA traveling to NMPS Norfolk first will be issued gear - mark N/A).	0	Yes	\circ	No	\circ	N/A
c. Navy Sweatsuit (pants and shirt).	0	Yes	\circ	No		
d. Running Shoes.	0	Yes	\circ	No		
F. PERSONAL AFFAIRS RELATED	1					
1. IA's family has been provided the IA Family Handbook.		Yes	0	No		
2. IA's family has been provided contact information for Command IA Coordinator and Ombudsman.		Yes	\circ	No		
3. IA's family has member's complete name, rank, SSN and command name for emergency purposes.	0	Yes	0	No	0	N/A
4. IA has documentation to support continued enrollment in Exceptional Family Member (EFM) programs.	0	Yes	\circ	No	0	N/A
5. IA has copy of current Family Care Certificate (required for single parents and dual military parents only).	0	Yes	\circ	No	\circ	N/A
6. IA verified dependent DEERS enrollment and ID Cards, arrangements made if ID card(s) expire during deployment.	0	Yes	\circ	No	0	N/A
7. Fleet and Family Support Center Pre-deployment Brief Completed.	0	Yes	\circ	No		
G. LEGAL						
1. IA counseled regarding importance of a will (although a will is not required, it is highly recommended).	0	Yes	0	No		
a. Page 2 updated to reflect location of current valid will (mark N/A only if IA elects no will).	0	Yes	0	No	0	N/A
2. IA has of current power(s) of attorney in possession (mark N/A only if IA elects NO power of attorney(s).	0	Yes	0	No	0	N/A
3. Mobilized Reserve IA has pre-mobilization legal briefing scheduled.	0	Yes	0	No		