

UNIT IN THE SPOTLIGHT

INDIVIDUAL READINESS CHECKLIST

TURN IN TO UNIT OIC ONCE COMPLETED

Name: _____ Unit: _____ Date: _____

Home Address: _____

Navy Email Address: _____ Civilian Email: _____

PNOK Email Address: _____

Phone: (H) _____ (W) _____ (C) _____

PNOK: (H) _____ (W) _____ (C) _____

1. PERSONNEL RECORDS – PS1(AW) Schneiderat/PS2 Medeiros

***Initials**

- ____ 1. Update Annual Family Care Plan
- ____ 2. Review and update Page 2's/verify NSIPS PG2
- ____ 3. Review and update SGLI/FSGLI
- ____ 4. Current ID Card (Expiration date: _____)
- ____ 5. Fill out ReadyReserve Screening Questionnaire
- ____ 6. Verify MGIB paperwork (if applicable)
- ____ 7. Update Incremental Drill Form (flex drill members only)
- ____ 8. Update recall information
- ____ 9. Verify member's CEI codes and Foreign Language Skills
- ____ 10. Verify that EVALS/FITREPS are up-to-date

2. ADMIN – YN1(SW) Whitcomb

***Initials**

- ____ 1. PRT/PARFQ status

3. SECURITY – LCDR Smiley

***Initials**

- ____ 1. Annual Security Refresher Brief
- ____ 2. Clearance Package EQIP or periodic update submitted
- ____ 3. Clearance (type/date): _____

4. TRAINING/TRAVEL – FC2(SW) Edwards

*Initials

- ____ 1. Verify credit card status
- ____ 2. GTCC Page 13
- ____ 3. Completed Annual DOD IA Course (date of certification): _____
- ____ 4. ATFP Level 1 Conus training (date of completion): _____
- ____ 5. Status of travel claim
- ____ 6. Does member have active account: _____
- ____ 7. Any NMCI account issues: _____
- ____ 8. Completed Annual NMCI User Agreement form (date): _____
- ____ 9. CAC Reader Issued: _____
- ____ 10. NFAAS update

5. SUPPLY – LS2 Johnson

*Initials

- ____ 1. Messing/berthing Entitlement Worksheet
- ____ 2. Order uniforms as required
- ____ 3. Seabag checklist

6. MEDICAL/DENTAL – HM2 El Gbouri

*Initials

- ____ 1. Periodic Health Assessment: _____ Next due: _____
- ____ 2. Shots current/completed/waived
- ____ 3. HIV testing completed
- ____ 4. Dental exam date: _____ Class: _____ Next due: _____
- ____ 5. ESAMS account/training
- ____ 6. DAPA, SAPR briefs

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