

INSTALLATION COMMANDER'S AND UNIT COMMANDER'S ADVANCE

PARTY CHECKLIST (ADVON)

ADVON INPROCESSING
Rear Det POC/Telephone #

UNIT INPROCESSED
(UIC)

I. ADJUTANT GENERAL (PERSONNEL) - INPROCESSING

- a. ____ A copy of the Assumption of Command Memorandum.
 1. ____ A copy of the Alpha Roster.
 2. ____ A copy of the Unit Mobilization Order.
- b. ____ A copy of the unit's TOE/TDA, or MTOE and any Letters of Authorization.
- c. ____ A completed and updated copy of the Unit Status Report (DA Form 2715) – Within 48 hrs of the unit's mobilization.
- d. ____ A copy of the Computerized Unit Manning Roster/Report (UMR), with the following attached:
 1. ____ A roster of Non-deploying Personnel and Reason.
 2. ____ A roster of AWOLS and No Shows; Name, Rank, SSN, Unit Home Address, and Security Clearance.
 3. ____ Positions that require Security Clearances.
 4. ____ General Officer Memo for soldier(s) not MOS/SPEC qualified.
- e. ____ Military Personnel Records Jacket (DA Form 201) HAVE ON HAND – NOT NEEDED AT THE ADVON INPROCESSING.
- f. ____ Pending Personnel Actions (i.e., Promotions, Disciplinary, ETS etc).
- g. ____ A copy of the Personnel Asset Inventory (DA Form 3986).
- h. ____ Application for ID Cards (DD Form 1172). ****DO NOT DESTROY RESERVE OR NATIONAL GUARD CARDS.** (Please ensure all soldiers are issued Active Duty ID Cards using a Julian Calendar to determine expiration date prior to arrival at the installation). After the active duty cards are issued, collect the reserve or national guard ID Cards and have unit representative bring them to the ADVON Inprocessing. Doing this will shorten in the redeployment process.
- i. ____ Deployment Packets Completed for each soldier with a minimum of: Individual Mob Order, Unit Mob Order, DA 2A and DA 2-1/ERB or ORB, SGLV, DD Form 93, 2 sets of ID Tags, Copy of all DD 214/DD 220, Copy of Mortgage or Rental Contract, Marriage Certificate and Copy of Birth Certificates for family members.

- j. ____ Appointment of Military Postal Personnel (DD Form 285).
 - 1. ____ Postal Officer (E-7 or Above).
 - 2. ____ Mail Clerk.
 - 3. ____ Alternate Mail Clerk.

- k. ____ A copy of a memo authorizing necessary personnel access to the Installation Operations Center (IOC).

- l. ____ A copy of the unit roster of Personnel Security Clearances.

- m. ____ Individuals must be Combat Lifesaver Certified and must show proof.

- n. ____ Number of Personnel in the Unit:
 - a. ____ Officer/Enlisted.
 - b. ____ Male/Female.
 - c. ____ Total Personnel.

- o. ____ Number of personnel requiring Family Care Plan/Care Plans on Hand? ____

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(DATE AND TIME)

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II. TRAINING - IN-PROCESSING

A. The following documents are Mandatory Items that must be reviewed:

1. ____ Training Status Report (TSR – Annex _____ Spt Plan): Check that Group A and C Task have been certified by the unit Commander and verified by unit Mobilization Assistor.
2. ____ Paragraph 4 of the Post Mobilization Training Status Report (PTSR) is checked for training requirements/requests.
3. ____ Check the T/P Ratings in the Training Assessment Module (TAMS).
4. ____ Verify that all information in the unit's Mobilization Order is correct.
5. ____ Group A Sign-In Sheets: Verify attendance at Group A and C task Training.
6. ____ Individual Weapons Qualification:
 - a. ____ How many unit members need to Zero their M16A2 (A By Name List)?
 - b. ____ Did the unit use a 300m range for the M16? How many unit members need to qualify (A By Name List)?
 - c. ____ Did the unit complete NBC training? How many unit members need to fire (A By Name List)?
 - d. ____ Did the Unit complete Night Fire? How many unit members need to fire (A By Name List)?
7. ____ Did the unit complete M9 qualification? How many unit members need to fire (A By Name List)?

NOTE: DERIVATIVE UICs DO NOT REQUIRE USRs OR TAMs.

B. ADDITIONAL REQUIRED TRAINING (By Number of Soldiers)

1. ____ Stove Training Only—If the unit is taking Stoves. What type? How Many? (Requires DA Form 348-E).
2. ____ HUMMWV – Do unit members need licensing? (Requires DA Form 5984-E).
3. ____ SINGARS--Does the unit have SINGARS?
4. ____ NBC Training—Did the unit conduct Team and Gas Chamber Training?
5. ____ Generator (Only if the Unit is taking generators). What size? (Requires DA Form 348-E).
6. ____ What size Forklift? (Requires DA Form 348-E).
7. ____ MOS Specific Training – What Specific Task?

8. ____ Other – Any training the unit commander would like to accomplish, Time and Resources permitting? Can the unit conduct the training internally? What training resources are required? Classroom or field location?

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III. DIRECTORATE OF LOGISTICS

A. REQUIRED DOCUMENTS

1. ___ Signature Cards (DA Form 1687).
2. ___ Authorization for additional Uniforms (DA Form 3078). One form per each individual is required and the commander must sign each form stating that an individual is authorized the additional uniforms.
3. ___ Signature Card (DA Form 7000) that is part of the DA Form 3078.
4. ___ Ammunition Basic Load (DA Form 581—annotate Block 28 the LIN, Nomenclature, and Quantity of each weapon that will be deployed)
5. ___ Property Book and/or Hand Receipt.
6. ___ Alpha Roster identifying unit personnel that will deploy.
7. ___ List of MTOE Chemical Defense Equipment that will deploy.
8. ___ Calibration Report for MTOE Chemical Defense Equipment.
9. ___ DA Form 2765 (Shortages that need to be requisitioned).
10. ___ DA Form 2406 is complete.
11. ___ Current MTOE is available.

B. OTHER REQUIRED INFORMATION

1. ___ DODAAC
2. ___ Home Station Address.
3. ___ Point of Contact (POC) and Phone Number at Home Station (After unit deploys)
4. ___ Number of Personnel in the unit:
 - a. ___ Officer/Enlisted.
 - b. ___ Male/Female.
 - c. ___ Total Personnel.
5. ___ Quantity of Personal Decontamination Kits On Hand (M258A1) or M291.
6. ___ Quantity of Chemical Protective Over-Garments (CPOG) On Hand.
7. ___ Quantity of Field Desks, Field Tables, Water Cans, and Fuel cans.

8. ____ Quantity of Protective Masks (M17A1 or M40).
9. ____ Quantity of Weapons (M16A2, 9mm, M60, 50 Cal, MK19, SAW).
10. ____ Quantity of Weapons Rack.
11. ____ Quantity of Weapons Magazine.
12. ____ Quantity of Night Vision Equipment and Type, required.
13. ____ ULLS-G/ULLS-A. Is it authorized and is it being deployed.
14. ____ Three (3) days supply of MRE. Did unit bring them or does the unit have to draw MRE at the installation?
15. ____ List of OCIE shortages (Unit should have deployed to the MOB Station with all OCIE listed on FORSCOM message 13 except Cold Weather/Extreme Cold Weather Clothing. If the unit has shortages, the installation NEEDS to know.
16. ____ Thirty (30) days supply of Personal Toiletries (Individual's Responsibility).
17. ____ Seven (7) days supply of Class VIII (Medical). Units usually use Combat Lifesaver bags or personal first aid kit to satisfy this requirement. If they requisition Combat Lifesaver Bags.
18. ____ Thirty (30) days supply of Class IX. Peacetime supported repair parts for vehicles and weapons. Is it On Hand?
19. ____ Weapon cleaning Kits for weapons that will deploy with individuals. Are they On Hand?
20. ____ Has the Logistics coordinator at the Mobilization Station been contacted?

C. VEHICLES THAT WILL DEPLOY WITH THE UNIT

1. ____ If the unit arrives with vehicles to Mobilization Station they will be checked for Winterization. Unit must show proof that winterization was done, if not, vehicles will be checked to ensure that they are Full Mission Capable (FMC). Also, BII will be inventoried.

2. ____ The following information is needed whether the unit's equipment comes its Msor goes to Port:

- a. ____ Does each unit's vehicle have the required tire snow chains?
- b. ____ Does each unit's vehicle have a fuel can?
- c. ____ Does each unit's vehicle have a warning triangle?

D. UNIT MOVEMENT DATA

Questions will be asked to address the number of Duffel Bags and how much unit equipment was brought to the MOB Station to determine if the Deployment Equipment List is correct.

FINAL CHECK/VERIFICATION

_____ Approved (All Requirements Met)

_____ Disapproved (Not All Requirements Met)

MUIC OIC/REP

DATE