

ADVANCED PARTY PROCESSING

CONTINGENCY OPERATIONS

**INSTALLATION COMMANDER'S AND UNIT COMMANDER'S ADVANCE
PARTY CHECKLIST (ADVON)**

ADVON INPROCESSING
Rear Det POC/Telephone#

UNIT INPROCESS
(UIC)

I. ADJUTANT GENERAL (PERSONNEL) – INPROCESSING

A. ___ A copy of the, Assumption of Command Memorandum.

- 1. ___ A copy of the Alpha Roster.**
- 2. ___ A copy of the Unit Mobilization Order.**

B. ___ A copy of the unit's TOE/TDA, or MTOE and any Letters of Authorization.

C. ___ A completed and updated copy of the Unit Status Report (DA Form 2715) within 48 hrs of the unit's mobilization.

D. ___ A copy of the Computerized Unit Manning Roster/Report (UMR), with the following attached:

- 1. ___ A roster of Non-deploying Personnel and reason.**
- 2. ___ A roster of AWOLs and No Shows; Name, Rank, SSN, Unit Home Address and Security Clearance.**
- 3. ___ Positions that require Security Clearance.**
- 4. ___ General Officer Memo for Soldier(s) not MOS/SPEC Qualified.**

E. ___ Military Personnel Records Jacket, HAVE ON HAND- NOT NEEDED AT THE ADVON INPROCESSING.

F. ___ Pending Personnel Actions (i.e. Promotions, Disciplinary, ETS Etc).

G ___ A copy of the, Personnel Asset Inventory (DA FM 3986).

H ___ Deployment Packets completed for each Soldier with a Minimum of: Individual MOB order, Unit MOB order, DA FM 2A and 2-1, ERB, or ORB, SGLV, DD FM 93, 2 sets of ID Tags, Copy of all DD 214/DD 220's, Mortgage Or Rental Contract, Marriage Certificate, and Copy of, Birth Certificate, for Family Members.

- I** _____ **Appointment of Military Postal Personnel (DD FM 285).**
1. _____ **Postal Officer (E7 or above)**
2. _____ **Mail Clerk**
3. _____ **Alternate Mail Clerk**
- J.** _____ **A copy of a memo authorizing necessary personnel access to the Installation Operation Center (IOC).**
- K.** _____ **A copy of the unit roster of Personnel Security Clearances.**
- M.** _____ **Number of Personnel in the Unit:**
a. _____ **Officer/Enlisted.**
b. _____ **Male/Female**
c. _____ **Total Personnel**
- N** _____ **Number of personnel requiring Family Care Plan/Care Plans On Hand? _____**

In Processed By
(Date and Time)

ADVON, OIC/NCOIC

III. DIRECTORATE OF LOGISTICS

A. REQUIRED DOCUMENTS / CHECK LIST

1. ___ Signature Cards (DA Form 1687).
2. ___ Authorization for additional Uniforms (DA Form 3078). One form per each individual is required and the commander must sign each form stating that an individual is authorized the additional uniforms. (A copy of each individual clothing record's required)
3. ___ Signature Card (DA Form 7000) that is part of the DA Form 3078.
4. ___ Ammunition Basic Load (DA Form 581—annotate Block 28 the LIN, Nomenclature, and Quantity of each weapon that will be deployed)
5. ___ Property Book and/or Hand Receipt. – Did unit down load on a disk?
6. ___ Alpha Roster identifying unit personnel that will deploy.
7. ___ List of MTOE Chemical Defense Equipment that will deploy.
8. ___ Calibration Report for MTOE Chemical Defense Equipment.
9. ___ DA Form 2765 (Shortages that need to be requisitioned).
10. ___ DA Form 2406 is complete.
11. ___ Current MTOE is available or TDA unit.

B. OTHER REQUIRED INFORMATION

1. ___ UIC/DIC
2. ___ DODAAC – Does the Unit require a Deployment DODAAC.
3. ___ Home Station Address.
4. ___ Point of Contact (POC) and Phone Number at Home Station (After Unit deploys)
5. ___ Destination _____ USAR _____ NG _____
6. ___ Total Number of Personnel in the Unit:
 - a. ___ Officer/Enlisted. _____

- b. Male/Female.
- c. Total Personnel.
7. Quantity of Personal Decontamination Kits On Hand (M258A1) or M291.
 8. Quantity of JSLIST (Joint Service Lightweight Integrated Suit Technology).
 9. Quantity of Field Desks, Field Tables, Water Cans, and Fuel Cans.
 10. Quantity of Protective Masks (M40A1)
 11. Quantity of Weapons (M16A2, 9mm, M60, 50 Cal, MK19, SAW).
 12. Quantity of Weapons Rack.
 13. Quantity of Weapons Magazine. (7ea for M16's and 3ea for 9mm are required)
 14. Quantity of Night Vision Equipment and Type, required.
 15. SAMS E/ULLS-AE & PBUSE. Is it authorized and is it being deployed?
 16. Three (3) days supply of MRE. Did Unit bring them or does the unit have to draw MRE at the installation?
 17. List of OCIE shortages (Unit should have deployed to the MOB Station with all OCIE listed on FORSCOM message 13 except Cold Weather/Extreme Cold Weather Clothing). Are there any Special Measurement requirements? If the unit has shortages, the installation NEEDS to know.
 18. Thirty (30) days supply of Personal Toiletries (Individual's Responsibility).
 19. Seven (7) days supply of Class VIII (Medical). Units usually use Combat Lifesaver bags or personal first aid kit to satisfy this requirement. If they requisition Combat Lifesaver Bags.
 20. Did your Unit receive RFI?
 21. Did your Unit receive ACU's?
 22. Did your Unit receive IOTV's?
 23. Thirty (30) days supply of Class IX. Peacetime supported repair parts for vehicles and weapons. Is it On Hand?
 24. Weapon cleaning Kits for weapons that will deploy with individuals. Are they On Hand?
 25. Has the Logistics coordinator at the Mobilization Station been contacted?

C. VEHICLES THAT WILL DEPLOY WITH THE UNIT

1. If the Unit arrives with vehicles to Mobilization Station they will be checked for Winterization. Unit must show proof that winterization was done, if not, vehicles will be checked to ensure that they are Full Mission Capable (FMC). Also, BII will be inventoried.

2. The following information is needed whether the Unit's equipment comes its Msor goes to Port:
 - a. Does each Unit's vehicle have the required tire snow chains?
 - b. Does each Unit's vehicle have a fuel can?
 - c. Does each Unit's vehicle have a warning triangle?

D. UNIT MOVEMENT DATA

Questions will be asked to address the number of Duffel Bags and how much Unit equipment was brought to the MOB Station to determine if the Deployment Equipment List is correct.