

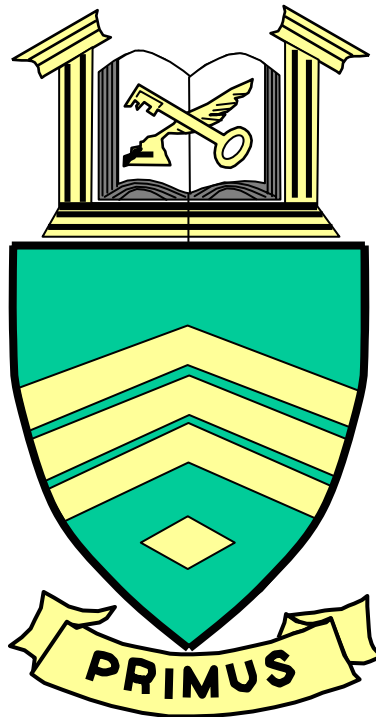
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U665

JAN 06

COORDINATE UNIT DEPLOYMENT ACTIVITIES

**PRERESIDENT TRAINING SUPPORT PACKAGE**



**THIS PAGE LEFT BLANK INTENTIONALLY**

## PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number / Title</b>	U665 / COORDINATE UNIT DEPLOYMENT ACTIVITIES
<b>Effective Date</b>	01 Jun 2006
<b>Supersedes TSP(s) / Lesson(s)</b>	U665, Coordinate Unit Deployment Readiness Activities, Jun 05.
<b>TSP Users</b>	521-SQIM (DL), First Sergeant Course
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: <a href="mailto:atss-dcd@bliss.army.mil">atss-dcd@bliss.army.mil</a></p>
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

## PREFACE

---

**Purpose**

This Training Support Package provides the student with a standardized lesson plan of instruction for:

**Task Number**

**Task Title**

121-010-3095

Coordinate Unit Deployment Readiness Activities

---

This TSP  
Contains

## TABLE OF CONTENTS

	<u>PAGE</u>
Preface.....	2
Lesson Section I Administrative Data .....	4
Section II Introduction.....	7
Terminal Learning Objective - Identify procedures/measures to coordinate unit deployment readiness activities. ....	7
Section III Presentation .....	8
Enabling Learning Objective A - Identify unit deployment readiness activities. ....	8
Enabling Learning Objective B - Identify the two levels of Soldier readiness processing. ....	8
Enabling Learning Objective C - Identify the phases of mobilization .....	9
Enabling Learning Objective D - Identify Soldier readiness processing procedures. ....	9
Enabling Learning Objective E - Identify elements for briefing Soldiers and family members. ....	10
Section IV Summary.....	11
Section V Student Evaluation.....	12
Appendix A - Viewgraph Masters (N/A) A - .....	1
Appendix B - Test(s) and Test Solution(s) (N/A) B - .....	1
Appendix C - Practical Exercises and Solutions C - .....	1
Appendix D - Student Handouts D - .....	1

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

**COORDINATE UNIT DEPLOYMENT ACTIVITIES  
U665 / Version 1  
01 Jun 2006**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<b><u>Course Number</u></b>	<b><u>Version</u></b>	<b><u>Course Title</u></b>
	521-SQIM	1	First Sergeant Course
<b>Task(s) Taught(*) or Supported</b>	<b><u>Task Number</u></b>	<b><u>Task Title</u></b>	
	121-010-3095 (*)	Coordinate Unit Deployment Readiness Activities	
<b>Reinforced Task(s)</b>	<b><u>Task Number</u></b>	<b><u>Task Title</u></b>	
	704-002-0001	Identify Leader Actions And Tools That Support The Army Management Control Process	
<b>Academic Hours</b>	The academic hours required to teach this lesson are as follows:		
		<b><u>Resident Hours/Methods</u></b>	
		35 mins / Study Assignment	
		15 mins / Practical Exercise (Performance)	
Test	0 hrs		
Test Review	0 hrs		
	<b>Total Hours:</b>	1 hr	
<b>Test Lesson Number</b>		<b><u>Hours</u></b>	<b><u>Lesson No.</u></b>
	Testing (to include test review)	3 hrs	E516 version 1
<b>Prerequisite Lesson(s)</b>	<b><u>Lesson Number</u></b>	<b><u>Lesson Title</u></b>	
	None		
<b>Clearance Access</b>	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-101	PERSONNEL PROCESSING (IN-OUT) SOLDIER READINESS, MOBILIZATION, AND DEPLOYMENT PROCESSING	18 Jul 2003	
AR 608-1	ARMY COMMUNITY SERVICE CENTER	22 Dec 2004	
FORSCOM REG 500-3-3	FORMDEPS VOL III	15 Jul 1999	

**Student Study Assignments**

All material included in this Training Support Package (TSP).

**Instructor Requirements**

None

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
MSG, FSC graduate, ITC, and SGITC graduate, (Enlisted)	1:14	1	3 hrs

**Equipment Required for Instruction**

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

\* Before Id indicates a TADSS

**Materials Required****Instructor Materials:**

None

**Student Materials:**

- TSP.
- Pen or pencil and paper.

**Classroom, Training Area, and Range Requirements**

None

**Ammunition Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional Guidance**

None



**Proponent  
Lesson Plan  
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Smith, Sandra	SGM	Chief Instructor, FSC	
Graham, Kevin L.	SGM	Chief, FSC	
Collins, Curtis R.	SGM	Chief, SMC	
Bennett-Green, Agnes	SGM	Chief, CMDD	

**THIS PAGE LEFT BLANK INTENTIONALLY**

**SECTION II. INTRODUCTION**

Method of Instruction: Study Assignment  
 Technique of Delivery: Individualized, self-paced Instruction  
 Instructor to Student Ratio is: 1:14  
 Time of Instruction: 5 mins  
 Media: None

**Motivator** Proper use of the Soldier Readiness Program (SRP) will help ensure a smooth deployment of your unit. SRP will not function properly if you do not monitor it. One of your responsibilities as a first sergeant is to ensure proper execution and monitoring of the SRP. That will also aid in preventing the occurrence of deficiencies. During this lesson you will learn how to properly coordinate with various agencies to deploy a unit. This lesson consists of student handouts, a practical exercise, and a solution/discussion for the practical exercise.

**Terminal Learning Objective** **NOTE:** Inform the students of the following Terminal Learning Objective requirements.  
 At the completion of this lesson, you [the student] will:

<b>Action:</b>	Identify procedures/measures to coordinate unit deployment readiness activities.
<b>Conditions:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).
<b>Standards:</b>	Identified procedures/measures to coordinate unit deployment readiness activities IAW AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).

**Safety Requirements** None

**Risk Assessment Level** Low

**Environmental Considerations** **NOTE:** It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.  
 None

**Evaluation** At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

**Instructional Lead-In** None

**THIS PAGE LEFT BLANK INTENTIONALLY**

### SECTION III. PRESENTATION

---

#### A. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Identify unit deployment readiness activities.
<b>CONDITIONS:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1).
<b>STANDARDS:</b>	Identified unit deployment readiness activities IAW AR 600-8-101 (SH-1).

1. Learning Step / Activity 1. Identify Unit Deployment Readiness Activities

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 5 mins  
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1.

**CHECK ON LEARNING:** The practical exercise serves as a check on learning for ELO A.

#### B. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Identify the two levels of soldier readiness processing.
<b>CONDITIONS:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1).
<b>STANDARDS:</b>	Identified the two levels of soldier readiness processing IAW AR 600-8-101 (SH-1).

1. Learning Step / Activity 1. Identify the Two Levels of Soldier Readiness Processing

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 5 mins  
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1.

**CHECK ON LEARNING:** The practical exercise serves as a check on learning for ELO B.

**C. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify the phases of mobilization.
<b>CONDITIONS:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1) and FORSCOM Reg 500-3-3 (SH-2).
<b>STANDARDS:</b>	Identified the phases of mobilization IAW AR 600-8-101 (SH-1) and FORSCOM Reg 500-3-3 (SH-2).

1. Learning Step / Activity 1. Identify the Phases of Mobilization

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 5 mins  
Media: SH-1 and SH-2

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1 and SH-2.

**CHECK ON LEARNING:** The practical exercise serves as a check on learning for ELO C.

**D. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify soldier readiness processing procedures.
<b>CONDITIONS:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1).
<b>STANDARDS:</b>	Identified soldier readiness processing procedures IAW AR 600-8-101 (SH-1).

1. Learning Step / Activity 1. Identify Soldier Readiness Processing Procedures

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 5 mins  
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1.

**CHECK ON LEARNING:** The practical exercise serves as a check on learning for ELO D.

**E. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify elements for briefing soldiers and family members.
<b>CONDITIONS:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1) and AR 608-1 (SH-3).
<b>STANDARDS:</b>	Identified elements for briefing soldiers and family members IAW AR 600-8-101 (SH-1) and AR 608-1 (SH-3).

1. Learning Step / Activity 1. Identify Elements for Briefing Soldiers and Family Members

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 5 mins  
Media: SH-1 and SH-3

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1 and SH-3.

2. Learning Step / Activity 2. Identify Procedures/Measures to Coordinate Unit Deployment Readiness Activities

Method of Instruction: Practical Exercise (Performance)  
Technique of Delivery: Individualized, self-paced instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 15 mins  
Media: SH-1 thru SH-3

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 15 minutes to complete the questions.
- Complete questions 1 thru 14 of PE-1, pp C-2 thru C-4.
- Compare your response with the solutions on pp C-5 and C-6.
- If your response does not agree, review the appropriate reference/lesson material.

**CHECK ON LEARNING:** The practical exercise serves as a check on learning for ELO E.

**THIS PAGE LEFT BLANK INTENTIONALLY**



**SECTION IV. SUMMARY**

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

**Check on Learning**

---

Complete PE-1 as the check on learning for this lesson.

**Review / Summarize Lesson**

---

The coordination of unit deployment readiness activities is an essential element of combat readiness. Combat readiness requires a unit to process for deployment to contingency operations and mobilization with little or no advance warning. Remaining combat ready during this process is essential. Accomplishing this requires your direct supervision and coordination with elements of your higher and lower echelons. Your attention to detail will enhance your unit deployment capabilities.

**Transition to Next Lesson**

---

None

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

**SECTION V. STUDENT EVALUATION**

---

**Testing  
Requirements**

At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

---

**Feedback  
Requirements**

**NOTE:** Feedback is essential to effective learning.

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

## STUDENT QUESTIONNAIRE U665

### Directions

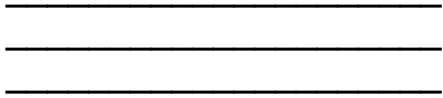
- Enter your name, your rank, and the date you complete this questionnaire.

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

**Note:** Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

<b>Item 1</b>	Do you believe you have met the learning objectives of this lesson?
<b>Item 2</b>	Was the material covered in this lesson new to you?
<b>Item 3</b>	Which parts of the lesson were most helpful to you in learning the objectives?
<b>Item 4</b>	How could we improve the format of this lesson?
<b>Item 5</b>	How could we improve the content of this lesson?
<b>Item 6</b>	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.



ATTN ATSS DCF  
COMDT USASMA  
BLDG 11291 BIGGS FLD  
FORT BLISS TX 79918-8002

----- (Fold Here) -----

**Appendix A - Viewgraph Masters (N/A)**

**Appendix B - Test(s) and Test Solution(s) (N/A)**



## PRACTICAL EXERCISE 1

<b>Title</b>	COORDINATE UNIT DEPLOYMENT ACTIVITIES						
<b>Lesson Number / Title</b>	U665 version 1 / COORDINATE UNIT DEPLOYMENT ACTIVITIES						
<b>Introduction</b>	None						
<b>Motivator</b>	None						
<b>Terminal Learning Objective</b>	<p>At the completion of this lesson, you [the student] will:</p> <table border="1"><tr><td><b>Action:</b></td><td>Identify procedures/measures to coordinate unit deployment readiness activities.</td></tr><tr><td><b>Conditions:</b></td><td>As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).</td></tr><tr><td><b>Standards:</b></td><td>Identified procedures/measures to coordinate unit deployment readiness activities IAW AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).</td></tr></table>	<b>Action:</b>	Identify procedures/measures to coordinate unit deployment readiness activities.	<b>Conditions:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).	<b>Standards:</b>	Identified procedures/measures to coordinate unit deployment readiness activities IAW AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).
<b>Action:</b>	Identify procedures/measures to coordinate unit deployment readiness activities.						
<b>Conditions:</b>	As a first sergeant in a self-study environment, given AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).						
<b>Standards:</b>	Identified procedures/measures to coordinate unit deployment readiness activities IAW AR 600-8-101 (SH-1), AR 608-1 (SH-3), and FORSCOM Reg 500-3-3 (SH-2).						
<b>Safety Requirements</b>	None						
<b>Risk Assessment</b>	Low						
<b>Environmental Considerations</b>	None						
<b>Evaluation</b>	<p>At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.</p>						
<b>Instructional Lead-In</b>	None						
<b>Resource Requirements</b>	<p><b>Instructor Materials:</b></p> <p>None</p> <p><b>Student Materials:</b></p> <ul style="list-style-type: none"><li>• TSP.</li><li>• Pen or pencil and paper.</li></ul>						

---

**Special Instructions**

None

---

**Procedures**

This is a self-graded exercise. Circle the letter on the following questions. Upon completion, compare your response to the correct response in the Solution for Practical Exercise 1, pp C-5 and C-6.

---

**Question 1** What is the basic concept of the Soldier Readiness Program?

- a. Levy Processing (LP).
  - b. Maintaining individual preparedness for deployment.
  - c. Process Oversea Movement (POM).
  - d. Soldier Readiness Development (SRD).
- 

**Question 2** How often should you check administrative deployment processing requirements?

- a. During both in-and out-processing.
  - b. During out-processing only.
  - c. Once semi-annually.
  - d. Within 20 days of actual unit deployment date or date individual soldier departs on a TCS move.
- 

**Question 3** How many levels of readiness make up the Soldier Readiness Program?

- a. 4.
  - b. 3.
  - c. 2.
  - d. 1.
- 

**Question 4** In Level 1, a Soldier will not deploy if which of the following conditions exists?

- a. Owes a debt to the government.
  - b. He is pending a line of duty investigation and the investigation has not yet been initiated.
  - c. The commander determines a Soldier's Family Care Plan is satisfactory.
- 

**Question 5** The mobilization processing requirements (whether for unit or individual activations) are not the same as those for an SRP check (Level 1 state of readiness).

- a. True.
  - b. False.
-

---

**Question 6** Is it a mobilization requirement to inform all mobilized RC Soldiers about their reemployment rights under the Employer Support to the Guard and Reserve Program.

- a. Yes.
- b. No.

---

**Question 7** Mobilization always includes calling all reserve components to active duty.

- a. True.
- b. False.

---

**Question 8** Who has the authority to order a mobilization?

- a. President and/or the Congress.
- b. Secretary of the Army.
- c. Secretary of Defense.
- d. Sergeant Major of the Army.

---

**Question 9** Where would you report the names of Soldiers found to be permanently non-deployable?

- a. Medical facility.
- b. Personnel information station (PINS).
- c. Personnel management station.
- d. Personnel strength management station (PSMS).

---

**Question 10** How many installation and community staff agencies will have representatives on the Soldier readiness processing team?

- a. Five (Unit Supply, Public Affairs, Security, Finance, and AER).
- b. Seven (Personnel, Medical Fitness, Dental Records, Provost Marshal, Physical Security, Logistical, Training).
- c. Ten (Personnel, Medical, Dental, Provost Marshal, Finance, Security, Legal, Logistics, Operations, and Transition).
- d. Eleven (Personnel, Medical, Dental, Provost Marshal, Finance, AER, Security, Legal, Logistics, Public Affairs, and Operations).

---

**Question 11** AR 600-8-101 requires every Soldier deploying outside the 50 United States and its territories and possessions to attend antiterrorism training.

- a. True.
  - b. False.
-

---

**Question 12** Which of the following is a rule for conducting individual movement Soldier readiness checks?

- a. Soldiers must change their life insurance beneficiary to meet deployment criteria.
- b. Soldiers must submit a copy of their panoramic x-ray.
- c. Soldiers should change their bank account(s) to a bank closer to their hometown.
- d. Soldiers will use a DA Form 7425 to conduct a readiness check.

---

**Question 13** The Army Community Service (ACS) will provide family assistance and support services to families of active component and reserve component in support of military operations-deployment or mobilization and SSOs to increase unit readiness.

- a. True.
- b. False.

---

**Question 14** Which of the following types of deployment or mobilization and SSO assistance does ACS provide to family members?

- a. Establish a phone number to address family issues and crises.
- b. Provides assistance to local area groups.
- c. Serves as a sponsor for families with special needs.
- d. Shifts into a 12-hour family assistance operation if demand or conditions warrant it.

---

**Feedback Requirements**

None

---

**SOLUTION FOR  
PRACTICAL EXERCISE 1**

---

**Question 1** The correct response is:  
  
b. Maintaining individual preparedness for deployment.  
  
Ref: SH-1 (AR 600-8-101), p 10, para 4-1a

---

**Question 2** The correct response is:  
  
a. During both in-and out-processing.  
  
Ref: SH-1 (AR 600-8-101), p 10, para 4-1d

---

**Question 3** The correct response is:  
  
c. 2.  
  
Ref: SH-1 (AR 600-8-101), p 10, para 4-1b

---

**Question 4** The correct response is:  
  
b. He is pending a line of duty investigation and the investigation has not yet been initiated.  
  
Ref: SH-1 (AR 600-8-101), p 11, para 4-5a(1)

---

**Question 5** The correct response is:  
  
b. False.  
  
Ref: SH-1 (AR 600-8-101), p 11, para 4-3c

---

**Question 6** The correct response is:  
  
a. Yes.  
  
Ref: SH-1 (AR 600-8-101), p 11, para 4-3d

---

**Question 7** The correct response is:  
  
b. False.  
  
Ref: SH-1 (AR 600-8-101), p 11, para 4-3a

---

---

**Question 8** The correct response is:  
a. President and/or the Congress.  
Ref: SH-1 (AR 600-8-101), p 11, para 4-3b

---

**Question 9** The correct response is:  
d. Personnel strength management station (PSMS).  
Ref: SH-1 (AR 600-8-101), p 12, para 4-6b(1)(c)

---

**Question 10** The correct response is:  
c. Ten (Personnel, Medical, Dental, Provost Marshal, Finance, Security, Legal, Logistics, Operations, and Transition).  
Ref: SH-1 (AR 600-8-101), p 10, para 4-1e(1) thru (10)

---

**Question 11** The correct response is:  
a. True.  
Ref: SH-1 (AR 600-8-101), p 11, para 4-5b(2)

---

**Question 12** The correct response is:  
d. Soldiers will use a DA Form 7425 to conduct a readiness check.  
Ref: SH-1 (AR 600-8-101), pp 10 and 11, para 4-1h

---

**Question 13** The correct response is:  
a. True.  
Ref: SH-3 (AR 608-1), pp 9 and 10, para 4-1

---

**Question 14** The correct response is:  
c. Serves as a sponsor for families with special needs.  
Ref: SH-3 (AR 608-1), p 10, para 4-4 a-j

---

## Appendix D

### HANDOUTS FOR LESSON: U665 version 1

---

This appendix contains the items listed in this table---

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Extracted Material from AR 600-8-101	SH-1-1
SH-2, Extracted Material from FORSCOM Reg 500-3-3	SH-2-1
SH-3, Extracted Material from AR 608-1	SH-3-1

**THIS PAGE LEFT BLANK INTENTIONALLY**



## Student Handout 1

### Extracted Material from AR 600-8-101

---

This student handout contains three pages of extracted material from the following publication:

AR 600-8-101, Personnel Processing (In-,Out-, Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003

Chapter 4

pages 10 thru 12

**Disclaimer:** The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

## Chapter 4 Soldier Readiness Program and Mobilization Processing

### 4-1. SRP requirements

*a.* Maintaining individual preparedness for deployment is the basic concept of the SRP; therefore, Active Army soldiers, Army National Guard soldiers in units, and Army Reserve soldiers in troop program units will undergo an annual SRP check as specified in this chapter. An SRP check will be performed annually on RC soldiers who are not in units or whenever they serve on active duty if their active duty service is less often than once per year.

*b.* The SRP has two levels of readiness:

(1) Level 1 is the state of readiness that should be maintained at all times. The requirements of this level are specified in paragraphs 4-5*a* and 4-6*b*(1).

(2) Level 2 applies only in cases of individual TCS moves and unit deployments in support of a contingency when the home station is not the deployment station and is the state of readiness that must be achieved after the soldier has been alerted but before departure from the home station. Level 2 requirements include all of those of Level 1 plus some items that must be done at the home station (that is, those that cannot be done at the deployment station) but cannot be done until after the soldier has been alerted. Requirements unique to Level 2 are specified in paragraphs 4-5*b* and 4-6*b*(2).

*c.* Battalion-/unit-level requirements are described in chapter 4, paragraph 4-5, and installation/community requirements are described in chapter 4, paragraph 4-6.

*d.* The SRP requires commanders to maximize soldier readiness by identifying and correcting nondeployment 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 either for soldiers individually or for units as a whole and as frequently as needed (for example, quarterly, semiannually, and so on). An initial SRP check is done 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 30-day requirement to conduct an SRP check within 30 days of the deployment date. This request must include certification that the 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 appropriate 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.

*e.* A soldier readiness processing team from installation and staff agencies accomplishes the "unit and individual annual" and the "30 days prior to actual deployment" soldier readiness checks under the general leadership of the G1/AG (Chief, MPD). Based on installation or community size and mission, the team may operate full time and consist of representatives from the following installation/community staff agencies:

- (1) Personnel.
- (2) Medical.
- (3) Dental.
- (4) Provost Marshal.
- (5) Military pay.
- (6) Security.
- (7) Legal.
- (8) Logistics.
- (9) Operations.
- (10) Transition (ACAP).

*f.* Installation and unit commanders must develop and enforce procedures that notify support activities when soldiers will be departing the home station on TCS orders or a unit deployment.

*g.* Installations may use the appropriate module of ISM to perform soldier readiness processing as long as the requirements in this chapter are met. Installations that do not have ISM may use available automation systems to meet these requirements.

*h.* DA Form 7425 and use of these processing procedures are required for doing SRP checks on all soldiers and for departures from the home station on a TCS move or a unit deployment. The form guides soldiers through the SRP check, the additional requirements that must be met before departing the home station for transit to a deployment station, and the processing at the deployment station. A copy of DA Form 7425 with the home-station portions completed will accompany every deploying soldier to the deployment station. Installations will determine how these processing requirements will be accomplished. Commanders may require soldiers to process through additional

activities listed on the form and/or some local activities not listed on the form (that is, unique local activities can be added to the form).

*i.* The servicing military pay office will not clear deploying soldiers until all clearance requirements, except the PROC CS, are met. Normally the PROC CS is the final clearing station.

*j.* A deployment packet, which includes a copy of the appropriate personnel, medical, dental, and other required documents, will be provided to each deploying soldier before departure from the home station.

#### **4-2. Management control process for the SRP**

SRP is a management control process in the Army Management Control Program of AR 11-2. To assist commanders, units, BNS1, and installations in evaluating this key management control item, appendix B contains a checklist for SRP.

#### **4-3. Mobilization requirements**

*a.* Mobilization is the process by which all or parts of the Armed Forces are expanded and brought to a state of readiness for war or other national emergency. This includes activating all or part of the reserve components and assembling and organizing personnel and materiel. The call of RC soldiers to active duty may include a PRC, partial mobilization, or full mobilization. The processing procedures for mobilization also apply to the support of contingency operations.

*b.* The authority to order mobilization resides with the President and/or Congress. The Secretary of Defense, with the advice of the Joint Chiefs of Staff, recommends to the President and Congress the level of mobilization required to support a given contingency or national emergency. Upon approval, the Secretary of Defense directs the mobilization of RC units and individuals through the military departments.

*c.* The mobilization processing requirements (whether for unit or individual activations) are the same as those for an SRP check (Level 1 state of readiness).

*d.* All mobilized RC soldiers will be informed about their reemployment rights under the Employer Support to the Guard and Reserve Program.

#### **4-4. Expansion of the processing activity for mobilization**

*a.* When mobilization is declared, there is a major change from peacetime to wartime assignment procedures. This includes the cross-leveling of soldiers to adjust unit strengths in line with Army priorities to ensure the mission capability and readiness of all units and their soldiers.

*b.* Prior to full mobilization, installations having mobilization station responsibilities will resource and organize the processing activity to accomplish the mobilization mission.

*c.* At mobilization, the installation's current personnel processing activity will expand according to the installation mobilization tables of distribution and allowances.

*d.* The G1/AG (Chief, MPD) directs the overall operations of the processing activity. (See para 1-9c.)

#### **4-5. Battalion/unit SRP and mobilization processing requirements**

*a.* The following items apply to achieving Level 1 state of readiness.

(1) If a soldier is pending a line of duty investigation, the soldier is not deployable until the investigation has been initiated. A line of duty investigation using DA Form 2173 must be initiated for every injury that may result in a claim against the Government, including possible referral into the Physical Disability Evaluation System.

(2) The BNS1 will conduct a final review of the SRP check on each soldier to ensure that all soldier readiness nondeployment conditions are corrected or that the unit commander is notified.

(3) Transactions, as appropriate, will be submitted to update the Army field personnel information system based on the findings of an SRP check.

*b.* These items are required to achieve a Level 2 state of readiness:

(1) If DD Form 362 or Report of Survey is required on a soldier who is processing for a TCS move, this item will be resolved before the soldier departs for transit to the deployment station. If the soldier has responsibility for completing DD Form 362 or Report of Survey, the case must be resolved or the responsibilities must be transferred before the soldier departs.

(2) All soldiers pending a TCS outside the 50 United States and its territories and possessions will attend Antiterrorism Force Protection Level 1 Awareness Training per DODI 2000.16. Units will maintain a record of the individuals who receive this training.

#### **4-6. Installation-/community-level SRP and mobilization processing**

*a.* *Processing control station.*

(1) As the focal point for installation-/community-level SRP and mobilization processing for both levels of readiness, PROC CS will coordinate and conduct the appropriate SRP/mobilization processing briefings, designate the

stations through which each soldier must process, do appropriate coordination with the other installation-/community-level processing stations, provide any required special guidance, and ensure that each soldier has processed properly.

(2) Checks will be made to ensure that soldiers are properly processed and that soldier readiness nondeployment conditions are either eliminated or reported to the commander.

*b. Installation-/community-level SRP and mobilization processing stations.*

(1) The following requirements apply to achieving Level 1 state of readiness:

(a) All soldiers are required to process through the following stations:

1. PINS.
2. Personnel management station.
3. Medical facility.
4. Dental facility.
5. DEERS/RAPIDS/ID cards and tags.
6. Security office.
7. Military pay office.
8. Legal affairs.

(b) Soldiers will receive a legal briefing to discuss wills, powers of attorney, and other legal matters, and those soldiers who need to make or update a will, to designate a power of attorney, and/or to seek counseling in legal matters will be provided an opportunity to consult with legal assistance personnel about these matters. Wills and other legal documents will be drafted onsite, when appropriate, or soldiers will be referred to the legal assistance office.

(c) The names, ranks, social security numbers (SSNs), and area of concentration (AOC)/military occupational specialties (MOS) of all soldiers found to be permanently nondeployable during SRP processing will be provided to the PSMS.

(2) The following items apply to achieving Level 2 state of readiness:

(a) Soldiers who are departing the home station for movement to the deployment station will process through the CIF.

(b) Chaplains will be available to all soldiers who are processing for departure to a deployment station.

(c) Whether or not each deploying soldier is required to process through any of the following stations will be determined at the PROC CS:

1. Transportation office.
2. Education center.
3. ACS center.
4. Provost Marshal Office.
5. Housing office.
6. MWR fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).
7. Training aids center.
8. ACAP center.

(3) At the discretion of the commander, the inspector general may establish a processing station for SRP and/or mobilization processing.

## **Chapter 5**

### **Extended TDY Processing**

#### **5-1. DA Forms 137-1 and 137-1**

These forms are also used for extended TDY processing.

#### **5-2. Extended TDY processing requirements**

*a.* Installation and unit commanders must develop and enforce procedures that notify support activities when soldiers will be departing on an extended TDY.

*b.* Installations may use the appropriate module of ISM to manage out-processing for extended TDY as long as the requirements in this chapter are met. Installations that do not have ISM may use existing automation systems to meet the requirements of this chapter.

*c.* Extended TDY processing requirements are:

(1) DA Forms 137-1 and 137-2 and use of these extended TDY processing procedures are required for all soldiers departing on a TDY tour that is projected to last 90 or more days. Each activity must complete the appropriate section of the form and sign (not initial) the appropriate space. Installations will determine how these clearance requirements

**THIS PAGE LEFT BLANK INTENTIONALLY**

## Student Handout 2

### Extracted Material from FORSCOM REG 500-3-3

---

This student handout contains one page of extracted material from the following publication:

FORSCOM REG 500-3-3, FORSCOM Mobilization And Deployment Planning System (FORMDEPS), 15 Jul 1999.

Chapter 1                      page 9

**Disclaimer:** The training developer downloaded the extracted material from the FORSCOM Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

---

**THIS PAGE LEFT BLANK INTENTIONALLY**



## FORSCOM Regulation 500-3-3

### Concept of Operations

a. The mobilization process is divided into five phases as follows:

(1) Phase I - Planning. This phase includes the normal day-to-day efforts of each unit at its HS. During this phase, units plan, train and prepare to accomplish assigned mobilization missions. They prepare mobilization plans and files as directed by STARCs, RSCs and FORMDEPS, attend mobilization coordination conferences, provide required planning data to the MS, conduct mobilization training and develop postmobilization training plans as directed. Each unit will complete as many administrative processing actions as possible before being ordered to federal active duty. Inherent within the planning phase is providing unit personnel, logistics, and training data electronically to a units respective PPP/PSP. Unit data must be provided at least annually. The annual requirement can be accomplished during the participation in an OPTIMAL FOCUS or CALL FORWARD exercise. Plans for movement to the MS must be completed during this phase, in accordance with FORSCOM Regulation 55-1, and automated information systems identified for deployment and must be accredited as specified in Chapter 3, AR 380-19. Phase I ends when the unit receives its official alert notification.

(2) Phase II - Alert. This phase includes all those actions taken by a unit following receipt of the official alert. Specific tasks and standards are listed in this regulation. The unit takes specific actions to prepare for transition from RC to active status. Actions such as screening and cross leveling are essential during the alert phase. Unit commander should attempt to contact gaining unit commander (especially if gaining command is already deployed) to determine mission requirements in order to modify the unit's METL. Upon alert, unit commanders will provide unit data files to the mobilization station effective M-Day. This phase ends with the effective date of mobilization of the unit at HS.

(3) Phase III - Home Station. This phase begins on the effective date of the unit mobilization. Once mobilized, units have 72 hours to be ready to move to their MS. Actions taken at this point include inventory and loading of unit property and dispatch of the advance party to the MS. During this phase, the unit takes action to speed its transition to active status. Specific tasks and standards are listed in the following chapters and annexes of this regulation.

Movement from HS to MS will be by the most expeditious and practical means available. Detailed unit movement planning will be in accordance with FORSCOM Regulation 55-1. The unit will coordinate directly with the MS prior to the unit departing HS, and keep peacetime higher headquarters informed. At the beginning of this phase, command passes from the peacetime chain of command to the CONUSA in whose geographic area the unit is located. Mobilizing units are encouraged to continue to request assistance and support from their peacetime chain of command until directed otherwise. This phase ends with arrival of the unit at its MS.

(4) Phase IV - Mobilization Station. This phase begins with arrival of the unit at its MS and encompasses all the actions necessary to meet required deployment criteria. Command of the unit passes from the CONUSA to the MS (or to gaining MACOM for CONUS base support units) at the beginning of Phase IV. Actions at MS include the processing of personnel and equipment and the actual accessioning of the unit into the active structure. The goal of the unit during this phase is to attain operational readiness status in the shortest possible time, consistent with its planned deployment or operational mission. This phase also includes any necessary individual or collective training as well as appropriate cross-leveling actions, Soldier Readiness Processing (SRP)/Preparation for Overseas Movement (POM) and validation for deployment. Phase IV ends with arrival of the unit at the point of embarkation (POE). Phase IV and Phase V may overlap since equipment moving by surface transportation begins Phase V earlier than with personnel.

(5) Phase V - Port of Embarkation. This phase begins with arrival of the unit at its POE. It encompasses all activities at the SeaPort of Embarkation (SPOE) and the AirPort of Embarkation (APOE). These activities include both manifesting and loading of personnel. This phase ends with departure of personnel and equipment from the POE.

b. This document is designed as a "how to" handbook to assist the unit commander during Phases I, II, and III of mobilization. Once the unit arrives at the MS, it falls under the command of the MS commander, unless the unit is commanded by a General Officer or is a separate brigade, TAACOM, COSCOM, etc., in which cases it remains under the command of the CONUSA or of the AC affiliate

**THIS PAGE LEFT BLANK INTENTIONALLY**

## Student Handout 3

### Extracted Material from AR 608-1

---

This student handout contains six pages of extracted material from the following publication:

AR 608-1, Army Community Service Center, 22 December 2004

Chapter 4

pages 9 thru 14

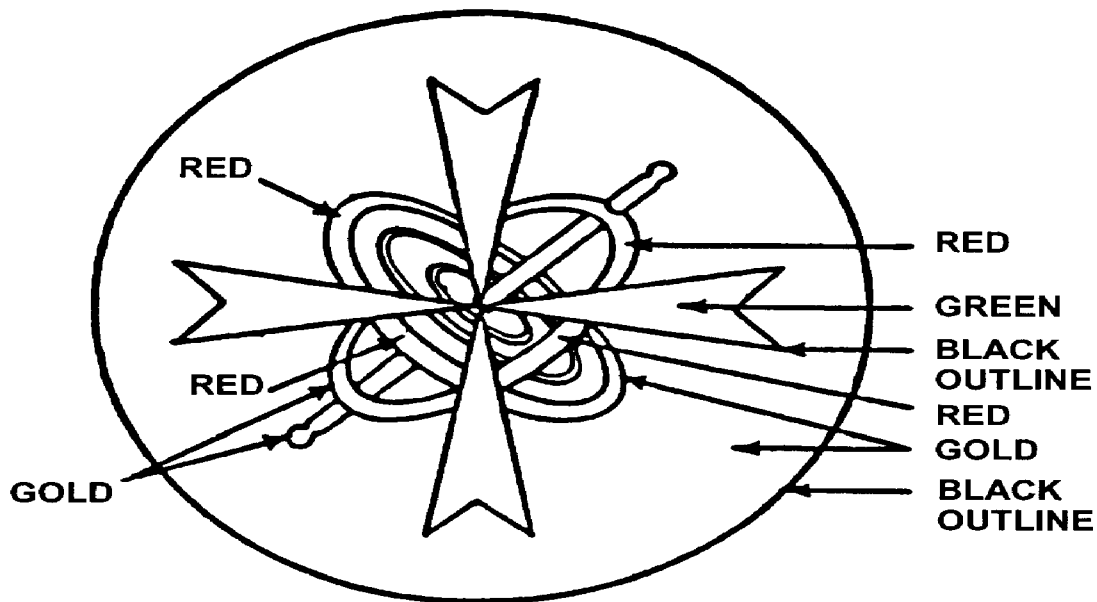
**Disclaimer:** The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

---

# Theme: "Self-Help, Service, and Stability"



Legend for Figure 3-1;

This emblem represents the cross, the gyroscope, and the heart, an idea associated with the giving of kind-hearted help and stability. The image of the cross is taken from an organization whose purpose, among other things, was to provide help for the sick and needy Crusaders during the Middle Ages. This may have been the first organized program of individualized relief services in relation to an armed force. The cross, a symbol for help, and the gyroscope, a symbol for equilibrium and stability, are combined with a heart to reflect the program as a living, sustaining force in the lives of Army personnel and their family members. The color of the Army green uniform and the gold buttons and insignia are combined in the emblem. The full circle represents the whole, the Army Community.

Figure 3-1. Army Community Service emblem

---

## 3-11. Marketing plan

A marketing plan will be developed which incorporates strategic planning goals and needs assessment data and covers each service provided by the center.

## Chapter 4 Services

### Section I Deployment or Mobilization and Stability and Support Operations Readiness

#### 4-1. Purpose

Family assistance and support services will be provided to families of Active Component and Reserve Component (RC) forces and emergency-essential civilians in support of military operations-deployment or mobilization and SSOs (includes mass casualties, evacuation, natural disasters and acts of terror)—to enhance unit cohesion and increase readiness. Preplanning for family assistance will ensure that a comprehensive, realistic, effective and coordinated

assistance delivery system is in place prior to military operations. This system will normally include the triad of family assistance centers, unit family readiness groups, and unit rear detachments.

#### **4-2. Family assistance plan**

A family assistance plan will be developed to address all levels and phases of deployment or mobilization and SSOs. The plan will include requirements for continued coordination of family assistance services and establishment of family assistance centers. The plan will be incorporated into overall installation contingency plans and include at a minimum—

- a.* Type of family assistance services offered to families. Minimum services will include emergency financial assistance, emergency food and shelter, crisis intervention, legal information, Defense Enrollment Eligibility Reporting System, military medical benefits briefing, information, and referrals to appropriate sources for other assistance.
- b.* ACS and other agency roles and responsibilities for implementing the plan.
- c.* Resource requirements (manpower and dollars) to implement the plan.
- d.* Mobilization table of distribution and allowances requirements to include Individual Mobilization Augmentee personnel and retiree recalls.
- e.* Requirements to accommodate any projected program needs, that is, facilities, equipment, and communications support.
- f.* Installation response to acts of terror. See appendix F for strategies.

#### **4-3. Predeployment or mobilization and SSOs assistance**

Predeployment or mobilization and SSOs assistance will include:

- a.* Support and assistance to unit commanders in establishing support groups caring for families.
- b.* Orientations for RC units and their families that outline the assistance available upon unit activation and individual mobilization. Similar orientations should be provided to deploying emergency-essential civilians and their families.
- c.* Participation in mobilization and casualty work group exercises to test program effectiveness in providing family support during deployment or mobilization and SSOs.
- d.* Assistance to single parents, dual military couples, and dual emergency-essential civilian couples in developing family care plans for deployment.
- e.* Coordination with local and State human service assistance agencies.
- f.* Coordination with State Adjutant General and appropriate USAR Regional Support Command Office as well as RC units within a 50-mile radius to identify the potential numbers of RC family members eligible for ACS assistance.
- g.* Identification of families with major problems requiring special assistance and support during deployment or mobilization and SSOs.
- h.* Participation in soldier readiness processing and completion of Family Assistance Information Sheet.

#### **4-4. Deployment or mobilization and SSOs assistance**

During deployment or mobilization and SSOs, ACS will—

- a.* Shift into a 24-hour family assistance center operation if requested by the garrison commander. The center will include, at a minimum, representatives from the following offices: identification cards, Defense Enrollment Eligibility Reporting System, TRICARE, finance, and staff judge advocate.
- b.* Establish a toll-free number to address family issues and crises.
- c.* Provide assistance to family readiness groups.
- d.* Assist casualty assistance officers in providing support to survivors.
- e.* Provide support to waiting families.
- f.* Assist deploying mobilized RC unit, USAR Regional Support Command, or Army Reserve Command and State Area Command in providing family assistance to RC families.
- g.* Assist commanders in providing ongoing training for designated family sponsors.
- h.* Assist families in identifying resources for relocating, as applicable.
- i.* Serve as a sponsor for families with special needs.
- j.* Keep commanders abreast of major problems affecting families of either mobilized or deployed soldiers and civilians.
- k.* Compile and maintain statistics on assistance rendered.

#### **4-5. Postdeployment or mobilization and SSOs assistance**

This assistance will include briefings, workgroups to deal with family reunification problems, and command after action reports (includes lessons learned and recommendations for improving procedures).

#### **4-6. Unit rear detachments**

These detachments will receive training on family assistance and community resources available to support deployment or mobilization and SSOs. Also, assistance will be provided to rear detachment commanders in coordinating services for families in their units.

#### **4-7. Family readiness groups**

Commanders establish and provide support for family readiness groups within their units in accordance with paragraph 4-8 of this regulation and AR 608-47. Assistance will be available in the following areas for family readiness groups:

- a.* Training.
- b.* Resource materials.
- c.* Meeting facility.
- d.* Homecoming and reunion activities.
- e.* Information and referral.

#### **4-8. Materials for military operations**

Appropriate materials are used to support unit commanders in preparing soldiers, civilian employees, and their families for military operations. Materials may include, but are not limited to, Operation R.E.A.D.Y. materials (modules, handbooks, workbooks and videos), Army Family Team Building (AFTB) materials, locally generated materials, and materials provided through commercial resources.

#### **4-9. Overseas noncombatant evacuation operation support**

In overseas areas, assistance will be provided in conducting family readiness noncombatant evacuation operation (NEO) briefings, processing families for deployment and coordinating support for families with gaining safehaven areas in accordance with local NEO plan and Annex H, Joint Plan for DOD Noncombatant Repatriation. The Joint Plan contains policies, procedures, and responsibilities in planning for the evacuation and repatriation of official DOD personnel from overseas areas.

#### **4-10. Support to unaccompanied family members being evacuated or on forced early return from an overseas area**

This support will consist of—

- a.* Providing personnel to support reception center for repatriated families, if requested.
- b.* Appointing a sponsor to assist family members in safehaven status in the geographical area of the installation.
- c.* Assisting family members in obtaining safehaven benefits and entitlements.
- d.* Providing required reports on the status of families to IMA regions, MACOMs, and HQDA in accordance with Annex I, Joint Plan for DOD Noncombatant Repatriation.

## **Section II**

### **Soldier and Family Readiness**

#### **4-11. Family Advocacy Program**

The Family Advocacy Program will be implemented to address child abuse and neglect and spouse abuse (includes prevention, identification, reporting, investigation, and treatment) per AR 608-18.

#### **4-12. Transitional compensation for abused dependents**

*a.* Transitional compensation payments and other benefits described in appendix G may be provided for dependents of soldiers who are separated from active duty under a court-martial sentence resulting from a dependent-abuse offense, administratively separated if the basis for separation includes a dependent-abuse offense, or sentenced to forfeiture of all pay and allowances by a court-martial that has convicted the soldier of a dependent-abuse offense.

*b.* Congress established this entitlement for victims of dependent-abuse in the National Defense Authorization Act of FY 94 in order to reduce victim disincentives to reporting abuse. The legislation authorized temporary payments, at the rate specified for Dependency and Indemnity Compensation, to families for 12 months or the unserved portion of the soldier's obligated active duty service, whichever is longer, up to 36 months.

*c.* Recipients of monetary compensation are entitled to receive family member identification cards during the entitlement period, have full access to commissaries and exchange stores, and are eligible to receive dental care through military facilities, and medical care, including mental health services, as TRICARE beneficiaries.

*d.* Applicants must file DD Form 2698 (Application for Transitional Compensation) and documentation required in accordance with appendix G in order to receive benefits.

*e.* Commanders should ensure that when a soldier is separated as a result of a dependent-abuse offense that the

victim and the offense are clearly specified in the separation action to document the basis for this entitlement (see appendix G for further details).

#### **4-13. Emergency placement care service**

An emergency placement care service will be established per AR 608-18.

#### **4-14. Exceptional Family Member Program**

The Exceptional Family Member Program will be implemented to provide community support, housing, personnel, educational and medical services to families with special needs per AR 608-75.

#### **4-15. Army Family Action Plan Program**

Per AR 608-47, the Army Family Action Plan Program will be implemented to provide forums for soldiers, retirees, DA civilians, and family members to propose solutions for issues of well-being concern and orchestrate a management protocol for issue implementation and accountability that includes leadership direction and approval.

#### **4-16. Army Family Team Building Program**

The AFTB Program will be established to teach and promote personal and family readiness through the standardized, progressive education of family members. It will be implemented per AR 608-48.

#### **4-17. Outreach services**

See paragraph 1-9 for policy on outreach services.

### **Section III**

### **Relocation Readiness**

#### **4-18. Purpose**

Relocation assistance will be provided to reduce or eliminate problems arising because of frequent moves.

#### **4-19. Relocation Assistance Coordinating Committee**

A Relocation Assistance Coordinating Committee, or its equivalent, such as the Human Resource Council, will meet quarterly to ensure coordination and cooperation among the various relocation services on the installation. The committee will develop a comprehensive installation relocation assistance plan that addresses elements and functions of relocation assistance provided by each installation activity; training requirements for all relocation services providers; and an evaluation plan to ensure assistance is accessible, effective and responsive to the needs of the Army family. Members will include, at a minimum, representatives from ACS, housing, transportation, finance, military personnel division, civilian personnel advisory center and medical treatment facility.

#### **4-20. Relocation counseling**

*a.* Relocation counseling will be provided on an individual or group basis. It will be available to both inbound and outbound transferees with primary focus on predeparture counseling and relocation planning. Transferees preparing for their first permanent change of station (PCS) move or first overseas PCS will be targeted, at a minimum, for counseling sessions.

*b.* Relocation counseling will include—

- (1) Assessment of client's individual or family needs and particular relocation circumstances.
- (2) Information about the destination area (for items such as schools, housing, community resources and cost of living), entitlements, reimbursements, and household goods shipment.
- (3) Provision of referral, follow-up and advocacy in resolving relocation related problems.

#### **4-21. Pre-arrival information**

*a.* Accurate and current pre-arrival information on the installation and surrounding area will be provided through the Standard Installation Topic Exchange Service (SITES), welcome packets where allowed, and the installation home page. SITES, a DOD automated information system accessible on the internet (<http://www.dmdc.osd.mil/sites>), contains information on all military installations of 500 or more in population. It will be formally updated per instructions from USACFSC (CFSC-FP-A). On-line updates will occur when changes in the contents of the SITES file warrant. Ancillary agencies and resources mentioned in the SITES will be contacted to ensure accurate information.

*b.* Installations still updating their welcome packets will update these, at a minimum, quarterly. They will maintain copies of their welcome packet at the ACS center for review by customers and will mail their packet to those installations that do not meet the criteria for having SITES.



#### **4-22. Mandatory overseas orientation**

In accordance with AR 600-8-11, all soldiers departing installations for overseas assignment will receive an orientation to provide essential information and guidance on preparing for the move. These overseas orientations will—

- a.* Be conducted within 30 days of the Enlisted Distribution Assignment System cycle/Request for Orders date, or as needed, based on the number of soldiers completing the reassignment briefing process per month. Family members will be strongly encouraged to attend these orientations.
- b.* Be conducted in groups by country such as Korea or Germany.
- c.* Include the participation of other relocation-related activities only as needed (for example, military personnel division and housing).
- d.* Be scheduled to encourage maximum participation of family members with child care provided when possible.
- e.* Be targeted, when possible, toward the particular audience—for example, those going overseas for the first time or those with some overseas experience who need only updates.
- f.* All soldiers going on unaccompanied tours will be asked to provide voluntarily their family's stateside address with a proper Privacy Act notice to meet requirements of paragraph 4-28 of this regulation.

#### **4-23. Reentry workshops**

Reentry workshops will be provided for transferees returning from overseas to the United States. These workshops will be designed to prepare soldiers and families for the often unexpected logistical, financial, and psychological adjustment of returning from an overseas tour.

#### **4-24. Special workshops or support group sessions**

These workshops and sessions will be organized for families identified as particularly at-risk. Workshops will address methods of managing the emotional and situational stresses of relocation.

#### **4-25. Postmove newcomer orientations**

Installation-wide newcomer orientations will be provided and will include information on the community and cultural adaptation and area tours as required. Where newcomer orientations are conducted at the unit level, minimum orientation content standards will be developed as well as a list of required participating agencies and information sources.

#### **4-26. Lending closet**

A lending closet will be administered to provide basic housekeeping items for temporary loan to incoming and outgoing families and in other cases determined appropriate. ACS personnel will stock the lending closet with good quality items. At a minimum, these items will include basic kitchen equipment, high chairs, child car seats, play pens, cribs, ironing boards, irons, and transformers if appropriate.

#### **4-27. Services to multicultural families**

Families with foreign-born spouses will receive support and assistance, to include—

- a.* A comprehensive, multilevel language program developed with the cooperation and active participation of existing military program elements and civilian community resources.
- b.* Cross-cultural training offered in conjunction with language programs to facilitate communication skills development in areas such as interpersonal relationship building, career enhancement, obtaining citizenship or driver's license, financial management, service utilization, adapting to military lifestyles, and basic survival skills.
- c.* Cultural mediation services to assist multicultural family members in dealing with problems that arise during the immigration and cultural adaptation processes and language skills development.

#### **4-28. Services to waiting families**

Support services will be provided to families residing on post or in the surrounding community who are living separately from the military and civilian sponsor because of mission requirements. Such circumstances include unaccompanied tours, extended temporary duty and field training exercises.

- a.* Efforts will be made to identify and contact these families to—
  - (1) Provide information on community services.
  - (2) Assess the need for services and information.
  - (3) Provide crisis intervention services.
  - (4) Act as liaison with military and civilian agencies to ensure provision of required assistance.
- b.* Support groups will be organized for identified waiting families, as appropriate.
- c.* Families will be identified who are departing the installation for a stateside location while the sponsor serves an unaccompanied tour. An effort will be made to inform the family of the services available in their destination area and with the consent of the family notify the gaining ACS center of the family's arrival in the area.

*d.* Predeparture briefings will be provided to address coping with stress factors and the practical aspects of separation and relocation.

#### **4-29. Sponsorship support**

Sponsorship support will consist of—

- a.* Training for unit sponsorship trainers or designated sponsors upon unit requests.
- b.* Training for youth sponsors.
- c.* Providing a SITES file or welcome packet for sponsor to send before transferee's arrival.

### **Section IV**

#### **Employment Readiness**

#### **4-30. Purpose**

Employment assistance will be provided to assist spouses in acquiring skills, networks, and resources that will allow them to participate in the work force and to develop a career/work plan.

#### **4-31. Resource information**

Comprehensive, accurate, easily accessible, and up-to-date information will be provided on available employment opportunities, education and volunteer resources and support services which help customers make informed decisions on seeking employment. Employment readiness services should provide a menu of local resources available for job seeker's use. These services include:

- a.* Employment and volunteer opportunities.
- b.* Support services to help customers make informed decisions.
- c.* Education resources (scholarships, grants, student aid, tuition assistance, points of contact and education partners).
- d.* Resources for job seeker's use (computers with web and printer access, fax machines, telephones, copiers, and resource center).

#### **4-32. Job search assistance**

Classes, programs, workshops, seminars, or individual sessions will be conducted or sponsored to empower job seekers for effective job searches. These include:

- a.* Job search skills classes include—
  - (1) Self-Assessment (including financial status).
  - (2) Resume writing.
  - (3) Interviewing.
  - (4) Dress for success.
  - (5) Negotiating for salary.
  - (6) Job/employer/market research.
  - (7) Applications, cover letters, transcripts and letters of reference.
  - (8) Alternate work scenarios.
  - (9) Career exploration.
  - (10) Goal setting.
  - (11) At-work behavior.
- b.* Job skills are basic skills needed for most forms of employment in the United States. These services will include—
  - (1) Basic computer skills.
  - (2) Word processing.
  - (3) English as a second language.
  - (4) Education.
- c.* Job search training bridges the gap between the job seeker and his or her goals. These classes include—
  - (1) What is my career plan?
  - (2) Where am I now?
  - (3) What do I have to do?
  - (4) Financial management.
  - (5) Career exploration.
  - (6) Marketing yourself.
  - (7) Written marketing tools.
  - (8) The interview process.
  - (9) Federal employment.