

POST DEPLOYMENT PROCESSING CHECKLIST (Military Personnel)

Mass Brief:

You are scheduled to attend the Large Group Post-Deployment In-Brief on: _____

Location: _____ Time: _____

Individual Appointments:

If there is no scheduled Large Group Post-Deployment In-Brief, you are responsible to make individual appointments in order to complete every checklist item. If checklist items 3, 4, 6 and 8 are N/A your commander or designee can sign date completed.

NAME (LAST, FIRST, MI)

UNIT

IAW AFI 10-215, and Rule 7 of all Contingency, Exercise, Deployment (CED) Orders, "Upon return to home station, members must in-process the orderly room and notify the MPF/PRF of the date they returned. Failure to do so could adversely affect the member's duty status." This checklist will be used for all personnel that return from a CED and must be accomplished before the commander will grant compensatory time off. Additionally, all returning personnel are required to attend the Post-Deployment In-Brief in uniform.

ACTION	OPR/OCR	DUE DATE	DATE COMPLETED & OPR SIGNATURE
1. Notify your Commander if you have experienced a personal loss, family difficulties or exposure to life-threatening situations.	CC	Return Day (R-Day)	
2. Notify your UDM that you have returned. Your UDM will assist with any post-deployment questions and notify 5 LRS/LGRR that you have returned.	UDM	R-Day	
3. Turn-in weapon and/or ammunition.	5 SFS or SQ/CC	R-Day	
4. Turn-in classified information.	Unit Security Manager or SQ/CC	R-Day	
5. Return Mobility Folder, shot records, and all hand receipt gear to UDM.	UDM	R-Day+1 Duty Day(DD)	
6. Process return with unit PRP Monitor.	Squadron/PRP or SQ/CC	R-Day+1 DD	
7. Notify 5 MSS/DPMX, Personnel Readiness Function (PRF) of your return, 723-4355/1396.	MPF/PRF	R-Day+1 DD	
8. Process return with 5 LRS, if issued material that must be returned, 723-6060/6057	5 LRS or SQ/CC	R-Day+1 DD	
9. Process return with Commander's Support Staff (CSS) within 24 hours or first duty day after arrival to in-process, so they can update duty status. You may not start any leave until you have in-processed and attended the mandatory Large Group Post Deployment In-brief or individual appointments at Med Group, Finance, Family Support Center (FSC), Sexual Assault Response Coordinator (SARC), Life Skills Support Center (LSSC), Legal Office and Chaplain.	CSS	R-Day+1 DD	

ACTION	OPR/OCR	DUE DATE	DATE COMPLETED & OPR SIGNATURE
10. Process travel voucher with Finance, 723-2468.	5 CPTS	R-Day+2 DD NLT R-Day +7 Calendar Day(CD)	
11. Turn-in Post Deployment Feedback Questionnaires and receive reintegration briefing from Family Support Center, 723-3950.	FSC	R-Day+2 DD NLT R-Day +7 CD	
12. Receive Sexual Assault briefing/material from SARC at Medical Group, 723-5721	SARC	R-Day+2 DD NLT R-Day +7 CD	
13. Receive legal rights/options briefing from Legal Office, 723-3026	5 JA	R-Day+2 DD NLT R-Day +7 CD	
14. Receive reintegration briefing/assistance from Chaplain, 723-3633	5 HC	R-Day+2 DD NLT R-Day +7 CD	
<p>15. Following in-order (a to d) below; report to Medical Group for Post Deployment processing:</p> <p>a) PCM- (1st FI): Report to your PCM to pick up your medical records (If PRP your status will be addressed at this time), then proceed to Public Health.</p> <p>b) PUBLIC HEALTH- (3rd FI): Post Deployment follow-up: Walk-in, Monday-Friday, 0730-1630. **NOTE: Please bring all your medical paperwork: 1. DD Form 2766 = deployed medical record 2. DD 2796 = Post-D health assessment, if applicable 3. Misc. (any other medical paperwork)</p> <p>c) LAB- (1st FI): Post Deployment lab specimen. Report directly to laboratory Mon-Fri, 0800-1630.</p> <p>d) Life Skills- (1st FI): Post Deployment Briefing: Walk-in, Monday-Friday, 0730-1630. (Mandatory for those who did not receive this briefing during the Large Group Post Deployment In-brief)</p>	5 MDG	R-Day+2 DD NLT R-Day +5 DD R-Day+2 DD NLT R-Day +5 DD R-Day +2 DD NLT R-Day +5 DD R-Day+2 DD NLT R-Day +5 DD	a) b) c) d)
16. Request R&R/Compensatory Time and Leave with Squadron Commander/Designee.	SQ/CC	R-Day+2 DD NLT R-Day +7 CD	
17. File completed checklist with CSS.	CSS	R-Day+2 DD NLT R-Day +7 CD	
ALL PROCESSING ACTIONS ARE COMPLETE			
SIGNATURE OF MEMBER		DATE	
SIGNATURE OF COMMANDER OR DESIGNEE		DATE	

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