

USAREUR INDIVIDUAL REINTEGRATION CHECKLIST
(AE Reg 600-8-109)

For use of this form, see AE Regulation 600-8-109.

Data required by the Privacy Act of 1974.

Authority: PL 53-579, 1974; 5 U.S.C. 552a; 10 U.S.C. 3013; and AR 600-8-101.

Purpose(s): To ensure Soldiers, civilians, and family members are properly reintegrated.

Routine use(s): The "blanket routine uses" set forth at the beginning of the Army compilation of systems of records notice apply.

1. Start date (yyyy/mm/dd)		2. Name (last, first, MI)			3. Social security number	
4. Service affiliation		5. Component		6. Status		7. Pay plan/grade
USA	USCG	Active	TPU	RET		
USN	PHS	Guard	IRR	NG10		
USAF	NOAA	Reserve	IMA	NG32		
USMC		Nonmilitary		AGR		8. Tour status (circle one) unaccompanied/accompanied/single
9. Nonmilitary status			10. Travel status			
DOD	Contractor	AAFES	a. Unit order			11. Date of birth (yyyy/mm/dd)
DAC	Red Cross	Other (specify)	b. Individual			
12. Military occupational specialty				13. ASI		14. Citizenship country
15. Language specialties		16. REFRAD date (yyyy/mm/dd)				17. Deployment country
18. Parent unit		19. Parent UIC		20. Unit DSN number		21. Unit civilian number

"AE" tasks are USAREUR-specific; "PRE-BL" tasks are completed before block leave.

Section I - Deployed Cycle Support Program (DCSP) Mandated Tasks Completed in Theater	DCSP#	PRE-BL	Completed/ verifying initials	Date (yy/mm/dd)
Undergo Soldier Risk Assessment. (Soldiers only)	1.1.1	X		
Reunion Briefing.	1.1.2	X		
Suicide Awareness and Prevention Training.	1.1.3	X		
Medical Threat Briefing.	1.1.4	X		
Soldier Life Experience Briefing.	1.1.5	X		
Complete Post Deployment Health Assessment (DD Form 2796).	1.1.6	X		
Finance Briefing.	1.4.4a	X		
Legal Briefing.	1.4.4b	X		
Antiterrorism Force Protection (ATFP) Level I.	AE 1.1	X		
Sexual Assault Prevention and Response Awareness Briefing.	AE 1.2	X		
Postal change of address.	AE 1.3	X		
Purge Information System (IS) and Media used for LandWarNet (Class).	AE 1.4	X		
Unit Vision Screening.	AE 1.5	X		

Section II - Rear Detachment Commander Tasks

DCS Command Information Briefing.	1.2.4	<p align="center">These are briefings that family members are highly encouraged to attend before their Soldier's/civilian's redeployment.</p>
Provide Reunion Basics Training to Family Members.	1.5.13	
Provide Health Threat Briefing to Family Members.	1.5.14	
Provide briefing on potential signs and symptoms of distress to Family Members.	1.5.15	
Provide Changes in Relationships Briefing to Family Members.	1.5.16	
Provide spouses opportunity to undergo marital-enrichment assessment, if applicable.	1.5.17	
Provide child-care providers information on potential child behaviors of returning personnel.	1.5.18	
Provide child-care providers information on single-parent Soldier issues.	1.5.19	

Section III - Unit

Account for all COMSEC equipment.	AE 3.1	X		
Account for all classified material accessed during deployment.	AE 3.2	X		
Turn in badges or devices for secure areas, as required.	AE 3.3	X		
Receive Handling of Classified Material Briefing.	AE 3.4	X		
Complete USAREUR off-duty Risk Assessment Card and receive Pre-Block Leave Safety Briefing.	AE 3.5	X		
View applicable Safe Driving Video.	AE 3.6	X		
Complete unit-specific tasks.	AE 3.7			

Name (last, first, MI)	SSN			
"AE" tasks are USAREUR-specific; "PRE-BL" tasks are completed before block leave.				
Section III - Unit (Continued)	DCSP#	PRE-BL	Completed/ verifying initials	Date (yy/mm/dd)
Request and Authority for Leave (DA Form 31) is completed for scheduled leave.	AE 3.8	X		
Advise unit mail room/consolidated mail room (UMR/CMR) of your return.	AE 3.9	X		
Verify individual PERSTEMPO information.	AE 3.10	X		
If assigned TCS to your deployed unit, ensure outprocessing is complete. (<i>individual augmentees only</i>)	AE 3.11			
Receive family readiness group (FRG) information.	AE 3.12			
Section IV - Personnel				
Verify completion of evaluation reports (OER or NCOER) (if required).	2.2.9a	X		
Verify completion of individual award nominations.	2.2.9b	X		
Certificate of Release or Discharge From Active Duty (DD Form 214) is prepared and submitted, if applicable.	1.5.11	X		
EMILPO release from attachment transactions submitted, if applicable.	AE 4.1	X		
Record of Emergency Data (DD Form 93) and SGLV (DD Form 8286/8286A) reviewed/updated.	AE 4.2	X		
Section V - Finance				
Receive Finance Briefing.	2.4.5	X		
Submit TCS/TDY travel voucher.	AE 5.1	X		
Verify/update (dependent) COLA, BAS, and stop other deployment pay entitlements, as required.	AE 5.2	X		
Stop SDP allotment contributions and/or stop/change regular allotments.	AE 5.3			
Section VI - Community				
Report theft/lost/damage of personal property with HHG contractor on delivery.	2.5.3	X		
Receive briefing on Relationships, Communication, and Stress.	AE 6.1	X		
Complete HHG/personal property arrangements.	AE 6.2	X		
Reactivate car insurance.	AE 6.3			
Obtain/replace expired car registration documents.	AE 6.4			
Obtain/replace expired drivers license.	AE 6.5			
Retrieve stored POV.	AE 6.6			
Notify claims office of any damage to stored POV if POV has been stored in a Government-provided storage facility.	AE 6.7			
Assign senior enlisted quarters (SEQ) and officer quarters (OQ), if applicable.	AE 6.8			
Receive ACAP career counseling, if applicable (DD Form 2648).	AE 6.9			
Verify or register Soldiers, families, and civilians in IACS.	AE 6.10	X		
Coordinate with DODDS-Europe administrators on student absences associated with block leave or accelerated withdrawal, if applicable.	AE 6.11	X		
Section VII - Medical/Dental				
Receive medical briefing at home station/DEMOB site.	2.1.3	X		
Conduct MMRB, MEB, and PEB.	2.2.12			
Obtain initial TB test and schedule 90-day TB test.	2.3.1	X		
Complete medical screening and schedule referrals as indicated.	2.3.4	X		
Provide serum/blood sample.	2.3.5	X		
Verify Adult Preventive and Chronic Care Flowsheet (DD Form 2766) was turned in to medical treatment facility.	2.3.7	X		
Verify Post Deployment Health Assessment (DD Form 2796) is complete and in medical	2.3.9	X		
Verify initial TB test is documented in medical records and in MEDPROS.	AE 7.1	X		
Verify dental classification.	AE 7.2	X		
Complete dental examination.	AE 7.3	X		
Receive required immunizations.	AE 7.4			
Verify medical emergency tags.	AE 7.5	X		
Verify vision classification.	AE 7.6			
Section VIII - Legal				
Receive counsel on damage notification and claims filing procedures.	AE 8.1	X		
Receive legal services (for example, wills, powers of attorney, taxes), if necessary.	AE 8.2			

Name (last, first, MI)		SSN	
Section IX - Reserve Component Tasks		DCSP#	Completed/ Verifying initials
Receive copy of Physical Profile (DA Form 3349) before separation, if applicable.		2.3.10	
Convert identified Soldiers to ADME status.		2.3.11	
Receive information on reemployment rights, SSCRA, and USERRA.		2.4.1	
Receive information on 18-year sanctuary (retirement), if applicable.		2.4.2	
Update status from Active Component (AC) to Reserve Component (RC) in DEERS/RAPIDS.		AE 9.1	
Complete all supply/accountability transactions.		AE 9.2	
Settle all finance and entitlement allowances.		AE 9.3	
Schedule 6-month post-deployment health reassessment.		AE 9.4	
Verify Annual Medical Certificate (DA Form 7349-R) is complete and in medical records/MEDPROS.		AE 9.5	
Verify Statement of Medical Examination and Duty Status (DA Form 2173 (Line of Duty) and all supporting documentation is complete, if applicable.		AE 9.6	
Verify Report of Medical Assessment (DD Form 2697) copy retained at 7th ARCOM and released to Department of Veterans Affairs.		AE 9.7	
Receive TRICARE briefing on Transitional Assistance Management Program (TAMP) benefits.		AE 9.8	
Section X - Civilian Employee Tasks			
Update deployment information in CIVTRACKS.		1.4.3	
Receive continued health care for deployment-connected conditions.		2.3.12	
Receive return-to-duty counseling.		AE 10.1	
Update emergency database.		AE 10.2	
Individual Reintegration Validation			
Accuracy statement: I understand I am certified for reintegration and, to the best of my knowledge, all information on this form is correct and current.			
Signature		2. Grade	3. Title
E-mail address (AKO)			
Commander's Reintegration Validation			
Section XI - Final Validation			
In theater <input type="checkbox"/> Go <input type="checkbox"/> No Go	Personnel <input type="checkbox"/> Go <input type="checkbox"/> No Go	Finance <input type="checkbox"/> Go <input type="checkbox"/> No Go	Community <input type="checkbox"/> Go <input type="checkbox"/> No Go
Medical <input type="checkbox"/> Go <input type="checkbox"/> No Go	Unit <input type="checkbox"/> Go <input type="checkbox"/> No Go	Legal <input type="checkbox"/> Go <input type="checkbox"/> No Go	Reserve component <input type="checkbox"/> Go <input type="checkbox"/> No Go <input type="checkbox"/> NA
Civilian employee <input type="checkbox"/> Go <input type="checkbox"/> No Go <input type="checkbox"/> NA			
Part B. Commander's certification: (Commanders LTC or above must certify when the individual has completed reintegration.)			
1. Printed name (Cdr or AG)		2. Grade	3. Title
4. Signature		5. Address	
6. Civilian number	7. E-mail address	8. DSN number	9. Fax number
Reserve Component			
Verifying Official	Signature	Grade	Title
Unit	E-mail address		DSN number
Filing procedures for AE Form 600-8-109A are as follows: (a) Soldiers - will be kept in the Soldier Readiness Folder (b) Civilians - maintained by supervisors. A copy will be forwarded to the servicing civilian personnel advisory center for inclusion in employee deployment packets			