

## FORSCOM Regulation 500-3-3

### Annex E: (Mobilization Checklist for Unit Commanders) to RC Unit Commander's Handbook

This annex contains a checklist to assist unit commander in preparing for their unit's entry on active duty and movement to a mobilization station or port of embarkation. The list may be modified to accommodate local requirements or conditions. This checklist is organized by phase as indicated under reference and will be used as a reference for developing the HS Activities Plan and schedule. Though the checklist is broken out by phase, within each phase, tasks are not necessarily listed in the sequence that they should be accomplished. Units are encouraged to use this checklist at every opportunity.

#### PLANNING PHASE (PHASE 1)

	TASK	REFERENCE CHAP/PHASE/TASK OR ANNEX	PERSON ASSIGNED ACTION	DATE/TIME COMPLETED	VERIFIED
(1)	Provide personnel information.	2-I-1			
(2)	Conduct Soldier Readiness Processing (SRP).	2-I-2			
(3)	Maintain MPRJ (DA Form 201)	2-I-3			
(4)	Update and maintain unit data.	2-I-4			
(5)	Screen personnel not available for deployment	2-I-5			
(6)	Complete Family Care Plans	2-I-6			
(7)	Ensure unit members have ID documents	2-I-7			
(8)	Identify and process soldiers with profiles	2-I-8			
(9)	Ensure personnel have a security clearance	2-I-9			
(10)	Provide premobilization legal preparation	2-I-10			
(11)	Maintain soldier's MMPA	2-I-11			
(12)	Maintain health record (DA Form 3444 Series).	2-I-12			
(13)	Ensure medical exams are current	2-I-13			
(14)	Ensure dental examinations	2-I-14			
(15)	Ensure DNA specimen is completed	2-I-15			
(16)	Ensure unit members are tested for HIV	2-I-16			
(17)	Ensure immunizations are current	2-I-17			
(18)	Identify personnel needing spectacles/hearing/aids.	2-I-18			
(19)	Identify personnel requiring lens inserts.	2-I-19			
(20)	Verify application for DEERS enrollment	2-I-20			
(21)	Establish a Family Support Group (FSG).	2-I-21			
(22)	Screen Practitioner Credentials File .	2-I-22			
(23)	Familiarize administrative personnel in SIDPERS.	2-I-23			
(24)	Appoints/signature cards.	2-I-24			
(25)	Assemble and maintain unit MWR kits.	2-I-25			
(26)	Identify personnel requiring waiver of benefits.	2-I-26			
(27)	Maintain a unit mobilization file	3-I-1			
(28)	Conduct annual review of mobilization file	3-I-2			
(29)	Develop postmobilization training plan	3-I-3			

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	<b>TASK</b>	<b>REFERENCE CHAP/PHASE/TAS K OR ANNEX</b>	<b>PERSON ASSIGNED ACTION</b>	<b>DATE/TIME COMPLETED</b>	<b>VERIFIED</b>
(30)	Develop HS unit activity plan.	3-I-4			
(31)	Test the alert notification plan.	3-I-5			
(32)	Establish liaison with MS.	3-I-6			
(33)	Identify key personnel to be ordered to duty early.	3-I-7			
(34)	Conduct a premobilization briefing	3-I-8			
(35)	Establish COMSEC account.	3-I-9			
(36)	Identify advance party position and mission.	3-I-10			
(37)	Establish liaison with CI/SI.	3-I-11			
(38)	Develop lodging plan for HS.	4-I-1			
(39)	Develop subsistence plan for HS.	4-I-2			
(40)	Identify contracting requirements to the SI /USPFO	4-I-3			
(41)	Identify Class V ABL requirement	4-I-4			
(42)	Identify Class VIII, medical supply requirement.	4-I-5			
(43)	Prepare a unit movement plan .	4-I-6			
(44)	Test unit load plan.	4-I-7			
(45)	Maintain COMPASS AUDEL/TC ACCIS UEL documents.	4-I-8			
(46)	Develop and coordinate unit retrieval plans.	4-I-9			
(47)	Identify property not be taken to the MS.	4-I-10			
(48)	Plan to transfer facility responsibility	4-I-11			

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**ALERT PHASE (PHASE II)**

	TASK	REFERENCE	PERSON	DATE/TIME COMPLETED	VERIFIED
		CHAP/PHASE/TASK OR ANNEX	ASSIGNED ACTION		
(1)	Coordinate mission related travel.	2-II-1			
(2)	Review and validate receipt of unit orders.	2-II-2			
(3)	Review, coordinate/validate orders	2-II-3			
(4)	Release attached personnel.	2-II-4			
(5)	Screen promotion eligible personnel.	2-II-5			
(6)	Identify personnel who require evaluation reports.	2-II-6			
(7)	Order unit members to active duty.	2-II-7			
(8)	Notify finance of unit's mobilization	2-II-8			
(9)	Process delayed arrival personnel.	2-II-9			
(10)	Review appointment memo.	2-II-10			
(11)	Increase update to unit/personnel databases.	2-II-11			
(12)	Activate the unit family support network	2-II-12			
(13)	Soldier financial readiness.	2-II-13			
(14)	Update HS activities plan.	3-II-1			
(15)	Respond to press inquiries.	3-II-2			
(16)	Take action outlined in the Mobilization Checklist for unit commanders.	3-II-3			
(17)	Finalize postmobilization training plan and PTSR.	3-II-3			
(18)	Identify advance party members.	3-II-4			
(19)	Identify storage for classified material at MS.	3-II-6			
(20)	Review Unit Status Report.	3-II-7			
(21)	Coordinate arrival of fillers.	3-II-8			
(22)	Make final coordination for HS logistics plans.	4-II-1			
(23)	Update contracting requirements.	4-II-2			
(24)	Coordinate requirement for signature cards with MS.	4-II-3			
(25)	Prepare memo to MS to establish account.	4-II-4			
(26)	Prepare to conduct a showdown inspection of OCIE and personal uniforms.	4-II-5			
(27)	Identify and procure POL packaged product.	4-II-6			
(28)	Review and update ABL documentation.	4-II-7			
(29)	Prepare records/conduct inventory of unit property	4-II-8			
(30)	Review medical item, requisition for Class VIII	4-II-9			
(31)	Review PLL listing	4-II-10			
(32)	Coordinate transfer of property not taken to MS	4-II-11			
(33)	Coordinate with maintenance activities	4-II-12			
(34)	Retrieve operational records	4-II-13			
(35)	Update calibration records	4-II-14			
(36)	Review and coordinate unit movement plan.	4-II-15			

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	<b>TASK</b>	<b>REFERENCE CHAP/PHASE/TAS K OR ANNEX</b>	<b>PERSON ASSIGNED ACTION</b>	<b>DATE/TIME COMPLETED</b>	<b>VERIFIED</b>
(37)	Update COMPASS AUCL/TC ACCIS UEL	4-II-16			
(38)	Execute equipment retrieval plans.	4-II-17			
(39)	Storage of personal property and household goods.	4-II-18			

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**HOME STATION PHASE (PHASE III)**

	Task	Reference	Person	Date/Time Completed	Verified
		Chap/Phase/Task or Annex	Assigned Action		
(1)	Verify arrival status of personnel .	2-III-1			
(2)	Initiate SRP check for mobilization.	2-III-2			
(3)	Identify medically disqualified personnel.	2-III-3			
(4)	Verify soldier financial readiness	2-III-4			
(5)	Review and update individual records.	2-III-5			
(6)	Process record of emergency data.	2-III-6			
(7)	Prepare evaluation reports.	2-III-7			
(8)	Complete change of address cards.	2-III-8			
(9)	Process family member ID cards.	2-III-9			
(10)	Verify ID cards and tags.	2-III-10			
(11)	Process Geneva Convention identity card if required.	2-III-11			
(12)	Security clearance rosters.	2-III-12			
(13)	Prepare claims for travel.	2-III-13			
(14)	Arrange for legal services.	2-III-14			
(15)	Provide health, MMPA, and personnel to MS.	2-III-15			
(16)	Records processing for Direct Deploying Units.	2-III-16			
(17)	Account for medical emergencies/complete LOD.	2-III-17			
(18)	Incentives and entitlements.	2-III-18			
(19)	Provide final personnel report .	2-III-19			
(20)	Coordinate transfer of data to the mobilization station.	2-III-20			
(21)	Coordinate with MS on date/time for reporting.	3-III-1			
(22)	Execute HS activities plan	3-III-2			
(23)	Dispatch advance party to MS.	3-III-3			
(24)	Conduct an operations/information status briefing.	3-III-4			
(25)	Update Unit Status Report.	3-III-5			
(26)	Prepare classified material for movement.	3-III-6			
(27)	Provide HS support/services.	4-III-1			
(28)	Implement contract process.	4-III-2			
(29)	Complete signature cards.	4-III-3			
(30)	Prepare memo to establish Dining Facility account	4-III-4			
(31)	Conduct a showdown inspection.	4-III-5			
(32)	Prepare requisitions for POL.	4-III-6			
(33)	Finalize DA Form 581 for ABL.	4-III-7			
(34)	Finalize reconciliation of Property Book.	4-III-8			
(35)	Finalize Class VIII requisitions.	4-III-9			
(36)	Finalize PLL/ASL listing and prepare requisitions.	4-III-10			

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	<b>Task</b>	<b>Reference Chap/Phase/Task or Annex</b>	<b>Person Assigned Action</b>	<b>Date/Time Completed</b>	<b>Verified</b>
(37)	Complete transfer of property not taken to MS.	4-III-11			
(38)	Finalize material condition status report.	4-III-12			
(39)	Execute Mobilization Movement Plan.	4-III-13			
(40)	Finalize COMPASS AUEL/TC ACCIS UEL	4-III-14			
(41)	Complete transfer of facilities/property	4-III-15			
(42)	Complete storage of personal property	4-III-16			