

1ID PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: K	DATE OF REVISION: 1 May 03
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PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Soldier Readiness Program	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A. Discussion: The CG, USAREUR initiative called the Soldier Readiness Program (SRP) charges commanders with overall responsibility for soldier readiness. It further directs them to maintain readiness on a continuous and daily basis. The USAREUR standard requires 94% of all assigned soldiers to be deployable 100% of the time. The SRP includes not only individual and unit readiness, but Family Care Plans (FCP), Family Readiness/Support Groups (FSG), and Noncombatant Evacuation Operations (NEO) as well.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. Army Regulation 600-20, Army Command Policy, 13 May 02 2. Army Regulation 600-8-101, Personnel Processing, 1 Mar 97 3. Army Regulation 614-30, Overseas Service, 30 Aug 01 4. DA Pamphlet 608-47, A Guide to Establishing Family Support Groups, 16 Aug 93 5. USAREUR Regulation 600-8-101, Soldier Readiness Program (SRP), 10 Oct 02 6. USAREUR Regulation 608-2, Family Support System, 12 Aug 98 7. USAREUR Regulation 525-27, Noncombatant Evacuation Operations, 24 Oct 95 <p>C. Specific questions:</p> <ol style="list-style-type: none"> 1. Does the unit meet the USAREUR standard of 94% of reportable soldiers being deployable at all times? (para 8b, USAREUR Reg 600-8-101) 2. Does the unit commander spot-check his/her soldier readiness program twice a year using PDP? (para 5b, USAREUR Reg 600-8-101) 3. Does the unit commander use AE Form 600-8-101B (Statement of Deployability) to determine each soldier's deployability status? (para 9, USAREUR Reg 600-8-101) 4. Does the unit ensure that soldiers' SRFs are complete within the first 30 days of their arrival, and deployment deficiencies are corrected? (para 13b(1), USAREUR Reg 600-8-101) 		
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<p>5. Does the unit ensure that a family care plan (if applicable) is filed with AE Form 600-8-101C (Family Support Plan) in the SRF? (para 13b(2)(b), USAREUR Reg 600-8-101)</p> <p>6. Does the unit ensure that deployability information on newly inprocessed soldiers is entered into the ARCIS within 3 workdays and within 3 workdays after a PDP? (para 13b(3) and para 23b, USAREUR Reg 600-8-101)</p> <p>7. Does the unit receive and ensure deployability data obtained during inprocessing includes items in Appendix I of USAREUR Reg 600-8-101? (para 16c(1), USAREUR Reg 600-8-101)</p> <p>8. Does the unit ensure SRFs are reviewed monthly by soldiers and their leaders? Does the leader initial and date AE Form 600-8-101D (Soldier Readiness Folder Initial and Deficiency Log) after each SRF review? (para 16c(2), USAREUR Reg 600-8-101)</p> <p>9. Does the unit correct deficiencies found during monthly SRF reviews? (para 16e, USAREUR Reg 600-8-101)</p> <p>10. When a soldier is reassigned within USAREUR, does the unit transfer the SRF and a diskette containing the soldier's ARCIS record to the gaining unit? (para 17, USAREUR Reg 600-8-101)</p> <p>11. Does the unit follow-up on deployment deficiencies after a PDP? (para 23b(4), USAREUR Reg 600-8-101)</p> <p>12. Does the unit use ARCIS as its automated deployability system to maintain readiness and deployability data needed to determine individual and unit personnel deployability status? (para 24a(1)-(2), USAREUR Reg 600-8-101)</p> <p>13. Does the unit commander, regardless of the soldier's grade conduct or arrange for FCP counseling and require a FCP be completed soldiers when any of the following apply: (AR 600-20, para 5-5(b))</p> <ul style="list-style-type: none"> a. Pregnant – dual military/no spouse? b. No spouse, but joint or full legal/physical custody? c. Court-ordered visitation greater than 30 days/year? d. Dual military or soldier/EEC couple? e. Single parent? 		

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<p>14. Does the unit commander counsel pregnant soldiers using DA FM 5304-R (Family Care Plan Counseling Checklist) as soon as pregnancy is identified not later than 90 days prior to the expected date of birth of the child? (AR 600-20, para 5-5f(4))</p> <p>15. Does the unit commander ensure that pregnant soldiers complete and have an approved DA FM 5305-R (Family Care Plan) showing their intentions for family care not later than 90 days prior to the date of the birth of the child? (AR 600-20, para 5-5f(4))</p> <p>16. Does the unit commander ensure that the DA FMs 5840-R (Certificate of Acceptance as Guardian or Escort), and 5841-R (Power of Attorney) or other guardianship documents, DD FM 1172 (Application for Uniformed Services Identification Card DEERS enrollment), and DD FM 2558 (Authorization to start, stop, or change an allotment for Active Duty or Retired Personnel) are completed and DA FM 5305-R recertified not later than 45 days following the date of birth of the child? (AR 600-20, para 5-5f(5))</p> <p>17. Does the unit commander or designated representative conduct Family Care Counseling using DA FM 5304-R? (AR 600-20, para 5-5g(1))</p> <p>18. Is the unit commander the sole approving authority for DA FM 5305-R? (This responsibility will not be delegated. (AR 600-20, para 5-5g(2))</p> <p>19. Does the unit commander authorize more than 60 days total from the date of counseling to all AA soldiers for completion, including submission and final approval of DA FM 5305-R with attendant documents? (AR 600-20, para 5-5g(3))</p> <p>20. Does the unit commander disapprove DA FM 5305-R if required attachments are not present unless extenuating circumstances exist? (AR 600-20, para 5-5g(5))</p> <p>21. Does the unit commander adequately test the validity and durability of the FCP, to include contacting the designated guardian(s) prior to final approval or recertification? (AR 600-20, para 5-5g(7))</p> <p>22. Does the unit commander consider initiating a bar to reenlistment against soldiers who fail to properly manage personal, marital, or family affairs, or who fail to provide or maintain adequate FCPs? (AR 600-20, para 5-5g(11))</p> <p>23. Does the unit commander consider initiating involuntary separation proceedings against soldiers who fail to provide and maintain adequate FCPs? (AR 600-20, para 5-5g(12))</p> <p>24. Is the unit commander aware of other situations which may create changes in the status of his or her soldiers with regards to the soldier's responsibility to support family members such as death or disability of spouse; legal separation when initial agreements have identified the soldier as custodial parent or guardian of one or more family members; divorce proceedings awarding joint or full custody of family members to the soldiers; court decrees awarding visitation rights to the soldier, for more than 30 consecutive days at a time, and the soldier has not remarried; adoption; assumption of foster care responsibilities; guardianship agreement for children or adults incapable of self-care to temporarily or permanently reside with the soldier, etc? (AR 600-20, para 5-5g(13)(a)-(i))</p>		

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<p>25. Does the commander use DA FM 5304-R for counseling soldiers who fall into categories outlined in para 5-5b, AR 600-20, as soon as possible upon arrival at the unit of assignment, and ensure that the form is initialed and signed during unit inprocessing, after any event requiring completion of a FCP, or at predeployment processing (PDP); by pregnant soldiers NLT 90 days prior to expected date of birth of the child; by single parents and dual-military couples with family members; by both members of the dual-military couple and the respective commanders or designated representative; by unit commander or designated representative? (AR 600-20, para 5-5k(1))</p> <p>26. Does the unit commander or designated representative hold the DA FM 5304-R in the unit suspense files pending completion of DA FM 5305-R? (AR 600-20, para 5-5k(1)(e))</p> <p>27. Does the unit commander ensure that DA FM 5305-R is completed and approved within 30 days from the date of counseling; signed by both members of a dual-military couple and, if possible, both commanders? (AR 600-20, para 5-5k(2)(a)-(b))</p> <p>28. Does the unit commander ensure that the DA FM 5305-R is recertified at least annually (this must be done during the anniversary of the soldier's birth month, after any change of circumstance requiring a change in the FCP, or whenever the soldier is mobilized, deployed, or processed for predeployment) by initialing and dating the DA FM 5305-R</p> <p>29. Does the unit commander ensure that each DA FM 5305-R and DA FM 5304-R have the attendant documents listed below as evidence of adequate arrangements: (AR 600-20, para 5-5 n</p> <ul style="list-style-type: none"> a. DA FM 5841-R b. Notarized DA FM 5840-R from person(s) named in power of attorney c. Completed DD FM 1172 for each family member d. Completed DD FM 2558 (unsigned until deployment) or proof of other adequate financial arrangements for care of family members. e. Letters of instructions containing additional pertinent information for escorts, temporary or long-term guardians (see DA FM 5840-R). <p>30. Is there a suspense roster to ensure family care plans are completed and on file within 2 months of the date of counseling (AR 600-20, para 5-5k(1)(e))?</p> <p>31. Does the the commander checking the validity and durability of family care plans, to include contacting designated guardians(s)? (AR 600—20, para 5-5(7))</p> <p>32. Does Brigade Commander monitor Family Support systems in subordinate units including coordination of the Family Action Plan and family support plan? (USAREUR Reg 608-2, para 4e(1))</p> <p>33. Does Brigade Commander ensure subordinate units receive resources and support? (USAREUR Reg 608-2, para 4e(2))</p>		

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<p>34. Has the Battalion Commander appointed a Family Support Liaison and Rear Detachment Commander in writing? (USARERU Reg 608-2, para 4f)</p> <p>35. Has the Family Support Liaison attended the following training? (USARERU Reg 608-2, App B, para B-1b(1)(a)-(c))</p> <ul style="list-style-type: none"> a. Rear detachment commander course. b. Army Family Teaming Building training. c. Family support group training <p>36. Has the RDC attended the USAREUR-level RDC course? (USAREUR Reg 608-2, App B, para B-2b(1))</p> <p>37. Has/Does the unit commander: (USAREUR Reg 608-2, para 4g(1)-(7))</p> <ul style="list-style-type: none"> a. Developed a family support plan b. Established unit-level family support groups with family-member participation? c. Meet with FSG leaders regularly and ensure FSL, RDC, and FSG leaders have a strong working relationship? d. Ensure soldiers have enough time as the mission allows to prepare their families for a separation? e. Include family members in predeployment briefings and meetings.? f. Establish a regular program of command information that will confirm the unit and family partnership? g. Appointed a RDC? h. Appointed a FSL? <p>38. Does the FSL perform tasks listed in USAREUR Reg 608-2, para 4h? (USAREUR Reg 608-2, para 4h(1)-(15))</p> <p>39. Does the RDC perform tasks listed in USAREUR Reg 608-2, para 4i? USAREUR Reg 608-2, para 4i(1)-(7)</p> <p>40. Does the unit commander have a FSP and does it include all items listed in USAREUR Reg 608-2, para 7(a)-(j)?</p> <p>41. Does the Battalion commander/separate commander ensure that soldiers and adult family members attend a unit-readiness orientation within 90 days after the soldier is assigned to the battalion or when the family arrives at the unit (this is separate from standard predeployment briefings)? (USAREUR Reg 608-2, para 8b)</p>		

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<p>42. Does the unit-readiness orientations include information listed in USAREUR Reg 608-2, para 8b(1)-(2)?</p> <p>43. Has the Battalion commander established and maintained a FSG committee? (USAREUR Reg 608-2, para 10c)</p> <p>44. Does the committee do the following: (USAREUR Reg 608-2, para 10c(1)-(2))</p> <ul style="list-style-type: none"> a. Meet at least once each quarter b. Provide guidance, direction, and command support to company or agency-level FSG networks. <p>45. Does the FSG committee have a SOP? (USAREUR Reg 608-2, para 11b)</p> <p>46. Does the company have a FSG operation which includes FSG leaders, contact persons, soldiers, and family member? (USAREUR Reg 608-2, para 10d(2))</p> <p>47. Has the unit published a list of FSG leaders and contact persons and distributed the list to new soldiers and family members ? (USAREUR Reg 608-2, para 10d(5))</p> <p>48. Has the unit commander confirmed the positions of FSG leaders in writing and has he/she provided copies to the FSL and the BSB ACS officer? (USAREUR Reg 608-2, para 10d(4))</p> <p>49. Does the unit commander have full knowledge of FSG planned activities and have easy access to its representatives to provide guidance, offer unit resources and facilities, create a climate of caring for family members, and ensure recognition and appreciation for FSG leaders and volunteers? (DA PAM 608-2, para 1.8b)</p> <p>50. Does the unit commander ensure sponsors of noncombatants: (USAREUR Reg 525-27, para 11a(1)-(4))</p> <ul style="list-style-type: none"> a. Receive and complete AE FM 525-27A (NEO Kit Folder) within 30 days after their families arrive? b. Know how the local NEO system works? c. Who live in private rentals provide the unit NEO Representative with names, addresses, and stripmaps to the homes of noncombatants for whom they are responsible? <p>51. Does the unit commander ensure annual unit NEO briefings are conducted? (USAREUR Reg 525-27, para 11b)</p> <p>52. Has the unit commander appointed primary and alternate unit NEO Representatives in writing? (USAREUR Reg 525-27, para 11h)</p>		

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<p>53. Does the primary and alternate unit NEO representatives: (USAREUR Reg 525-27, para 11h(2)-(3))</p> <ul style="list-style-type: none"> a. Have a military drivers license? b. Have at least 1 year remaining on their assignment at the time of appointment? <p>54. Does the unit commander ensure that the UNRs and other assigned NEO personnel are NEO-trained? (USAREUR Reg 525-27, para 11i)</p> <p>55. Does the unit commander ensure that the UNRs have access to necessary automation workstations and related computer hardware to operate the Noncombatant Evacuation Operations Automated Reporting System (NEOARS)? (USAREUR Reg 525-27, para 11j)</p> <p>56. Has the unit commander appointed an individual in the rear detachment to execute NEO responsibilities when or if the primary and alternate NEO representatives are deployed? (USAREUR Reg 525-27, para 11k)</p> <p>57. Does the unit commander ensure pregnant soldiers are briefed and take part in the NEO programs? (USAREUR Reg 525-27, para 11m)</p> <p>58. Are the following items contained in the NEO kit (AE Form 525-27A): (USAREUR Reg 525-27, para 15a(1)-(6))</p> <ul style="list-style-type: none"> a. Identification cards and passports (these documents may be maintained separately, but will be present for inspection)? b. The yellow copy of AE Form 190-1A (USAREUR POV Registration/Title Certificate)? c. A copy of the FCP, if applicable? d. A copy of the NEOARS Individual Family Report? e. One blank carbonless copy set of AE FM 525-27C (Noncombatant Evacuation Processing Record)? f. Appropriate emergency pay forms (DD FM 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DOD Civilian Employees) or DD FM 1337 (Authorization/Designation for Emergency Pay and Allowances)? 		

Rating standard (PAT): Sponsorship Program)

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1 or 4 receive a “NO GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date