

USAREUR REINTEGRATION CHECKLIST
(AE Reg 600-8-109)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

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

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

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.

1. Date (YYYYMMDD)	2. Name (Last, first, MI)			3. SSN	
4. Service affiliation		5. Component	6. Status	7. Pay plan/Grade	
<input type="checkbox"/> USA <input type="checkbox"/> USMC <input type="checkbox"/> NOAA <input type="checkbox"/> USN <input type="checkbox"/> USCG <input type="checkbox"/> USAF <input type="checkbox"/> PHS		<input type="checkbox"/> Active <input type="checkbox"/> Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Non-Military	<input type="checkbox"/> TPU <input type="checkbox"/> AGR <input type="checkbox"/> NG32 <input type="checkbox"/> IRR <input type="checkbox"/> RET <input type="checkbox"/> IMA <input type="checkbox"/> NG10		
					8. Mobilization Deployment Center
9. Non-Military status		10. Travel status			11. Date of birth (YYYYMMDD)
<input type="checkbox"/> DOD <input type="checkbox"/> Contractor <input type="checkbox"/> AAFES <input type="checkbox"/> DAC <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Unit order <input type="checkbox"/> Individual			
12. Army command		13. Date arrived in theater (YYYYMMDD)			14. Citizenship
15. Redeployment date (YYYYMMDD)		16. REFRAD date (YYYYMMDD)			17. Deployment country
18. Parent UIC	19. DUIC	20. Unit DSN telephone number		21. CONUS Replacement Center	
22. Number of deployments		23. Total months deployed			
24. Status of each DCS stage and commander's validation memorandum (C = completed; NC = not completed)					
a. Train-up/prep	b. Mobilization	c. Deployment		d. Employment	
<input type="checkbox"/> C <input type="checkbox"/> NC	<input type="checkbox"/> C <input type="checkbox"/> NC	<input type="checkbox"/> C <input type="checkbox"/> NC		<input type="checkbox"/> C <input type="checkbox"/> NC	
e. Reemployment	f. Post-deployment	g. Reconstitution		h. Cdr validation memo	
<input type="checkbox"/> C <input type="checkbox"/> NC	<input type="checkbox"/> C <input type="checkbox"/> NC	<input type="checkbox"/> C <input type="checkbox"/> NC		<input type="checkbox"/> C <input type="checkbox"/> NC	
			DCS	Pre-block leave	Date (YYYYMMDD)
					Completed/Verifying initials
SECTION I: Deployed Cycle Support (DCS) Directive — Mandated Task Completed in Theater					
Undergo risk assessment/Soldier only		AE 1.0	X		
Receive reunion briefing		AE 1.1	X		
Receive suicide-awareness and prevention training		AE 1.2	X		
Receive medical-threat briefing		AE 1.3	X		
Receive Soldier life-experience briefing		AE 1.4	X		
Complete post-deployment health assessment (DD Form 2796) via AKO		AE 1.5	X		
Receive finance briefing		AE 1.6	X		
Receive legal briefing		AE 1.7	X		
Receive Substance Abuse Prevention briefing		AE 1.8	X		
Receive current antiterrorism/force protection (AT/FP) training		AE 1.9	X		
Receive sexual-assault prevention and response awareness briefing		AE 1.10	X		
Submit postal change of address		AE 1.11	X		
Purge information system (IS) and media used for LandWarNet (Class)		AE 1.12	X		
Receive BattleMind Training briefing		AE 1.13	X		
SECTION II: Rear Detachment Commander/Unit Leadership Only (Not required by Soldiers going through Reintegration)					
Ensure single Soldiers are identified and provided support as necessary			AE 2.0	X	
Publish block-leave policy and schedule			AE 2.1	X	
Ensure leave form (DA Form 31) is completed for scheduled leave, transition leave, or both			AE 2.2	X	

	DCS	Pre-block leave	Date (YYYYMMDD)	Completed/Verifying initials
SECTION II: Rear Detachment Commander/Unit Leadership Only (Not required by Soldiers going through Reintegration)				
Ensure investigations (for example, line of duty, AR 15-6) are initiated and completed, as required	AE 2.3			
Finalize disciplinary and adverse administrative actions, as required	AE 2.4			
Counsel Soldiers on requirement to provide financial support to their Family and performance counseling is conducted	AE 2.5			
Ensure OERs, NCOERs, civilian evaluations, and awards are completed, as required	AE 2.6			
Ensure Soldiers identified with potential financial issues are referred to financial training for assistance	AE 2.7			
Obtain updated redeployment roster	AE 2.8	X		
Discuss personal risk-reduction measures (risk-reduction reintegration tip card and leaders accident risk assessment of subordinate)	AE 2.9	X		
Plan and coordinate reunion and welcome-home ceremonies	AE 2.10			
Ensure Soldiers who conduct a PCS or TCS complete the reintegration process as required	AE 2.11			
Account for individual and unit equipment	AE 2.12			
Account for all communications security (COMSEC) materiel (key, publications, and equipment) and controlled cryptographic items (CCIs)	AE 2.13	X		
Account for all classified material accessed during deployment	AE 2.14	X		
Ensure badges and devices for secure areas are turned in, as required	AE 2.15	X		
Ensure briefing on the handling of classified material is provided	AE 2.16	X		
Complete HHG/personal property arrangements	AE 2.17	X		
Verify individual PERSTEMP information	AE 2.18	X		
Ensure driving knowledge is refreshed through video presentation	AE 2.19	X		
Ensure unit mailroom or consolidated mailroom (UMR/CMR) is advised of return	AE 2.20	X		
If assigned on TCS orders to a deployed unit, ensure outprocessing is complete (individual augmentees only)	AE 2.21	X		
Receive Family readiness group (FRG) information	AE 2.22	X		
Update ID cards, ID tags, and DEERS/RAPID enrollment as required	AE 2.23			
Coordinate with DODDS-Europe administrators on student absence associated with block leave or accelerated withdrawal, if applicable	AE 2.24	X		
Identify Families with major problems requiring special assistance	AE 2.25			
Ensure Soldiers and Family readiness groups are educated on resources and services available from the community and MilitaryOnce Source	AE 2.26			
Provide spouses the opportunity to undergo marital-enrichment assessments	AE 2.27			
Identify Families with reported stress and separation issues				These are briefings that family members are highly encouraged to attend before their Soldier's or civilian's redeployment.
Provide health-threat briefing for childcare personnel				
Provide reintegration command-information briefing				
Provide reunion-basics training to Family members				
Provide health-threat briefing to Family members				
Provide childcare personnel information on the potential behavior of the children of returning personnel				
Provide childcare personnel information on single-parent Soldier issues				
SECTION III: Unit Ministry Team/Installation Chaplain				
Receive briefing on changes in relationships, communication, and stress, and on potential signs and symptoms of distress to Family members	AE 3.0			
Receive BattleMind Training Brief	AE 3.1	X		
Receive suicide-awareness and prevention training	AE 3.2	X		

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SECTION IV: Personnel				
Initiate MMRB, MEB, and PEB, as required	AE 4.0			
Verify completion of evaluation reports (OER or NCOER), if required	AE 4.1			
Submit e-MILPO release from attachment transactions, if applicable	AE 4.2	X		
Review and update record of emergency data (DD Form 93), SGLV (DD Form 8268/8286A), and Family SGLI	AE 4.3	X		
SECTION V: Medical/Dental Health Teams Only				
Review individual's medical records and MEDPROS status	AE 5.0	X		
Receive medical briefing at home station/DEMOB site	AE 5.1	X		
Verify that deployment medical record (DD Form 2766) was turned in to the medical treatment facility	AE 5.2			
Verify that post-deployment health assessment (DD Form 2796) is completed and in medical records	AE 5.3	X		
Receive medical-threat briefing for Soldiers and DA civilians, if required	AE 5.4			
Receive initial TB screening and have medical personnel check 48-72 hours later; document in MEDPROS	AE 5.5	X		
Provide serum/blood sample	AE 5.6	X		
Receive vision screening	AE 5.7			
Receive dental examination, if required	AE 5.8	X		
Provide required immunizations	AE 5.9	X		
Verify medical emergency tags	AE 5.10	X		
Verify all FMR items and deployment health assessments are current in MEDPROS, if not provide required service and update record in MEDPROS	AE 5.11	X		
Receive hearing exam within 180 days after redeployment	AE 5.12			
Receive follow-up TB screening at 90 days after redeployment	AE 5.13			
Complete PDHRA (DD Form 2900) between 90-180 days after redeployment	AE 5.14			
SECTION VI: Finance				
Receive finance briefing	AE 6.0	X		
Submit TCS/TDY travel voucher	AE 6.1	X		
Verify or update (dependent) COLA and BAS, and stop other deployment-pay entitlements as required	AE 6.2	X		
Stop Savings Deposit Program (SDP) allotment contributions and stop or change regular allotments as required	AE 6.3	X		
SECTION VII: Legal Assistance Office				
Receive legal services during reintegration as necessary	AE 7.0			
Inform reintegrating Soldiers of their legal rights under the Servicemember's Civil Relief Act (SCRA)	AE 7.1	X		
Provide legal assistance to Reserve Component Soldiers, as required	AE 7.2			
Continue to provide tax classes and information to spouses, as required	AE 7.3			
Receive counseling on damage-notification and claims-filing procedures	AE 7.4	X		
SECTION VIII: Community				
Receive briefing on relationships, communication, and stress	AE 8.0	X		
Receive leader training on symptoms of distress and suicide tendencies	AE 8.1	X		
Ensure Soldiers and FRGs receive education on resources and services available from the community and MilitaryOne Source	AE 8.2			
Report the theft or loss of or damage to personal property with the HHG contractor on delivery	AE 8.3	X		
Obtain or replace expired (car registration and drivers license) documents, retrieve stored POV, and reactivate car insurance	AE 8.4	X		
Notify claims office of any damage to stored POV if vehicle has been stored in a Government-provided storage facility	AE 8.5	X		

		DCS	Pre-block leave	Date (YYYYMMDD)	Completed/Verifying initials
SECTION VIII: Community (Continued)					
Assign senior enlisted quarters and officer quarters if applicable	AE 8.6	X			
Receive ACAP career counseling, if applicable (DD Form 2648)	AE 8.7	X			
Prepare and submit certificate of release or discharge from active duty (DD Form 214), if applicable (transition center)	AE 8.8	X			
Receive Substance Abuse Prevention briefing	AE 8.9	X			
Verify or register Soldiers, Families, and civilians in IACS	AE 8.10	X			
SECTION IX: Reserve Component Task					
Receive a copy of physical profile (DA Form 3349) before separation, if applicable	AE 9.0	X			
Convert identified Soldiers to ADME/MRP status	AE 9.1	X			
Receive information on 18-year sanctuary (retirement), if applicable	AE 9.2	X			
Update status from active component (AC) to Reserve Component (RC) in DEERS/RAPIDS	AE 9.3	X			
Complete all supply and accountability transactions	AE 9.4	X			
Schedule 6-month post-deployment health reassessment	AE 9.5	X			
Verify statement of medical examination and duty status (DA Form 2173 (line of duty)) and release to Department of Veteran's Affairs	AE 9.6	X			
Receive TRICARE briefing on Transitional Assistance Management Program (TAMP) benefits	AE 9.7	X			
	DCS	Date (YYYYMMDD)	Completed/Verifying initials		
SECTION IX: Reserve Component Task					
Ensure employers are involved in home-station activities	AE 10.0				
Update deployment information in CIVTRACKS	AE 10.1				
Receive continued health care for deployment-connected conditions	AE 10.2				
Receive return-to-duty counseling	AE 10.3				
Update emergency database	AE 10.4				
DCS Validation					
Part A. Accuracy Statement: I understand I am certified for reconstitution and, to the best of my knowledge, all information in this document is correct and current.					
1. Printed name	2. Grade	3. Title	4. Signature		
Part B. First Line Leader/Immediate Supervisor's Authentication: I have authenticated the information in this checklist as correct and current.					
5. Printed name	6. Grade	7. Title	8. E-mail address		
9. Unit	10. Telephone			11. Signature	
	a. DSN b. Civilian				
	c. Fax			12. Date	
Part C. Commander's Acknowledgement: (Commanders 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.					
13. Printed name	14. Grade	15. Title	16. E-mail address		
17. Unit	18. Telephone			19. Signature	
	a. DSN b. Civilian				
	c. Fax			20. Date	
Part D. DCS Validation: All DCS requirements are updated and DCS requirements are completed.					
21. Printed name	22. Grade	23. Title	24. E-mail address		
25. Unit	26. Telephone			27. Signature	
	a. DSN b. Civilian				
	c. Fax			28. Date	