# Deployment Cycle Support (DCS) Checklist

For use of this form, see Army Directive 2007-02; the proponent agency is DCS, G-1.

## Authority:
10 USC Section 3013, Secretary of the Army; Department of the Army Deployment Cycle Support (DCS) Directive; and EO 9397 (SSN).

## Purpose:
To provide a standardized means to evaluate readiness posture and validate military and non-military personnel for deployment.

## Routine Uses:
The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

## Disclosure:
Voluntary. However, failure to update and confirm information is correct may impede processing time and deployability status.

The Deployment Cycle Support Checklist is filed in the Deployment Packet to complete the action.

A copy remains at the losing organization.

### Part A - Accuracy Statement:
I understand I am certified for reconstitution and, to the best of my knowledge, all information contained in this document is correct and current.

1. Signature of Individual
2. Rank
3. Title

### Part B - First Line Leader/Immediate Supervisor’s Authentication
I have authenticated the information contained in this checklist as correct and current.

4. Printed Name (Supervisor)
5. Rank
6. Title
7. Signature
8. Date (YYYYMMDD)
9. Unit
10. Address
11. Phone Number
12. E-mail Address
13. DSN
14. Fax Phone Number

### Part C - Commander’s Acknowledgment:
(Commands may approve an individual for reconstitution based on the certifying official’s recommendation, criticality, and mission needs, unless otherwise indicated.) I acknowledge the checklist findings.

15. Printed Name (CDR or AG)
16. Rank
17. Title
18. Signature
19. Date (YYYYMMDD)
20. Unit
21. Address
22. Phone Number
23. E-mail Address
24. DSN Number
25. Fax Number

### Part D - DCS Validation:
ALL DEPLOYMENT CYCLE SUPPORT requirements are updated and all DCS requirements completed.

26. Printed Name (Validation Official)
27. Rank
28. Title
29. Signature
30. Date (YYYYMMDD)
31. Unit
32. Address
33. Phone Number
34. E-mail Address
35. DSN Number
36. Fax Number

**DA Form 7631, MAR 2007**
**Deployment Cycle Support Tasks**

**SECTION I - Train-up / Preparation Stage**

<table>
<thead>
<tr>
<th>Unit Commander / Unit Leadership</th>
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</thead>
<tbody>
<tr>
<td>Single Soldiers identified and support ensured</td>
</tr>
<tr>
<td>Leave schedule published</td>
</tr>
<tr>
<td>Investigations (e.g. Line of Duty, AR 15-6) initiated and completed, as required</td>
</tr>
<tr>
<td>Individual career counseling provided, as required</td>
</tr>
<tr>
<td>Disciplinary and adverse administrative actions finalized, as required</td>
</tr>
<tr>
<td>Sexual Assault Prevention and Response training (Host Country, risk reduction factors) conducted</td>
</tr>
<tr>
<td>DA Form 5305-R (Family Care Plan) completed</td>
</tr>
<tr>
<td>FRG assessed, trained, and resourced</td>
</tr>
<tr>
<td>RDC has completed all training prior to unit deployment</td>
</tr>
<tr>
<td>Family readiness plan including unit readiness goals updated</td>
</tr>
<tr>
<td>Soldiers counseled on requirement to provide financial support to family while deployed</td>
</tr>
<tr>
<td>OERs, NCOERs, civilian evaluations, and awards completed, as required</td>
</tr>
<tr>
<td>Soldier counseling conducted, as required</td>
</tr>
<tr>
<td>Soldiers identified with potential financial issues referred to financial training or assistance</td>
</tr>
<tr>
<td>Command Climate Survey conducted</td>
</tr>
<tr>
<td>Soldiers who PCS and TCS complete the DCS process, as required</td>
</tr>
<tr>
<td>Soldiers encouraged to communicate with family throughout the deployment cycle</td>
</tr>
<tr>
<td>Conduct Unit Risk Inventory (URI) NLT 30 days prior to deployment</td>
</tr>
</tbody>
</table>

**Personnel Service Center**

| DD Form 93 (Record of Emergency Data) updated |
| VA Form SGLV 8285, (Request for Insurance (SGLI)) completed |
| VA Form SGLV 8286, (Service Member's Group Life Insurance) completed |
| VA Form SGLV 8285A, (Request for Family Coverage (SGLI)) completed |
| VA Form SGLV 8286A, (Family Coverage Election (SGLI)) completed |
| Eligibility for overseas deployment (AR 614-30, Overseas Service) verified |
| Soldiers with record of misdemeanor crime of domestic violence identified |
| Passports issued to DA civilians in receipt of Deployment Orders |
| MMRB, MEB, PEB conducted, as required |
| Soldiers and family members educated regarding the impact of personnel polices |

**DCS VALIDATION**

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<thead>
<tr>
<th>COMPLETED</th>
<th>NOT COMPLETED</th>
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**SIGNATURE OF CERTIFYING OFFICIAL**

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<thead>
<tr>
<th>8b. E-MAIL ADDRESS</th>
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### Deployment Cycle Support Tasks

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<tr>
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<th>NA</th>
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</tr>
</thead>
</table>

### SECTION I - Train-up / Preparation Stage  (Continued)

#### Unit Ministry Team / Installation Chaplain
- Families identified with reported predeployment stress, as required
- Spouses provided opportunity to take marital assessment instrument, as required
- Soldiers provided opportunity to complete marital assessment instrument, as required
- Opportunity to attend voluntary marriage education/enrichment workshops provided, as required
- Predeployment Battlemind training for leaders conducted
- Predeployment Battlemind training for junior enlisted Soldiers conducted

#### Medical / Dental Health Teams
- Leader training on identifying symptoms of distress and suicide tendencies conducted
- Individuals screened for profile for permanent geographic or climate duty limitation, as required
- Preventative Medicine briefing to defeat disease and non-battle injuries conducted
- DD Form 2795 (Pre-Deployment Health Assessment Questionnaire) completed

#### Military Pay Office
- Current status of DoD charge card holders reviewed
- Travel advance provided for Soldiers with TCS orders

#### Legal Assistance Office
- Wills updated
- Power of Attorney provided
- Counseling on civil matters provided
- Legal assistance to RC Soldiers provided, as required
- Tax class / information for spouses provided, as required

#### Installation Management Command
- Family Readiness staff shortages (ACS / FAC) identified, as required
- AA and RC Family Readiness Groups educated on available services
- Families educated about services provided through Military OneSource
- Predeployment Battlemind training for spouses conducted
- Operation READY Deployment and Children training
- Conduct Financial Management Planning for Deployments training

#### DEERS / RAPIDS / ID Card Office
- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required
- DEERS / RAPIDS data entry and date for residential address completed, as required
## Deployment Cycle Support Tasks

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### SECTION II - Mobilization Stage (RC Soldiers)

**Unit Commander / Unit Leadership**

- Investigations (e.g. Line of Duty, AR 15-6) initiated and completed, as required
- Disciplinary and adverse administrative actions finalized, as required
- Sexual Assault Prevention and Response training (Host Country, risk reduction factors) conducted
- DA Form 5305-R (Family Care Plan) completed
- FRG assessed, trained, and resourced
- RDC has completed all training prior to unit deployment
- Family readiness plan including unit readiness goals updated
- Soldiers counseled on requirement to provide financial support to family while deployed
- OERs, NCOERs, civilian evaluations, and awards completed, as required
- Soldier counseling conducted, as required
- Soldiers identified with potential financial issues referred to financial training or assistance
- Personnel Reporting System updated
- CIVTRACKS for DA civilians updated
- Soldiers who PCS and TCS complete the DCS process, as required
- Soldiers encouraged to communicate with family throughout the deployment cycle
- Conduct Unit Risk Inventory (URI) NLT 30 days prior to deployment

**Personnel Service Center**

- DD Form 93 (Record of Emergency Data) updated
- VA Form SGLV 8285, (Request for Insurance (SGLI)) completed
- VA Form SGLV 8286, (Service Member's Group Life Insurance) completed
- VA Form SGLV 8285A, (Request for Family Coverage (SGLI)) completed
- VA Form SGLV 8286A, (Family Coverage Election (SGLI)) completed
- Eligibility for overseas deployment (AR 614-30, Overseas Service) verified
- Soldiers with record of misdemeanor crime of domestic violence identified
- Passports issued to DA civilians in receipt of Deployment Orders
- Soldiers and family members educated regarding the impact of personnel policies
- DD Form 2365 (DoD Civilian Employee Overseas E-E Position Agreement) completed
- Ensured all Soldiers processed correctly
- MMRB, MEB, PEB conducted, as required

**SIGNATURE OF CERTIFYING OFFICIAL**  
8b. **E-MAIL ADDRESS**  
**DATE (YYYYMMDD)**
## Deployment Cycle Support Tasks

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Date (YYYYMMDD)</th>
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<tbody>
<tr>
<td>Suicide Awareness and Prevention training conducted, as required</td>
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<td>Families identified with reported predeployment stress, as required</td>
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<td>Spouses provided opportunity to take marital assessment instrument, as required</td>
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<td>Soldier provided opportunity to complete marital assessment instrument, as required</td>
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<tr>
<td>Predeployment Battlemind training for leaders conducted</td>
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<td>Predeployment Battlemind training for junior enlisted Soldiers conducted</td>
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<td>Suicide Intervention Skills Training for Leaders and Gatekeepers</td>
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## SECTION II - Mobilization Stage (RC Soldiers) (Continued)

### Unit Ministry Team / Installation Chaplain

- Suicide Awareness and Prevention training conducted, as required
- Families identified with reported predeployment stress, as required
- Spouses provided opportunity to take marital assessment instrument, as required
- Soldier provided opportunity to complete marital assessment instrument, as required
- Predeployment Battlemind training for leaders conducted
- Predeployment Battlemind training for junior enlisted Soldiers conducted
- Suicide Intervention Skills Training for Leaders and Gatekeepers

### Medical / Dental Health Teams

- Leader training on symptoms of distress and suicide tendencies conducted
- Individuals screened for profile for permanent geographic or climate duty limitations, as required
- Preventative Medicine briefing to defeat disease and non-battle injuries provided
- DD Form 2795 (Pre-Deployment Health Assessment Questionnaire) completed
- Behavioral Health Assessments conducted
- Medical record review conducted
- TRICARE benefits briefing conducted
- DA Form 3349 (Medical Profile) completed, as required

### Military Pay Office

- Current status of DoD charge card holders reviewed
- Travel advance provided for Soldiers with TCS orders
- Financial briefings conducted
- Allotment changes expedited
- BAH for AGR Soldiers adjusted
- Entitlements / Special Pay reviewed

### Legal Assistance Office

- Wills updated, as required
- Power of Attorney provided, as required
- Counseling on civil matters provided
- Personnel informed on legal rights under Servicemembers' Civil Relief Act (SCRA)
- RC personnel informed on legal rights under SCRA
- Legal assistance to RC Soldiers provided, as required
- Tax classes / information for spouses provided, as required

### SIGNATURE OF CERTIFYING OFFICIAL

8b. E-MAIL ADDRESS

DATE (YYYYMMDD)
### Deployment Cycle Support Tasks

<table>
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<tr>
<th>DCS VALIDATION</th>
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<td>Date (YYYYMMDD)</td>
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<tr>
<th>Task Description</th>
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<tr>
<td>Deployment Cycle Support Tasks</td>
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<tr>
<td><strong>DCS VALIDATION</strong></td>
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<td>Date: NA</td>
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### Installation Management Command

- Family Readiness staff shortages (ACS / FAC) identified, as required
- Coordinated with State Adjutant General for family member ACS eligibility
- Families with major problems requiring special assistance identified
- Family members provided toll free number to ACS
- AA and RC Family Readiness Groups educated on available services
- Families educated about services provided through Military OneSource
- Education and information materials provided to IRR / IMA families
- Operation READY Predeployment Battlemind training for families conducted
- Operation READY Deployment and Children training
- Conduct Financial Management Planning for Deployments training

### DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required
- DEERS / RAPIDS data entry and date for residential address completed, as required
- DD Form 1934 (Geneva Convention ID Card for Medical and Religious Personnel) issued
- DD Form 489 (Geneva Convention ID Card for Civilian Personnel) issued

### Section II - Mobilization Stage (RC Soldiers) (Continued)

#### Installation Management Command

- Families identified with reported predeployment stress, as required

#### Unit Ministry Team / Installation Chaplain

- Legal Assistance Office

#### Legal Assistance Office

- AA and RC Family Readiness Groups educated on available services, as required
- Family members educated about services provided through Military OneSource, as required
- Education and information materials provided to IRR / IMA families, as required

#### DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required

### Section III - Deployment Stage

#### Unit Ministry Team / Installation Chaplain

- Legal Assistance Office

#### Legal Assistance Office

- AA and RC Family Readiness Groups educated on available services, as required
- Family members educated about services provided through Military OneSource, as required
- Education and information materials provided to IRR / IMA families, as required

#### DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required

**Signature of Certifying Official**

8b. E-mail address

**Date (YYYYMMDD)**
### SECTION IV - Employment Stage

#### Unit Commander / Unit Leadership

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
<th>Not Completed</th>
<th>NA</th>
<th>Date (YYYYMMDD)</th>
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<tbody>
<tr>
<td>Leave schedule published for R&amp;R personnel</td>
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<td>Investigations (e.g., Line of Duty, AR 15-6) initiated and completed, as required</td>
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<td>Soldier counseling conducted, as required</td>
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<tr>
<td>Substance Abuse briefing conducted for R&amp;R personnel</td>
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<tr>
<td>Risk Reduction Reintegration Tip Card utilized for R&amp;R personnel</td>
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<tr>
<td>Safety briefings conducted on POV, etc. for R&amp;R personnel</td>
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<td>Soldiers who PCS and TCS complete the DCS process, as required</td>
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<td>Soldiers encouraged to communicate with family throughout the deployment cycle</td>
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#### Unit Ministry Team / Installation Chaplain

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<td>Families identified with reported predeployment stress, as required</td>
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<td>Small group discussions on deployment experiences facilitated, as required</td>
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<td>Operation READY Reunion / Reintegration training for Soldier's prior to R&amp;R leave</td>
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<tr>
<td>Communication with Spouses, Families, and Children training conducted for R&amp;R personnel</td>
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<tr>
<td>Post-Deployment Battlemind training for Soldiers conducted (prior to R&amp;R leave)</td>
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#### Installation Management Command

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<tr>
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<tbody>
<tr>
<td>Families with major problems requiring special assistance identified, as required</td>
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<tr>
<td>Families educated about services provided through Military OneSource, as required</td>
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<tr>
<td>Families identified and referred who have experienced major problems, as required</td>
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<tr>
<td>Education and information materials provided to IRR / IMA families, as required</td>
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<tr>
<td>Operation READY Deployment and Children training (prior to Soldier's R&amp;R leave)</td>
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<tr>
<td>Operation READY Post-Deployment Battlemind training for families conducted (prior to R&amp;R leave)</td>
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<tr>
<td>Operation READY Reunion / Reintegration training for spouses (prior to Soldier's R&amp;R leave)</td>
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### SECTION IV - Employment Stage (Continued)

#### Legal Assistance Office
- Counseling on civil matters provided, as required
- Tax classes / information for spouses provided, as required

#### DEERS / RAPIDS / ID Card Office
- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required
- DEERS / RAPIDS data entry and date for residential address completed, as required

### SECTION V - Redeployment Stage

#### Unit Commander / Unit Leadership
- Single Soldiers identified and support ensured
- Unit Refresher / Army Sexual Assault Prevention and Response training completed
- Leave schedule published
- Investigations (e.g. Line of Duty, AR 15-6) initiated and completed, as required
- Disciplinary and adverse administrative actions finalized, as required
- Soldiers counseled on requirement to provide financial support to family while deployed
- OERs, NCOERs, civilian evaluations, and awards completed, as required
- Soldier counseling conducted, as required
- Soldiers identified with potential financial issues referred to financial training or assistance
- Personnel Reporting System updated
- CIVTRACKS for DA civilians updated
- RDC provided with updated redeployment rosters
- Risk Reduction Reintegration Tip Card utilized
- Plan and coordinate reunion and homecoming ceremonies
- Soldiers who PCS and TCS complete the DCS process, as required

#### Unit Ministry Team / Installation Chaplain
- Suicide Awareness and Prevention training conducted
- Families with reported stress and separation issues identified, as required
- Small group discussions on deployment experiences facilitated
- Operation READY Reunion / Reintegration training for Soldier's conducted
- Communication with Spouses, Families, and Children training conducted
- Spouses provided opportunity to take marital assessment

### SIGNATURE OF CERTIFYING OFFICIAL

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
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<td>Spouses provided opportunity to take marital assessment</td>
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</table>

| SIGNATURE OF CERTIFYING OFFICIAL | 8b. E-MAIL ADDRESS | DATE (YYYYMMDD) |
### SECTION V - Redeployment Stage (Continued)

#### Personnel Service Center

MMRB, MEB, PEB conducted, as required

#### Medical / Dental Health Teams

- Leader training on symptoms of distress and suicide tendencies conducted
- Individuals screened for medical profile geographic or climate duty limitation, as required
- Behavioral Health Assessments conducted
- Soldiers with behavioral or health issues referred
- Potential family issues identified
- Health Threat briefing for childcare providers conducted
- Health Threat briefing for spouses conducted
- Behavioral Health Threat briefing to alert families conducted
- Medical Threat briefing for Soldiers and DA civilians conducted
- Negative health-related behaviors treated and documented (DD Form 2796)

#### Legal Assistance Office

- Provide counseling to families on civil matters, as required
- Personnel informed on legal rights under Servicemember's Civil Relief Act (SCRA), as required.
- Legal assistance to RC Soldiers provided, as required
- Continue to provide tax classes / information to spouses, as required

#### Installation Management Command

- Family Readiness staff shortages (ACS / FAC) identified, as required
- Families with major problems requiring special assistance identified, as required
- AA and RC Family Readiness Groups educated on available services
- Families educated about services provided through Military OneSource, as required
- Families identified and referred who have experienced major problems
- Reunion / Reintegration training provided to Soldier's spouses
- FAP program managers and SFPD directors reestablish case continuity
- Employers involved in home station activities
- Education and information materials provided to IRR / IMA families
- DCS information provided to family members
- Communication with Spouses, Families, and Children training

#### DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed

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**NAME (Last, First Middle)**

**SSN**

**DCS VALIDATION**

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**Deployment Cycle Support Tasks**

**SIGNATURE OF CERTIFYING OFFICIAL**

**8b. E-MAIL ADDRESS**

**DATE (YYYYMMDD)**

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**DA FORM 7631, MAR 2007**
### SECTION VI - Post - Deployment Stage

#### Deployment Cycle Support Tasks

**Unit Commander / Unit Leadership**

- Unit Refresher / Army Sexual Assault Prevention and Response training, as required
- Individual career counseling provided, as required
- Investigations (e.g. Line of Duty, AR 15-6) initiated and completed, as required
- Disciplinary and adverse administrative actions finalized, as required
- OERs, NCOERs, civilian evaluations, and awards completed, as required
- Soldier counseling conducted, as required
- Soldiers identified with potential financial issues referred to financial training or assistance
- Personnel Reporting System Updated
- CIVTRACKS for DA civilians updated
- Substance Abuse briefing conducted
- Risk Reduction Reintegration Tip Card utilized, as required
- Execute reunion and homecoming ceremonies
- Safety briefings conducted on POV, etc.
- Operator Licenses, registrations, insurance policies, and safety inspections verified
- Preseparation counseling (DD Form 2648-1) for RC Soldiers conducted
- ACAP services provided to affected Soldiers
- Soldiers who PCS and TCS complete the DCS process, as required
- Soldiers encouraged to communicate with family throughout the deployment cycle

**Personnel Service Center**

- DD Form 93 (Record of Emergency Data) updated, as required
- VA Form SGLV 8285, (Request for Insurance (SGLI)) completed, as required
- VA Form SGLV 8286, (Service Member's Group Life Insurance) completed, as required
- VA Form SGLV 8285A, (Request for Family Coverage (SGLI)) completed, as required
- VA Form SGLV 8286A, (Family Coverage Election (SGLI)) completed, as required
- Eligibility for overseas deployment (AR 614-30, Overseas Service) verified, as required
- Soldiers and family members educated regarding the impact of personnel policies
- Ensured all Soldiers processed correctly
- RC Soldiers advised of 18-year sanctuary
- RC Soldiers reenrolled in MGIB and state tuition assistance programs
- MMRB, MEB, PEB conducted, as required

#### SIGNATURE OF CERTIFYING OFFICIAL

8b. **E-MAIL ADDRESS**

**DATE (YYYYMMDD)**
### Deployment Cycle Support Tasks

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<tbody>
<tr>
<td>Suicide Awareness and Prevention training conducted, as required</td>
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<tr>
<td>Families with reported stress and separation issues identified, as required</td>
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<tr>
<td>Small group discussions on deployment experiences facilitated, as required</td>
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<tr>
<td>Spouses provided opportunity to take marital assessment</td>
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<tr>
<td>Soldiers complete marital assessment instrument</td>
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<tr>
<td>Post-Deployment Battlemind training for Soldiers conducted</td>
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### SECTION VI - Post - Deployment Stage (Continued)

#### Unit Ministry Team / Installation Chaplain

- Suicide Awareness and Prevention training conducted, as required
- Families with reported stress and separation issues identified, as required
- Small group discussions on deployment experiences facilitated, as required
- Spouses provided opportunity to take marital assessment
- Soldiers complete marital assessment instrument
- Post-Deployment Battlemind training for Soldiers conducted

#### Medical / Dental Health Teams

- Individuals screened for medical profile geographic or climate duty limitations, as required
- Medical record review conducted
- TRICARE benefits briefing conducted
- Soldiers with behavioral or health issues referred, as required
- Medical Threat briefing conducted, as required
- Negative health-related behaviors treated and documented (DD Form 2796), as required
- Health care extended to DA civilians for deployment related conditions
- DA Form 3349 (Medical Profile) completed
- Initial TB Test completed
- Serum specimens drawn at return to home station (AA) / and DEMOB Station (RC)
- Permanent health record updated with deployment health record

#### Military Pay Office

- Current status of DoD charge card holders reviewed
- Travel advance provided for Soldiers with TCS orders
- Financial briefings conducted
- Allotment changes expedited
- BAH for AGR Soldiers adjusted
- Entitlements / Special Pay reviewed
Deployment Cycle Support Tasks

DCS VALIDATION

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SECTION VI - Post - Deployment Stage  (Continued)

Legal Assistance Office

- Wills updated, as required
- Power of Attorney Provided, as required
- Counseling on civil matters provided, as required
- Personnel informed on legal rights under Servicemember's Civil Relief Act (SCRA), as required
- RC personnel informed on legal rights under SCRA
- Legal assistance to RC Soldiers provided, as required
- Tax classes / information for spouses provided, as required
- Claims for personal property submitted

Installation Management Command

- Family Readiness staff shortages (ACS / FAC) identified, as required
- AA and RC Family Readiness Groups educated on available services, as required
- Families educated about services provided through Military OneSource, as required
- Families identified and referred who have experienced major problems, as required
- DA civilians referred to the Employee Assistance Program Coordinator, as required
- DA civilians informed of the Office of Worker's Compensation Programs process
- Operation READY Reunion / Reintegration training for Soldiers and spouses
- Operation Ready Communication with Spouses, Families, and Children training
- Operation Ready Post-Deployment Battlemind training for families completed

DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required
## SECTION VII - Reconstitution Stage

### Unit Commander / Unit Leadership

- Unit Refresher / Army Sexual Assault Prevention and Response training, as required
- Investigations (e.g. Line of Duty, AR 15-6) initiated and completed, as required
- Disciplinary and adverse administrative actions finalized, as required
- OERs, NCOERs, civilian evaluations, and awards completed, as required
- Soldier counseling conducted, as required
- Soldiers with potential financial issues referred to financial training or assistance, as required
- Substance Abuse briefing conducted
- Safety briefings conducted on POV, etc., as required
- Operator licenses, registrations, insurance policies, and safety inspections verified, as required
- ACAP services provided to affected Soldiers, as required
- Command Climate Survey conducted
- RC Soldiers reintegrated into civilian workplaces
- Reintegration-Unit Risk Inventory (R-URI) conducted 120-180 days after redeployment
- Soldiers who PCS and TCS complete the DCS process, as required
- Soldiers encouraged to communicate with family throughout the deployment cycle

### Unit Ministry Team / Installation Chaplain

- Suicide Awareness and Prevention training conducted, as required
- Families with reported stress and separation issues identified, as required
- Small group discussions on deployment experiences facilitated, as required
- Spouses provided opportunity to take marital assessment, as required
- Soldiers complete marital assessment instrument, as required
- Opportunity to attend voluntary marriage education / enrichment workshop provided
- PDHRA Battlemind training for Soldiers conducted (recommend in conjunction with PDHRA)
- Suicide Intervention Skills Training for Leaders and Gatekeepers

### Personnel Service Center

- MMRB, MEB, PEB conducted, as required

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**DA FORM 7631, MAR 2007**
### SECTION VII - Reconstitution Stage (Continued)

#### Medical / Dental Health Teams

- Individuals screened for medical profile geographic or climate duty limitation, as required
- Behavioral Health Assessments conducted
- TRICARE benefits briefing conducted, as required
- 90 day TB Test requirements completed
- Serum specimen requirements completed
- PDHRA assessments completed (recommend in conjunction with PDHRA Battlemind training)
- Permanent health record updated with deployment health record

#### Legal Assistance Office

- Wills updated, as required
- Power of Attorney provided, as required
- Legal assistance to RC Soldiers provided
- Counseling on civil matters provided, as required
- Legal assistance to RC Soldiers provided
- Tax class / information for spouses provided, as required
- Claims for personal property submitted, as required

#### Installation Management Command

- Family Readiness staff shortages (ACS / FAC) identified, as required
- AA and RC Family Readiness Groups educated on available services, as required
- Families educated about services provided through Military OneSource, as required
- Reunion / Reintegration training to Soldier's spouses, as required
- Post-Deployment Battlemind training for families completed, as required
- Families identified and referred who have experienced major problems
- DA civilians referred to the Employee Assistance Program Coordinator, as required

#### DEERS / RAPIDS / ID Card Office

- ID Cards / ID Tags updated, as required
- DEERS / RAPIDS enrollment completed, as required