

Human Resources Plans Branch
(NGGA-PEP)

Soldier Readiness Process (SRP)

SRP procedures of the GAARNG

Joint Force Headquarters
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Chapter 1

Overview

1-1 Purpose: Soldier Readiness Processing (SRP) is a program within the United States Army, including its reserve components (the Army Reserves and Army National Guard), to qualify for pending deployments. SRP provides for the continual administrative and medical readiness for Regular Army Soldiers and Reserve Soldiers in units for deployment processing, redeployment processing, post-deployment processing, and unit readiness validation. SRP specifies the readiness requirements for all Reserve Component Soldiers when called to active duty (for example, mobilization or under a temporary tour of active duty). SRP correctly processes and ensures the deployability of all Soldiers departing the home station for transit to a mobilization station.

1-2 References: Appendix A identifies references referred to or used in this.

1-3 Applicability: This policy applies to all Georgia Army National Guard Soldiers (GAARNG) in an M-Day status, Title 32 status, and Title 10 ADOS or mobilized status.

1-4 Proponent: The proponent for this policy is the GAARNG Deputy Chief of Staff, G-1. Refer any questions regarding the information contained in this SOP or the Soldier Readiness Process to G-1 HR Plans Branch.

Chapter 2

Soldier Readiness Process and Procedures

The G-1 conducts Soldier Readiness processing events in January, April, June, and October of each fiscal year. The G-1 creates an SRP roster by using the following criteria in order of precedence: mobilizing Soldiers, Battle Hand-off (RSP), MRC 4, MRC 3, and retirements.

2-1 Process and procedures

a. The GAARNG conducts two types of SRPs. Quarterly and Annual.

1. Quarterly SRPs

- a. Conducted during January, April, and October of each year
- b. Conducted at Fort Stewart, Georgia (FSGA).
- c. Will focus on Soldiers who will be mobilizing, Battle Hand-off (RSP), MRC 4 and MRC 3.

2. Annual SRPs

- a. Conducted during the month of June
- b. Conducted at Fort Stewart, Georgia (FSGA) and Clay National Guard Center Marietta, Georgia (CNGC)
- c. Every Soldier available must attend regardless of last PHA or medical status

b. Process steps:

1. G-1 HR plans will submit the OPORD 90 days prior to the next SRP event.
2. G-1 HR Plans establishes the roster, which identifies personnel who must attend the SRP
3. G-1 HR Plans sends the roster to each MSC to confirm each Soldier's attendance date, time, and location.
4. The OPORD will have the established suspense date for roster return.
5. Once G-1 HR Plans receive all rosters from MSCs, G-1 HR Plans sends the roster to the medical services' team for medical packet creation and contracting.
6. G-1 HR Plans will conduct a pay sync and vet the OPSLOG with G-3 and all MSC SRP support staff. It is imperative that the OPS Log Staff Support spreadsheet is completed and 100% accurate.
 - a. Representatives from each MSC will conduct a one-on-one session with the G1 Plans team to complete the "SRP OPS LOG Support Staff Roster," on a scheduled date. This ensures accurate cost analysis is provided to the G3 for support staff funding. It is highly recommended, the OPSLOG is completed, prior to the scheduled one-on-one.
 - b. Representatives will participate in an SRP ROC (Rehearsal of Concepts) drill with the G1 and G3 representatives which includes but is not limited to ensuring DTS is entered, orders published, and lodging reservations based off OPS LOG data. This will allow the G-staff to also identify any emergent gaps. To accomplish this ROC drill with efficiency, unit representatives must be available to edit necessary changes, speak on behalf of MSC support staff and have the authorization to submit DTS authorizations for all MSC support staff.
 - c. G-1 will reserve all lodging for support staff personnel immediately after the OPSLOG sync.
7. G-1 HR Plans will ensure the creation of administrative SRP packets for each mission location.

8. Groups will be identified in advance and sent to each MSC NLT 15 days before the SRP start date.
9. There will be 50 Soldiers in each group. Soldiers who are over 40 will be in group one and group two. Soldiers over 40 must fast and not consume anything other than water after midnight before attending the SRP.
10. When the MSC's update their rosters before the scheduled no later than date (NLT), no add-ons or changes will be made to the finalized roster after the deadline.

c. Quarterly Readiness Event Timeline:

1. Day Zero:

- a. Begins when the unit arrives at FSGA.
- b. Unit report time is 1300hrs.
- c. At 1300hrs, the MSC representative will meet with the SRP OIC and NCOIC at the G-1 designated building for unit in-brief, which will cover:
 - i. the SRP site orientation
 - ii. common issues
 - iii. computer labs
 - iv. SRP operations
 - v. cleaning detail
- d. At 1300, the Medical Readiness NCO's will meet in the designated operations building to conduct an SRP roster scrub to identify Soldiers who will not attend the SRP. If possible, based off specific factors, MSCs will be allowed to add on and schedule a limit number of Soldiers for the following day. The selected MSC for that day will get first right add-on preference. Soldier's will be added on in this order: Battle Handoff, Mobilizing, MRC's 4 and MRC 3.
- e. If needed, units will have access to computer labs for Soldiers to complete their part one periodic health assessment online before reporting to the SRP site. Computers are available at the SRP site in Building 9102 during the SRP.

2. Day One:

- a. Unit SRP starts
- b. Uniform for the SRP is the Operational Camouflage Pattern (OCP), Army Combat Uniform, and patrol cap. All Soldiers will report to the staging area 30 minutes before starting their group time and check-in with their Medical Readiness NCO.
- c. Soldier's that arrive later than their scheduled SRP group time will no longer be able to go through the process with the next group. Late Soldiers will go through SRP with the last group of the day.
- d. MSCs will provide twenty Soldiers for a cleaning detail. They will report to the staging area at 1700 daily. The operations NCO will release Soldiers once all buildings are clean and cleared by the operations NCO.
- e. The Medical Readiness NCO's will report to the SRP Operations Center daily at 1700 to receive a daily SRP back brief and give their feedback on the daily process.

d. Annual Readiness Event Timeline:

1. Day Zero:

- a. Begins when the unit arrives at a specified event location.
- b. Unit report time is 1300hrs; the Company Commander, 1SG and Readiness NCO will meet with the SRP OIC and NCOIC at a specific location for unit in-brief, which will cover:

- i. the SRP site orientation
 - ii. common issues
 - iii. computer labs
 - iv. SRP operations
 - v. cleaning detail
- c. At 1300, the Medical Readiness NCO's will meet in the designated operations building to conduct an SRP roster scrub to identify Soldiers who will not attend the SRP. If possible, based off specific factors, MSCs will be allowed to add on and schedule a limit number of Soldiers for the following day. The selected MSC for that day will get first right add-on preference. Soldier's will be added on in this order: Battle Handoff, Mobilizing, MRC's 4 and MRC 3.
- d. If needed, units will have access to computer labs for Soldiers to complete their part one periodic health assessment online before reporting to the SRP site. Computers are available at the SRP site in Building 9102 during the SRP. A DEERS representative will be at the computer lab to assist any Soldiers with ID card issues, and pin resets.
- e. When the roster scrub is complete, the Operations staff will update the master roster and send a final copy of the roster to the MSC's Medical Readiness NCO's.
- f. The Operations staff will print off the SRP packets for the add-ons given by the Medical Readiness NCO's and give the packets to Medical Actions Branch team to screen and attach labs to the packets.

2. Day One:

- a. Unit SRP starts
- b. Uniform for the SRP is the Operational Camouflage Pattern (OCP), Army Combat Uniform, and patrol cap. All Soldiers will report to the staging area 30 minutes before starting their group time and check-in with their Medical Readiness NCO.
- c. Soldier's that arrive late for the scheduled time, will be added to the last group of the day.
- d. MSCs will provide twenty Soldiers for a cleaning detail. They will report to the staging area at 1700 daily. The operations NCO will release Soldiers once NCO clears all buildings.
- e. Medical Readiness NCO's will report to the SRP Operations Center daily at 1700 to receive a daily SRP back brief and give their feedback on the process.

3. Day Two:

- a. Soldiers who have follow-up appointments will report to the staging area at 0720. Upon arrival, follow-up Soldiers will report to the in-processing building and, receive their packet for their follow up appointment.
- b. Medical Readiness NCO's will report to SRP Operations Center daily at 1700 to receive a daily SRP back brief and give their feedback on the process.
- c. Once all Soldiers complete final out, the SRP event is complete, and G-1 HR Plans Branch will send a report to the G-1 and MSC command staff.

2-2. No-Shows

Soldiers scheduled to attend an SRP event but did not report to the SRP are considered No-show for the unit/MS. If a Soldier is scheduled to go through SRP at one site but would like to be an add-on for another SRP site, the Soldier will be a No-Show for the original site they were scheduled for.

2-3. Checklist

Characterization of the SRP checklist is by building location, type of category, and station. The G-1 uses one SRP Checklist, but each event type has a specific focus:

- a. Quarterly/Annual SRP consists of:
 1. In-processing: Check-in, Check-out, and Final Out
 2. Medical: Dental, HT/WT/Vitals, Urinalysis, EKG, Optometry, Immunizations/Labs, Hearing, Non-credential Provider, Medical Provider, Behavior Health, Case management, and Medical Actions
 3. Administrative: Personnel, DD 93, SOES, DEERS, RPAM, IPPS-A address and contact corrections/updates, G2/Security Clearance, GCIC Background, Records review, Soldier Record Briefs, MFSB/WFW, Finance, Retention, and Incentives
- b. Mobilization SRP consists of everything outlined in the quarterly/annual SRP and includes additional stations below:
 1. Chaplain
 2. Digital Photos
 3. Legal
 4. HRO
- c. Battle Hand-Off SRP consists of everything outlined in the quarterly/annual SRP checklist and includes additional IPPS-A transactions listed below:
 1. Updating Soldier's MOS
 2. Updating civilian education
 3. Completing IADT temporary assignments
 4. Verifying training status codes
 5. Verifying date of rank
 6. Verifying assigned unit

2-4. SRP Flow

- a. Soldiers will report to the staging area 30 minutes prior to the group SRP start time and report to their Medical Readiness NCO
- b. SRP Staff will call each Soldier by their last name alphabetically
- c. Soldier receives their Admin/medical packet
- d. Soldiers will file into the in-processing building, filing front to rear
- e. Soldiers will receive an SRP in-brief
- f. Soldiers will complete forms within their SRP packet
- g. Soldiers will check-in and report to each station numerically (Soldiers will go to each station in the order outlined on the SRP checklist)
- h. Soldiers will complete each station and report to the in-processing building for check out/final out processing
- i. Soldiers cannot leave the SRP site with their medical/admin packet and lanyard.
- j. Soldiers will report to their unit once SRP is complete

2-5. In-Brief

The SRP support staff facilitates the SRP in-brief to each group of fifty Soldiers in the in-processing building. Soldiers will be briefed on:

- a. The SRP
- b. SRP site map
- c. SRP Checklist and documents
- d. Computer Lab (PHA part 1 completion and ID Card issues)
- e. Follow up procedures
- f. Final out procedures
- g. Education benefits
- h. Administration benefits

2-6. Check-In Process

The check-in process is located in the in-processing building and completed after the in-brief. Soldiers will check-in and proceed to the next building (Station 2). The HR Professional at the check-in/check-out station will verify the Soldier by requesting to see the Soldier's common access card (CAC). Next, Soldiers will enter their social security number using the numeric keypad provided. Once a Soldier enters the social security number, the HR Professional will add the Soldier to the SRP event roster and stamp Ready on their SRP checklist for the check-in station. If a Soldier needs to see JAG or the Chaplain, they will inform the HR Professional at the check-in station when asked.

Chapter 3

Medical

3-1. Medical

Medical Protection System (MEDPROS): individual Medical Readiness (IMR) module is the HQDA designated system for documenting all aspects of Soldiers' medical readiness. During quarterly and annual SRP events, the Medical staff will enter all appropriate data and vaccines administered to personnel into MEDPROS. Additionally, the medical staff will also place all medical documentation into the Soldier's Health Readiness Record (HRR).

3-2. Dental

The objective of the Army Dental Readiness program is to maintain unit readiness for deployment and reduce non-combat dental casualties during deployments or other assigned missions by minimizing the oral disease and injury burden of Soldiers before and during deployment.

- a. Army Dental Readiness Classes:
 1. Class I identifies Soldiers with perfect oral hygiene and is not expected to require dental treatment or re-evaluation for the next twelve months.
 2. Class II identifies Soldiers with oral conditions that have potential but are dental is not an emergency if not treated or followed up.
 3. Class III identifies Soldiers whose dental health is poor or Soldiers who have some oral conditions and result in dental emergencies within twelve months if not treated.
 4. Class IV identifies Soldiers who have had no oral examination in the last thirteen months.
- b. Dental will see all Soldiers during SRP events. Dental includes x-rays, exams, and treatment if needed.
- c. DD Form 2813 is the Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination form. The dental treatment facility or civilian provider completes the form and stores gathered information within personnel medical files. Therefore, the Dental station must see Soldiers even if they have their DD Form 2813 at SRP.
- d. If the Soldier has an appointment, the Dental representative will annotate the follow-up date and time for the Soldier to return on the Soldier's SRP Checklist and will not annotate ready or not ready until the Soldier completes the appointment.
- e. Once the Soldier has been seen and cleared by Dental, Dental will annotate ready or not ready on the Soldiers' SRP checklist.
- f. On occasion, treatment will not be available or completed when the Soldier is at SRP; a dental voucher is given to the Soldier to be seen by contracted dental care. Soldiers who receive a dental voucher must complete treatment within 90 days of receiving a voucher.
- g. Soldiers that refuse dental care and do not meet their dental requirements before leaving the SRP, will be flagged.
 1. AR 600-8-2; 2-2: Flag code N" Noncompliance with 10 USC 10206" (Army National Guard/U.S. Arm Reserve only). Requirement for annual physical examinations.
 2. ARNG/USAR Soldiers failing to meet requirements will be flagged. Remove the flag on date of compliance, expiration term of service (ETS), expiration of service agreement (ESA), or mandatory retirement date/mandatory release date.

3-3. HT/WT/Vitals/Immunizations-Labs/Vision

Stations conducted as SRP events are Height, weight, vitals, immunizations, urinalysis, and vision.

- a. Over 40 requirements:
 1. Height, weight, vitals
 2. Immunizations if necessary
 3. Urinalysis
 4. Electrocardiogram Test (EKG)
 5. Vision

- b. Mobilizing Soldier requirements:
 1. Height, weight, vitals
 2. Immunizations
 3. Urinalysis
 4. Vision

- c. Urinalysis. All-female Soldiers, mobilizing Soldiers, and Soldiers over 40 will complete a urinalysis.

- d. Vision: Soldiers who wear corrective lenses must bring/wear them during the SRP event. Non-mobilizing Soldiers will not receive government-issued eyewear or mask inserts. All Soldiers will have a vision exam.
 1. Vision Class 1: Soldiers whose best-corrected binocular visual acuity is 20/20 or better for all required visual acuity screening. No corrective action required
 2. Vision Class 2: Soldiers whose best-corrected binocular visual acuity is worse than 20/20 but at least 20/40 in the poorest of their required visual acuity screening. No required corrective action; there might be a recommendation for examination by an eye care provider.
 3. Vision Class 3: Soldiers who are not optically ready or not visually ready:
 - i. Class 3-O: Not optically ready. Soldiers whose best-corrected binocular visual acuity is better than or equal to 20/40 for all required visual acuity screening but who fail to possess all of their required optical devices. Optical devices are required.
 - ii. Class 3-V: Not visually ready. Soldiers whose best-corrected binocular visual acuity is worse than 20/40 in the poorest of their required visual acuity screenings. As a result, they do not meet visual acuity retention standards. Comprehensive eye examination and optical devices are required.
 4. Vision Class 4: Soldiers who not screened within one year. Vision readiness screening is required.
 5. Soldiers in class one and class two are visually and optically deployable.
 6. Soldiers in class 3 (O or V) or class four are not deployable.
 7. Once a Soldier completes a vision exam, a Medic will annotate vision class on medical documents and annotate ready or not ready on the SRP checklist.

- e. Immunizations: Soldiers identified as needing immunizations will have immunizations completed. Soldiers identified as mobilizing will receive immunizations specific to the mobilization location.
 1. Once a Medic sees a Soldier, the Medic will annotate completion of immunizations on the medical form and annotate ready or not ready on Soldiers SRP checklist.

3-4. Hearing

The purpose of hearing readiness is to ensure that Soldiers have adequate hearing ability to conduct military operations successfully. Additionally, hearing readiness will identify early changes in hearing and provide education, individual counseling, and hearing protection to prevent hearing damage.

a. Army Hearing Readiness Classes:

1. Class I indicates the Soldier is medical ready/available.
2. Class II indicates the Soldier is medical ready/available.
3. Class 3A Complete Audiological Evaluation not complete.
4. Class 3B The DA Form 3349 in e-Profile is not complete, but the audiological evaluation has been complete.
5. Class 3C The MAR2 is not complete, but the completed audiological evaluation and DA Form 3349 is in the e-Profile.
6. Class 3D the MAR2 finds the Soldier does not meet readiness or deployment standards for hearing.
7. Class 3E Soldier meets HRC2 standards but does not have required hearing aid(s) and at least a 6-month supply of batteries on hand.
8. Class 4A Date last test more significant than 13 months and not HRC3.
9. Class 4B The Soldier has received a DOEHRs-HC audiogram within the last 13 months; however, the Soldier must have an identified STS and a required follow-up test.
10. Class 4C The Soldier demonstrated an STS and did not complete follow-up testing within 90-days of the periodic hearing test.

c. All Soldiers will conduct Hearing during SRP events.

d. If the Soldier has an appointment, the Hearing representative will annotate the follow-up date and time for the Soldier to return on the Soldier's SRP Checklist and will not annotate ready or not ready until the Soldier completes the appointment.

e. Soldiers should avoid prolonged loud noises at least 24 hours before hearing an examination, such as generators, weapons range, or car engines.

f. Once the Soldier has been seen and cleared by hearing, the Hearing section will annotate ready or not ready on the Soldiers' SRP checklist.

3-5. Case Management

All Soldiers will see case management. In addition, case management will annotate ready or not ready on the Soldiers' medical packet and SRP checklist.

3-6. Behavior Health

Behavior health is the balance between thoughts, moods, and behaviors. Disruption of this balance can result in problems like relationship conflict, worsening work or school performance, difficulty meeting responsibilities and maintaining behavioral health, or getting back on track once a disruption of behavioral health requires help and support.

a. A medical provider will annotate ready or not ready on the Soldiers medical document and SRP checklist.

b. If the Soldier has an appointment, a Medical Provider will annotate the follow-up date and time for

c. Soldier to return on the Soldier's SRP Checklist and will not annotate ready or not ready until the Soldier completes the appointment.

d. Once the Soldier has been seen and cleared by a Medical Provider, and Medical Provider will annotate ready or not ready on the Soldiers' SRP checklist.

3-7. Medical Actions

Medical Actions Branch will be the last station in the provider/medical building a Soldier will go to before proceeding to the administrative portion of the SRP. Medical Actions Branch will verify that all medical stations are complete, update the medical section in MPDV, and before the Soldier leaves medical that MEDPROS is updated.

Chapter 4

Administrative Process

The Personnel Readiness Processing Program prepares, certifies, and reports individual Soldier and unit readiness for deployment, including shortfalls, to the unit Commander. The SRP is a set of personnel qualification standards approved by Headquarters Department of the Army (HQDA) policy proponents. The SRP provides for the continual administrative readiness of Soldiers for deployment and determines a Soldier's readiness status for worldwide deployment. When called to active duty, personnel readiness is checked, certified, and reported annually for ARNGUS Soldiers in units and all ARNG soldiers.

4-1. Personnel

During SRP, HR Professionals will ensure that each Soldier completes the Readiness and Deployment checklist (DA 7425) annually and when called to mobilize using MPDV.

- a. During SRP, HR Professionals will verify DA 7425 information such as –
 1. Medical warning tags on hand as required
 2. Soldier's MRC code(s); MAR2 complete for permanent physical profiles 3 or 4 as required
 3. Conscientious objector status: pending = ready, approved = duty restriction
 4. BT/AIT or equivalent training completed (includes BOLC, WOBC)
 5. Sole surviving son or daughter (can be waived)
 6. Turkish or German citizenship deploying through/to that country
 7. Former peace Corps member (for deployment country only)
 8. Former hostage/POW in deployment area (can be waived)
 9. Mother of a newborn, single parent, or dual-military in adoption process waiver approved (1st six months)
 10. Soldier for Life-Transition Assistance required: YES/NO. if yes, is Soldier's transition plan complete YES/NO
 11. PERSTEMPO days and input into PERSTEMPO website for all deployment
 12. Age 18 standard for participation in combat
 13. Passport or visa in possession, if required
- b. During the SRP, HR Professionals in the administrative building will ask specific questions about the DD Form 7425 and mark Ready or not ready on the Soldier's checklist and MPDV based on the answers provided by the Soldier.

4-2. Family Care Plan

The requirement for a Family Care Plan applies to both Active and Reserve Component Soldiers, regardless of grade. It is how a Soldier plans to care for his/her family members when the Soldier deploys, TDY, or otherwise not available because of military duty. Generally, all Soldiers who have dependents and are either single or part of a dual-military couple must have a Family Care Plan (see annex B enclosure two for family care plan processing).

- a. Process Steps:
 1. Identified Soldiers as requiring a family care plan by HR professional during SRP
 2. If a Soldier already has an approved family care plan, the HR Professional assisting the Soldier will check Soldier's iPERMS record to verify. If an approved FCP is in the Soldier's iPERMS record, HR Professional will annotate ready/not ready on the Soldier's checklist and in MPDV.

3. If the Soldier does not have a family care plan, complete the following steps:
 - i. HR Professionals annotates on SRP Checklist as well as in MPDV
 - ii. G-1 HR Plans provides the unit with a list of Soldiers needing a family care plan
 - iii. Commander counsels the Soldier

4-3. DD Form 93

The purpose of the DD 93 is to designate beneficiaries of a service member's death for certain benefits. It is a guide for the disposition of that member's pay and allowances if captured, missing, or interned. It also shows the names and addresses of the person(s) the service member desires notification in case of emergency or death. The purpose of soliciting the SSN is to provide positive identification. The DD. 93 also appoints beneficiary (ies) for Death Gratuity of \$100,000.

a. Process Steps:

1. During SRP, the HR Professional will ensure that each Soldier reviews and updates the DD. 93 within the eMILPO site.
2. If the Soldier has an updated DD. 93 in iPERMS within 12 months, HR Professional will ask the Soldier if any changes are needed.
3. If changes are needed, HR professionals will update changes, and both the Soldier and HR professional will digitally sign the DD. 93.
4. The HR Professional uploads the DD. 93 in the Soldier's iPERMS record.
5. HR Professional will annotate ready or not ready on Soldier's SRP checklist and MPDV.

4-4. SOES

SOES is the Service members' Group Life Insurance (SGLI) On-Line Enrollment System. It replaces the paper-based SGLI/Family SGLI (FSGLI) enrollment, maintains elections and beneficiary information, and provides 24/7 self-service access to SGLI information. In addition, SGLI provides insurance coverage to eligible members of the active and reserve components. SOES centralizes SGLI/FSGLI data into one authoritative system capable of providing consistent SGLI/FSGLI information to members and their leadership.

a. Service members may:

1. Increase, reduce or cancel SGLI and FSGLI coverage
2. Add a beneficiary or edit SGLI beneficiary information
3. View, save, print, or email an SGLI Coverage Certificate

b. Process Steps

1. During SRP, the HR Professional will ensure that each Soldier going through SRP review, update, or correct their SOES and that SOES is in the Soldier's iPERMS record.
2. If a Soldier needs to update and change SOES, the Soldier will go to the SOES computer and make necessary updates. Once updates are complete and the Soldier digitally signs the document, the document will automatically upload in the Soldier's iPERMS record.
3. HR Professional will annotate ready or not ready on Soldier's SRP checklist and in MPDV.

4-5. Identification Tags (ID Tags)

Soldiers' ID Tags must have their DoD ID number instead of the social security number. Soldiers who need identification tags will coordinate with their MSC S1 or G-1 HR Plans during the SRP.

a. Process steps:

1. During in-processing, Soldiers that need a new set of ID Tags will be identified during the in-brief.
2. The Soldier will complete a request for ID Tag form and submit it to an HR Professional in the in-processing building.

3. The ID Tag Request Forms will be taken to the Operations Center and the ID Tags will be made while the Soldier is going through the SRP.
4. ID Tags will be distributed to Soldiers during the administrative portion of the SRP.

4-6. Common Access Card

The Common Access Card is the standard identification for active-duty uniformed Service personnel, Selected Reserve, DOD civilian employees, and eligible contractor personnel. It is also the principal card used to enable physical access to buildings and controlled spaces, and it provides access to DoD computer networks and systems.

a. The Soldier must have two forms of ID in original form.

1. Primary identity source document:
 - i. US Passport or a US Passport Card;
 - ii. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
 - iii. Foreign passport
 - iv. Employment Authorization Document that contains a photograph (Form I-766)
 - v. Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph
 - vi. US Military ID card
 - vii. US Military dependent's ID card; or Personal Identity Verification (PIV) Card
2. Secondary identity source document: maybe from the list above, but it cannot be the same type as the primary identity source document. For example, an expired CAC or Uniformed Services Identification (USID) card may be used as a secondary identity source document to issue the same identification card but is not acceptable for initial issuance.
 - i. US Social Security Card issued by the Social Security Administration;
 - ii. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
 - iii. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
 - iv. Voter's registration card;
 - v. US Coast Guard Merchant Mariner Card;
 - vi. Certificate of US Citizenship (Form N-560 or N-561)
 - vii. Certificate of Naturalization (Form N-550 or N-570)
 - viii. US Citizen ID Card (Form I-197); for example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France). August 2019
 - ix. Identification Card for the use of Resident Citizen in the United States (Form I-179)
 - x. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
 - xi. Temporary Resident Card (Form I-688)
 - xii. Employment Authorization Card (Form I-688A)
 - xiii. Reentry Permit (Form I-327)
 - xiv. Refugee Travel Document (Form I-571)
 - xv. Employment authorization document issued by Department of Homeland Security (DHS);
 - xvi. Employment Authorization Document issued by DHS with photograph (Form I-688B)
 - xvii. Foreign ID with photograph

- xx. Driver's license issued by a Canadian government entity
 - xxi. Native American tribal document; or Foreign Birth Certificate with certified English translation (USID ONLY)
- b. The SRP site will have DEERS machines and operators at each site location to complete pin resets, update family members, or issue new Common Access Cards (CAC).
- 1. Soldiers will be issued a new Common Access Card (CAC) only if
 - i. CAC has or will expire within the next 30 days
 - ii. Name/Rank change
- c. Process steps:
- 1. During SRP, the HR Professional at the computer lab building or the in-processing building will check the expiration date of each Soldier's CAC and ask each Soldier if any family member updates are needed.
 - 2. If Soldier's CAC expires within the next 30 days, the Soldier will receive a new CAC card.
 - 3. If a Soldier needs a pin reset, the DEERS operator will assist in resetting the Soldiers CAC pins
 - 4. The Soldier must have all required documents at hand during SRP
 - 5. HR Professional will annotate ready or not ready on Soldier's SRP checklist and in MPDV.

4-7. Recruiting, Retention, Attrition Management (RRAM)

The Recruiting / Retention / Attrition Management (RRAM) team will be onsite to facilitate reenlistments. Soldiers will be pre-screened for the ETS date and discuss options with each Soldier in the retention window. Companies and MSCs will get credit for any reenlistments completed at the SRP. Commanders will highlight these reenlistments to their formations to encourage others to reenlist. Leaders will receive a benefits card to aid in explaining the benefits of reenlistment to their Soldiers.

- a. Soldiers mobilizing must extend and ensure the expiration of the term of service is at least 490 days from the mobilization start date.
- b. Process Steps:
 - 1. RRAM NCO will ensure soldier survey is complete prior to counseling Soldier.
 - 2. During SRP, Recruiting, Retention, and Attrition Management Team (RRAM) will ensure that each Soldier is counseled and made aware of extension options within the retention window.
 - 3. If the Soldier decides to extend, the RRAM team will complete the DA Form 4836 and bonus addendum paperwork and complete the IPPS-A transaction.
 - 4. If the Soldier decides not to extend, the Soldier will complete an exit survey.
 - 5. RRAM representative will annotate ready or not ready on Soldier's SRP checklist and MPDV.

4-8. RPAM

Retirement Points Accounting Management (RPAM) system provides an accurate record of all military service participation to all Army National Guard (ARNG) Soldier each year. The NGB Form 23A, B, or C, when certified by the MPMO/G-1, is a source document to prove all retirement points.

- a. Process Steps:
 - 1. Each Soldier processing through SRP will have an NGB 23B Soldiers will review their NGB 23B with a G-1 RPAM manager at the SRP site
 - 2. Soldiers must provide source documents during SRP in order to update or correct their RPAS
 - 3. Source documents include:
 - i. DD 214
 - ii. MMPA (requested through unit pay clerk)
 - iii. RPAM from other military service components (if applicable, must be in iPERMS)

- iv. Leaves and Earnings Statements
 - v. DA 1379 and signed memorandum by the Commander (for Soldiers drilling for points only)
4. RPAM manager make necessary corrections and source documents placed in iPERMS

4-9. Soldier Record Brief

The Soldier Record Brief (SRB) is a multi-Component report that provides a snapshot of a Soldier's military career information. The SRB is a significant part of the Integrated Personnel and Pay System-Army (IPPS-A), the Army's one-stop-shop for personnel and pay information for all human resources (HR) professionals, leaders, and Soldiers.

- a. Process Steps:
 1. The Soldier must provide supporting documents during SRP in order to update SRB
 2. Supporting documents will be placed in the Soldier's iPERMS record
 3. IPPS-A transactions are completed, which will update the SRB

4-10. DD Form 2760, Qualification to possess firearms, ammunition, Lautenberg Amendment

The purpose of the DD Form is to obtain information to determine whether or not a conviction by a Soldier of a domestic violence crime. A Soldier of domestic violence conviction would disqualify them from shipping, transporting, possessing, or receiving government-issued or private firearms and ammunition.

- a. Process steps:
 1. During the SRP in-briefing, every Soldier will have a DD 2760 in the SRP packet to fill out and complete
 2. The Soldier will answer questions truthfully and complete form to its entirety
 3. Upon arrival at the administrative building, Soldiers will submit the DD 2760 to the HR Professional
 4. The HR professional will ensure DD 2760 is completed correctly and placed in the Soldier's iPERMS record

4-11. Interactive Personnel and Pay System-Army (IPPS-A) Transactions

IPPS-A is a Web-based HR system that provides integrated personnel and pay capabilities and a comprehensive HR record for all Soldiers in each Component. Soldiers have CAC access to their personal information 24 hours a day via the IPPS-A Self-Service Web Portal. During the SRP, Soldiers will have the opportunity to update their records.

- a. Process steps:
 1. Upon arrival at the administrative building, every Soldier will have an opportunity to review their IPPS-A records. If the Soldier identifies missing information or identifies any corrections, the HR Professional will update or correct the Soldier's record.
 2. If supporting documents are not in the Soldier's iPERMS file, the Soldier must provide a hard copy of the supporting documentation to make changes or updates.
 3. The HR professional will ensure to complete the IPPS-A transactions correctly and place supporting documents in the Soldier's iPERMS record.
 4. Transactions include but are not limited to address changes, assignment errors, Awards updates, contact information, MOS updates, marital status, and primary military education updates.

Chapter 5

Security Process

5-1. Georgia Criminal History Inquiry and Consent (GCIC)

The Georgia Department of Defense conducts inquiries for non-criminal justice, personal requests, and criminal justice employment. Additionally, the Georgia Department of Defense will receive any Georgia and national criminal history information authorized by state and federal law. The GCIC will also inquire about any domestic violence investigations that are pending and conduct a Provost Marshall Records check.

- a. Non-Criminal Justice Purposes include:
 1. Employment
 2. Working with mentally disabled
 3. Working with elderly
 4. Working with children
 5. Public Records
- b. Personal Request
 1. Personal Copy
- c. Criminal Justice Employment
 1. Civilian Criminal Justice Employment
 2. Sworn Criminal Justice Employment
- d. Process steps:
 1. During SRP in-brief, all Soldiers receive a GCIC form to complete. The HR professional giving the brief will assist Soldiers in completing the form
 2. Once at the administration building, The Soldier will turn in their form to G-2 for processing
 3. G2 will process the criminal history request
 4. Once returned results of the inquiry, G2 will update RCAS MPDV with results status of Ready or Not Ready
 5. G2 will inform the unit Commander of any negative results

5-2. Security Clearance verification

A security clearance certifies that an individual can access classified information or assigned to a susceptible job.

- a. During SRP events, the G2 will verify that each Soldier meets security clearance requirements for duty position and deployment mission. Additionally, the G2 will initiate security clearance requests and process fingerprints for Soldiers required to have or security clearance if security clearance has expired.
- b. A G-2 representative will annotate ready or not ready on the Soldiers SRP checklist once clearance has been verified and updated.

Chapter 6.

Legal Process

Soldiers who are mobilizing will receive a Legal briefing and provide legal assistance during SRP events.

6-1. Will counseling and education

A last will and testament is a legal document that communicates a person's final wishes of their Estate (i.e., their stuff) and their dependents. Correctly drafted and executed, a Will ensures distribution of property and assets according to the individual's wishes and names a guardian and custodian for minor children.

- a. Who needs a Will: Married with children or single with children may need a Will.
- b. Soldiers will complete Will during mobilization SRP. Once completed, a Legal assistant will annotate ready or not ready on the Soldiers' SRP checklist.

6-2. Power of Attorney counseling and education

A power of attorney lets another person sign documents or act on an individual's behalf for legal agreements. A power of attorney consists of two parties, the "principal" and the "agent." The principal is the person who designates that another person, "the agent," is authorized to act on their behalf for whatever business the power of attorney permits.

- a. Two types of power of attorney:
 1. General power of attorney – lets an individual's agent conduct any business on an individual's behalf, like buying a car or signing a lease in the individual's name.
 2. Specific power of attorney – lets an individual's agent conduct only specific transactions.
- b. Soldiers who require a Family Care Plan must complete a power of attorney
- c. If a Soldier requires a power of attorney, one will be completed during SRP. Once completed, the legal assistant will annotate ready or not ready on the Soldiers SPR checklist.

Chapter 7

Military Family Support (MFSB)

7-1 MFSB/Work for Warriors (WFW) Soldier Readiness Support

During the G-1 state quarterly and annual Soldier Readiness events, Military Family Support Branch assists the state by providing care and assistance to families of Service members who must be away from their home station.

- a. Process Steps:
 1. Briefs all Soldiers during the SRP event regarding services provided by MFSB and WFW
 2. Soldiers will complete the family programs SRP survey online that will assist in identifying specific problems and service needs to Service Members and their families.
 3. The Survey will assist in gathering data that will assist in the development of appropriate GAARNG programs and services
 4. Soldiers will complete the Survey before arriving at the MFSB station. Once the MFSB representative verifies completion of the Survey, the MFSB representative will annotate ready or not ready on the SRP checklist and within MPDV.

7-2 Work for Warriors

Work for Warriors Georgia (WFW GA) is a free employment assistance program in Georgia. Part of the Military Family Support Branch (MFSB) of the Georgia National Guard. WFWGA assists Georgia Guardsmen, Veterans, reservists, and Spouses with obtaining employment in the civilian sector.

- a. The process. Work for Warriors services all of Georgia with trained employment coordinators throughout the state. Service members, Veterans, and Spouses can visit www.workforwarriorsga.org, click "Register," and complete the short Survey. They will then be connected with an employment coordinator in their area to continue exploring their options and careers available that meet their needs. All information is kept confidential.

7-3 Training and Resources

- a. AR 600-20, paragraph 5-10, authorizes and encourages Soldiers, family members, and DA Civilians to attend briefings, training, counseling, and other Deployment Cycle Support (DCS) process identified services.
- b. Families new to military benefits can find available information, from discounts on travel, sporting events, day trips, movie tickets, and more at Military OneSource.
- c. Military One Source/Army One Source. As part of Family Readiness, commanders will ensure training, at a minimum, every Soldier and Family member on accessing and using Military One Source. Unit bulletin boards, Soldier and Family Readiness Groups (SFRG), and unit websites should contain the Military One Source 1-800 number and website address information. For additional information, visit <https://www.militaryonesource.mil> and <https://armyfamilywebportal.com>.
- d. SFRG Website. Commanders will ensure deploying units have a Family readiness website that is AKO accessible. The Virtual Soldier and Family Readiness Group (vSFRG) at <https://vsfrg.armyfamilywebportal.com> provides all traditional SFRG in an online setting to meet the needs of geographically dispersed units and Families across all components of the Army. Soldiers, Families, commanders, volunteers, and other designated personnel can use this controlled-access web system to facilitate the exchange of information.
- e. Service Member Early Return due to Family Issues. When a service member returns due to Family problems, ensure that the deployed unit and rear detachment coordinate to assess what assistance the service member and their family member(s) require.
- f. Reunion Programs. Since some Family problems do not emerge immediately after return, military units should ensure that they maintain high levels of support and outreach to assist service members and their families as they reintegrate into Family life and their communities.

- g. The Rear Detachment Commanders (RDC) course: Completion of the required course is within 30 days of appointment. The required course is through the online learning management system at <https://armyfamilywebportal.com/content/online-learning-management-system-olms>. Additionally, the rear detachment commander's Handbook is available at <https://www.armyfamilywebportal.com/content/operation-ready-uploaded-files>.
- h. Army Reserve.
 - i. Virtual SFRG. A website is another means of providing general information. There are many safety and security issues involved with websites. The Army has created the Virtual SFRG that allows units and SFRGs to create a safe and secure website at <https://vsfrg.armyfamilywebportal.com> (see USAR 608-1, para 4-4c)
 - ii. Funding. Army Reserve Family Programs receives appropriated funds to support various programs prioritized in the annual funding guidance. Congress appropriates these funds. The two types of funding are Operation and Maintenance Army Reserve (OMAR) and Reserve Personnel Army (RPA). See USAR 608-1, Chapter 6.

Chapter 8

Finance

8-1. Finance

Reserve Component Soldiers whose primary residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence at the time ordered to active duty. A mortgage or lease agreement is not required to receive BAH based on the primary residence for an RC Soldier called to active duty in support of a contingency operation.

- a. All Soldiers will see Finance
- b. Once the Soldier has completed necessary documents, a Finance representative will annotate ready or not ready on the Soldiers SRP checklist

Chapter 9

Follow up, Check-out, and final Out-processing

9-1. Follow up

Soldiers identified as having a follow-up appointment at the station issuing the appointment inform the Soldier. Soldiers must check out at the in-processing building before leaving the SRP site.

- a. Soldiers will report to the staging area at 0720 on the appointment date given to them.
- b. Soldiers with follow-up appointments will receive their packet, lanyard and report directly to their appointment.
- c. Once Soldier has completed their appointment, they must report back to the medical provider building to clear the Case management and Medical Actions Branch station.
- d. The Soldier must report directly to the in-processing building after clearing the Medical Actions Branch station.

9-2. Check Out

Once a Soldier has gone through each station, Soldiers will then go to the in-processing building to check out and final out.

- a. Soldiers will see the check-out personnel, review their packet, and ensure a stamp is on each station of the checklist.
- b. The Check-out Personnel will stamp the Soldier's packet ready or not ready and ensure the Soldier's MRC, DRC, HRC, VRC status is on the SRP checklist.
- c. The check-out personnel will check the Soldier out
- d. Once the Soldier has checked out, they will proceed to the final out-processing station.
- e. Soldiers that are mobilizing will be checked out of the FSGA roster and RCAS MPDV.

9-3. Final Out processing

The final out-processing station verifies scheduled Soldiers and no-shows and adds Soldiers to the SRP event. The final out-processing station also verifies the current MRC status and updates a Soldier's new MRC, DRC, HRC, and VRC statuses based on completion of SRP.

- a. When a Soldier checks out, the final out-processing station will take the Soldier's SRP packet and lanyard.
- b. The Final out processing station will update the SRP master roster with Soldier's new MRC, DRC, HRC, and VRC statuses and mark them complete
- c. The Soldier is then released back to their unit representative
- d. The final out-processing station will give all packets to Medical Actions Branch for MEDPROS updates and scanning into Soldier's Health Readiness Record (HRR)

Chapter 10

Mobilization Process

All Soldiers will undergo a complete SRP. Before deployment, Soldiers will complete the pre-deployment health assessment (pre-DHA).

10-1. Mobilization Process

All units mobilizing will schedule their Soldiers for an SRP event during the G-1s state quarterly and annual SRP events. Additionally, mobilized units SRP events are at M-60 and M-30 days from the T10 mobilization date. Soldiers attending the SRP and identified as mobilizing will be wearing a mobilized lanyard. The Soldier will receive a mobilization packet and receive a mobilization processing brief. The SRP event will focus on Medical, Personnel, G2, Legal, MFSB, Retention, HRO, Finance, and Digital Photos.

- a. All deploying personnel will have a deployment packet prepared before departure from the home station.
- b. All ARNG packets are within iPERMS, in electronic format. Mobilization stations will complete packets for RC and ARNG units and individuals DA Form 7425 (Readiness and Deployment Checklist) and place them in the Soldier's iPERMS.
- c. The servicing home station Military Personnel Office (MPO)/Military Personnel Division (MPD), parent unit/agency, or MFGI will ensure all documents for movement are in iPERMS. The MFGI will review the deployment/mobilization folder within iPERMS to verify that all required documentation is in the Soldier's record. The following documentation is required:
 1. Mobilization packet
 2. Relevant finance documents in iPERMS
 3. DA Form 7425 (Readiness and Deployment Checklist).
 4. All documents required per DA Form 7425 (Readiness and Deployment Checklist) must include their Military Packet.
 5. Individual Mobilization Packet (Civilian)
 6. MOS Administrative Retention Review (MAR2)/Medical Duty Review Board (MDRB) determination or documentation of waiver approval by Military Medical Review Board Convening Authority (MMRBCA) for Permanent three or four PULHES physical profiles.
 7. Updated Retirement Points Statement, and if applicable, copy of the twenty-year letter.
- d. The Army National Guard (ARNG) is responsible for medically screening its forces before mobilization. Soldiers who fail to meet medical retention standards IAW AR 40-501, Standards of Medical Fitness, will not report to the mobilization station. Commanders are responsible for certifying that their Soldiers completed the pre-mobilization medical/dental screening.
- e. Processing Steps:
 1. M-180 days out – The G-1 HR Plans Branch will coordinate with MSC S-1 and mobilizing unit to schedule Administrative Readiness Event.
 2. M-60/M-30 days from LAD – Final State SRP:
 3. G-1 HR Plans will coordinate with MSC S-1 and mobilize unit scheduling SRP events within 60-30 days from the T10 mobilization date.
 4. Unit commanders are responsible for correcting all non-deployable conditions identified at the SRP before departing to mobilization installation.
 5. Only the DSS-C can medically clear all Soldiers on a DMD
- f. Process control.

1. The G-1 HR Plans Branch focuses on SRP operations to increase readiness. The G-1 HR Plans Branch will coordinate and conduct the appropriate SRP and mobilization processing briefings. Additionally, the branch will designate the stations through which each Soldier must process, do appropriate coordination with the MSC and mobilizing unit, provide any required special guidance, and ensure that each Soldier has appropriately processed.
 2. Double-check to ensure Soldiers are correctly processed and that Soldier readiness non-deployable conditions are either eliminated or reported to the Commander.
- g. The following requirements apply to achieving readiness, and all Soldiers are required to process through the following stations:
- i. In-processing/management station
 - ii. Dental/Height/Weight
 - iii. Vitals/labs
 - iv. Hearing
 - v. Personnel, DEERS, RAPIDS, ID cards, and tags
 - vi. G-2/Security
 - vii. MFSB/WFW
 - viii. Retention
 - ix. Legal affairs. Soldiers will receive a legal briefing regarding wills, powers of attorney, and other legal matters. Provided Legal assistance consultation for Soldiers who need to make or update a will, designate a power of attorney, or seek counseling in legal matters. Upon requests or referral, documents are drafted onsite for Wills and other legal when appropriate
 - x. Finance
 - xi. HRO
 - xii. Digital Photos
 - xiii. Out-processing/management station
- h. Demobilization/Redeployment
1. Separation History and Physical Examination (SHPE): All ARNG Soldiers separating from Active Duty after 30 days or more in support of contingency operations must complete an SHPE as per HQDA EXORD 162-15. Commands are highly encouraged to have Soldiers complete the DD Form 2807-1 before arrival at the mobilization/demobilization site using the medical health assessment module <https://rc.mods.army.mil/mha>. Soldiers will complete SHPE immediately before separating from Active Duty.
 2. Upon redeployment, Soldiers will complete the post-deployment health assessment (PDHA). Soldiers will also complete the post-deployment health reassessment (PDHRA) between 90-180 days after redeployment; applies to all Soldiers deploying OCONUS (i.e., operational deployments, training events, humanitarian missions) for greater than 30 days, to locations not supported by a fixed US military treatment facility. Additional post-deployment requirements will be determined IAW AR 600-8-101.

10-2. Chaplain

The Army chaplain is a qualified religious leader dedicated to serving Soldiers and families. Additionally, chaplains provide ministry worldwide, accompanying Soldiers and families to carry out their unit's missions in peace and war.

- a. Soldiers who mobilize will receive a Chaplain briefing
- b. Chaplains will be available during SRPs
- c. If a Soldier requests to speak with a Chaplain during SRP, the Soldier should notify an SRP Staff member and make an appointment for the Soldier
- d. An HR Professional will annotate ready or not ready on the Soldiers SRP checklist once A Chaplain has seen a Soldier. If the Soldier does not need Chaplain assistance, HR Professional will annotate ready on Soldiers SRP checklist.

10-3. Digital Photos

Soldiers mobilizing must complete a digital photo during an SRP event.

- a. The Operations NCOIC will provide the G-6 representative with a by name roster of all of the mobilizing Soldiers for the entire event.
- b. A G-6 representative will take a photograph of each Soldier going through the SRP event who is mobilizing.
- c. Once Soldiers takes their deployment photograph, a G-6 representative will annotate ready or not ready in MPDV and Soldiers SRP checklist.
- d. If mobilizing Soldiers fail to take their DA photo, the G-6 will send the Operations NCOIC a by name roster of Soldiers that did go to the DA photo station. Those numbers will be sent up on the End of Mission report at the end of the day.

Chapter 11

Battle Handoff (BHO) for Recruit Sustainment Program (RSP)

The Recruit Sustainment Program ensures the Soldier is physically fit, mentally prepared, and administratively correct before reporting to their assigned unit.

11-1. Process and procedures

- a. The battle handoff ceremony marks the transition of Soldiers from the recruit sustainment program to their unit of assignment. Soldiers identified as being handed off to their unit will be scheduled for a Soldier Readiness Processing event during the G-1 quarterly or annual SRP event on a Friday before the Sunday battle handoff ceremony. As a result, Soldiers were cleared administratively and medically before the ceremony and ready to assume their duties at their new units.
- b. Processing Steps:
 1. The G-1 HR Plans Branch will coordinate with the Recruiting and Retention Battalion S-1 regarding SRP dates coinciding with BHO dates.
 2. The Recruiting and Retention battalion will coordinate with each RSP unit to schedule Soldiers for SRP events before the Soldiers' battle handoff ceremony.
 3. The following requirements before battle handoff that all Soldiers are required to process through SRP are:
 - i. In-processing/management station.
 - ii. Dental.
 - iii. Height/weight/vitals/labs.
 - iv. Hearing.
 - v. Personnel, DEERS, RAPIDS, ID cards, and tags.
 - vi. IPPS-A transactions completed during SRP are listed below:
 - Updating Soldier's MOS
 - Updating civilian education
 - Completing IADT temporary assignments
 - Verifying training status codes
 - Verifying date of rank
 - Verifying assigned unit
 - Updating/correcting address and contact information
 - vii. G-2/Security.
 - viii. MFSB/WFW.
 - ix. Retention.
 - x. Out-processing/management station.
- c. Once the Soldier completes the SRP, he/she will be administratively and medically ready to assume duties at this/her new unit. Soldiers will be unattached from the RSP after battle handoff.

Chapter 12.

Health Protection Condition (HPCON) levels

The Department of Defense Instruction (DoDI) 6200.03 "Public Health Emergency Management within the DOD, "and supplements, provides military commanders with a policy applicable to the COVID-19 outbreak. Commanders and public health personnel use HPCONs to guide specific actions taken in response to a health threat. At the same time, it is always important to prevent germs; taking additional steps if COVID-19 transmission becomes more widespread in the community is necessary.

12-1. HPCON Zero (0)

When the HPCON is 0, or "**routine, no community transmission / normal operations**," maintain everyday actions to stop the spread of germs.

- a. Avoid close contact with people who are sick.
- b. Wash often hands and for at least twenty seconds with soap and water.
- c. Cover when coughing or sneezing with a tissue, then throw it in the trash. Cough or sneeze into the elbow if tissues are unavailable.
- d. Avoid touching eyes, nose, and mouth.
- e. Practice a good diet and exercise.
- f. Make sure all immunizations are up to date, including the seasonal flu shot.
- g. Inform the chain of command that if anyone becomes sick, Soldiers must quarantine.

12-2. HPCON A

When the HPCON is A, or "Alpha," there is a **limited** health alert. Maintain routine actions but also:

- a. SRP Sites will routinely clean and disinfect frequently touched objects and surfaces.
- b. Each SRP Site will provide hand sanitizers and masks.
- c. If sick, inform the chain of command and an SRP Support staff member. Provided Instructions to Soldiers on receiving care before going to a clinic or hospital.
- d. Stay informed by routinely checking reliable sources of information, such as the Centers for Disease Control and Prevention and local public health agencies.

12-3. HPCON B and HPCON B+

When the HPCON is B, or "Bravo," identified as **moderate**, the area is experiencing increased community transmissions. Follow the guidelines for the previous HPCONs along with the following:

- a. Readiness event sites will practice social distancing to avoid unnecessary contact with others.
- b. Soldiers and all staff members will maintain a three to six feet distance from each other at all times.
- c. Masks will be worn at all times throughout the SRP and within the military installation.
- d. Avoid unnecessary travel, especially to areas known to be experiencing active disease transmission.
- e. Ensure supplies of food, medication, and other items needed are available for 14-days.
- f. Prepare for travel restrictions and cancelation of public gatherings, such as school, religious, and other community activities. Make alternative childcare arrangements.
- g. Observe local guidance on movement restrictions and access requirements for military installations.
- h. Seek guidance from employers and unit leaders about changes to work practices and training events.
- i. Comply with medical orders for self-isolation or quarantine.
- j. Bravo + includes previous actions and preparing for limited access to installations and for events/exercises to be canceled. Indoor common areas and large venues may be closed. Dining establishments may be limited to takeout service and outdoor service.

12-4. HPCON C

When the HPCON is C, or "Charlie," is identified as **Substantial**, the area is experiencing sustained community transmission. Follow all previous HPCOM instructions and:

- a. Expect cancelation of readiness events.
- b. Restriction to home for a prolonged period.
- c. Prepare for the potential limitation of access to supplies and services, including severely restricted access to military installations
- d. Social gatherings of ten or more people will be limited.
- e. Remote work procedures implementation as directed by an employer
- f. If outside the US, authorized or ordered departure actions may implement.

12-5. HPCON D

When the HPCON is D, or "Delta," is identified as **Severe**, the area is experiencing severe, widespread community transmission. Less than 15% of average occupancy in the workplace. Follow all previous HPCOM instructions and implement the following:

- a. Expect cancelation of readiness events and expect to remain at home for an extended period.
- b. Follow all directives and guidance from local, state, and federal authorities; they are to protect the health and safety of all personnel

Appendix A

References

AR 600-8-101 Personnel Readiness Process

DA PAM 600-8-101 Personnel Readiness Procedures

DODI 6200.03 Department of Defense Instruction Public Health Emergency Management within the DOD

Army Mobilization and Deployment Reference (AMDR)

AR 40-501 Standards of Medical Fitness

AR 40-400 Patient Administration

AR 600-60 Physical Performance Evaluation System

AR 635-40 Physical Evaluation for Retention, Retirement, or Separation

AR 600-20 Army Command Policy

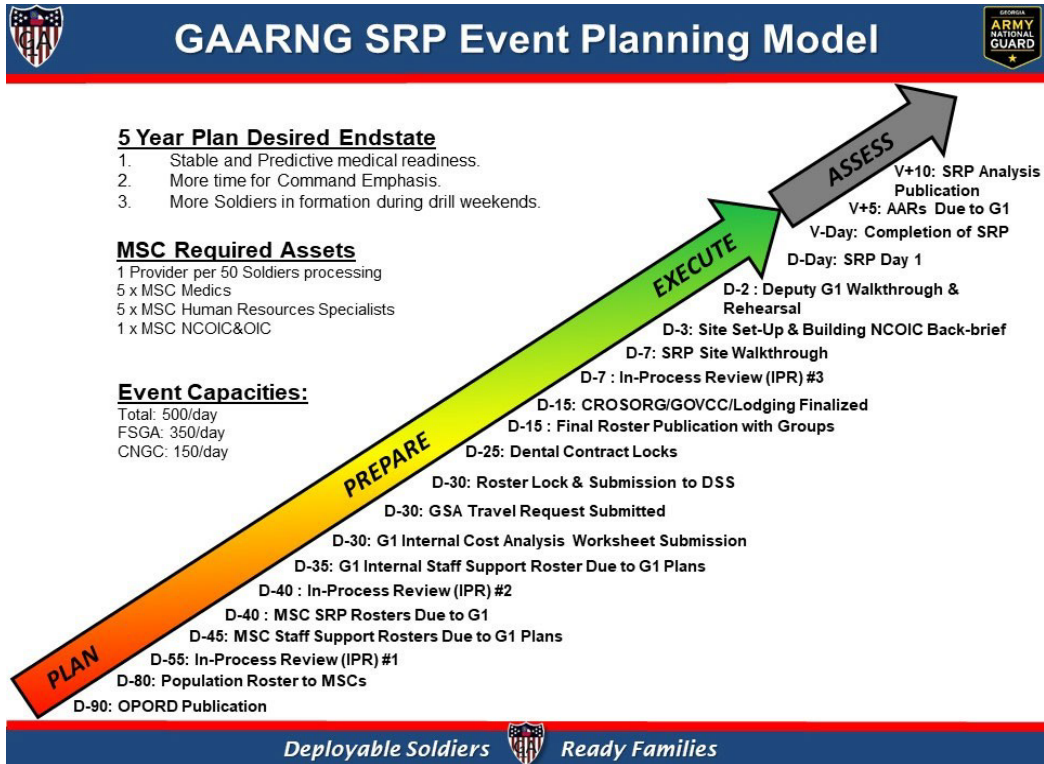
AR 600-8-104 Army Military Human Resource Records Management

AR 25-400-2 the Army Records Information Management System (ARIMS)

AR 350-1 Army Training and Leader Development

Appendix B

SRP Event Planning Model



SRP Event execution timeline

GAARNG SRP Event Execution Timeline

Day Zero	
NLT 1300	Unit arrives to SRP event location
1300-1315	MSC representative, Commander, 1SG, and Unit Readiness will report to initial briefing
1400-1600	MSC Medical readiness and MSC S1 will report to building 9111 for SRP Roster review (No-shows identified / Add-ons identified)
1300-2000	Building 9102 will be open for Soldier who needs to complete PHA Part One, Pin resets, New ID Cards
Day One	
NLT 0645	All MSC Support Staff will report to building 9111. First SRP group reports to staging area
0645-1930	Group Check-in and processing ongoing
1300-1400	MSC Medical readiness and MSC S1 will report to building 9111 for SRP Roster review (No-shows identified / Add-ons identified)
1700-1830	MSCs will ensure Cleaning detail reports to building 9135 and inform 9134 NCOIC upon arrival
2000-2030	MSC Representatives will report to building 9111 to receive SRP back brief and current updates
Day Three	
NLT 0645	All MSC Support Staff will report to building 9111. First SRP group reports to staging area
0700-0720	Soldiers with follow-up appoints will report to 9135 staging area
0730-0740	Soldiers with follow-up appointments will check-in, receive their packets, and proceed to appointment
0740-Until completion	Follow-up appointments will go through process and final out once cleared by medical
2000-2030	MSC Representatives will report to building 9111 to receive SRP back brief and current updates

Deployable Soldiers *Ready Families*