

**NAVY OPERATIONAL SUPPORT CENTER SAN JOSE  
 READINESS REVIEW CHECKLIST**

**PRIVACY ACT STATEMENT**

AUTHORITY: Title 5, U.S.C. PRINCIPLE PURPOSE: To identify and manage information.  
 ROUTINE USES: Information used for manpower and to ensure member is fully prepared for mobilization.

<b>RANK/RATE/FULL NAME</b>	<b>UNIT</b>	<b>EMAIL</b>
----------------------------	-------------	--------------

**1 THROUGH 9 CAN BE DONE IN ANY ORDER**

**1. MANPOWER (RM 103)**

- 1.1 NAVPERS 1070/602 Emergency Data (Page 2)  
*Must be reviewed annually (rolling 12 month period).*
- 1.2 Family Care Certificate  
*Required when spouse is serving in the military (active/reserve/IRR) with a dependent under the age of 19 or member is a single parent with custody of a dependent under the age of 19. Verify NAVPERS 1001/3 question 3 and 4.*  
 Verification/Completion Date : \_\_\_\_\_  Not Required
- 1.3 Electronic Service Record access (ESR).  
*Verify member has access. <https://nsips.nmci.mavy.mil>*
- 1.4 SGLI/Family SGLI SGLV 8286/8286A.  
*Have member verify SGLI/FSGLI.*
- 1.5 Ensure Direct Deposit System (DDS)  
*Enrollment is mandatory.*
- 1.6 NAVPERS 1001/3 Ready Reserve Screening Questionnaire  
*Completed and signed.*
- 1.7 Recall update: Address: \_\_\_\_\_  
  
 State \_\_\_\_\_ ZIP \_\_\_\_\_ HM# \_\_\_\_\_ Cell# \_\_\_\_\_

<b>Manpower Department Signature:</b>	<b>Mobilization Recommendation</b> <input type="checkbox"/> Ready <input type="checkbox"/> Follow-up required
---------------------------------------	--

**2. MEDICAL (DRILL HALL AND RM 109)**

- 2.1 Preventive Health Assessment Date: \_\_\_\_\_  
*Must be completed annually (rolling 12 month period).*
- 2.2 Immunization currency
- 2.3 Annual HIV Test
- 2.4 DNA  
*Verify that the DNA draw was completed.*
- 2.5 TNPQ  YES  NO Determination Status date: \_\_\_\_\_  
*If yes, member must resolve condition within 6 months.*

<b>Medical Department Signature:</b>	<b>Mobilization Recommendation</b> <input type="checkbox"/> Ready <input type="checkbox"/> Follow-up required
--------------------------------------	--

**3. DENTAL (RM 130)**

- 3.1 (Military Exam) Dental  
 Exam Date: \_\_\_\_\_ Class: \_\_\_\_\_ Next due: \_\_\_\_\_
- 3.2 (Civilian Exam) DD 2813  
 Date: \_\_\_\_\_ Class: \_\_\_\_\_ Next due: \_\_\_\_\_
- 3.3 (X-ray) Bitewings/Panogram Date: \_\_\_\_\_ Class: \_\_\_\_\_
- 3.4 Dental class: \_\_\_\_\_ Determination Status Date: \_\_\_\_\_  
*Member must resolve condition within 6 months.*

<b>Dental Department Signature:</b>	<b>Mobilization Recommendation</b> <input type="checkbox"/> Ready <input type="checkbox"/> Follow-up required
-------------------------------------	--

**4. SUPPLY (RM 122)** 4.1 Messing/Berthing Entitlement Worksheet

Members eligible for berthing are required to submit this form annually or anytime there are changes (NAVOPSPTCEN San Jose Berthing Instruction 11103.1).

Supply Department Signature:

Mobilization Recommendation

 Ready  Follow-up required**5. ADMIN (RM 103A)** 5.1 Security Clearance Type: \_\_\_\_\_ Investigation Date: \_\_\_\_\_

Admin Department Signature:

Mobilization Recommendation

 Ready  Follow-up required**6. URINALYSIS (RM 111)** 6.1 Urinalysis Sample

Urinalysis Coordinator Signature:

Mobilization Recommendation

 Ready  Follow-up required**7. OPERATIONS/IT (RM 117)** 7.1 GTCC

Verify member has no delinquencies.

 7.2 Civilian Employment Information(CEI)

Current employer info can be verified via ESR.

 7.3 NMCI Official Navy E-mail Verification. 7.4 Common Access Card (CAC)

Verify member has CAC ID with updated PKI certificates.

 7.5 DOD Information Assurance Awareness

Must be completed annually via NAVOPSPTCEN instructor or NKO (current FY).

 7.6 ATFP Level 1 (CONUS)

Must be completed annually via NAVOPSPTCEN instructor or NKO (current FY).

Operations Department Signature:

Mobilization Recommendation

 Ready  Follow-up required**8. UNIT CAREER COUNSELOR (UNIT CC)** 8.1 EOS Date: \_\_\_\_\_

Members within 90 Days of EOS are required to route an extension/reenlistment/discharge request.

 8.2 Point Capture:

Counsel member on Point Capture and minimum drill points required for a satisfactory drill year towards retirement.

 8.3 Benefits Review:

Counsel member on GI Bill benefits.

 8.4 Career Development Board Date: \_\_\_\_\_ 8.5 Career Management System(CMS)

Verify member has made initial access to CMS via NKO. CMS is CAC card enabled requiring an initial binding with members SSN and DOB.

Unit CC Signature:

Mobilization Recommendation

 Ready  Follow-up required

**9. PHYSICAL READINESS (UNIT CFL/ACFL)**

- 9.1 Total failures within the last four years: \_\_\_\_\_ None
- 9.2 Last PFA: Pass Failed Waived  Not Performed
- 9.3 Total Medical Waivers within the last four years: \_\_\_\_\_ None

Unit CFL/ACFL Signature:

Mobilization Recommendation  
Ready  Follow-up required

**10. UNIT CO/OIC FINAL REVIEW**

- 10.1 Manpower Section 1  
*Completed and recommended Ready for Mobilization.*
- 10.2 Medical Section 2  
*Completed and recommended Ready for Mobilization.*
- 10.3 Dental Section 3  
*Completed and recommended Ready for Mobilization.*
- 10.4 Supply Section 4  
*Completed and recommended Ready for Mobilization.*
- 10.5 Admin/IT Section 5  
*Completed and recommended Ready for Mobilization.*
- 10.6 Urinalysis Section 6  
*Completed and recommended Ready for Mobilization.*
- 10.7 Operations Section 7  
*Completed and recommended Ready for Mobilization.*
- 10.8 Unit Career Counselor Section 8  
*Completed and recommended Ready for Mobilization.*
- 10.9 Unit CFL/ACFL Section 9  
*Completed and recommended Ready for Mobilization.*
- 10.10 Is reservist Mobilization Ready per Ready Reserve Screening Questionnaire?  
*See attached NAVPERS 1001/3.*
- 10.11 ECRC Checklist.  
*All Unit Commanding Officers have been provided with a copy of this checklist and must ensure that their personnel are familiar with activation process and each requirement.*
- 10.12 MAS/IMS Code  
*Verify member MAS/IMS code.*
- 10.13 Drill Summary  
*Review member Drill Summary.*

*When the member's Readiness Review Checklist is complete, unit CO and member must sign both Readiness Review Checklist and NAVRES 1001/3. Once the entire unit is complete, submit all checklists and associated documents to the Manpower Department.*

Member Signature:

Date:

Unit CO/OIC Signature:

Date: