

SRP Deployment Checklist for Civilians

1. **NO** backpacks, handbags, book bags, briefcases, or like items of any type, are allowed in the SRP/Bldg 2140 area.
2. Food or drink are **NOT** allowed in the SRP/Bldg 2140 area.
3. Family members **WILL NOT** be allowed in the SRP/Bldg 2140 area.
4. Must have the following documents in your Medical Records:
 - A. A **current physical/Lab work, EKG's if over 40 years** of age needed on hand.
 - B. Any types of **Physical limitation/profiles** that may apply.
 - C. **Prescribed Medication**, if applies, bring in the bottle(s) or documented prescription of the Medication being taken.
 - D. **Immunizations record**.
 - E. Medical records **MUST** be given to the SRP Medical records office **3 DAYS PRIOR to their SRP Appointment**.
5. **Dental: DD form 2813** folder signed by Dental provider.
6. **Finance:** a cancelled check or document(s) showing bank account number and routing number for Eagle Card (CENTCOM only).
7. Manila Folder must have the following documents:
 - A. **DD Form 93** (Record of Emergency data Card)
 - B. **ANAM briefing** completed; (Overseas Deployment – Middle-East countries)
POC: Mr. Rios @ 253-968-4805 ANAM strip map attached.
8. **Military CAC** card on hand.
9. **DARTS** input/updated into the DARTS system.
10. If the Individual requires oral **Typhoid**, he/she will receive it on Mondays, Wednesdays, and Fridays only. This is a four **(4)** dose series during an eight **(8)** day period. For example: if you receive your first dose on a Wednesday, then you will take your fourth/final dose on the following Wednesday. **(Not available on Federal Holidays and DONSA)**

If medical records are located on JBLM, a carrier can transport them to the SRP Site from MAMC/Occupational Health once requested by the Deploying Civilian.

SRP Medical Records room address:

Department of the Army
DHR/SRP Records Room
2140 Liggett Avenue Box 339500 MS/85
Joint Base Lewis-McChord, WA 98433-9500
OFFICIAL BUSINESS

- Please call the SRC records room to verify that the records have arrived @ 967-8252.

SRP Operations Coordinator/Scheduler
Office: (253) 967-1741