ECRC IA CHECKLIST

Submit by Email

Last Name		First		Middle		SSN	
Paygrade		Rating		Designator		Component	

Personal Email		Local Phone	
Navy Email		Cell Phone	
Army Email		Local Address	

Originating Command						UIC	
Command POC						POC Phone	
Command POC Email						DSN	
Order Receipt Date		Initial Report Date		Checklist Deadline	Feb 13, 2007	RTN	

Advancement TIR Date		Recommended for acvancement	○ Yes ◉ No	Taking exam prior to deployment	○ Yes ◉ No

Date of Birth		Gender		Blood Type	
Specialty Areas					
Independent/ FMF					
Destination/Base					

Spouse				Next of Kin			
Name				Name			
Address				Address			
City				City			
State		Zip		State		Zip	
Email				Email			
Phone				Phone			
Children				Relationship			

Privacy Act Statement
Authority: 10 USC 5013; EO 9397 (SSN); NM05000-3 Organization Management and Locator System (August 15, 2006, 71 FR 46898).
Purpose: To evaluate individual readiness posture and to provide individuals selected for deployment necessary information to ensure their preparedness.
Routine Uses: Department of the Navy Blanket Routine uses (found at privacy.navy.mil)
Disclosure: Voluntary. However, failure to provide the requested information may significantly delay or impede individual preparation and may result in the failure to properly notify individuals of deployment information.

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

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

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

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

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