

POST DEPLOYMENT PROCESSING CHECKLIST (Military Personnel)

Reintegration Brief:

You are scheduled to attend the Post-Deployment In-Brief on: _____
 Location: _____ Time: _____

Register NLT 0800 on the day of the briefing.
 This briefing is currently held virtually via Zoom on Mon & Thurs @ 10 (You must have the Zoom application or desktop client installed to register).
 The link to register is: [click here](#)
 If you are not able to access that link, use Meeting ID: 161 751 6831, Passcode: 280692

If checklist items 3, 4, 6 and 7 are N/A your commander or designee can sign date completed.

NAME (LAST, FIRST, MI)

UNIT

IAW AFI 36-3802, Table 7.1, Rule 6 of all Contingency, Exercise, Deployment (CED) Orders, "Upon return to home station, members must in-process the unit and notify the FSS / IPR 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. Return Mobility Folder (if applicable and all hand receipt gear to UDM. UDM notify 5 FSS/FSOXI, Installation Personnel Readiness of members return, 723-4355/1396/4393.	UDM	R-Day	
3. Turn-in weapon and/or ammunition.	5 LRS or 5 SFS	R-Day	
4. Turn-in classified information and/or be indoctrinated back into access as required.	Unit Security Manager or SQ/CC	R-Day	
5. Process return with unit PRP Monitor.	Unit POC	R-Day+1 Duty Day (DD)	
6. Process return with 5 LRS, return issued equipment, 723-6060/6057.	5 LRS	Day(DD)	
7. Process return with unit CSS.	Unit	R-Day+1 DD	
8. Complete travel voucher in DTS	Unit	R-Day+5 DD	

Updated: Aug 21

ACTION	OPR/OCR	DUE DATE	DATE COMPLETED & OPR SIGNATURE
<p>9. Following completed at A&FRC Reintegration Briefing (*NOTE*: Signatures will not be provided for virtual briefings. UDM's may confirm attendance with A&FRC RNCO, if needed.)</p> <p>a) Reintegration briefing from Airman and Family Readiness Center, 723-3950.</p> <p>b) Sexual Assault briefing/material from SARC at Bldg 168 Missile Ave, 723-7272</p> <p>c) Legal rights/options, Legal Office, 723-3026</p> <p>d) Chaplain, 723-2456</p> <p>e) Mental Health, 723-5527</p>	<p>a) A&FRC</p> <p>b) SARC</p> <p>c) 5 JA</p> <p>d) 5 HC</p> <p>e) 5 MDG</p>	<p>R-Day+2 DD NLT R-Day +7 Calendar Day(CD)</p>	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>
<p>10. Following in-order (a to d) below; report to Medical Group for Post Deployment processing:</p> <p>a) PUBLIC HEALTH- (1st Fl.): Post Deployment follow-up: Walk-in, Mon-Fri, 0730-1630 723-5204</p> <p>**NOTE: Please bring all your medical paperwork:</p> <p>1. DD Form 2766 = deployed medical record</p> <p>b) Medical Logistics (2nd Fl.): Return ATNAA/ BW/CW as applicable</p> <p>c) LAB- (1st Fl.): Post Deployment lab specimen. Report directly to laboratory Mon-Fri, 0800-1630.</p> <p>d) PCM- (1st Fl.): Report to PCM as directed/appropriate.</p>	<p>5 MDG</p>	<p>R-Day+2 DD NLT R-Day +5 DD</p>	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>
<p>11. Request R&R/Compensatory Time and Leave with Work Center supervision</p>	<p>Supervisor</p>	<p>R-Day+2 DD NLT R-Day +7 CD</p>	<p>R&R Dates _____ Supv Ini _____</p>
<p>12. See Squadron First Sergeant</p>	<p>CCF</p>	<p>R-Day+2 DD NLT R-Day +7 CD</p>	
<p>ALL PROCESSING ACTIONS ARE COMPLETE</p>			
<p>SIGNATURE OF MEMBER</p>		<p>DATE</p>	
<p>SIGNATURE OF COMMANDER OR DESIGNEE</p>			
<p>File completed checklist with UDM.</p>	<p>SIGNATURE OF UDM</p>		