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## 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.
- d. AR 600-8-1, Army Casualty Operation/Assistance/Insurance.
- e. AR 600-8-11, Reassignment.
- f. AR 600-8-14, Identification Cards, for members of the Uniformed Services, their eligible Family Members, and other eligible Personnel.
- g. AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing).
- h. DA PAM 600-8-101, Personnel Processing (In- and Out- and Mobilization 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/fod/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.
- bb. AR 715-9, Contractors Accompanying the Force
- cc. DA PAM 715-16, Contractor Deployment Guide

## 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.