

**SPD CIVILIAN POST-DEPLOYMENT CHECKLIST
(11 August 2004)**

OFFICE	TASKS	COMPLETED	REMARKS
EOC	Upon advisement of deployee's pending return (by GRD/AED/TAC), inquire via e-mail (deployee) as to whether he/she suffered any occupational injury or occupational illness. Where response is positive, deployee must complete ENG Form 3394 and appropriate CA form, have forms signed by deployee's in-country supervisor, and return copies to Safety and CPAC Workers Comp Rep upon return to home station		
Deployee/EOC	Advise EOC of return to CONUS/arrival at CRC		
Deployee/EOC	Advise EOC of departure from CRC and estimated date of return to home station		
Deployee/CRC	Ensure CRC provides adequate supply of Malaria medications, as appropriate		
Deployee/CRC	Complete Health Assessment/Medical Screening at CRC, if at all possible. (Complete DD Form 2796: Post-Deployment Health Assessment Questionnaire)		
EOC	Advise deployee's supervisor, SPD CPAC, Safety & SPD Security (SFC Wills: 415-977-8303) of date of employee's return		
SPD CPAC	Advise Supervisor to initiate RPA to return deployee to home station HR rolls		
Supervisor	Initiate RPA to return deployee to home station HR rolls		
	Advise RM CSR (Customer Service Rep) of date of deployee's return to home station rolls (pay purposes)		
	Advise IM of deployee's pending return (re-establish e-mail account, update employee's computer w/current patches & IAVs)		
Supervisor/Deployee	Solicit information on deployment related awards received for re-presentation at home station		
	Solicit information on TAPES performance ratings received while deployed. Advise SPD CPAC & provide copies as appropriate		
	Arrange for welcome home brief by leadership at home station, as appropriate		
Deployee/Supv/CPAC	a. Supv (home station) signs final SF-1190 (Foreign Allowance Report) in block #22, Approving Official, and Foreign Location Record. b. Deployee completes and submits SF-1190 and Foreign Location Record w/in 2 weeks of return to CONUS.		

Deployee/Legal	Update/Change Wills or Powers of Attorney, as appropriate (optional)		
Deployee/LM/IM/EOC	Turn in SPD/home station issued equipment, as necessary		
Deployee/LM	Interface w/LM to discuss disposition of Official No-Fee (Red) passport		
Deployee/IM	Notify IM Helpdesk of return: Update AKO account, re-establish UPASS/CEFMS access & update passwords		
Safety	Ensure Medical Assessment/screening accomplished at CRC & obtain copy of DD Form 2796		
	Offer deployee free Post-deployment physical exam (Where declined: Obtained signed Waiver.)		
	Ensure deployee has been administered a Post-deployment TB Test (free)		
	Ensure deployee receives all (free) required multi-dose immunizations (Hepatitis A&B)		
	Ensure deployee receives 2 nd TB Test 6 months after return from deployment (free)		
	Refer deployee to SPD CPAC (Marcy Reyes) concerning any employment injury compensation issues, as appropriate		
	Refer deployee to SPD CPAC for any Employee Assistance Counseling issues (personal or family), as appropriate		
	Place or ensure placement of the original copy of completed DD Form 2796 in Employee's Medical File (EMF): 5 CFR 293		
	Ensure copy of completed DD Form 2796 is sent to the Army Medical Surveillance Activity, Washington, DC		
SPD CPAC (Marcy Reyes)	Meet w/deployee and address employee job injury compensation issues, as appropriate		
SPD CPAC	Assist deployee w/Restoration of Forfeited Annual Leave issues, as appropriate		
	Assist deployee w/Employee Assistance program counseling issues (personal and family), as appropriate		
	Assist deployee w/SF Form 1190 issues, as appropriate		
	Assist deployee w/any other HR related post-deployment issues, as appropriate		