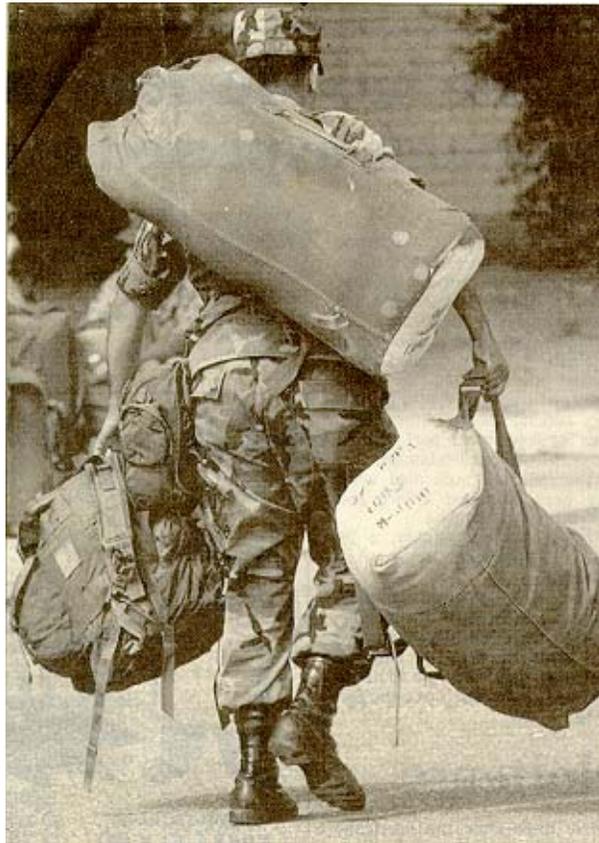


Pre-Deployment Preparation



"Great occasions do not make heroes or cowards; they simply unveil them to the eyes of men. Silently and imperceptibly, as we wake or sleep, we grow strong or weak; and at last some crisis shows what we have become."

Brooke Foss Westcott

Introduction

Plan ahead. This is the key to a successful deployment. **Read this handbook.** Mark or highlight passages you find particularly helpful.

Take the time to write down all of your legal responsibilities such as your house, your lease, your children, your furniture, your car, and your investments. Do you have someone to take care of these matters in your absence? If your mother who lives in Florida will be the guardian of your child, who will unite them? Who will care for your pets? Do you need additional allotments to provide for your family? Who will you designate power of attorney to handle your affairs in your absence? Is that person subject to deployment? Does your spouse or your child's guardian know how to cope with the military system, such as making health appointments, dealing with on-post housing maintenance, or replacing lost identification cards? Do those who will be responsible for your affairs know what will be expected of them?

If you are single, does your apartment rental contract have a military clause? Do you have someone who can place your goods in storage or make rent or mortgage payments in your absence? Do you know that in some deployments you might lose your BAS and BAH after 90 days? Did you know that your mission could extend for 179 days or beyond? The personal affairs checklist on the following pages will help you determine your current state of readiness.



For Want of a Horseshoe Nail

**For want of a nail, a shoe was lost,
For want of a shoe, a horse was lost,
For want of a horse, a battle was lost,
For want of a battle, a kingdom was lost,
And all for the want of a horseshoe nail.**

Personal Affairs Checklist for Deployment

Yes	No	
_____	_____	Have you attended a personal affairs orientation and understood entitled benefits and assistance (AR 612-2)?
_____	_____	Is your security clearance completed (AR 380-5)?
_____	_____	Is your will updated, and the location and name and address of the custodian recorded?
_____	_____	Do you have a current power of attorney and this person's name and address recorded?
_____	_____	If needed, does someone other than a parent have written permission to authorize treatment of minors in an emergency?
_____	_____	Is the location of important papers and documents recorded, to include name and address of the legally designated guardian (for solo parent)?
_____	_____	Are property/valuables secured and insured?
_____	_____	If your quarters will be vacant, have the Military Police been notified?
_____	_____	Is your home or quarters secured? Do you have a house sitter and the keys to your quarters available?
_____	_____	Have you established a caretaker for your pets, and do they know which veterinarian to contact as needed?
_____	_____	Do you have arrangements for direct deposit? t
_____	_____	Do you have sufficient insurance (SGLI/Commercial), and are the beneficiaries current?
_____	_____	Have you ensured that family members receive monthly pay?
_____	_____	Have you arranged for payments of your lease or mortgage?
_____	_____	Have family members been briefed on available assistance as needed, such as by Army Emergency Relief, Army Community Service, and the American Red Cross?
Yes	No	

- _____ Have long and short-range plans for family members been established?
- _____ Have you arranged for disposition of private vehicle(s), such as placement in temporary custody at your installation or with friends or relatives? Are the keys available?
- _____ Are your household goods sufficiently insured?
- _____ Is your Emergency Data Card, DD Form 93 current? (Maintained by personnel).
- _____ Have you established a procedure to notify your creditors if you exercise your rights under the 1940 Soldiers' and Sailors' Relief Act?

Mobilization and Deployment Planning

Stages of Deployment

Training Stage

The training stage begins at the time the unit is organized and extends to the time it receives the warning order alerting it for movement. Technically, all TOE units are always in the training stage, constantly preparing for the movement when the order is received for deployment into action.

Alert Stage

The alert stage begins upon receipt of the movement order and extends until the unit has arrived at its destination. It may last for less than 48 hours to several weeks.

Movement Stage

The movement stage begins upon receipt of the movement order and extends until the unit has arrived at its destination.

TOE/MTOE

During the training stage, in preparation for deployment, soldiers should have a comprehensive knowledge of personnel requirements for the unit. Since there are two documents with this information, it is important to know the difference between a TOE and a MTOE.

Table of Organization and Equipment (TOE): The TOE for the specific unit prescribes the normal mission, organizational structure, and personnel/equipment requirements. It is used as the basis for the MTOE. The TOE is not an authorization document; it is a planning document.

Modification Table of Organization and Equipment (MTOE): The MTOE is the table which prescribes in a single document the modification of a basic TOE necessary to adapt the mission, capabilities, organization, personnel, and/or equipment to the needs of the specific unit or type of unit in a specific geographical or operational environment. Therefore, the MTOE is an authorization document (AR 310-31).

Each TOE/MTOE is different and designed for the specific unit. In other words, the MTOE of each combat support hospital is different and designed for each specific unit. Soldiers should be familiar with the MTOE for that specific unit and the personnel strength for their respective sections.

Initial Preparation for Deployment

Soldiers must be thoroughly familiar with their required duties when the unit is alerted for movement. This task must be accomplished during the training stage. Time may not be available to orient oneself when the alert has been received.

Each TOE unit must have an updated unit movement SOP to define the preparatory responsibilities of each section within the unit. Soldiers must be fully aware of the responsibilities that will be required of them and maintain control as needed.

Training inspection and readiness tests should clearly validate that all key personnel are familiar with the SOP contents and are able to perform their prescribed duties. It is extremely important that you determine the availability and status of the professional equipment you expect to use when deployed. If it is not satisfactory or adequate, NOW is the time to make it right.

Alert Stage Procedure

The receipt of the warning order signals the beginning of the alert stage. Normally, at this time personnel and supply actions required to prepare the unit for its mission are initiated.

Briefing of key personnel. Upon receipt of the warning order the unit commander will assemble all key personnel, and within the security limitations, brief them of the situation.

Alert briefing of unit. Immediately following the briefing of key personnel, the remainder of the unit should be informed of the situation within security limitations.

Overseas orientation (AR 220-10). The overseas orientation is presented prior to departure of the unit from home or mobilization station.

Showdown inspection. Upon receipt of the warning order, a showdown inspection is required. DA Form 413 (POM Equipment Status Record) or other appropriate checklist may be used to show the status of unit equipment with the exception at times of organizational clothing and equipment authorized by CTA 50-900 and individual clothing authorized by AR 700-84.

Requisitioning shortages. If not previously done, shortages of TOE equipment, supplies, organizational repair parts, expendable tools and equipment, and tactical and supply manuals must be requisitioned. Ensure that you have the necessary military clothing required by AR 700-84. If not, procure them immediately.

Coordination. Liaison with the various sections of the unit should be maintained to facilitate the move. Identify those who are the main planners and discuss with them the plans that impact on your area.

Supplies. All supplies must be checked and packed appropriately.

Personnel roster. The unit personnel roster must be brought up to date and a copy forwarded to the custodian of unit medical records with a request that immunizations be checked and a schedule prepared for individuals requiring immunizations and/or physical examinations (AR 612-2 and AR 40-562).

Loading Plan

Every soldier should know how equipment and supplies will be prepared for movement. It is equally vital to know what the loading plan is for setting up the medical facility. The arrangement of loads and vehicles is normally determined by the personnel in charge of each move, and determined individually for each site and type of hospital. Regardless of the situation or the site selected, five components (EMT, intensive care ward, power unit/utility pack, surgery, and X-ray) should always be the first components in the convoy and the first to be established at the new site. Know what the plan is for moving your particular equipment.

AMEDD Professional Fillers (PROFIS)

The permanent assignment of AMEDD officers to TOE medical support units is limited by the Department of the Army policy to the minimum needed to meet training requirements. The AMEDD, however, must provide for a professional complement to be immediately available to accompany the TOE medical units dispatched to any site in CONUS or overseas.

This requirement is met by designating soldiers assigned to Tables of Distribution and Allowances (TDA) units as Professional Fillers for a particular TOE unit. The Surgeon General designates, by name, the officers who will fill key positions in the units. AMSC officers who are professional fillers should accompany the unit on field problems or training exercises. They can play an active role in the training of enlisted personnel, become familiar with the facilities, equipment, and responsibilities in the TOE unit, and educate other AMEDD personnel to the role and importance of the AMSC specialties in the deployed environment. Participation in unit training exercises can help build the personal relationships and teamwork needed for effective interaction when deployed. Direct communication and interaction with the unit is imperative. It is our responsibility to market our skills and specialties.

The high destiny of the individual is to serve rather than to rule --Albert Einstein

Medical Readiness

An Updated Shot Record

The immunization record must be current. Obtaining vaccinations according to schedule reduces the risk of contracting diseases and prevents unnecessary delays in the event of deployment. The location of the mission ultimately determines which vaccinations are required.

The following immunizations must be kept current:

- Typhoid Vaccine ----- 3 years (if injection)
----- 5 years (with pills)
- Tetanus & Diphtheria Toxoid ----- 10 years
- Polio-Virus Vaccine ----- (not necessary if series completed; however required for some deployments)
- Influenza ----- yearly
- Tine Test ----- yearly
- Hepatitis A, >18 years (Havrix) ----- 4 years
- Meningococcal (Menomune) ----- 5 years
- Yellow Fever ----- 10 years



Additional immunizations may be required depending on the location of the mission. It is recommended to keep two copies of the immunization record (PHS731). One copy should be placed in the medical record, and the other in a secure place. Below are most of the vaccinations you might need and under which conditions you would require them.

Immunizing Agent	Condition or status administered (See below)
Adenovirus (types 5 and 7)	B
Cholera	E
Hepatitis A	G
Hepatitis B	F,G
Influenza	A, B, X
Japanese Encephalitis Vaccine	D
Measles	B, F
Meningococcal (A,C, Y, W135)	B, D
Mumps	F, G
OPV	B, D, R
Plague	D, F
Rabies	F
Rubella	B, F
Tetanus-diphtheria	A, B, R
Typhoid	C, D
Varicella	F, G
Yellow Fever	C, D
Anthrax vaccine	To be announced

Codes (Ref. AR 40-562)

- A--All active duty personnel
- B--Recruits
- C--Alert Forces
- D--When deploying or traveling to high risk areas
- E--Only when required by host country or army
- F--High Risk Occupational Groups
- G--As directed by applicable Surgeon General or Commandant
- R--Reserve Components
- X--Reserve Component personnel on active for 30 days or more during influenza season

Current Medical Exam

Medical exams are required every 5 years. Upon reaching the age of 40, soldiers are required to obtain a physical examination which includes age-specific components (i.e. EKG, etc.). If you are over 40, you must complete the physical exam to be deployable and to be permitted to take the APFT.

(Ref: DA Washington, DC//DAPE-MPF//01100Z SEP 88, Subject: Preparation of Soldiers for Movement-Peacetime and Mobilization)

Preexisting Conditions/Profiles

Temporary profiles must be current to be valid. Soldiers with permanent profiles must have the profile reviewed to determine if it precludes deployment.

Current APFT

Active duty soldiers must pass the APFT twice a year. Reservists must pass the test yearly. Personal fitness is the responsibility of every soldier, whether active or reserve component. In stressful environments, strength and aerobic fitness can enable the soldier to perform their duties more effectively.

HIV Testing

Soldiers who are HIV positive are not deployable. HIV screening is required before leaving CONUS. Active and Reserve personnel scheduled for overseas deployment for more than 180 days must have an HIV screening within the past 12 months. For deployment or exercises that are less than 180 days an HIV screening test must be performed within the last 24 months.

DNA Tests

DNA tests are now required for identification purposes. A copy is kept in the medical record. DA keeps another copy for permanent filing.

Glasses, Inserts, and Hearing Aids

Soldiers who wear glasses must have up-to-date prescriptions. Prior to deployment, soldiers are required to have at least two pairs of glasses and one pair of gas mask inserts (AR 40-63, para 2-5). Soldiers who wear hearing aids are required to have at least two pairs (AR40-3, para 9-4). It is a good idea to keep the second set of glasses and hearing aids in a secure place, and a copy of the lens prescription readily available.

Regular Medications and Prescriptions

If taking medication regularly, the soldier should pack enough to last one to two months. The availability of prescription medication in the field is variable. It is wise to keep an extra prescription and a list with of the medications you are taking with the frequency and dosage.

Dental Readiness

A dental examination should be completed yearly, and a panograph (full mouth radiograph) should be on file. Effective 1 Dec 88, the dental record must be available for identification purposes before a soldier is transferred within CONUS, OCONUS for any exercise, PCS, TDY, AT, ADSW or ADT. If your dental record cannot be completed before deployment, one of the following documents may serve as an interim substitute until then:

1. SF 603 with section I, part 4 and section II completed.
2. Bite wing radiographs or full mouth radiographs fully identified.

No exceptions will be made to the above rule with deployments involving air travel. The original dental record including the original panograph will be stored in CONUS.

Legal Matters and Obligations

It is highly recommended that you review your personal and business affairs with a legal officer before deployment. Proactive management of your personal and business affairs will serve you well in the future.

Power of Attorney

A power of attorney is a legal designation by an individual, which grants to another the authority to act for another and to execute documents in the name of the grantor, as if he or she actually signed the documents. Although it is a useful instrument which allows one to take care of the legal affairs of another during that person's absence from the local area, a power of attorney can also be a dangerous document, because actions done with its authority are legally binding on the absent party. Thus, great care is encouraged in both the execution and use of a power of attorney.

There are two types of powers of attorney:

1. A special power of attorney, which gives one the limited authority to act in one specific area, is advisable for most short-term instances. In fact, the authority is limited to the specific acts noted in the document.
2. A general or unlimited power of attorney gives another unlimited authority to act for the entire period indicated. This may best serve the needs of the family while the soldier is on an extended deployment, and the instances where the soldier's signature will be needed cannot necessarily be predicted.

Wills

A will is a legal expression or declaration of an individual's wishes as to the deposition of personal property and assets, which will take effect after death. It is always easier to take care of things after one's death if a legally executed will is available. If one dies without leaving a will, personal and real property are distributed by state law, which might not necessarily coincide with the way the individual would have wanted it passed. Assistance with wills is provided by the Judge Advocate General.

The Soldiers and Sailors Relief Act

This law was passed in 1940 as The Soldiers' and Sailors' Relief Act of 1940 (SSCRA). It was designed to ensure that **National Guard or Reserve** members were free of financial obligations that could prevent him or her from honoring service requirements. This law enables the service member to get a reduction or a delay in his civilian financial obligations. The protection begins when the soldier enters active duty and ends within 30 to 90 days from the date of discharge from active duty. Please note that this relief is not automatic. The soldier is responsible for asking for relief under the SSCRA. It will not cover obligations that occurred after entry into the military. The SSCRA, which was last amended in 1940, may not be able to provide you with sufficient relief.

Leases/Rents

The SSCRA provides for relief from lease obligations for premises used for business, professional, dwelling, agriculture or similar business if the following criteria have been met: 1) the lease was executed prior to the service member entering active duty and 2) the leased premises was used by the service member or immediate family for the above reasons. Written notice of your intent to vacate must be provided after entry on active duty or upon receipt of mobilization orders. The effective date of termination of a lease is determined in a variety of ways. The bottom line is that the service member is required after adequate notice only to pay for those months before the lease was terminated. If you have special concerns about your own situation contact your JAG officer for advice.

Recurring Bills

The SSCRA provides for a reduced interest rate of 6% per annum for all debts incurred before mobilization. The interest rate will be dropped to the 6% level unless the creditor can convince a court that soldier has the ability to pay. You should contact all of your finance and lending institutions in writing declaring your rights under the SSCRA. Consult your local JAG officer for specific information.

Mortgages

If you have entered into an installment contract for the purchase of real or personal property, prior to entering active duty, you will be protected by the SSCRA. However, your ability to make payments must be “materially affected” by your service. You must have either made a payment or deposit under the contract prior to entering the service. The SSCRA protects you against foreclosure as long as the following facts are established:

The relief is sought on obligation secured by a mortgage, trust deed, or other security in the nature of a mortgage, trust deed, on either real or personal property.

- The obligation originated prior to entry on active duty.
- The property was owned by the service member or family member prior to entry on active duty.
- The property is still owned by the service member or family member at the time relief is sought.
- The ability to meet the financial obligation is materially effected by the service member’s military obligation.

Judicial Proceedings

If you are involved in judicial proceedings as either a plaintiff or defendant, you are entitled to a stay of those proceedings if it is determined that your ability to prosecute or defend that action is “materially effected” by reason of your active duty service. You can request a stay during your active duty or within 60 days of your discharge. “Material effect” is shown when you can prove that your military duties prevent you from appearing in court at designated time. However, the courts insist that you make every effort to appear in court. They are usually reluctant to grant long-term stays in the proceedings.

Ref: SSCRA, Articles I (50 USC App.510-517), II (50 USC App. 520-527), and III (50 USC App. 530-536), DA Pam 360-525.

Change of Address

Some deployments require frequent moving. It is best to advise relatives and friends to postpone sending mail directly to you until you have been given a mailing address. A change of address card should be sent to your family containing your name, rank, social security number, unit name, installation, state, and if overseas, the APO number and/or zip code. During large deployments, the military handles massive amounts of mail. Anticipate delays of up to two weeks or more.

Financial Preparation

Civilian job (Reservist)

The RC now comprises 70% of the Army's "go to war" medical force. Most Army reservists are employed full-time in addition to their military responsibilities. Reserve officers must ensure that their employer is prepared for the possibility of their deployment, and that family members are similarly prepared for the absence of the soldier. Financial preparation is paramount.

As a reservist, upon release from active duty, you have the right to be restored to your former position or one of similar status, seniority, and pay. You are also entitled to receive the automatic pay raises that other employees have received in your absence. It is always possible that the employer might refuse to restore you to your former position. This might be avoided if you talk with your employer ahead of time. Proactively find out what his or her attitude, policies and rules are with regard to your possible mobilization. It is highly recommended that you obtain a written agreement for reemployment from your employer. In the event that your employer denies you reemployment, you may contact one of two agencies for help. If you are a federal employee, contact the Office of Personnel Management. If you work for a private company, state or local government, contact the Department of Labor. Additionally, you may contact the National Committee for Employer Support to the Guard and Reserve at 1-800-336-4590, web site: www.ncesgr.osd.mil.

There are clearly stated requirements to be eligible for reemployment after demobilization:

- You were not a temporary employee.
- You discontinued employment to enter active duty.
- You were not on active duty longer than 5 years.
- You are qualified to perform the duties of that position you vacated.
- If a service-connected disability prohibits you from performing your former job, you are entitled to receive the nearest comparable job with duties you can perform.
- You must apply to be reinstated within 90 days of your discharge.
- If you are hospitalized, you have 90 days after your release after your discharge provided hospitalization does not exceed one year.
- You are protected against discharge without cause for one year.

Helpful hints for reemployment for those called to active duty for more than 90 days:

- Draft a sample reinstatement letter to your employer. (See appendix)
- Hand carry the letter to your employer before the 90th day after discharge.
- Be ready to go back to work after reinstatement.
- Keep a copy of your letter and a record or journal of your reemployment efforts.
- Do not accept a position of less seniority or pay.
- Do not sign a waiver of your reemployment rights.
- It is a good idea to give your employer a copy of discharge certificate (DD-214 or DD-220)

Ref: DA Pam 360-525, 6A Pam 600-2, Veterans Reemployment Rights (VRR) Act (38 U.S Code 2021-2026)

Practice Coverage

If you are self-employed and/or are a partner in a group practice, deployment may place significant economic hardship on you. In past deployments, some practitioners have had to close their practices. There are provisions in the Soldiers and Sailors Relief Act mentioned in this manual which will help deal with some the economic issues. If you are a solo practitioner, you may try to arrange for other therapists to assume your patient load or obtain coverage from a company that provides temporary therapists. If all efforts have failed for coverage in your clinic, contact the other practices in town to arrange for continued care for your patients while you are away.

Second Job or Business (Active Duty)

Some active duty members own a private business or work part-time for someone else. The Army is your primary job. As a courtesy to your employer you should notify them of the risks of your being deployed. Employers are not required to reemploy you after your return. If you own a business, it is extremely wise to have a contingency plan should you be deployed. Otherwise, you will need to make the appropriate economic arrangements to protect your investment while you are away.

Banks and Credit Unions

If you are scheduled for deployment, make arrangements for continued payment of your financial obligations to your lending institutions. You may designate your spouse, family member, or friend to have general or special power of attorney depending on your situation. You should contact your lending institutions to advise them of your impending deployment. You may also need protection under the Soldiers and Sailors Relief Act. (For additional details please refer to that heading in this document).

Personal Finance

Military Pay

It is the soldier's responsibility to understand their pay benefits. Below is a brief summary of the types of pay that might be available during deployment:

- **Base Pay:** This will be determined by the pay grade and time in service which is calculated by the Pay Entry Basic Date (PEBD). Keep a copy of your DD 214 and your last promotion order to verify time in service or grade in case you have an error in your pay.
- **Basic Allowance for Subsistence (BAS):** This is provided to solely offset the dining facility surcharges. For reservists, this goes into effect at the mobilization site. Refer to TC 21-7 and the ASAFM&C homepage for the most current information on pay and benefits when deployed.
- **Basic Allowance for Housing (BAH):** Active duty or mobilized reservists may be entitled to receive BAH. The rate is based on your primary residence. All deployed soldiers are entitled BAH. Married persons are entitled to BAH at the "WITH DEPENDENT" rate if claimed and authenticated on a DA Form 3298. Single soldiers are eligible to receive BAH at the "WITHOUT DEPENDENT" rate. If you are claiming an additional dependent, you must have a Defense Finance and Accounting Service (DFAS) approved DD 137. Refer to a current pay chart for the prevailing BAH rates.
- **Per Diem :** This normally refers to reimbursement for lodging and meals and certain other travel expenses when you are not within commuting distance from home. Per diem is based on availability of government quarters and dining facilities.
- **Family Separation Allowance (FSA) Type II:** FSA is paid to married soldiers who are separated from their spouse for 30 days or more. Personnel automatically initiates this, but it may take a month before it begins.
- **Imminent Danger/Hostile Fire Pay:** Soldiers deployed in a designated conflictive area are entitled to imminent danger pay, presently \$150.00 per month. HFP is paid for any part of one day in the combat zone for the entire month. If a soldier went into a CZ on 31 January and stayed until 1 Feb, the soldier is entitled to two months of HFP.
- **Special/Incentive Pay:** (i.e. professional pay for board certification) must be substantiated by orders and appropriate documentation.

Pay Withholding

With deployments in a non-hostile environment you will normally be subject to regular federal and state taxes. During Desert Storm, however, an exemption was given for the first \$500.00 of income each month. Such exemptions in hostile environments are at the discretion of Congress.

Basic pay is taxable and a portion of your basic pay will be withheld. How much is withheld depends on how many personal exemptions you have declared on your W-4.

The service member will continue to be subject to state income tax as required. Military pay earned in the state in which a soldier is deployed is exempt from state tax unless it is also the declared state of residence. Social security tax or "FICA" (Federal Insurance Compensation Act) is collected from your basic pay. It is based on a percentage of your basic pay up to a dollar limit predetermined by Congress.

Civilian Pay Issues for Reservists

For reservists, military pay may not be equivalent to the income generated from civilian employment. The Soldiers and Sailors Relief Act addresses pay issues. If you are a reservist, your employer may chose to continue all or part of your pay while you are deployed. There is no law that prevents you from receiving income from more than one source. On the other hand, your employer is free to suspend your salary until after you are demobilized. It is highly suggested that you discuss options with employer in advance. It will allow you to plan ahead and may minimize future economic strain.

Allotments

Currently deployed USAR and ARNG soldiers do not have allotments available. In extreme emergencies, a garnishment can be established to simulate an allotment. The following is a list of types of allotments other service members can authorize to be deducted from their pay with appropriate coding symbols:

- B Series EE U.S. Savings Bonds in denominations of \$50, \$100, etc.
- C Pledges for Combined Federal Campaign.
- D Voluntary allotment which may be made for the support of a spouse, former spouse(s), other family members or relatives not legally designated as family members. May be payable to a bank, savings and loan association, or credit union for credit to the account of the service member. A "D" allotment can also be sent to the individual at a home address. To calculate an appropriate "D" allotment, add up your monthly expenses plus an additional \$10 per person per month (minimum of \$30) for expected expenses. This should be the minimum amount of your allotment.

- E Voluntary contributions from \$25 to \$400 (limit must be dividable by five) for educational benefits. Once initiated, the member is required to make contributions for a year. The maximum contribution for a member is \$2700.
- H Repaying loans for a home, mobile home, or house trailer used as a primary residence, once allowed.
- I Premiums for a commercial insurance policy.
- L Repaying loans to Army Emergency Relief, American Red Cross, or the Veterans Administration.
- N Premium for earlier forms of government life insurance
- R/G Garnishment for child support or alimony to comply with a court order.
- S Payment to a banking institution, savings and loan association, or credit union for credit to the service member or deposit into a savings account. Limit of two.
- T Liquidation of debts to the US government or any federal agency.

Worksheet for Determining Your Family's Total Monthly Take-Home Pay

Pay and Allowances

Base Pay _____
 BAH _____
 BAS _____
 FSA _____
 HFP _____
 Additional Pays (i.e. pro pay) _____

Total Gross Pay _____
 (before deductions and allotments)

Allotments (RC excluded)

Family Member Allotment (D) _____
 Savings Allotment (S) _____
 Insurance Allotment (I) _____
 Loan (L) _____
 Education (E) _____
 Mortgage (H) _____
 Others, such as charity (C) _____

Subtract Total Allotment _____

Deductions

Federal Income Tax Withheld _____
 State Income Tax Withheld _____
 FICA - Medicare _____
 SGLI _____
 Other (i.e. advance pay) _____

Subtract Total Deductions _____
 Monthly Take Home Pay _____

Take-home pay for part-time job _____
 Spouse's "D" allotment _____
 Spouse's take-home pay from job _____
 Savings "S" allotment _____
 Child Support _____
 Other Income (interest, rental _____

Total Monthly Take Home Pay _____
 income, etc.)

Insurance Issues

SGLI/Commercial

It is very important to review your insurance policies. Many life insurance policies do not cover injuries sustained in a hostile environment. It is wise to review the policies with an attorney or your insurance agent to clarify your coverage. The SGLI (Service Member's Group Life Insurance) policy does cover loss as a result of military service. It has no loan, cash, paid up, or paid up value. You may choose to decline coverage but for the minimal deducted costs you can obtain coverage up to \$200,000.

Professional Liability Insurance

You may suspend your professional liability insurance during the period of your mobilization. You must submit a written request to the insurance carrier. Insurers may not require you to pay premiums during this period of suspension. Insurers must refund any money paid by you for premiums during the suspended period. You may elect to apply such premiums to future premiums when the policy is reinstated.

You are not liable for claims made while you are on active duty. You are liable for claims made prior to deployment/mobilization. Additionally, any action brought against you prior to your mobilization while your policy was in effect will be stayed until you are demobilized providing that: 1) the action is filed during your active duty period, 2) the action is based on an act or omission prior to active duty time and, 3) your policy would have covered you during that period. If you die while on active duty, your insurer is responsible for claims if you were covered during the period of the claim.

Household Insurance

It is wise to have a complete inventory of your household goods prior to deployment. It is recommended that you also take photographs and/or video recordings of your household goods and valuables. Record the serial numbers of high value items. Engrave valued items with your driver's license number, not your social security number, since the social security number is not accessible by law enforcement agencies. Store the inventory and film in a secure place. In case of a fire or other catastrophe you need to have a record of the contents of your house in order to insure adequate replacement value. Review your policy with your agent regarding the type and amount of necessary coverage. If you have questions about the "small print," contact your JAG officer for help. The SSCRA does not presently provide any provisions that would suspend your policy payments.

Automobile Insurance

Even if you are storing your automobile, it is suggested that you continue coverage on your vehicle to include theft, to protect yourself from the unexpected. Your insurance agent or an attorney can advise you regarding the minimal necessary coverage during deployment. Upon return home, ensure that comprehensive and liability insurance is resumed and that safety inspection stickers and license tags are current.

Health Insurance

Although the SSCRA does not provide for resumption of health insurance benefits by your employer following demobilization, the Veteran's Reemployment Rights Law prohibits an exclusion or waiting period being imposed by employer-offered health insurance. The law stipulates that the insurance will cover any condition that arose prior to or during the soldier's period of training or service in the Army providing: 1) no exclusion or waiting period would have been imposed ordinarily for the condition during the coverage period and 2) the condition was determined not to be service connected. The SSCRA provides that any health insurance that was in effect prior to entering active duty that was terminated will be reinstated, and that an exclusion or waiting period may not be imposed for health or physical conditions which arose prior to or during active duty.

Family Readiness

The Family Plan

Desert Storm reminded us of how important a family support system was for deployed service members. Because of stresses that can be imposed on the family and the potential deleterious effects on the morale of the deployed soldier, a much greater emphasis should be placed on establishing a family plan. A very helpful reference is “Mission Readiness: A Personal and Family Guide.” For a copy, phone (800) 628-7733. Refer also to “How to Survive Separations” and the “Children and Deployment sections of this manual.

Personal/Family Records

Perform a complete inventory of your property before you deploy. Important documents, records, and papers dealing with property holdings, financial affairs, debts and important business transactions should be kept in a safe place and catalogued properly. The person you grant power of attorney will be unable to manage your affairs in your absence without full and accessible information. You should have the following documents available:

- Birth certificates
- Marriage certificates and license
- Will
- Real estate deeds, titles, mortgages, tax receipts, insurance policies, and licenses
- Automobile title, registration, insurance policies, lien, and payment book
- Life insurance policies and medical policies
- Stocks, bonds, and mutual funds
- Bank books, savings accounts, credit unions, and loans
- Credit cards, installment contracts, debts, and bills of sale
- Federal and state income tax records, real estate, and other personal property tax records
- Copy of social security cards

Ref: DA Pam 360-525

Child Care

Single parents or both parents may be deployed in support of an operation. Childcare is a real concern. If you require childcare, develop a list of reliable family and friends who are willing to care for your child or children in your absence. The family assistance center can be a helpful resource. If you are single and are leaving a child with a guardian, you must provide the designated caretaker with a **written, notarized statement** granting them authority to authorize medical care for your child. Notify the school of this authorization. You may need to arrange day care services.

Checklist for the Military Spouse

(It is recommended that you and your spouse complete the following checklist together)

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | Are all immunizations for yourself and your children up-to-date? |
| _____ | _____ | Are your family's ID cards up-to-date? |
| _____ | _____ | Do you know where and how to obtain new ID cards? |
| _____ | _____ | Do you have money immediately available on a continuing basis in the event your sponsor departs for an extended period of time? |
| _____ | _____ | Do you know the account numbers, the name and address of banks in which you and your sponsor have accounts, and the type of account? |
| _____ | _____ | Do you know the location of the bankbooks? |
| _____ | _____ | Do you know the location of the safe deposit box and do you have keys for it? |
| _____ | _____ | Are all credit cards accounted for? Do you have a list of credit card numbers in order to notify the credit card company of card loss? |
| _____ | _____ | Are you prepared to take complete control over the checking account, know the balance at all times, and never write a check unless you are certain of sufficient funds? |
| _____ | _____ | Do you know how to contact the Finance Office |
| _____ | _____ | Remember to notify the Post Office of address changes? |
| | | Do you know all the payments that must be made, to whom and when, for the following? |
| _____ | _____ | Rent |
| _____ | _____ | Telephone |
| _____ | _____ | Water |

Yes	No	
_____	_____	Electricity
_____	_____	Garbage collectors
_____	_____	Insurance (auto, fire, life, etc.)
_____	_____	Loan (bank, finance companies, merchants, etc.)
_____	_____	Taxes
_____	_____	Gas (house, trailer, auto)
_____	_____	Do you know the location of the following items, and are they properly safeguarded?
_____	_____	Three copies of Power of Attorney
_____	_____	State and federal tax records
_____	_____	All insurance policies
_____	_____	Deeds or mortgages
_____	_____	Signed and witnessed wills for yourself and your spouse
_____	_____	Are you familiar with the responsibilities of owning an auto?
_____	_____	Do you know the address of the company holding the lien?
_____	_____	Do you have the vehicle's title, registration, and insurance policy or know their location?
_____	_____	Do you know where to go for auto repairs?
_____	_____	Do you have a duplicate set of keys for the auto, house, safe boxes?
_____	_____	Do you understand the following in regards to contracts?
_____	_____	Do Not sign without reading it first.
_____	_____	Ask a legal assistance officer to read all contracts before you sign them.

Yes	No	
_____	_____	Do Not rely on oral promises, which are not written into the contracts.
_____	_____	Do Not buy on credit if you can obtain a cheaper loan elsewhere.
_____	_____	Do Not buy at all if the purchase is not necessary.
_____	_____	Do Not pay taxes without checking with a legal assistance officer.
_____	_____	Be prudent and careful in spending money and using power of attorney.
_____	_____	Have you established a family budget?
_____	_____	Who is your legal assistance officer? _____
_____	_____	Do you have the children's most recent school records?
_____	_____	Do you know your spouse's social security number?
_____	_____	Do you understand the use of medical facilities and is your family enrolled in Tricare?
_____	_____	Do you have important and emergency numbers readily available?
_____	_____	Have you reached an agreement on the frequency of phone calls and letters?
_____	_____	Do you have a complete inventory of your possessions?
_____	_____	Do you know the process for moving your household goods?
_____	_____	Have you discussed your feelings on the deployment with your spouse, family, or significant other?
_____	_____	Have you given your home a security checkup? Do <u>all</u> window and door locks work? Do you know the combinations or have the keys for any padlocks? Are the outside buildings secured? Do the windows open or are they painted shut? Do you have and know how to test the smoke alarms?
_____	_____	Do you and other family members know how to reach your spouse in an emergency?
Yes	No	

___ ___ Do you know your spouse's complete deployed address?

___ ___ Do you know if there is a support group available for families of deployed soldiers?

Are you familiar with the following support services that are available to you?

___ ___ Army Community Service

___ ___ Red Cross

___ ___ Chaplain

___ ___ Financial assistance

___ ___ Army Emergency Relief

___ ___ Uniformed Services Organization (USO)

___ ___ Morale, Welfare, and Recreation

___ ___ Legal Assistance

___ ___ Public Affairs Office

___ ___ Family Housing

___ ___ Transportation

If you find that you need some assistance or have a question, contact the Army Community Service Office.

Your Personal Phone Directory

It is important that you fill in the blanks on this directory. Having these numbers in case of an emergency can make a big difference for you and your family.

POLICE	911
AMBULANCE	911
FIRE DEPARTMENT	911
RESCUE SQUAD	911
NEAREST CHAPLAIN	_____
NEAREST POST OPERATOR	_____
NEAREST MEDICAL FACILITY	_____
LANDLORD	_____
PLUMMER	_____
ELECTRICIAN	_____
NEIGHBOR	_____
NEIGHBOR	_____
RELATIVE	_____
RELATIVE	_____
PHYSICIAN	_____
CHAMPUS/TRICARE REPRESENTATIVE	_____
RED CROSS	_____
USO	_____
ARMY EMERGENCY RELIEF	_____
ARMY COMMUNITY SERVICE CENTER	_____

POISON CONTROL CENTER

SPOUSE'S MILITARY UNIT

ARMY COMMUNITY CENTER

SCHOOL

DAYCARE

INSURANCE COMPANY

UTILITIES

LEGAL ASSISTANCE

CHAPLAIN

Record of Personal Affairs

Full Name – Wife: _____ SSN: _____

Full Name – Husband: _____ SSN: _____

Home Address _____ Home Phone: _____

Military Member's Mailing Address: _____

_____ Military Member's Drivers License Number: _____

Personal Data:

Wife

Husband

Birth Date: _____

Birth Place: _____

Parents:

Father: _____

Address: _____

Mother: _____

Address: _____

Marriage Date: _____ Place: _____

Children Name: _____ DOB: _____

Other Dependents: _____

Will: _____
Name Resident Of

Witness: _____

Executor's Name: _____

Substitute Executor: _____

Power of Attorney: YES NO Location: _____

Agent: _____

Income Tax:

Federal Returns: _____

State Returns: _____

City Returns: _____

Personal Property: _____

Insurance:

Life: _____

Insurance Company	Policy No.	Amt. Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Property, accident, medical liability, or other insurance:

Insurance Company	Policy No.	Amt. Payment
_____	_____	_____
_____	_____	_____

Social Security:

Social Security Number: _____

Location of card: _____

Location of up-to-date employment records: _____

Property Ownership or Interest Therein:

Real estate consisting of : _____

Located: _____

Held by (bank, etc.): _____

Taxes are paid through year: _____

Amount of taxes and due date: _____

Location of deeds and mortgage: _____

Inventory of possessions: _____

Personal Vehicles:

Make	Model	Year	State of registration
------	-------	------	-----------------------

Make	Model	Year	State of registration
------	-------	------	-----------------------

Make	Model	Year	State of registration
------	-------	------	-----------------------

Location of vehicles: _____

Insured with: _____ Policy No. _____

Automobile papers located at: _____

Other Personal Property:

Bank Accounts: Bank Account No.

Checking: _____

Savings: _____

Credit cards and numbers: _____

ATM and PIN numbers: _____

Other (specify): _____

Safe Deposit Box

Bank or Trust Company: _____

Location: _____

Stocks, Bonds, and Securities:

Stock, bond, or security	Location	Beneficiary
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of war or savings bonds by denomination and serial number:

Designated Beneficiary:

Names and addresses of persons designated on service member's official record of emergency data form to receive settlement of unpaid pay and allowances in the event of death:

Information Current: YES NO Last updated on: _____

Debts and Payments:

Credit agency, store or bank, account number, amount due, date of monthly payment:

Firms or Persons Indebted to you (give amount and address):

Miscellaneous Data (regarding insurance, allotments, military records, instructions to family members, Veterans Administration claim number, any other service number...)

Automotive Data

Vehicle #1

Make/Yr. _____ Model _____

Lubricate/Oil Change Required: _____

Oil weight: _____

Tires (including type): _____

Sizes: _____ Make: _____ Air Pressure: _____

Battery: Type: _____ Make: _____

Servicing to be done:

Other remarks: _____

Auto title: YES NO

Auto registration YES NO

Auto license tag number: _____ Expires: _____

Auto insurance policy: Number: _____ Expires: _____

Auto state inspection expiration date: _____

Vehicle #2

Make/Yr. _____ Model _____

Lubricate/Oil Change Required: _____

Oil weight: _____

Tires (including type): _____

Sizes: _____ Make: _____ Air Pressure: _____

Battery: Type: _____ Make: _____

Monthly Vehicle Checklist

- Water level in the battery
- Water/ coolant/ antifreeze level in the radiator
- Oil level
- Transmission fluid level (info is on dip stick for proper level)
- Power steering fluid level
- Brake fluid
- Tire pressure. Be sure to check pressure when the tire is cold (in the morning or with less than one mile driven in several hours). Add air if the tire is not at the recommended level.
- Dashboard warning lights
- Tire for disproportional wear (wearing thin on one side, etc.)
- Brakes
- All lights for correct operation
- Accelerator (to see if it sticks when fully depressed. It should spring right back but check only when the engine is off).
- Emergency brakes (check for holding power)
- Spare tire (use tire gauge to check pressure)
- Wash outside of car (wax every six months)
- Clean inside of car (don't forget the windows and rear/side view mirrors)

Personal Issues

House/Quarters Security

Make your home as secure as possible. Have an extra set of keys made for a relative or responsible agent. Don't allow mail and newspapers to accumulate on your doorstep as it is an open invitation to burglars. Automatic timers are helpful for turning your house lights on and off regularly. Notify your local police, military police, and surrounding neighbors that you will be absent so that they may keep watch on your residence.

Automobile Storage/Security

Entrust your vehicle to a reliable relative or neighbor. If possible, store your auto in a garage. There are also usually provisions for storing your vehicle on post in a secure area. It is wise to have the custodian of your vehicle start your vehicle and let it run a few minutes one or two times a week. This helps keep the battery from wearing down and helps lubricate the internal mechanisms in your engine. You may want to contact your mechanic or the motor pool for any other advice about car care while you are gone.

Property/Valuables

Storage for single service members in the reserves is authorized at government expense. Reservists may also ship their household goods to a designated location at government expense, or may authorize another person to store their valuables. For more details on this refer to DA Pam 360-525, paragraphs 4-12 and 4-13.

Personal/Important Document Storage

It is wise to have notarized copies made of your most important documents. The originals should be stored in a safe place such as a safety deposit box. Let your spouse or a reliable relative or friend know of their location. You should also keep a current copy of DD Form 93 (Record of Emergency Data) with your unit, a reliable relative or friend, and for yourself. Maintain your own file of military records and keep a current copy of your legal assets on your DD Form 1543 (Annual Legal Checkup). Ref: DA Pam 30-525 paragraphs. 1-10 and 1-11.

Security Clearance

You are required to have a security clearance before you can deploy. If you do not have a security clearance, you may be issued an interim one. However, you will not be deployed until your interim security requirements have been satisfied by

MILPERCEN. During mobilization, authority to grant security clearances is decentralized per AR 604-5.

Pet Care and Custody

If you are single and expect a significant absence you should make arrangements for pet care. Depending on your resources, this could involve leaving your pet(s) with a willing and reliable friend or arranging for long term boarding. Be sure to discuss and authorize any limits to emergency veterinary care

ID Cards

It is important for your family members to have valid ID cards and medical cards. The ID card is referred to as The Uniform Services Identification and Privilege Card but is commonly called the Family Member ID Card. This ID entitles you and your family members to an array of benefits and privileges, such as medical care, entrance to post exchanges, commissaries, etc.

The following people may be eligible for the military ID card:

- Spouses
- Unmarried Widows or widowers
- Unmarried children under the age of 21 and over the age of 10
- Unmarried children over 21 incapable of caring for themselves due to a physical or mental handicap.
- Unmarried children between the age of 21 and 23 who are attending college.
- Parent/parents-in-law who are dependent on you for more than one half of their support.
- Unmarried illegitimate children dependent on the sponsor and residing within the sponsor's residence. Age requirements are the same as those specified above.

You must provide certain documents to verify dependency and get a family ID issued. They are as follows:

- A copy of your mobilization orders (Reservists only)
- Copy of your marriage certificate
- Copy of your children's birth certificates
- Certified copy of court ordered adoption
- Certified copy establishing paternity/maternity of illegitimate children
- Statement of licensed medical officer certifying periods of incapacity and indicating handicaps of dependent children over 21 years old
- Certificate of full-time enrollment from school registrar for children over 21 years

Passport/Visas

In some overseas deployments you will be required to have a passport and in some cases a visa. Not all countries will allow you to use your military ID as your passport. Usually during large unit deployments, it will not be an issue. However, with some humanitarian and civil affairs medical missions, it will be an important document. Without it, you might be left behind. You can apply for passports either through your post office or through the military. There is a fee for both, but the military fee is nominal. You will need presented a notarized copy of your birth certificate. However, depending on your personal circumstances, other documents such as proof of citizenship may be required. Check with your military or civilian passport agency for your specific requirements. Visas are issued by consulates of the country concerned. **IT IS ADVISED TO MAINTAIN A VALID PASSPORT.** A United States passport must be renewed every 10 years.

Military Pre-Deployment Preparation

MEDCOM Training Requirements per MEDCOM Reg 350-4

PROFIS Personnel

PROFIS personnel must have an information packet on the operational unit. The brief or packet will include, at a minimum, the unit mission, task organization, and the PROFIS individual's responsibilities and duties. These include SRP qualification, weapons qualification, and NBC training.

Annual Sustainment Training Requirements:

- Seven days (PROFIS) and 14 days (CT PROFIS) of field training with the assigned mobilization or deployable unit or like unit
- Weapons qualification
- Hague-Geneva training
- Soldier Readiness Processing (SRP)
- Code of Conduct training
- NBC training
- Common Tasks Training

4-3. Field Training Requirements

Annual field training for all PROFIS personnel is mandatory. Commanders should use every available opportunity for PROFIS designees to participate in field training exercises (FTXs), or command post exercises, with the designated units or like units. Commanders must use other opportunities such as the Expert Field Medical Badge test, mobilization exercises, and local AMEDD TOE unit FTXs. (Ref. AR 601-142)

- a. All MEDCOM activities should ensure field training is annually conducted for PROFIS.
- b. The following topics are offered to assist commanders in planning field-training activities. This list of topics is neither exhaustive nor intended to be exclusive of other topics relevant to AMEDD operations. You should, however, be familiar with the topics listed below.

- The Deployable Medical System (DEPMEDS)
- DEPMEDS equipment training.
- Packing and using personal field gear.
- Field sanitation and personal hygiene.
- Availability of general and medical supplies to TOE units and operation of the supply systems.
- Field medical records (North Atlantic Treaty Organization terminology).
- Mass casualty management.
- Removal of casualties from combat and tactical vehicles.
- Transportation of sick and wounded (FM 8-35).
- Food service operations in the field.
- The AMEDD doctrine and health service operations in the division, corps, and communications zone.
- Radio telephone procedures.
- Communications capabilities in a division or separate brigade.
- Survival, evasion, resistance, and escape (SERE) Level B training.
- Training in NBC mission-oriented protection posture (MOPP).

4-4. Army Individual Training and Evaluation Program

CTT training and routine evaluation is required for all soldiers, regardless of military occupational specialty (MOS) and duty assignment. Leadership assessment is conducted IAW FM 25-101, appendix B.

MEDCOM Regulation 350-4

Appendix B

SUMMARY OF MEDCOM TRAINING REQUIREMENTS

<u>Subject</u>	<u>Reference</u>	<u>Audience</u>	<u>Frequency</u>	<u>Proponent</u>	<u>Record</u>
SRP	MEDCOM Reg 350-4 HSC Reg 40-25 AR 220-10 AR 601-142	PROFIS/CT PROFIS Designees	Within 60 days of designation and annually thereafter	DCSP	SRP Packet
Field Training	MEDCOM Reg 350-4 AR 601-142	PROFIS/CT PROFIS designees	Annually	Directorate of Operations	Roster
Weapons Qualification	DA PAM 350-38	PROFIS/CT PROFIS designees	Annually	Directorate of Operations	Roster DA Form 88 DA Form 3595
Military Justice	AR 350-212	All enlisted upon reenlistment	Upon reenlistment	MEDCOM SJA	Roster
Hague-Geneva	AR 350-41	PROFIS/CT PROFIS designees	Within 60 days of designation and annually thereafter	Directorate of Operations	Roster
Code of Conduct	AR 350-30	PROFIS/CT PROFIS designees	Within 60 days of designation and annually thereafter	Directorate of Operations	Roster
<u>Subject</u>	<u>Reference</u>	<u>Audience</u>	<u>Frequency</u>	<u>Proponent</u>	<u>Record</u>

SAEDA	AR 381-12	All military and civilian, Army contractors	Annually	Directorate of Operations Secty & Intel	Roster
Alcohol & Drug Abuse	AR 600-85 DOD 1010-7	Emergency Room staffs	Annually	DCSPER	Roster
MOBEX	HSC Reg 350-4	All hospital personnel	Semiannually	Directorate of Operations	MFR
Mass Casualty	MEDCOM Reg 350-4	All hospital personnel	Semiannually	Directorate of Operations	MFR
Army Physical Fitness Test	AR 350-15, FM-20-21	Active Duty Reservists	Semiannually Annually	Directorate of Operations	Roster
Officer Professional Filler System	MEDCOM Reg 350-4 AR 601-142	All officers	Monthly (2 hrs)	Directorate of Operations	Roster
CTT	AR 350-41	SFC & below	Annually	Directorate of Opns	Roster
NCO Development Program	AR 350-17	All NCOs	Monthly (2 hrs)	Directorate of Opns	Roster

Terminology and Definitions

1. **Assigned Unit:** The unit that the service member is permanently assigned (Permanent Duty Station).
2. **Deployment:** Term used for Active Army Units which must assemble, prepare, or put into operation for war or operations other than war.
3. **Initial Orientation:** Is information presented in the form of a briefing or packet which explains to the PROFIS or CT PROFIS individual on what the operational unit's mission, METL, task organization, and position he/she will be filling during times of deployment and/or mobilization.
4. **Medical Readiness Training (MRT):** Those courses, hand-on training programs, and exercises designed to develop, enhance, and maintain military medical skills. MRT includes individual, collective, and unit training experiences required to ensure health care personnel and units are capable of performing operational missions.
 - a. **Initial Medical Readiness Training:** Initial Medical Readiness Training begins when the officer attends OBC and is completed at the service member's permanent duty station, which focuses on military medical and unit specific medical readiness skills. Initial Medical Readiness Training at the unit for health care personnel, to include PROFIS/CT PROFIS, will at a minimum cover the following:
 - 1) Weapons qualification, NBC training, and an initial orientation to the operational unit (PROFIS/CT, PROFIS).
 - 2) Completion of Soldier Readiness Processing requirements (SRP), including routine immunizations.
 - b. **Sustainment Medical Readiness Training:** Training focused on individual development and maintenance of unit specific training with an emphasis on collective unit training. All Medical Military personnel shall receive training needed to maintain proficiency in military medical skills. Examples of training are operational command and control, communications systems in wartime, war wounds, casualty management, field sanitation training, triage, and evacuation.
5. **Medical Readiness Training Certification:** A process that verifies the preparation of health care providers and personnel for operational requirements. MTF/unit commanders will annually review and certify that health care personnel assigned have met ALL initial and sustainment medical readiness training requirements. *Note: Service member cannot be certified until all requirements have been met.

6. **Military Medical Skills:** Those first aid tasks necessary to perform lifesaving measures. Skills and tasks that prepare service members to function clinically during military operations.
7. **Mobilization:** Term used for U.S. Army Reserve or National Guard Unit(s) which must assemble, prepare, or put into operation for war or operations other than war.
8. **Mobilization Platform/Operational Unit:**
 - a. **U.S. Army Reserve/U.S. Army National Guard:** A unit, which could mobilize in the event of war, conflict, or in operations other than war.
 - b. **Active Army:** A unit, which could deploy in the event of war, conflict, or in operations other than war.
9. **Operational Billet:** A position in a unit that a service member occupies during mobilization (reserve component) or deployment (active component).
10. **Platform:** The unit that a service member is assigned.

NBC Readiness

NBC Training

You should perform NBC common task training at least once a year. This will include time in the gas chamber. Use that time to check the fit of your mask as it may be too late during the real thing.

Your NBC gear may be the difference between life and death in the NBC environment. If issued gas mask, examine it carefully for tears in the straps or seals. Clean and/or replace dirty or deficient parts. Make sure your mask fits comfortably and check for a proper seal. If you wear glasses, take the time to check for fit and cleanliness of your inserts. For more detailed information refer to T-M 10-277, Protective Clothing Chemical Operation.

In addition to your gas mask, you may be issued one or more sets of chemical suits. They should be sealed until you need to use them. During deployment, the level of threat and command policy will determine when you will carry and when you will wear your MOPP gear. When you sleep, keep your mask and chemical suit near or under your bed so that you can quickly reach it. You may be alerted to chemical attack out of a deep sleep. This doesn't give you much time to react. Always put your mask on and clear it first. Do not use your gas mask container as a pillow. Make sure you know what size chemical suit you should wear. It may **SAVE** your life later. Once you have used your chemical gear, check for tears and holes in the suit. Be careful to avoid sharp objects that might compromise your protection. Above all, use common sense. (Ref. TM 3-4240-280-12&P)