

## Less than 15 Day TDY

**The following is checklist to assist in the pre-deployment phase of your processing. All forms mentioned below can be obtained from the UDC Website.**

\_\_\_\_\_ Security Clearance if required (Start within 48 hours of notification of assignment)

\_\_\_\_\_ Passport (Start within 48 hours of notification of assignment)

\_\_\_\_\_ Itinerary (Can be made any time after notification of assignment)

### **PREDEPLOYMENT TRAINING (Should be completed within one week after notification of assignment):**

\_\_\_\_\_ Personal Recovery Training

\_\_\_\_\_ Personal Recovery Pro-file

\_\_\_\_\_ Introduction to Biometrics

### **ADMINISTRATIVE (Should be accomplished within one week after notification of assignment)**

\_\_\_\_\_ Log on to EngLink and update your Personal and Record of Emergency (USACE Only)

\_\_\_\_\_ ENG 6037-E Family Readiness Information Form (USACE Only)

\_\_\_\_\_ DD Form 93 Record of Emergency

\_\_\_\_\_ Complete Country Clearance Form

\_\_\_\_\_ UDC Clothing Issuance / ID Tag Form

### **INFORMATION MANAGEMENT (Within two weeks after notification of assignment)**

\_\_\_\_\_ Ensure you have a valid AKO Account and **KNOW YOUR USER NAME/ PASSWORD.**

**MEDICAL (Medical appointments should be made within 48 hours after notification of your assignment) Ensure you print off this part of your checklist and take it with you to your doctor to ensure all medical tests are completed.**

**LABS:**

- \_\_\_\_\_ G6PD (Once in a lifetime test and does not have to be re-accomplished)
- \_\_\_\_\_ Blood Type/RH (once in a lifetime test and does not have to be re-accomplished)
- \_\_\_\_\_ DNA on File (Not always possible) once in a lifetime test and does not have to be re-accomplished

**IMMUNIZATIONS**

- \_\_\_\_\_ ANTHRAX (optional if deploying less than 15 days)
- \_\_\_\_\_ HEPATITIS A
- \_\_\_\_\_ HEPATITIS B
- \_\_\_\_\_ INFLUENZA
- \_\_\_\_\_ MMR (Measles, Mumps, Rubella) (As an adult, once in a lifetime).
- \_\_\_\_\_ POLIO (oral or IM) (As an adult, once in a lifetime)
- \_\_\_\_\_ SMALLPOX (optional if deploying less than 15 days)
- \_\_\_\_\_ TETANUS / DIPHTHERIA
- \_\_\_\_\_ TUBERCULIN SKIN TEST (PPD)
- \_\_\_\_\_ TYPHOID