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Army Regulation 600-8-101

Personnel—General

Personnel Processing (In-and Out-and Mobilization Processing)

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Headquarters
Department of the Army
Washington, DC
12 December 1989

SUMMARY of CHANGE

AR 600-8-101
Personnel Processing (In- and Out- and Mobilization Processing)

This new Army regulation consolidates several regulations and parts of other regulations; and prescribes policy for military personnel on in-and-out processing and mobilization processing.

SH S by 26 Feb 1993

Headquarters
Department of the Army
Washington, DC
12 December 1989

*Army Regulation 600-8-101

Effective 12 January 1990

Personnel—General

Personnel Processing (In- and Out- and Mobilization Processing)

This UPDATE printing publishes a new Army regulation.

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

Summary. This regulation prescribes policies, operating tasks, and steps governing military personnel in- and out-processing and mobilization processing as a function.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Cir 600-8-89-1.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MP), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, PERSCOM (TAPC-PDO) ALEX VA 22332-0474.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12-09-E, block number 5033, intended for command level A for Active Army, D for ARNG, and A for USAR.

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Introduction

Section I
General

1-1. Purpose
This regulation prescribes military personnel processing requirements (in-and out-processing and mobilization processing) with *the exception of transition and reassignment processing. It* establishes standards and provides an operational document in a logical sequence, (fig 1-1). This regulation emphasizes in- and out-processing, but is not designed to identify all of the work (tasks, rules, and steps involved) which must be accomplished during processing. Priority will be given to those tasks that directly relate to a soldier's deployability status.

1-2. References
Required and related publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities
a. The Deputy Chief of Staff for Personnel (DCSPER), (DAPE-MPE) will establish personnel policies relating to the processing of active duty and Reserve Component soldiers.

b. Each Army Staff and field operating agency connected with the processing program (such as, The Deputy Chief of Staff for Operations and Plans (DCSOPS) and The Deputy Chief of Staff for Logistics (DCSLOG)) will, recommend policy to the DCSPER regarding the processing of active duty and Reserve Component soldiers.

c. The Chief, National Guard Bureau (NGB), (NGB-ARP-P) and the Chief, Army Reserve, (DARP-NC-PSO), will recommend Reserve affairs and mobilization policy and operational tasks to the DCSPER regarding the processing of active duty and Reserve Component soldiers and families.

d. The Commanding General, U.S. Total Army Personnel Command (CG PERSCOM), will establish standards and operating tasks for the personnel program.

e. The Commandant, Adjutant General (AG) School (ATSG-AG), will ensure lesson programs of instruction incorporate the provisions of this regulation.

f. Commanders of all major Army commands will monitor and assist in the administration of the processing program to ensure compliance with the policies and operating tasks established by this regulation.

g. Commanders of each installation and unit as well as community and mobilization station will establish, resource, and operate a processing program which accomplishes the requirements established by this regulation.

1-5. Manpower resources
Manpower Staffing Standards System (MS3) includes the military personnel function of in- and out-processing at the in- and out-processing work center. The manpower authorizations will be determined using the number of soldiers processed during the preceding 12 months as the workload factor.

1-6. Levels of work
a. Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent of an installation). The guidance in this regulation is on those levels.

(1) Unit and battalion-level work is straight forward where it is performed.

(2) Installation-level work requires an understanding of the organizational structure. Work at installation level falls into two major categories:

(a) Command and staff (C&S). C&S includes work required to manage the personnel strength of a command and to support the commander's decision process. The headquarters elements of all Army commands are responsible for C&S work. (Brigades within Army divisions are notable exceptions.) C&S work includes enlisted and officer strength management, awards and decorations, transition (that is, release from active duty, discharge, and retirement), special correspondence, and personnel actions requiring a commander's decision.

(b) Personnel support (PS). PS work is performed by personnel support activities, either in the personnel service center or as part of the base operations (BASOPS) support structure.

b. The guidance in chapters 2 through 6 addresses the following levels of work:

(1) *Soldier.* Work beginning with input from a soldier.

(2) *Unit.* Work executed at unit level.

(3) *Battalion.* Work executed at battalion level.

(4) *Command and staff.* Work executed within the chain of command (other than the battalion.) The specific C&S work center covered by this regulation is strength management.

(5) *Personnel support.* Work executed in a personnel support organization. The specific PS work center covered by this regulation is the in-and out- processing work center.

1-7. The processing program
The processing program prepares, validates, and reports individual soldier and unit readiness for deployment, including shortfalls, to the unit commander. A diagram of the processing program is at figure 1-2. It consists of the following:

a. In-processing at Active Component installations and communities which—

(1) Extends from installation to unit/battalion level.

(2) Welcomes and brings the individual soldier and family "onboard."

(3) Provides an orderly process resulting in validation and reporting of individual soldier readiness for worldwide deployment to the gaining commander.

b. Out-processing at Active Component installations and communities which—

(1) Extends from unit/battalion to installation level.

(2) Provides for the successful separation of the individual soldier and family from active duty.

(3) Provides an orderly process resulting in preparation and validation reporting of individual soldier readiness to the losing and gaining commanders.

c. Installation clearance at Active Component installations and communities that—

(1) Is a subelement of the installation processing activities.

(2) Supports out-processing.

(3) Executes installation/community commander's responsibility to ensure only qualified soldiers depart either on permanent change of station or extended temporary duty.

d. Soldier readiness that—

(1) Is a set of personnel qualification requirements agreed upon by HQDA level policy proponents.

(2) Determines a soldier's readiness for worldwide deployment.

(3) Is checked, validated, and reported during in-processing, out-processing, and annually thereafter for active duty soldiers.

(4) Is checked, validated, and reported during mobilization processing for Reserve Component soldiers.

e. Unit and individual movement of soldiers on active duty that—

(1) Involves only actual unit moves during contingency operations or training missions.

(2) Requires specific soldier readiness processing requirements be met prior to actual movement.

Section II
Principles and Standards

1-8. Principles of support
The military personnel system implements a special program to—

a. Efficiently accomplish all administrative actions required to relocate soldiers.

b. Ensure soldiers are ready for short notice deployment to meet contingency requirements.

c. Efficiently process the mobilizing force as it enters active duty.

d. Support the Army's life cycle function of sustainment.

e. Assist in the family movement process.

f. Prepare soldiers for movement.

1-9. Standards of service

a. *The In- and Out-Processing Program.* This program—

(1) Is a peacetime military personnel multifunctional program.

(2) Is resourced in BASOPS.

(3) Does not deploy with the tactical force.

(4) Is the functional responsibility of the in- and out-processing work center.

b. *Execution of the In- and Out-Processing Multifunctional Program.* This program requires the connectivity with the following functions and multifunctional programs:

(1) Enlisted Management.
(2) Enlisted Promotion and Reductions.
(3) Enlisted Transfers/Discharges.
(4) Flagging.
(5) Identification Documents.
(6) Leaves and Passes.
(7) Officer Management.
(8) Officer Promotions.
(9) Officer Transfers/Discharges.
(10) Personnel Accounting and Strength Reporting.
(11) Personnel Security Clearances.
(12) Reassignment.
(13) Retention.
(14) Sponsorship.
(15) Transition Processing.
(16) Battalion Personnel Service Support (PSS).
(17) Orders Program.
(18) Personnel Information Management.

c. *Linking standard.* The military personnel functional proponents will support the program manager in the execution of the program by—

(1) Ensuring in- and out-processing requirements are accurately identified in the in- and out-processing regulation.

(2) Including the details of the in- and-out-processing requirements in their functional regulations.

d. *Processing standards.*

(1) The in- and out-processing program will provide a framework to bring together installation and community staff support agencies in support of soldiers and families under the leadership of the installation Adjutant General (AG).

(2) Installations and communities will operate military personnel processing activities to process soldiers and their families in an efficient and expeditious manner.

(3) Under centralized conditions, processing facilities will operate under the leadership of the Military Personnel Division. Processing personnel will be provided by the functional staff offices responsible for the various processing stations.

(4) Under decentralized conditions, soldiers will visit each of the various functional staff offices for processing.

(5) Officers and senior noncommissioned officers (NCOs) (sergeant first class (SFC) and above) will not be required to physically in-process/out-process at all stations.

(6) Soldiers will receive an appropriate orientation briefing during out-processing and in-processing. Their family members will be encouraged to attend.

(7) The processing activity will include a "24 hour a day" Welcome/Departure Information Point.

e. *In-processing standards.*

(1) Soldiers will complete installation and community level in-processing within 5 duty days.

(2) Soldiers will report for in-processing with 24 hours of arrival (sign-in) at the installation or community level replacement activity or the strength management work center.

f. *Soldier readiness standards.*

(1) Soldiers will be administratively ready for worldwide deployment at all times.

(2) In- and out-processing work center resources will be used to review and correct all soldier readiness and emergency data review requirements.

(3) Soldier readiness will be routinely verified during in-processing and annually thereafter, and prior to any actual deployment.

g. *Out-processing and installation clearance standards.*

(1) Soldiers will be granted at least 3 duty days to visit and clear all mandatory points of clearance.

(2) Installations and communities will operate central clearance facilities to minimize personal clearance requirements.

Section III
The Structure

1-10. The processing activity structure

The processing activity is a BASOPS network which brings together installation and community staff agencies that support the processing program. It—

a. May be modified (added to or subtracted from) in structure to accomplish the mission and accommodate the needs of the installation or community.

b. Determines a soldier's intermediate deployability status—end product of in-processing (chaps 2 and 4).

c. Supports out-processing (chap 3) and determines a soldier's final deployability status (chap 4).

d. Supports the soldier readiness processing team—annual checks of soldier readiness conducted at unit or installation (by individual appointment) levels (chap 4).

e. Supports unit movement processing (chap 5).

f. When modified, supports mobilization (chap 6).

1-11. Program policy

The processing program is directed by HQDA Staff level and field operating agencies either as policy, functional, or branch proponents. This regulation provides a single-source operating document to the field, and, as such, is binding on all communities involved in the processing business.

1-12. Rules for operating the processing activities

a. Each processing activity will operate on a 24-hour-a-day Welcome/Departure Information Point. Smaller installations or communities may incorporate this task with the installation or community staff duty officer or make other suitable arrangements.

b. The processing activity, based on installation or community size and layout, will—

(1) Be manned full- or part-time.

(2) Be in a central facility or area.

c. The Chief, Military Personnel Division (installation or community level) will supervise and direct overall operations.

d. Each of the installation or community staff agencies are responsible for their own internal manning and operations.

e. To maximize the utility of manpower resources, each military personnel division will consider consolidating installation and community support activities. Additionally, future modes of operations should be subject to commercial activities cost studies instead of automatically resorting to in-hours operations. Only military essential in-house functions should be excluded and staffed by either military or Army civilian personnel.

1-13. Future concept

Based on field recommendations, the Army's future objective is to gradually move all installations and communities towards a standard processing activity structure that will—

a. Support the Manpower Staffing Standards System (MS3).

b. Enhance training of personnel managers and operators.

c. Allow for standard automation packaging (software programs).

d. Ease transition to mobilization.

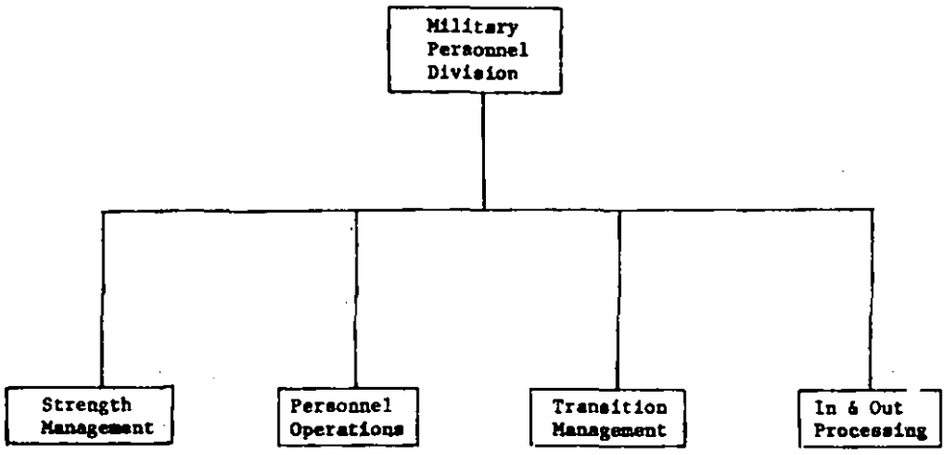

Figure 1-1. Organizational relationships

The Processing Program

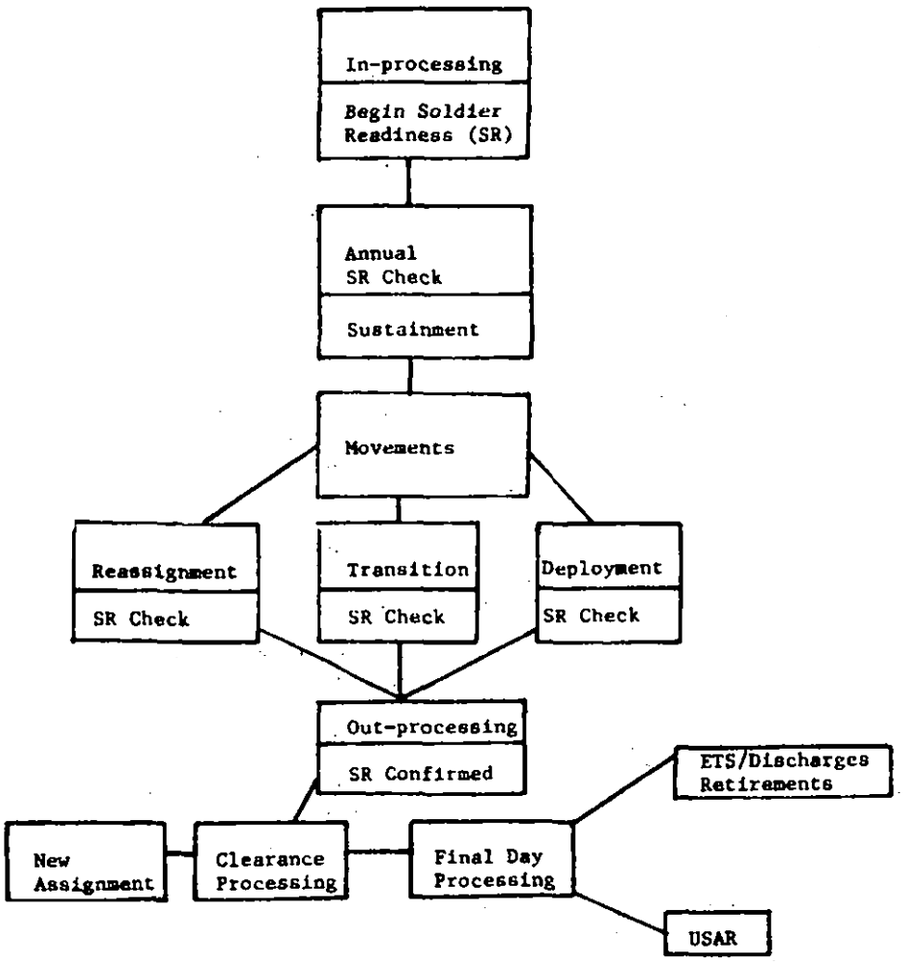

Figure 1-2. The personnel processing program

Chapter 2
In-Processing

Section I
General

2–1. The In-Processing Program
The In-Processing Program is an installation and community BASOPS initiative. It welcomes a soldier and family members at the new duty station. The soldier readiness status of each newly assigned solider is reported to the gaining unit commander.

2–2. The In-processing record
DA Form 5123–1–R (Personnel In-processing Record) is used to guide a soldier through the in-processing program, and determine the readiness status of each soldier. DA Form 5123–1–R will be reproduced on 8½- by 11-inch paper. A copy of the form is located at the back of this regulation.

2–3. In-process policy
a. Soldiers will report for in-processing within 24 hours of or on the next duty day following arrival (sign-in) at the installation/community level replacement activity or G1/AG strength management work center.

b. Soldiers will complete installation and community level in-processing within 5 duty days (standard). Deviations from this standard require the installation and community commander's approval.

c. Senior NCOs in grades E7 through E9 and all commissioned officers will not be required to physically in-process at all stations.

d. Soldiers will receive an appropriate welcome orientation. Family members will be encouraged to participate.

e. Supervisors of each station, or senior person in charge, will check the work completed within the station to ensure each soldier is completely in-processed.

Section II
Task: Conduct Operations at the In-Processing Control Station (ICS)

2–4. Rules for operating the in-processing control station
a. All soldiers will process through this station.

b. Controls will be instituted at the installation level to ensure that soldiers will be properly processed. ICS is the focal point in the in-processing cycle.

c. The ICS will maintain close liaison with the replacement detachment to project and manage the anticipated workload.

d. Installation or community staff agencies, as deemed appropriate, will participate in an in-processing briefing to inform soldiers and family members of services available.

e. In some instances, a station's required forms may be filled out during the briefing or during a later time (after normal duty hours for example) so as to reduce soldier processing time at that given station.

f. Checks will be made to ensure that soldiers are properly processing, eliminating, or identifying soldier readiness nondeployment conditions.

g. The DA Form 5123–R (Reassignment Records Checklist) will be used to account for documents or records soldiers are required to have in their possession upon arrival and departure. DA Form 5123–R will be reproduced on 8½- by 11-inch paper. A copy of this form is located at the back of this regulation.

h. When a soldier reports without records (personnel, medical, dental, and so forth) the ICS will send a message requesting that the losing commander forward the soldier's records. The ICS will suspense for followup and properly distribute upon receipt.

2–5. Steps for operating the ICS
The steps required for operating the ICS are shown in table 2–1.

Table 2–1
In-processing control station

Step	Work center	Required action
1	IOPR	Issue DA Form 5123–1–R if not issued by the replacement battalion, company, or G1/AG assignment section.
2	IOPR	Indicate those stations or items the soldier should not or must process through.
3	IOPR	Coordinate and supervise the conduct of the in-processing briefing.
4	IOPR	Accomplish preprocessing of required forms.
5	IOPR	Provide any special guidance as required by the soldier.
6	IOPR	Supervisor checks each soldier's in-processing record for any deficiencies.
7	IOPR	Supervisor initiates and follows-up on corrective action(s).
8	IOPR	Supervisor signs in-processing record.
9	IOPR	Release soldier to the replacement battalion/company for further in-processing.
10	IOPR	Supervisor notifies replacement battalion/company sergeant and possibly the gaining unit commander for any remaining incorrect conditions.

Section III
Task: In-Processing at the Replacement Detachment

2–6. Rules for in-processing at the replacement detachment
a. Upon arrival at an installation/community, a soldier's military leave will be terminated, as appropriate.

b. Processing will be conducted so as to process the soldiers at the gaining unit as soon as possible.

c. Soldiers will be processed on the Standard Installation/Division Personnel System (SIDPERS) data base upon reporting in.

d. Checks will be made to ensure that soldiers are properly processing, eliminating, or identifying soldier readiness nondeployment conditions.

e. Various in-processing briefings will be conducted, to include handouts designed to assist soldiers and family members.

f. Soldiers will clear the replacement detachment prior to reporting to their unit.

2–7. Steps for in-processing at the replacement detachment
The steps required for in-processing at the replacement detachment are shown in table 2–2.

Table 2–2
In-processing replacement detachment

Step	Work center	Required action
1	IOPR	Sign-in soldier and terminate leave
2	IOPR	Collect soldier's Military Personnel Records Jacket (MPRJ), medical, dental records, and finance envelope
3	IOPR	Arrange for billeting, food service, and other support processing.
4	IOPR	Review status of soldier's record for "Pending Gain" on SIDPERS. If yes, go to step 7. If no, go to step 5.

5	IOPR	If present in MPRJ, obtain transfer data record (TDR) cards and submit to Personnel Automation Section (PAS) Go to step 7.
6	IOPR	If TDR cards are not present in MPRJ, submit TDR (minimum essential elements only), DA Form 3807 (SIDPERS Input and Control Data-Officer Transfer Data Record), or DA Form 3808 (SIDPERS Input and Control Data-Enlisted Transfer Data Record) to PAS.
7	IOPR	Once soldier is "pending gain," submit SIDPERS transaction gaining soldier to the local data base.
8	IOPR	Give soldier DA Form 5123-1-R.
9	IOPR	Forward MPRJ to personnel strength management station.
10	IOPR	Receive copy of assignment orders or endorsement from Personnel Strength Management Station (PSMS)
11	IOPR	Processing sergeant checks each soldier's in-processing guide for deficiencies, initiates and follows-up on corrective action(s).
12	IOPR	Processing sergeant signs in-processing guide.
13	IOPR	Release soldier for further in-processing.
14	IOPR	Submit SIDPERS arrival transaction.
15	IOPR	Inform gaining commander of any required follow-up action.
16	IOPR	Ensure soldier is able to move to new unit of assignment.
17	IOPR	Assist soldier as required.

Section IV
Task: In-Processing at the Personnel Strength Management Station (PSMS)

2-8. Rules for In-processing at the PSMS

a. Each soldier or the automated personnel records will be processed through this station.

b. Each soldier's MPRJ will be reviewed for correct assignment eligibility and availability (AEA), physical category, Special Duty Assignment Pay (SDAP), regimental/homebase, Exceptional Family Member Program (EFMP), missed promotion, and Foreign Language Proficiency Pay (FLPP) to update the data base and to make correct assignment decisions.

c. This station may also operate during nonduty hours to verify and make assignments to reduce soldier processing time.

2-9. Steps for In-processing at the PSMS

The steps required for in-processing by the PSMS are shown in table 2-3.

Table 2-3
In-processing personnel strength management station

Step	Work center	Required action
1	IOPR	Receive MPRJ from replacement battalion/company and G1/AG Assignment Management Section.
2	IOPR	Review MPRJ for assignment qualifications and considerations.
3	IOPR	Verify regimental affiliation.
4	IOPR	Verify home-base/advanced assignment.
5	IOPR	Verify Exceptional Family Member Program.
6	IOPR	Verify physical category code 3 or 4 with Military Medical Reclassification Board (MMRB) processing.
7	IOPR	Verify assignment eligibility and availability code/termination.
8	IOPR	Verify missed promotion while in transit, specifically check for E1-E2, 1LT-2LT and CW1-CW2.
9	IOPR	Verify Special Duty Assignment Pay
10	IOPR	Verify foreign language proficiency pay (if applicable).
11	IOPR	Determine duty assignment and issue necessary assignment orders or amendment to current permanent change of station (PCS) orders.
12	IOPR	Forward MPRJ and orders to personnel records station.
13	IOPR	Forward orders to replacement battalion/company.
14	IOPR	Inform commander of any required followup action, to include sponsorship appointment.
15	IOPR	Supervisor checks work completed and signs the personnel in-processing record.
16	IOPR	Release soldier for in-processing at the next station.

Section V
Task: In-Processing at the Personnel Information Station (PINS)

2-10. Rules for In-processing at the PINS

a. All soldiers will in-process through this station.

b. The following data elements may be audited without the soldier to preclude errors between the SIDPERS file and the MPRJ:

(1) Name.
(2) Social security number (SSN).
(3) Military personnel classification (MPC).
(4) Citizenship.
(5) Last permanent change of station (LPCS).

c. The following data elements will be audited with the soldier to preclude errors between the SIDPERS file and the MPRJ:

(1) Marital status.
(2) Spouses SSN and MPC.
(3) Military education.
(4) Civilian education.
(5) Physical category.
(6) Regimental affiliation and home-base.
(7) Current/last foreign service tour.
(8) Grade.
(9) Date of rank (DOR).
(10) Expiration term of service/expiration of service agreement (ETS/ESA).
(11) Date returned from overseas/date of estimated return from overseas (DROS/DEROS).
(12) Number of dependents.
(13) Command sponsored dependents (CSDEP).
(14) Date dependents arrived overseas (DDARO).

d. The following forms and documents will be audited with the soldier to preclude errors between the SIDPERS file and MPRJ:

(1) DA Form 4037 (Officer Record Brief).
(2) Enlisted record brief.
(3) DA Form 2 (Personnel Qualification Record Part I).
(4) DA Form 2-1 (Personnel Qualification Record Part II).

(5) DD Form 93 (Record of Emergency Data).
(6) DA Form 3355 (Promotion Point Worksheet).
(7) VA Form 29–8286/SGLV–8286 (Servicemen's Group Life Insurance Election).
(8) Basic active service date/pay entry basic date (BASD/PEBD).

e. The following soldier readiness processing requirements will be audited with the soldier present (also check SIDPERS file and MPRJ) to preclude unauthorized deployment:
(1) German/Turkish alien citizenship status.
(2) Former prisoner of war (PW) status.
(3) Former peace corps status.
(4) Sole surviving child status.
(5) Twelve weeks military training requirement.
(6) Human immunodeficiency virus (HIV) test date/status (chap 4).

f. The DA Form 4188 (Military Personnel Office/Finance Office Verification of MPRJ) will be used to check and ensure the accuracy of personnel and finance data bases.

2–11. Steps for in-processing at the PINS

The steps required for in-processing at the personnel information station are shown in table 2–4.

Table 2–4
In-processing personnel information station

Step	Work center	Required action
1	IOPR	Obtain soldier's MPRJ from the PSMS.
2	IOPR	Verify unit of assignment orders.
3	IOPR	Print DA Form 2 if not available.
4	IOPR	Place copy of DA Form 2 in MPRJ.
5	IOPR	Verify that personnel related documents/records are present, using DA Form 5123–R from previous duty station.
6	IOPR	If required documents are missing, annotate checklist to seek assistance from soldier when present for in-processing.
7	IOPR	Using AR 640–2–1, check the accuracy of the DA Form 2, the SIDPERS record, and source documents found in the MPRJ for the data elements listed in rule b.
8	IOPR	See the related task in AR 640–2–1 for error resolution.
9	IOPR	Continue to process until all data elements have been audited.
10	IOPR	When the soldier reports for in-processing, complete audit process for data elements and forms listed at rules c, d, and e.
11	IOPR	Same as step 8 above.
12	IOPR	Continue to process until all data elements and forms have been audited.
13	IOPR	Complete DA Form 4188 and forward to the Finance Station. Upon notice of conflict between personnel and finance data bases, work with finance personnel to correct differences.
14	IOPR	Inform commander of any required followup action.
15	IOPR	Supervisor checks work completed and signs the personnel in-processing record.
16	IOPR	Clear/release soldier to in-process at the next station.

Section VI
Task: In-Processing at the Defense Enrollment Eligibility Reporting System (DEERS)/Realtime Automated Personnel Identification System (RAPIDS)/Identification (ID) Card Station

2–12. Rules for in-processing at the DEERS/RAPIDS/ID card station

a. All soldiers will process through this station.

b. Each soldier will be checked and new ID card/tags made as required to prevent a soldier readiness nondeployment condition.

c. Each soldier's family member status (ID card and DEERS/RAPIDS enrollment) will be checked to preclude undue family hardship.

2–13. Steps for in-processing at the DEERS/RAPIDS/ID card station

The steps required for in-processing at the DEERS/RAPIDS/ID card station are shown in table 2–5.

Table 2–5
In-processing DEERS/RAPIDS/ID card station

Step	Work center	Required action
1	IOPR	Obtain any required source documents from the soldier.
2	IOPR	Verify DEERS/RAPIDS enrollment of soldier and family members.
3	IOPR	Verify ID card (DD Form 2A (U.S. Armed Forces Identification Card)).
4	IOPR	Verify ID tags and medical warning tags (as appropriate).
5	IOPR	Inform commander of any required followup action.
6	IOPR	Supervisor checks work completed and signs the personnel in-processing record.
7	IOPR	Clear/release soldier to in-process at the next station.

Section VII
Task: In-Processing at the Medical Station

2–14. Rules for in-processing at the medical station

a. All soldiers will process through the medical station.

b. Check and initiate corrective action to eliminate individual soldier readiness nondeployment conditions.

c. Report selective conditions to representative at the Security Clearance Station.

d. Schedule preassignment medical surveillance exams for military personnel who will be exposed to health hazards in the work environment.

2–15. Steps for in-processing at the medical station

The steps required for in-processing at the medical station are shown in table 2–6.

Table 2–6
In-processing medical station

Step	Work center	Required action
1	IOPR	Obtain medical record from soldier, or other source.
2	IOPR	Verify HIV testing.

3	IOPR	Verify 3/4 profile and MMRB status.
4	IOPR	Verify medical warning tag requirements.
5	IOPR	Verify hearing aid requirements.
6	IOPR	Verify eye glasses and lens requirements.
7	IOPR	Verify periodic and over 40 physical requirement.
8	IOPR	Verify compliance with weight control program, including weigh-in.
9	IOPR	Verify exceptional family member program enrollment.
10	IOPR	Verify immunizations.
11	IOPR	Refer soldier for health risk appraisal to designated point of contact.
12	IOPR	Screen for positive HIV, evidence of drug or alcohol abuse or psychiatric problems. Provide notification to security clearance station personnel.
13	IOPR	Screen for potential exposure to health hazards in the work environment.
14	IOPR	Schedule preassignment medical surveillance examination.
15	IOPR	Provide notification to occupational medicine.
16	IOPR	Forward record to supporting medical activity.
17	IOPR	Inform commander of any required followup action.
18	IOPR	Supervisor checks work completed and signs personnel in-processing record.
19	IOPR	Clear/release soldier to in-process at the next station.

Section VIII
Task: In-Processing at the Dental Station

2–16. Rules for in-processing at the dental station

a. All soldiers will process at this station.

b. Check and initiate corrective action to eliminate nondeployment conditions.

2–17. Steps for in-processing at the dental station

The steps required for in-processing at the dental station are shown in table 2–7.

Table 2–7
In-processing dental station

Step	Work center	Required action
1	IOPR	Obtain dental record from soldier or other sources.
2	IOPR	Verify dental record completeness.
3	IOPR	Verify duplicate panograph is on file at CPSF.
4	IOPR	Verify dental classification.
5	IOPR	Screen for positive HIV test; annotate records.
6	IOPR	Forward records to supporting dental activity.
7	IOPR	Inform commander of any required followup action.
8	IOPR	Supervisor checks work completed and signs personnel in-processing record.
9	IOPR	Clear/release soldier to in-process at the next station.

Section IX
Task: In-Processing at the Security Clearance Station

2–18. Rules for in-processing at the security clearance station

a. All soldiers will be required to process through this station.

b. Security clearance status will be checked to ensure the soldier holds clearance for newly assigned duty position. Corrective action will be initiated as required.

2–19. Steps for in-processing at the security clearance station

The steps required for in-processing at the security clearance station are shown in table 2–8.

Table 2–8
In-processing security clearance station

Step	Work center	Required action
1	IOPR	Review MPRJ for security clearance eligibility.
2	IOPR	In-process soldier according to AR 604–5.
3	IOPR	Make security access determination.
4	IOPR	Prepare and submit SIDPERS transaction for field determined personnel security status (FDPS) to update SIDPERS personnel file (SPF).
5	IOPR	Inform commander of any required followup action.
6	IOPR	Supervisor checks work completed and signs personnel in-processing record. Soldier is cleared for processing at the next station.

Section X
Task: In-Processing at the Finance Station

2–20. Rules for in-processing at the finance station

a. All soldiers will process through this station.

b. Soldier's pay account will be updated, reflecting new unit of assignment.

c. All travel entitlements will be paid to the soldier.

d. Soldier's pay account will be audited to verify that all outstanding indebtedness to the U.S. Government is being properly processed.

e. The DA Form 4188 will be used to check and ensure accuracy of personnel and finance data bases.

f. Casual payment to transient soldiers may be issued at this station.

2–21. Steps for in-processing at the finance station

The steps required for in-processing at the finance station are shown in table 2–9.

Table 2–9
In-processing finance station

Step	Work center	Required action
1	IOPR	Check soldier's account and gather required source documents from the soldier.
2	IOPR	Process/issue travel pay entitlements to the soldier.

3	IOPR	Process/update allotment portion of the soldier's pay account.
4	IOPR	Process/update soldier's pay account and verify entitlements to specialty and incentive pay.
5	IOPR	Complete DA Form 4188 and forward to the personnel information station. Upon notice of conflict between personnel and finance data bases, coordinate with records personnel to correct differences.
6	IOPR	Verify/process indebtedness to U.S. Government.
7	IOPR	Update soldier's pay account/data base.
8	IOPR	Inform commander of any required followup action.
9	IOPR	Supervisor checks work completed and signs personnel in-processing record.
10	IOPR	Clear/release soldier to in-process at the next station.

Section XI
Task: In-Processing at the Provost Marshal Station

2-22. Rules for in-processing at the provost marshal station

If soldiers are not required to register their Privately Owned Vehicle (POV)/weapons, this station is not required.

2-23. Steps for in-processing at the provost marshal station

The steps required for in-processing at the provost marshal station are shown in table 2-10.

Table 2-10
In-processing provost marshal station

Step	Work center	Required action
1	IOPR	Register privately owned vehicle.
2	IOPR	Register privately owned weapon(s).
3	IOPR	Inform commander of any required followup action.
4	IOPR	Supervisor checks work completed and signs personnel in-processing record.
5	IOPR	Clear/release soldier to in-process at the next station.

Section XII
Task: In-Processing at the Education Center

2-24. Rules for in-processing at the education center

a. All soldiers will process through the education center.

b. Soldiers will be given or scheduled for any required testing.

2-25. Steps for in-processing at the education center

The steps required for in-processing at the education center are shown in table 2-11.

Table 2-11
In-processing education center

Step	Work center	Required action
1	IOPR	Obtain DA Form 669 (Educational Development Record) from soldier. Prepare DA Form 669 if not present.
2	IOPR	Conduct or schedule any required testing, post results to record.
3	IOPR	Forward record to appropriate supporting office.
4	IOPR	Inform commander of any required followup action.
5	IOPR	Supervisor checks work completed and signs personnel in-processing record.
6	IOPR	Clear/release soldier to in-process at the next station.

Section XIII
Task: In-Processing at the Transportation Station

2-26. Rules for in-processing at the transportation station

a. Not all soldiers will be required to process through this station. Determination is made during in-processing briefing.

b. Soldiers will be provided support as required when signing for personal property.

2-27. Steps for in-processing at the transportation station

The steps required for in-processing at the transportation station are shown in table 2-12.

Table 2-12
In-processing transportation station

Step	Work center	Required action
1	IOPR	Obtain any required source documents from the soldier.
2	IOPR	Process soldier's request for receipt of unaccompanied baggage.
3	IOPR	Process soldier's request for receipt of household goods.
4	IOPR	Process soldier's request for receipt of PO /.
5	IOPR	Process request for storage of household goods.
6	IOPR	Process claims for damage.
7	IOPR	Inform commander of any required followup action.
8	IOPR	Supervisor checks work completed and signs personnel in-processing record.
9	IOPR	Clear/release soldier to in-process at the next station.

Section XIV
Task: In-Processing at the Family Housing Station

2-28. Rules for in-processing at the family housing station

a. Not all soldiers will be required to process through this station.

b. Soldiers will be assisted as required in applying for Government housing.

2–29. Steps for in-processing at the family housing station

The steps required for in-processing at the family housing station are shown in table 2–13.

Table 2–13
In-processing family housing station

Step	Work center	Required action
1	IOPR	Provide information about on- and off post housing.
2	IOPR	Obtain and require source documents from the soldier.
3	IOPR	Process soldier's request for Government housing.
4	IOPR	Inform commander of any required followup action.
5	IOPR	Supervisor checks work completed and signs personnel in-processing record.
6	IOPR	Clear/release soldier to in-process at the next station.

Section XV
Task: In-Processing at the Family Support Services Station

2–30. Rules for in-processing at the family support services station

a. All soldiers will be required to process through this station. Determination is made during in-processing briefing.

b. Support is provided, as required by representatives of installation/community family support activities to alleviate financial and personal hardship conditions.

c. All soldiers with exceptional family members will be referred to this station.

2–31. Steps for in-processing at the family support services station

The steps required for in-processing at the family support services station are shown in table 2–14.

Table 2–14
In-processing family support services station

Step	Work center	Required action
1	IOPR	Assist soldiers and families.
2	IOPR	Make referrals.
3	IOPR	Inform commander of any required followup action.
4	IORP	Supervisor checks work completed and signs personnel in-processing record.
5	IOPR	Clear/release soldier to in-process at the next station.

Section XVI
Task: In-Processing at the Commercial Activities Station

2–32. Rules for in-processing at the commercial activities station

a. Not all soldiers will be required to process through this station. Determination is made during in-processing briefing.

b. Soldiers will be assisted as required in applying for participation in commercial company deposits or waivers to reduce processing time.

2–23. Steps for in-processing at the commercial activities station

The steps required for in-processing at the commercial activities station are shown in table 2–15.

Table 2–15
In-processing commercial activities station

Step	Work center	Required action
1	IOPR	Initiate service/establish account.
2	IOPR	Process deposits or waivers; assist soldier.
3	IOPR	Inform commander of any required followup action.
4	IOPR	Supervisor checks work completed and signs personnel in-processing record.
5	IOPR	Clear/release soldier to in-process at the next station.

Section XVII
Task: In-Processing at the Central Issue Facility

2–34. Rules for in-processing at the central issue facility

a. Soldiers, depending on their unit of assignment, will process through this station.

b. Soldiers will be issued field equipment in accordance with CTA 50–900 and unit standard operating procedures (SOP's).

c. Soldiers will bring their personal clothing record to the central issue facility.

2–35. Steps for in-processing at the central issue facility

The steps required for in-processing at the central issue facility are shown in table 2–16.

Table 2–16
In-processing central issue facility

Step	Work center	Required action
1	IOPR	Establish account.
2	IOPR	Determine field equipment requirements based on unit of assignment.
3	IOPR	Issue soldier field equipment.
4	IOPR	Ensure soldier signs for field equipment.
5	IOPR	Inform commander of any required followup action.
6	IOPR	Supervisor checks work completed and signs personnel in-processing record.
7	IOPR	Clear/release soldier to in-process at the next station.

Section XVIII
Task: In-Processing at the Unit/Battalion

2–36. Rules for in-processing at the unit/battalion

a. Each soldier will report, after properly in-processing at the installation/community level, according to unit of assignment orders.

b. Each battalion staff activity/unit will accomplish at least the requirements specified in the DA Form 5123–1–R.

c. Battalion S1 will conduct a final check of each soldier in-processing to ensure all soldier readiness nondeployment conditions are either corrected or the unit commander notified.

d. Suspense action (followup) is required on soldier readiness processing requirements. (See chap 4 for levels 1 and 2.)

2-37. Steps for in-processing at the unit/battalion

The steps required for in-processing at the unit/battalion are shown in table 2-17.

Table 2-17
In-processing unit/battalion

Step	Work center	Required action
1	BN1	Obtain assignment orders when soldier reports.
2	BN1	Sign soldier in.
3	BN1	Submit SIDPERS arrival transaction.
4	BN1	In-process soldier.
5	UNT	Verify soldier's enrollment in a family care plan, and Exceptional Family Member Program.
6	BN2	Verify soldier's security clearance status; in-process soldier.
7	BN3	Verify soldier's training data (weapons qualified/date and protective mask inserts—if required).
8	BN4	In-process soldier.
9	BN1	Conduct final check to ensure soldier has correctly in-processed.
10	BN1	Inform unit commander of any required follow-up action.
11	BN1	If unit has Tactical Army Combat Service Support (CSS) Computer System (TACCS) Soldier Support File software package, create soldier's record and submit update transactions.
12	BN1	File the DA Form 5123-1-R in the Bn S1 maintained soldier management individual file (SMIF), once soldier has finished in-processing.
13	BN1	Follow-up on any suspended actions.

Chapter 3
Out-Processing

Section I
General

3-1. The Out-processing Program

This program—

a. Is a unit/battalion and installation/community BASOPS initiative.

b. Properly processes a soldier and family members, including those absent or unavailable, from one duty station to another, or from active duty to a discharged status.

c. Is usually managed by the central clearance station within the installation/community processing activity.

3-2. DA Form 137 (Installation Clearance Record)

DA Form 137 guides a soldier through the out-processing program, and provides the gaining commander the status of soldier's deployment readiness upon departure from the losing unit. It also identifies those activities and offices at the unit/battalion and installation/community levels through which soldiers must clear.

3-3. Out-process policy

a. Out-processing includes soldiers departing for reassignment (PCS) or on extended temporary duty (TDY) (90 days or more) and transitioning from active duty status.

b. Senior noncommissioned officers (E7 through E9), and commissioned officers are not required to physically out-process all stations.

c. Soldiers will receive an appropriate departure ceremony. Family members will be encouraged to participate.

d. Soldiers being reassigned between organizations at an installation will not usually be required to process through the processing activity.

e. Maximum use of a consolidated central clearance operation will be made to reduce the number of activities a soldier must personally clear when out-processing.

f. Based on local policies, installation/community activities that maintain a record on a soldier and family members, may once notification is received that a soldier is clearing, forward the records to the related out-processing station for the out-processing check, and presentation to the soldier. This procedure reduces the number of activities a soldier must personally visit.

g. The out-processing program supports the unit commander's efforts in the Army's debt management program. Soldiers who have an alleged debt will not be allowed to clear an installation/community until the unit commander has been notified of the alleged indebtedness. (See AR 600-15.)

h. For soldiers who are absent or unavailable for out-processing, unit commanders will designate a responsible individual to accomplish the absent soldier's out-processing. Out-processing stations will assist unit representatives by expediting the out-processing program.

i. Supervisor of each station, if there is one collocated with the station, will check the work completed to ensure each soldier is completely out-processed.

j. Generally, no prescheduled appointments will be made except for out-processing at the finance station.

k. OCONUS returnees to transition points are required to have a 201 file and medical and dental records according to DA Pam 600-8-11 and AR 635-10.

Section II
Task: Out-Processing at the Unit/Battalion

3-4. Rules for out-processing at the unit/battalion

a. The DA Form 137 is used to manage and control soldier out-processing.

b. Soldiers will attend an installation/community level out-processing briefing prior to being issued the DA Form 137.

c. Soldiers will be given at least 3 duty days to visit and clear mandatory points of clearance (standard.)

d. Checks will be made to ensure soldiers correctly out-process to preclude incorrect deployments.

e. Each battalion staff activity/unit will accomplish at least the requirements specified in the DA Form 137.

3-5. Steps for out-processing at the unit/battalion

The steps required for out-processing at the unit/battalion are shown in table 3-1.

Table 3-1
Out-processing unit/battalion

Step	Work center	Required action
1	UNT	Determine departure date.
2	BN1	Prepare DA Form 31 (Request Authority for Leave).

3	UNT	Ensure soldier attends installation/community level out-processing briefing.
4	BN1	Issue DA Form 137 if authorized by installation/community G1/AG.
5	UNT	Out-process soldier to include a new family care plan and Exceptional Family Member Program.
6	BN1	Out-process soldier.
7	BN2	Out-process soldier.
8	BN3	Out-process soldier.
9	BN4	Out-process soldier.
10	BN1	Inform commander of any required followup action; such as, soldier indebtedness and nonclearance status.
11	BN1	Conduct final check to ensure that soldier will be out-processed correctly.
12	BN1	Sign soldier out, file copy of orders and completed DA Form 137 in the Bn S1 maintained SMIF.
13	BN1	Submit SIDPERS departure transaction.

Section III
Task: Conduct Operations at the Out-Processing Control Station (OCS)

3–6. Rules for conducting operations at the OCS

a. All soldiers will process through this station.

b. Controls will be instituted at the installation level/community to ensure soldiers properly process. OCS is the focal point in the out-processing cycle.

c. The OCS will maintain close liaison with the losing unit (Bn S1) and the central clearance station to ensure soldiers correctly out-process and depart the installation as scheduled.

d. The DA Form 137 may be issued by the unit/battalion S1 or installation/community G1/AG.

e. The DA Form 5123–R will be used to account for all required documents/forms. This form is filed in actions-pending section of the MPRJ.

f. A soldier is not releasable until all nondeparture conditions are resolved.

g. OCS will conduct out-processing briefing on a group or individual basis.

h. The OCS will file a copy of soldiers' orders, DA Form 137 and DA Form 5123–R according to AR 25–400–2.

3–7. Steps for conducting operations at the OCS

The steps required for out-processing at the OCS are shown in table 3–2.

Table 3–2
Out-processing control station

Step	Work center	Required action
1	IOPR	Conduct briefing.
2	IOPR	Issue DA Form 137 if not accomplished at unit/battalion level.
3	IOPR	Instruct soldier to report with DA Form 137 to the central clearance station not later than 14 days prior to actual departure date for clearance briefing.
4	IOPR	Ensure that DA Form 137 is complete and accurate.
5	IOPR	Complete DA Form 5123–R.
6	IOPR	If soldier is found to be ineligible for departure, inform unit commander and central clearance station.
7	IOPR	If soldier is flagged, (DA Form 268 (Report for Suspension of Favorable Personnel Actions)), mail MPRJ with transfer document (that is, medical, dental, and education records) with a copy of PCS orders to the gaining commander. Make proper disposition of records in accordance with AR 640–10.
8	IOPR	Direct soldier to unit for continued out-processing.

Section IV
Task: Out-Processing at the Transportation Station

3–8. Rules for out-processing at the transportation station

a. All soldiers will process through this station.

b. Soldiers will be made aware of their entitlements to preclude undue personal hardships.

c. Soldiers will be assisted in the shipment of their personal property.

d. This station may be part of the central clearance station.

3–9. Steps for out-processing at the transportation station

The steps required for out-processing at the transportation station are shown in table 3–3.

Table 3–3
Out-processing transportation station

Step	Work center	Required action
1	IOPR	Brief soldier on entitlements.
2	IOPR	Process soldier's request for unaccompanied baggage shipment.
3	IOPR	Process soldier's request for household goods shipment.
4	IOPR	Process soldier's request for POV shipment.
5	IOPR	Process request for storage of household goods.
6	IOPR	Inform commander of any required followup action.
7	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section V
Task: Out-Processing at the Family Housing Station

3–10. Rules for out-processing at the family housing station

a. Not all soldiers will be required to process through this station. Determination will be made during out-processing briefing and the clearance processing.

b. Soldiers will be assisted to ensure correct housing clearance.

c. This station may be part of the central clearance station.

3–11. Steps for out-processing at the family housing station

The steps required for out-processing at the family housing station are shown in table 3–4.

Table 3–4
Out-processing family housing station

Step	Work center	Required action
1	IOPR	Brief soldier(s).
2	IOPR	Process soldier's request for Government housing clearance.
3	IOPR	Issue termination orders.
4	IOPR	Inform commander of any required followup action.
5	IOPR	Supervisor checks work completed and signs clearance record or indicates a GO status to central clearance station.

Section VI
Task: Out-Processing at the Central Issue Facility

3–12. Rules for out-processing at the central issue facility

a. Not all soldiers will be required to process through this station. Determination will be made during out-processing briefing and the clearance processing briefing.

b. Soldiers will be held accountable for lost field equipment.

3–13. Steps for out-processing at the central issue facility

The steps required for out-processing at the central issue facility are shown in table 3–5.

Table 3–5
Out-processing central issue facility

Step	Work center	Required action
1	IOPR	Ensure soldier has been to briefings.
2	IOPR	Determine account status.
3	IOPR	Process the turning in of field equipment.
4	IOPR	Determine and process indebtedness to U.S. Government if necessary.
5	IOPR	Notify finance station of indebtedness to U.S. Government.
6	IOPR	Inform commander of any required followup action.
7	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section VII
Task: Out-Processing at the Family Support Services Station

3–14. Rules for out-processing at the family support services station

a. Not all soldiers are required to process through this station. Determination will be made during central clearance processing.

b. All soldiers with exceptional family members will be referred to this station.

c. This station may be part of central clearance processing to expedite out-processing time for the soldier.

d. Soldiers will be assisted in closing accounts.

e. Checks will be made to ensure rules for indebtedness to the U.S. Government are followed.

3–15. Steps for out-processing at the family support services station

The steps required for out-processing at the family support services station are shown in table 3–6.

Table 3–6
Out-processing family support services station

Step	Work center	Required action
1	IOPR	Assist soldiers and families and make referrals as required.
2	IOPR	Assist soldier in closing out account.
3	IOPR	Verify/process any indebtedness to the U.S. Government.
4	IOPR	Conduct overseas orientation briefings.
5	IOPR	Inform commander of any required followup action.
6	IOPR	Clear soldier for processing at the next station.

Section VIII
Task: Out-Processing at the Provost Marshal Station

3–16. Rules for out-processing at the provost marshal station

a. Soldiers who have not registered privately owned vehicles or weapons, will not be required to process through this station.

b. Provost marshal registration section (for example, POV, weapons) will be cleared.

c. This station may be part of the central clearance processing to reduce out-processing time for the soldier.

3–17. Steps for out-processing at the provost marshal station

The steps required for out-processing at the provost marshal station are shown in table 3–7.

Table 3–7
Out-processing provost marshal station

Step	Work center	Required action
1	IOPR	Obtain source document (soldier produces order or notification roster from central clearance station.)
2	IOPR	Cancel vehicle registration.
3	IOPR	Cancel weapon registration.
4	IOPR	Inform commander of any required followup action.
5	IOPR	Supervisor checks work completed and signs clearance record or indicates a GO status to central clearance station. Soldier is cleared for processing at the next station.

Section IX
Task: Out-Processing at the Dental Station

3–18. Rules for out-processing at the dental station

a. All soldiers will process through this station.

b. Based on local installation/community policy, this task may be accomplished at the unit/battalion supporting dental activity.

c. If out-processing at the unit/battalion, complete all steps excluding giving records to soldier.

d. Check and initiate corrective action to eliminate individual soldier readiness nondeployment conditions or report situation to gaining commander.

3–19. Steps for out-processing at the dental station

The steps required for out-processing at the dental station are shown in table 3–8.

Table 3–8
Out-processing dental station

Step	Work center	Required action
1	SDR	Obtain record from supporting dental activity.
2	SDR	Verify accuracy of record (name, SSN, rank, and so forth).
3	IOPR	Verify panograph is on file at CPSF.
4	IOPR	Verify dental classification.
5	IOPR	For PCS, forward record to out-procesing control station.
6	IOPR	For transitioning soldiers, close out record.
7	IOPR	If transitioning, give record to soldier.
8	IOPR	Inform commander of any required followup action.
9	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section X
Task: Out-Processing at the Medical Station

3–20. Rules for out-processing at the medical station

a. All soldiers will process through this station.

b. Based on local installation/community policy, this task may be accomplished at unit/battalion supporting medical treatment facility (MTF). Complete all steps excluding giving records to soldier.

c. Check and initiate corrective action to eliminate individual soldier readiness nondeployment conditions or report to gaining commander.

d. Conduct occupational medicine screen.

3–21. Steps for out-processing at the medical station

The steps required for out-processing at the medical station are shown in table 3–9.

Table 3–9
Out-processing medical station

Step	Work center	Required action
1	IOPR	Obtain medical record from supporting medical activity or from soldier.
2	IOPR	Verify HIV testing.
3	IOPR	Verify pregnancy status.
4	IOPR	Verify profile 3 or 4 with MMRB.
5	IOPR	Verify medical warning tags.
6	IOPR	Verify eye glasses and lens.
7	IOPR	Verify immunizations.
8	IOPR	Verify periodic or over 40 physical.
9	IOPR	Verify Exceptional Family Member Program enrollment.
10	IOPR	Verify compliance with weight control program.
11	IOPR	Verify termination examinations have been completed for soldiers who worked around loud noises, radiation asbestos, and certain heavy metals.
12	IOPR	For PCS, forward record to out-processing control station.
13	IOPR	For transitioning soldiers, check for physical or waiver.
14	IOPR	If transitioning, close out record and send to transition point.
15	IOPR	Inform commander of any required followup action.
16	IOPR	Supervisor checks work completed and signs clearance record or indicates a GO status to central clearance station. Soldier is cleared for processing at the next station.

Section XI
Task: Out-Processing at the Commercial Activities Station

3–22. Rules for out-processing at the commercial activities station

a. Not all soldiers are required to process through this station. Determination is made during out-processing briefing and the clearance processing briefing.

b. This station may be a part of the central clearance operations.

c. Commanders will be notified when soldiers do not properly clear accounts.

d. Soldiers will be assisted to ensure they know how to request and obtain deposits paid.

3–23. Steps for out-processing at the commercial activities station

The steps required for out-processing at the commercial activities station are shown in table 3–10.

Table 3–10
Out-processing commercial activities station

Step	Work center	Required action
1	IOPR	Determine account(s) status.
2	IOPR	Report delinquencies to central clearance station.
3	IOPR	Coordinate account closeout with soldier.
4	IOPR	Supervisor checks work completed and signs clearance record or indicates a GO status to central clearance station. Soldier is cleared for processing at the next station.

Section XII
Task: Out-Processing at the DEERS/RAPIDS/ID Card Station

3–24. Rules for out-processing at the DEERS/RAPIDS/ID card station

a. All soldiers will process through this station.

b. Each soldier will be checked and new ID card/tags, if required, will be issued, to prevent a soldier readiness nondeployment condition.

c. Each soldier's family member status (ID card and DEERS/RAPIDS enrollment) will be checked to preclude undue family hardship.

d. If automation is not available, eliminate steps 5 and 6.

3-25. Steps for out-processing at the DEERS/RAPIDS/ID card station

The steps required for out-processing at the DEERS/RAPIDS/ID card station are shown in table 3-11.

Table 3-11
Out-processing DEERS/RAPIDS/ID card station

Step	Work center	Required action
1	IOPR	Verify/prepare new ID card(s).
2	IOPR	Issue new ID cards to soldier and family members.
3	IOPR	Verify/prepare new ID tags and medical warning tags (if appropriate).
4	IOPR	Issue new ID tags and medical warning tags to soldier.
5	IOPR	Verify DEERS/RAPIDS enrollment of soldier and family members.
6	IOPR	Verify DEERS/RAPIDS entry for panograph and HIV testing.
7	IOPR	Inform commander of any required followup action.
8	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section XIII
Task: Out-Processing at the Personnel Information Station (PINS)

3-26. Rules for out-processing at the PINS

a. All soldiers will process through this station.

b. The following key data elements may be audited without the soldier to preclude errors between the SIDPERS file and the MPRJ:

(1) Name.
(2) SSN.
(3) MPC.
(4) Citizenship.
(5) Grade.
(6) DOR.
(7) ETS/ESA.

c. The following data elements will be audited with the soldier to preclude errors between the SIDPERS file and the MPRJ:

(1) Marital status.
(2) Number of dependents.
(3) Spouses SSN/MPC.
(4) Military education.
(5) Civilian education.
(6) Physical category.
(7) Regimental affiliation and homebase.
(8) Current/last foreign service tour.
(9) Continental United States (CONUS) preference.

d. The following forms and documents will be audited with the soldier to preclude errors between the SIDPERS file and MPRJ:

(1) ORB or ERB.
(2) DA Forms 2 and 2-1.
(3) DD Form 93.
(4) DA Form 3355.
(5) VA Form 29-8286/SGLV-8286.

e. The following soldier readiness processing requirements will be quality audited for accuracy to preclude from departure soldiers who are unqualified for movement:

(1) Physical Profile 3 or 4 without MMRB clearance
(2) German/Turkish alien citizen status
(3) Sole surviving family member
(4) Former prisoner of war status
(5) Former peace corps member
(6) Twelve weeks military training

f. DA Form 5123-R will be used to account for all required documents/forms.

3-27. Steps for out-processing at the PINS

The steps required for out-processing at the personnel information station are shown in table 3-12.

Table 3-12
Out-processing personnel information station

Step	Work center	Required action
1	IOPR	Obtain soldier's MPRJ from PSC Personnel Information Work Center, or from the soldier.
2	IOPR	Using AR 640-2-1, check accuracy of the DA Form 2, the SIDPERS record, and source documents found in the MPRJ for the data elements listed at *b* above.
3	IOPR	Go to the related task within AR 640-2-1 for error resolution.
4	IOPR	Continue to process until all data elements have been audited.
5	IOPR	When the soldier reports for out-processing, complete audit process for data elements and forms listed at *c* and *d* above.
6	IOPR	Go to the related task within AR 640-2-1 for resolution.
7	IOPR	Continue to process until all data elements and forms are audited.
8	IOPR	Using related task within AR 640-2-1, verify soldier readiness processing requirements at *e* above.
9	IOPR	Complete MPRJ and applicable soldier items on DA Form 5123-R.
10	IOPR	Inform commander of any required followup action.
11	IOPR	If soldier is flagged (DA Form 268), send records to out-processing control station.
12	IOPR	If not flagged, provide soldier with records.
13	IOPR	Supervisor checks work completed and signs clearance record or indicates a GO status to central clearance station. Soldier is cleared for processing at the next station.

Section XIV
Task: Out-Processing at the Finance Station

3-28. Rules for out-processing at the finance station

a. All soldiers will process through this station.

b. Counsel soldiers, who are moving overseas, regarding requirement to provide voluntary support payments to family members remaining in CONUS according to AR 608-99.

c. Check and initiate any corrective action to eliminate individual soldier readiness nondeployment conditions or report condition to gaining commander.

3–29. Steps for out-processing at the finance station

The steps required for out-processing at the finance station are shown in table 3–13.

Table 3–13
Out-processing finance station

Step	Work center	Required action
1	IOPR	Call up account and gather required source documents from the soldier.
2	IOPR	Determine/issue travel pay entitlements to the soldier.
3	IOPR	Process/update allotment portion of the soldier's pay account.
4	IOPR	Process/update soldier's pay account.
5	IOPR	Verify/process indebtedness to U.S. Government.
6	IOPR	Verify/process last chargeable leave.
7	IOPR	For transitioning soldiers, determine/issue pay due, close account.
8	IOPR	Inform commander of any required followup action.
9	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section XV
Task: Out-Processing at the Education Center

3–30. Rules for out-processing at the education center

a. All soldiers will process through this station.

b. Based on local installation/community policy, officers in grade 06 and above may clear this station telephonically.

c. Appropriate educational benefits information will be provided.

3–31. Steps for out-processing at the education center

The steps required for out-processing at the education center are shown in table 3–14.

Table 3–14
Out-processing education center

Step	Work center	Required action
1	IOPR	Visit counselor.
2	IOPR	Conduct outbrief and provide appropriate benefits information.
3	IOPR	Annotate soldier record.
4	IOPR	Give record to soldier.
5	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

Section XVI
Task: Out-Processing at the Central Clearance Station (CCS)

3–32. Rules for out-processing at the central clearance station

a. Either the unit/battalion or the installation/community may issue the DA Form 137.

b. The central clearance roster is an information flow to those agencies who do not require the soldier to out-process in person. Minimum information provided on each soldier will be name, SSN, grade, current unit of assignment, and loss date. The central clearance roster will not be provided to non-Governmental agencies.

c. Soldiers who have not departed within 30 days of installation level clearance will be issued a new clearance record.

d. When a central clearance participating agency reports to the central clearance station that a departing soldier has failed to pay a debt promptly, the departing soldier will be granted final clearance only after the soldier and the unit commander have been notified of the alleged indebtedness. The central clearance station will make both notifications and clear the soldier for further out-processing.

e. Alleged indebtedness, once reported to the unit/battalion commander, is not a reason to deny installation/community departure.

f. Soldiers who will PCS, transition, or proceed TDY for 90 days or more will report to the central clearance station not later than 14 duty days prior to scheduled departure date to receive a briefing on clearance procedures.

g. For soldiers who are absent or unavailable for clearance processing, unit commanders will designate a responsible individual to accomplish the absent soldiers processing.

3–33. Steps for out-processing at the central clearance station

The steps required for out-processing at the central clearance station are shown in table 3–15.

Table 3–15
Out-processing central clearance station

Step	Work center	Required action
1	IOPR	Central clearance station forwards rosters of departing soldiers to participating agencies.
2	IOPR	CCS receives nonclearance status from agencies.
3	IOPR	Soldier reports to the CCS with locally determined number of PCS/transition orders not later than 14 days prior to actual departure date for clearance briefing.
4	IOPR	CCS issues or ensures that soldier has DA Form 137.
5	IOPR	CCS determines, annotates DA Form 137 (for example, yellow highlighter) and informs soldier of central clearance agencies that require personnel clearance (clearing briefing).
6	UNT	Soldiers report back to CCS 2 days prior to departure date for final clearance.
7	IOPR	CCS informs soldier and commander of any nonclearance status.
8	IOPR	CCS annotates DA Form 137 when soldier finishes central clearance agencies.
9	IOPR	Once all central clearance agencies have been processed by the soldier, clear soldier for further out-processing.

Chapter 4
Soldier Readiness (Peacetime)

Section I
General

4–1. The Soldier Readiness Program

This program—

a. Has as a foundation that all soldiers will be administratively ready for deployment at all times.

b. Replaces preparation of replacements for oversea movement (POR) qualification.

c. Incorporates planned checks on the soldier readiness status of the individual soldier.

d. Will include more Reserve Component requirements at a later date.

4–2. Program policy

a. Specific administrative deployment processing requirements, agreed upon by HQDA policy proponents, will be checked and updated prior to individual soldier or unit movement. Requirements are prescribed in section II by level of operation.

b. Manpower staffing requirements include checking the status of individual soldier readiness during in-processing; once annually as a unit or an individual; during out-processing; and within 30 days of actual unit deployment date or date individual soldier departs on extended TDY (90 days or more).

c. A soldier readiness processing team (SRPT), from the installation and community staff agencies accomplishes the "unit and individual annual" and "30 days prior to actual deployment" soldier readiness checks, under the general leadership of the G1/AG (Chief, Military Personnel Division). Based on installation or community size and mission, the SRPT may operate on a full-time basis. The team will consist of representatives from the following installation/community staff agencies:

(1) Personnel.
(2) Medical.
(3) Dental.
(4) Provost Marshal.
(5) Finance.
(6) Security.
(7) Legal.
(8) Logistics.
(9) Operations.

d. For soldier readiness processing requirements at levels 1 and 2, signature of the person in charge of the individual SRPT station is required (signifying all requirements have been met by the individual soldier being processed) before clearance for movement is granted.

e. Prior to unit and task force movement on an aircraft, the first field commander in the chain of command will verify and certify in writing that all soldier readiness processing requirements have been met. The next higher operational commander will file the record until they return, or review every 90 days, and if no longer needed, destroy.

f. In peacetime, active component units or agencies that have Individual Ready Reserve (IRR), Active Guard/Reserve (AGR), or Individual Mobilization Augmentee (IMA) soldiers assigned or attached are responsible for their movement processing. Reserve Component soldiers identified for CONUS training will be processed within 72 hours of arrival at their respective CONUS duty stations. RC soldiers identified for outside continental United States (OCONUS) training will complete movement requirements prior to OCONUS deployment.

Section II
Soldier Readiness Processing Requirements

4–3. Level 1- basic movement soldier readiness processing requirements

a. Personnel requirements.

(1) Soldiers within 7 days of expiration of service agreement on actual date of deployment will not deploy.

(2) Soldiers who are required to have a Family Care Plan must have an approved plan, on file. Unit commander is the approving authority.

(3) SGLI–8286 will be reviewed or revised.

(4) DD Form 93 will be reviewed or revised.

(5) Each soldier will wear at all times two identification tags with metal necklace around neck.

(6) Each soldier will carry at all times a current ID Card (DD form 2A).

b. Medical requirement. Soldiers who PCS to OCONUS (including Alaska, Hawaii, Puerto Rico, Guam and the Virgin Islands) or will be deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than 6 months prior to the date of departure from CONUS. Soldiers on orders to Ranger, or Special Operations Command (SOCOM) or rotating Cohesion, Operational Readiness, and Training (COHORT) units, and those attending military sponsored educational programs must have a negative HIV test no older than 6 months from their report date to the new unit. Soldiers scheduled for deployment or exercises that will not exceed 179 days must have been tested within the 24 months prior to departure. Results will be posted in the medical record. Soldiers confirmed to be HIV antibody positive are nondeployable.

c. Dental requirement. The appropriate record custodian will have on file a complete dental record for each soldier.

4–4. Level 2—wartime movement stopper soldier readiness processing requirements

a. Personnel requirements.

(1) Unless waived by the individual soldier, soldiers will not be sent to the country in which or by which they had been held in a POW status.

(2) Soldiers who are German aliens will not be sent to the Federal Republic of Germany. U.S./Turkish citizens will not be sent to Turkey.

(3) Soldiers who are former Peace Corps members will not be sent to duties in any intelligence capacity in any foreign country in which they served or were trained to serve with the Peace Corps.

(4) Unless waived by the individual soldier, soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy.

(5) Soldiers who do not have 12 weeks of basic training or advanced military training or their equivalent will not be sent OCONUS.

(6) Soldiers with a 3 or 4 physical profile, who have not been evaluated by an MMRB and declared deployable, will not deploy.

b. Medical requirements.

(1) Pregnant soldiers will not deploy to OCONUS or with a CONUS to CONUS unit move.

(2) Soldiers assigned to quarters or an MTF will not normally deploy.

(3) Soldiers without current immunizations will not deploy.

(4) Soldiers requiring eyeglasses who do not have two pair (one of which may be of civilian type design) and one pair protective mask lens inserts will not deploy.

(5) Soldiers requiring a hearing aid who do not have one with extra batteries will not deploy.

(6) Soldiers required to wear medical warning tags will have two tags worn so as to alert personnel to such conditions, otherwise, the soldier will not deploy.

(7) Soldiers who are HIV positive, or whose HIV test date is older than 24 months, will not deploy.

c. Legal affairs requirement. Each soldier must have received, sometime in their current enlistment/career, a Geneva Convention briefing prior to deployment.

d. Security clearance requirement. Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of a signment, if one is required for that area or deployment duty.

e. Training requirement. Each soldier must be individually weapons qualified within the last 12 months prior to deployment.

4–5. Level 3—other soldier readiness processing requirements

a. Personnel requirements.

(1) The unit commander may restrict from movement soldiers who are pending discharge, separation, compassionate reassignment, and so forth and those under the human reliability program.

(2) Soldiers who have submitted an application and received an approval of conscientious objector (Class 1–A–O) will not be assigned to an area where duties would normally involve the handling of weapons.

(3) The following key portions of each soldier's personnel data base information will be reviewed and updated: (Military personnel category/code, dependent data, marital status, date of last PCS, DROS/DEROS, regimental affiliation and homebase, OCONUS preference, AEA and termination date, current and last FST, travel status, CONUS preference, and HIV test).

b. Medical requirements.

(1) Soldiers will be current in their periodic physicals and examinations.

(2) Soldiers will be referred for Exceptional Family Member Program screening and enrolled if appropriate.

c. Dental requirements.

(1) Soldiers in dental classification 3 or 4 will be referred for dental treatment.

(2) Each soldier will have a duplicate panographic xray on file at the Central Panograph Storage Facility.

d. Finance requirements.

(1) Soldiers will be enrolled in SUREPAY.

(2) Soldiers will have the opportunity to initiate or change allotments prior to movement.

e. Legal affairs requirements.

(1) Each soldier pending civil felony charges will be provided assistance and may not move as result of these charges.

(2) Given time and other resources, power of attorney support may be provided to each soldier.

(3) Given time and other resources, support may be provided to each soldier for the making of a Will.

(4) Soldiers will be counseled on insurance and other civil matters.

4–6. Level 4—deployment area/mission unique soldier readiness processing requirements

a. Personnel requirement. Each soldier will be processed for a passport if required for deployment area.

b. Medical requirement. Each soldier will receive immunizations required for deployment area.

c. Legal affairs requirement. Each soldier will be briefed on the applicable local laws for deployment area.

d. Training requirements.

(1) Soldiers will receive a terrorist briefing prior to deployment.

(2) Family members will receive a briefing regarding soldier's deployment mission and area.

4–7. Level 5—peacetime PCS/transition soldier readiness processing requirements

a. Personnel requirement. Reassignment and out-processing requirements will be checked in accordance with reassignment processing procedures, and out-processing procedures. They are otherwise self explanatory.

b. Medical requirement. Soldiers will be given immunizations required for geographical area of future assignment.

c. Finance requirement. Soldiers will settle or arrange for settlement of their debts prior to PCS.

d. Legal affairs requirement. Assistance will be provided soldiers pending civil and military charges, which may result in the soldier not complying with PCS orders.

e. Security clearance requirement. Each soldier must meet security clearance requirements for future duty position and area of mission or assignment, as required in PCS special instructions.

f. Provost marshal requirements.

(1) Soldiers will accomplish any special out-processing such as removal of vehicle decals.

(2) Soldiers will ensure prior registration and storage of privately owned weapons.

g. Training requirement. Each soldier will receive a mission oriented briefing.

h. Logistics requirements.

(1) Soldiers will coordinate for the proper disposition of household goods.

(2) Soldiers will be issued field equipment and clothing.

Chapter 5
Unit and Individual Movement (Peacetime)

Section I
General

5–1. Soldier readiness processing requirements

This chapter delineates the soldier readiness processing requirements as they relate to individual and unit movement during peacetime. Specific policies for each movement are explained in paragraph 5–2. The tasks, rules, and steps for checking these soldiers readiness processing requirements are also prescribed in this chapter.

5–2. Unit movement policy

a. Contingency operations. Prior to actual soldier or unit movement in support of combat or contingency operations, commanders with the assistance of the soldier readiness processing team will physically review on-site within 30 days of departure, processing requirements in levels 1 through 4 (paras 4–3, 4–4, 4–5, and 4–6). Levels 1 and 2 (paras 4–3 and 4–4) are mandatory compliance levels while 3 and 4 (paras 4–5 and 4–6) may be waived by a general officer in command.

b. Administrative movement. Prior to actual movement during peacetime, commanders, with the assistance of the soldier readiness processing team, will review, the processing requirements at level 1 (para 4–3).

c. Peacetime reassignment. Level 5 (para 4–7) relates to normal reassignment and transition from active duty processing.

d. Records. Special handling for personnel and dental records during movement operations.

(1) For temporary individual and unit moves, the records will be retained at home station. Duplicate records may be made to accompany the soldier.

(2) For individual permanent moves (for example, PCS), the records will be hand-carried by the soldier unless the soldier is otherwise prohibited by Army regulation not to do so, such as in the case when a soldier is administratively flagged (AR 600–8–2).

(3) For unit permanent moves, the records will be forwarded to the gaining command but not on the same conveyance as the soldiers concerned.

e. TDY movement. Soldiers departing individually or with a unit, who will be absent for 90 days or more will also "clear" home station. (See chap 4).

Section II
Task: Conduct Unit Movement Soldier Readiness Check

5–3. Rules for conducting unit movement soldier readiness check

a. The Chief, SRPT will coordinate with the Bn S1 on schedule, location and roster of personnel to be checked.

b. The following stations will certify unit movement clearance in writing to Bn S1: personnel, medical, and dental.

c. The Chief, SRPT will collect processing statistics and forward to G1/AG, G3 operations and Bn S1.

d. The Chief, SRPT will provide a list of nondeployables and reason(s) for this status to the Bn S1 for corrective action, with copy furnished to G1/AG and G3 operations.

e. DA Form 5123–1–R will provide guidance to a soldier for this task.

f. Soldiers will immediately report any change in readiness status to the Bn S1.

5–4. Steps for conducting unit movement soldier readiness check

The steps required for conducting unit movement soldier readiness checks are shown in table 5–1.

Table 5–1
Unit movement soldier readiness checks

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123–1–R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123–1–R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander and Bn S3 on unit processing status and specific deficiencies by soldier.
12	BN1	File form for future reference.

Section III
Task: Conduct Individual Movement Soldier Readiness Check

5–5. Rules for conducting individual movement soldier readiness check

a. DA Form 5123–1–R guides a soldier through this task.

b. Each soldier will immediately report changes in deployment readiness to the Bn S1.

c. Bn S1 will report those changes to installation/community reassignment section.

d. Is performed on an individual soldier appointment basis or as a unit by the installation or community processing activity or the SRPT.

e. Specific soldier readiness processing requirements as at chapter 4. Each installation/community staff activity will verify chapter 5 requirements with the type of check being conducted.

f. Person in charge of each station/activity will audit/verify requirements with soldier's qualifications; indicate status and sign DA Form 5123–1–R.

5–6. Steps for conducting individual movement soldier readiness check

The steps actions required for conducting individual movement soldier readiness checks are shown in table 5–2.

Table 5–2
Individual movement soldier readiness checks

Steps	Work center	Required action
1	BN1	Issue soldier DA Form 5123–1–R.
2	SDR	Process at personnel station.
3	SDR	Process at medical station.
4	SDR	Process at dental station.
5	SDR	Process at finance station.
6	SDR	Process at legal station.
7	SDR	Process at security clearance station.
8	SDR	Process at Bn S3.
9	SDR	Return completed DA Form 5123–1–R to Bn S1.
10	BN1	Verify completeness of forms turned in.
11	BN1	Inform unit commander of specific deficiencies by soldier for corrective action.
12	BN1	File form for future reference.

Appendix A
References

Section I
Required Publications

AR 25-400-2
The Modern Army Recordkeeping System (MARKS) (Cited in para 3-6.)

AR 600-8-2
Suspension of Favorable Personnel Actions (Flags) (Cited in para 5-1.)

AR 600-15
Indebtness of Military Personnel (Cited in para 3-3.)

AR 604-5
Department of the Army Personnel Security Program Regulation (Cited in para 2-19.)

AR 608-99
Family Support, Child Custody, and Paternity (Cited in para 3-28.)

AR 635-10
Processing Personnel for Separation (Cited in para 3-3.)

AR 640-2-1
Personnel Qualification Records (Cited in paras 2-11 and 3-27.)

AR 640-10
Individual Military Personnel Records (Cited in para 3-7.)

DA Pam 600-8-11
Military Personnel Office, Separation Processing Procedures (Cited in para 3-3.)

CTA 50-900
Common Table of Allowances (Cited in para 2-34.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 37-101-1
Field Organization and Operating Instructions Under JUMPS-Army

AR 37-101-2
Field Organization and Operating Instructions Under JACS

AR 37-104-3
Military Pay and Allowances Procedures: JUMPS-Army

AR 37-106
Finance and Accounting for Installations: Travel and Transportation Allowances

AR 40-3
Medical, Dental and Veterinary Care

AR 40-5
Health Environment

AR 40-15
Medical Warning Tag and Emergency Medical Identification Symbol

AR 40-501
Standards of Medical Fitness

AR 40-562
Immunization Requirements and Procedures

AR 55-46
Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas

AR 55-71
Transportation of Personal Property and Related Services

AR 190-5
Motor Vehicle Traffic Supervision

AR 210-10
Administration

AR 210-50
Family Housing Management

AR 220-10
Preparation for Oversea Movement of Units (POM)

AR 310-10
Military Orders

AR 340-2
Maintenance and Disposition of Records in TOE Units of the Active Army, the Army Reserve and the National Guard

AR 340-17
Release of Information and Records from Army Files

AR 340-21
The Army Privacy Program

AR 380-5
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AR 600-8
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AR 600-8-1
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AR 600-9
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AR 600-20
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AR 600-43
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AR 600-200
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AR 601-210
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AR 608-2
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AR 608-9
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AR 611-201
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AR 612-11
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AR 614-6
Permanent Change of Station Policy

AR 614-11
Temporary Duty (TDY)

AR 614-30
Oversea Service

AR 614-100
Officers Assignment Policies, Details and Transfers

AR 614-200
Selection of Enlisted Soldiers for Training and Assignment

AR 621-5
Army Continuing Education System

AR 623-105
Officer Evaluation Reporting System

AR 623-205
Enlisted Evaluation Reporting System

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AR 630-10
Absence Without Leave and Desertion

AR 635-100
Officer Personnel

AR 635-200
Enlisted Personnel

AR 640-3
Identification Cards, Tags and Badges

AR 672-5-1
Military Awards

AR 680-5
Direct Exchange of Personnel Data Between the MILPERCEN and SIDPERS

AR 680-29
Military Personnel, Organization and Type of Transaction Codes

DA Pam 190-52
Personnel Security Precautions Against Acts of Terrorism

DA Pam 600-8
Military Personnel Management and Administrative Procedures SIDPERS

DODMPM
Department of Defense Military Pay and Allowances Entitlement Manual

JTR
Joint Travel Regulation, Volumes I and II

Section III
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DA Form 2
Personnel Qualification Record Part I (Prescribed in paras 2-10, 2-11, 3-26, and 3-27.)

DA Form 2-1
Personnel Qualification Record Part II (Prescribed in paras 2-10, 2-11, 3-26, and 3-27.)

DA Form 31
Request Authority for Leave (Prescribed in para 3-5.)

DA Form 137
Installation Clearance Record (Prescribed in paras 3-2, 3-4, 3-5, 3-6, 3-7, 3-32, and 3-33.)

DA Form 268
Report for Suspension of Favorable Personnel Actions (Prescribed in para 3-27.)

DA Form 669
Educational Development Record (Prescribed in para 2-25.)

DA Form 3355
Promotion Point Worksheet (Prescribed in paras 2-10, and 3-26.)

DA Form 3807
SIDPERS Input and Control Data-Officer Transfer Data Record (Prescribed in para 2-7.)

DA Form 3808
SIDPERS Input and Control Data-Enlisted Transfer Data Record (Prescribed in para 2-7.)

DA Form 4037
Officer Record Brief (Prescribed in para 2-10.)

DA Form 4188
Military Personnel Office/Finance Office Verification of MPRJ and PFR (Prescribed in paras 2-10, 2-11, 2-20, and 2-21.)

DA Form 5123-R
Reassignment Records Checklist (Prescribed in paras 2-4, 2-11, 3-6, 3-7, 3-26, and 3-27.)

DD Form 5123-1-R
Personnel In-Processing Record (Prescribed in paras 2-2, 2-5, 2-7, 2-36, 2-37, 5-4, 5-5, and 5-6.)

DD Form 2–A
U.S. Armed Forces Identification Card (Prescribed in para 2–12.)

DD Form 93
Record of Emergency Data (Prescribed in paras 2–10, 3–26, and 4–3.)

29–8286 (VA)/(SGLV) 8286
Servicemen's Group Life Insurance Election (Prescribed in paras 2–10, 3–26, and 4–3.)

Section IV
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DA Form 67–8
U.S. Army Officer Evaluation Report.

DA Form 78
Recommendation for Promotion of Officer.

DA Form 201
Military Personnel Records Jacket, US Army.

DA Form 428
Application for Identification Card

DA Forms 647 and 647–1
Personnel Register.

DA Form 873
Certificate of Clearance and/or Security Determination.

DA Form 2166–6
Enlisted Evaluation Report.

DA Form 2446
Request for Orders.

DA Form 2496
Disposition Form.

DA Form 3180
Personnel Screening and Evaluation Record.

DA Form 3349
Physical Profile Board Proceedings Medical Condition-Physical Profile Record

DA Form 3684
JUMPS-Army Report of Pay Change.

DA Form 3686
JUMPS-Army Leave and Earnings Statement.

DA Form 3728
SIDPERS Input and Control Data—Personnel Change.

DA Form 3813
SIDPERS Input and Control Data—Personnel/Organization Change.

DA Form 3815
SIDPERS Input and Control Data—Authentication and Transmittal.

DA Form 4187
Personnel Action.

DA Form 4475–R
Data Required by the Privacy Act of 1974—Personal Information from the NOK of a Deceased Service Member.

DA Form 4991–R
Declination of Continued Service Statement.

DA Form 5247–R
Request for Security Determination.

DA Form 5304–R
Family Care Counseling Checklist.

DA Form 5305–R
Statement of Understanding and Responsibility.

DD Form 398–2
Personnel Security Questionnaire (NAC).

DD Form 1172
Application for Uniformed Services Identification and Privilege Card.

DD Form 1173
Uniformed Service Identification and Privilege Card.

DD Form 1482
MAC Transportation Authorization.

DD Form 1584
DOD National Agency Check Request.

DD Form 1610
Request and Authorization for TDY Travel of DOD Personnel (JTR).

DD Form 1746
Application for and Assignment to Military Family Housing.

DD Form 1879
Request for Personnel Security Investigation.

Glossary

Section I
Abbreviations

ACS
Army Community Service

ADT
active duty for training

AEA
assignment eligibility and availability

AG
adjutant general

AGR
Active Guard Reserve

ARNG
Army National Guard

AWOL
absence without leave

BASD
basic active service date

BASOPS
base operations

Bn S1
Battalion S1

CCS
central clearance station

C&S
command and staff

CONUS
continental United States

CPO
civilian personnel office

CPSF
Central Panagraphic Storage Facility

CSDEP
command sponsored dependents

DDARO
date dependents arrived overseas

DEERS
Defense Enrollment Eligibility Reporting System

DEROS
date eligible for return from overseas

DFR
dropped from rolls

DLPT
Defense Language Proficiency Test

DOR
date of rank

DROS
date returned from overseas

EER
enlisted evaluation report

EFMP
Exceptional Family Member Program

EMF
enlisted master file

ERB
enlisted record brief

ESA
expiration of service agreement

ETS
expiration term of service

FDPS
field determined personnel security status

FLPP
Foreign Language Proficiency Pay

GCMCA
General Court-Martial Convening Authority

HIV
human immunodeficiency virus

HQDA
Headquarters, Department of the Army

ICS
in-processing control station

ID
identification

IMA
individual mobilization augmentee

IOPR
in- and out-processing

IRR
Individual Ready Service

ISR
in-service recruiter

LPCS
last permanent change of station

MACOM
major Army command

MMRB
Military Medical Reclassification Board

MPC
military personnel classification

MPRJ
Military Personnel Records Jacket, U.S. Army

MS3
Manpower Staffing Standards System

MTF
medical treatment facility

NCO
noncommissioned officer

NGB
National Guard Bureau

OCAR
Office of the Chief, Army Reserve

OCONUS
outside continental United States

OCS
out-processing control station

ODCSLOG
Office of the Deputy Chief of Staff for Logistics

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OER
officer evaluation report

OMF
officer master file

OMPF
official military personnel file

ORB
Officer Record Brief

PAS
Personnel Automation section

PCS
permanent change of station

PEBD
pay entry basic date

PERSCOM
United States Total Army Personnel Command

PINS
personnel information station

POC
point of contact

POM
preparation for oversea movement (units)

POR
preparation of replacements for oversea movement

POV
privately owned vehicle

PS
personnel support

PSC
Personnel Service Company/Center

PSMS
personnel strength management station

PSS
personnel support system

RAPIDS
Random Access Personnel Information Dissemination System

RC
Reserve Components

SDAP
special duty assignment pay

SFC
sergeant first class

SIDPERS
Standard Installation/Division Personnel System

SMIF
soldier management individual file

SOP
standing operating procedure

SPF
SIDPERS personnel file

SRPT
soldier readiness processing team

SSN
social security number

TACC
total Army career counselor

TACCS
Tactical Army Combat Service Support (CSS) Computer System

TDA
tables of distribution and allowances

TDR
transfer data record

TDY
temporary duty

TOE
table of organization and equipment

TPU
troop program unit

UCMJ
Uniform Code of Military Justice

USAR
United States Army Reserve

USAEREC
United States Army Enlisted Records and Evaluation Center

USAREUR
United States Army, Europe

USARPERCEN
United States Army Reserve Personnel Center

UTL
unit transmittal letter

Section II
Terms

Base operations
Specific installation wide service (that is, processing, retirement services, retention, and casualty area command services).

Combat service support
A grouping of branches and officers primarily concerned with providing combat service support and/or administration to the Army as a whole.

Command and staff
A staff section headed by the command's senior military personnel manager (for example, installation AG, division G1/AG or corps AG).

Commercial activities
Representatives from non-Army activities, residing off or on-post, which provide soldier and family support and services. Representatives from these activities, upon installation/community commander approval, may conduct their enrollment, payment and disenrollment business in the personnel center in exchange for being included in the central clearance system.

Direct support
That support provided by Personnel Service Centers.

Extended TDY
Temporary duty at another station for more than 90 days.

Family Support Services Activities
Representatives from Army related activities, usually residing on-post, which provide soldier and family support and services.

Function
A military personnel function that is the basis for single-source regulations. Functions subdivide military personnel operations in the field into manageable segments.

In-processing
An event that ensures, once completed, that soldiers are ready for deployment and that they meet all of the solider readiness personnel processing requirements. Stations are manned by a host of installation level agencies and the replacement detachment, usually under the staff supervision of the Division G1/adjutant general or installation adjutant general, and are located in one building or general area. In-processing is initiated when a soldier reports in to a new installation or new command on the same post and terminated when a solider physically arrives (signs-in) at the gaining unit or battalion.

Military personnel
The component of personnel service support, that provides military personnel support to soldiers and commanders in the field.

Out-processing
An event that administratively prepares a solider for movement off the installation or to another command at the same location. Out-processing is initiated when a soldier is alerted for movement and terminates when the soldier departs.

Personnel service support
A subordinate element of central clearance station. The management and execution of personnel and related matters, including military personnel, health services, finance, legal, military police, chaplain, personal affairs office, postal and morale support. (See FM 100–10.)

Policy
A general statement governing objectives of a functional area (within the purview of the Office of the Deputy Chief of Staff for Personnel (policy proponent).

Principles of support
Fundamental objectives associated with each function. They specify reason for and source of manpower, for example; to operate a promotion system. Principles of support are applicable in peace and war.

Proponent
An Army organization or staff which has been assigned primary responsibility for material or subject matter in its area of interest.

Rule
A guideline for performing a specific task. A rules is associated with a specific task and maintained by the functional proponent.

Soldier
U.S Army officers, warrant officers, and enlisted personnel.

Soldier readiness processing requirements
A set of administrative processing requirements which must be met before individual soldier or unit movement, both during peacetime and mobilization. They are

HQDA policy directive in nature and are agreed upon by the Army's leadership. They pertain to the Active force and the reserve force equally.

Soldier Readiness—level 1 (basic movement)
Administrative processing requirements that must be checked and declared GO before a solider can participate in a planned individual (TDY) or unit movement for training (during peacetime only).

Soldier Readiness—level 2 (wartime movement stopper)
Administrative processing requirements that must be checked and declared GO before a soldier can deploy to combat or on a contingency mission. Level 1 must be accomplished also (wartime only).

Soldier Readiness—level 3 (other)
Other administrative processing requirements that must be checked and declared GO before a soldier can move. This level is waiverable by general officer in command. Levels 1 and 2 also must be accomplished (wartime and peacetime).

Soldier Readiness—level 4 (deployment area and mission unique)
Specific administrative processing requirements that must be checked and declared GO before the soldier can move. This level is waiverable by general officer in command. Levels 1 through 4 also must be accomplished (wartime and peacetime).

Soldier Readiness—level 5 (peacetime PCS/transition)
Specific administrative processing requirements that must be checked and declared GO before a soldier can make a permanent change of station or be transitioned from active duty. Levels 1 through 4 also must be accomplished (peacetime only).

Standards of service
Statements describing how much or how well the Army expects to do the work. The intent is to describe, for the senior leaders, those major standards that drive the manpower cost in the field. Separate sets of standards exist for peace and war.

Step
The sequential subdivision of a task. It describes work at a level of detail allowing execution.

Subfunctions
The division of work within functions; for example, the function of in-and out-processing subdivides into in-processing, out-processing, soldier readiness, and mobilization processing.

Task
The major subdivision of a function or subfunction. The lowest level of work which has meaning to the doer has a beginning and ending and can be measured.

The Integrating Center
The U.S. Army Soldier Support Center, that is, the organization responsible for integrating doctrine for the component elements of personnel service support.

The Processing Activity
Name for a building or area where soldiers are in-processed and out-processed, usually under the staff supervision of the division G1/adjutant general or the installation adjutant general. It becomes a subwork unit of the mobilization and deployment center during mobilization.

The processing program
A natural flow which maps a soldier's administrative existence at an installation or community, highlighting the Army's goal of being soldier ready for deployment. It consists of the four distinct subdivisions below.

a. In-processing.
b. Unit tour of duty.
c. Out-processing.
d. Mobilization processing.

Unit
Refers to a team, company, task force, and so forth. An organization consisting of more than one soldier.

Work center
A clearly defined organizational element recognized by MS3 as the basis for manpower requirements.

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RESERVED

REASSIGNMENT RECORDS CHECKLIST

For use of this form, see AR 600-8-101; the proponent agency is DCSPER

A. NAME *(Last, First, MI)*	B. SSN	C. GRADE OR RANK/PAY GRADE

INSTRUCTIONS

Indicate the presence of the following records, documents, and items in the soldier's MPRJ or possession by checking "Yes". If absent, check "No". If not applicable, enter "NA". *(This form will be prepared in two copies by the Outprocessing Clerk. Original - Place in the Action Pending section of the soldier's MPRJ. Copy - Place in the soldier's reassignment file)*

OUT-PROC. YES	OUT-PROC. NO	D. MILITARY PERSONNEL RECORDS JACKET *(DA FORM 201)* RECORD, DOCUMENT, OR ITEM	IN-PROC. YES	IN-PROC. NO
		1. DA Form 2 *(Personnel Qualification Record, Part 1)*.		
		2. DA Form 2-1 *(Personnel Qualification Record, Part 2)*.		
		3. VA Form 29-6286 *(Servicemen's Group Life Insurance Election)*		
		4. DA Form 31 *(Request and Authority for Leave)* Original Copy.		
		5. DA Form 78 *(Recommendation for Promotion of Officer)*.		
		6. DD Form 93 *(Record of Emergency Data)*.		
		7. DA Label 164 (Nuclear/Chemical Personnel Record Label). Mandatory for all Soldiers being reassigned to duty positions in the PRP/CPRP Program		
		8. DA Form 348 *(Equipment Operator's Qualification Record (Except Aircraft))*. Mandatory for all Soldiers who are Qualified to Operate an Army Vehicle other than full track combat vehicles, possess SF Form 46 *(United States Government Motor Vehicle Operator's Identification Card)* or Possess a MOS Requiring the Operation of an Army Motor Vehicle Other than Full Track Combat Vehicles.		
		9. DA Form 669 *(Educational Development Record)*		
		10. DA Form 873 *(Certificate of Clearance and/or Security Determination)*. Mandatory if Absent or if for an Interim Clearance Only. A Copy of one of the Following Must be Present as Evidence that an Investigation or Final Clearance has been Requested *(Listed in Precedence)*: ____ a. DD Form 1879 *(Request for Personnel Security Investigation)*. A Copy of DD Form 398-2 or DIS Form 1 may be Present and Should be Withdrawn until Final Clearance is Received ____ b. DD Form 398-2 *(Personnel Security Questionnaire (National Security Check))*. ____ c. DIS Form 1 *(Report of NAC/ENTRAC (RON))*. ____ d. DA Form 5247-1 *(Request for Security Determination)*. May be Alone or Supported by DD Form 398-2 or DIS Form 1 or May be in Message Format		
		11. DD Form 1172 *(Application for Uniformed Services Identification and Privilege Card)*. Ensure Application(s) for all Eligible Family Member(s) are Current and Accurate. Any Changes to Family Member Status Should be Reported to the MILPO for Appropriate Defense Enrollment Eligibility Reporting System *(DEERS)* Maintenance Processing and/or ID Card Issue if Applicable as Prescribed by AR 640-3).		
		12. DA Form 1306 *(Statement of Jump and Loading Manifest)*. Mandatory for all Soldiers Possessing PMOS 43E or an SQI or ASI Indicating Jump Qualification.		
		13. DA Form 1307 *(Individual Jump Record)*. Mandatory for all Soldiers Possessing PMOS 43E or a SQI Indicating Jump Qualification.		
		14. DA Form 1315 *(Reenlistment Data)*. Mandatory for Soldiers in Grades E6 and Below		
		15. DA Form 2166-6 *(Enlisted Evaluation Report)*. For Period _____ To _____ Forwarded to USAREC on _____. Blanks must be Filled in For All Soldiers. Copy of DA Form 2166-6 is Filed in the MPRJ for Pay Grades E5 or E4 Reduced from E5.		
		16. DA Form 3068 *(Marine Service Record)*. Mandatory for all Soldiers with Less Than 6 Months Active Duty Service.		
		17. DA Form 3078 *(Personnel Clothing Request)*. Mandatory for Soldiers with Less Than 6 Mos. Active Duty Service.		
		18. DA Form 3180 *(Personnel Screening and Evaluation Record)*. Mandatory for Soldiers Assigned or Projected for Assignment to PRP or CPRP Positions. Soldiers Classified in Nuclear or Chemical Related MOS or SSI, and Soldiers Disqualified for PRP or CPRP Assignment. NOTE: Ensure that a copy is filed in the Medical Record *(DA Form 3444 Series)*.		
		19. DA Form 3955 *(Change of Address and Directory Card)*.		
		20. DA Form 3476-R *(Diving Duty Summary Sheet)*. Mandatory for all Soldiers Performing Duties Described in AR 611-75.		
		21. DA Form 347901 *(Controller Evaluation)*. Mandatory for all Soldiers Performing Duties Described in TM 95-200.		
		22. DA Form 3513 *(Individual Flight Records Folder, United States Army)*. Mandatory for Soldiers Possessing PMOS, SSI, SQI, or ASI Requiring Flight		

OUT-PROC. YES	OUT-PROC. NO	D. MILITARY PERSONNEL RECORDS JACKET *(DA FORM 201)* RECORD, DOCUMENT, OR ITEM	IN-PROC. YES	IN-PROC. NO
		23. DA Form 3626 *(Vehicle Registration and Driver Record)*		
		24. DA Form 3645 *(Organization Clothing and Equipment Record)*		
		25. DA Form 4036-R *(Medical and Dental Preparation for Overseas Movement)*. Mandatory for all Soldiers Being Reassigned Overseas Only.		
		26. DA Form 4037 *(Officer Record Brief)*		
		27. DA Form 3355 *(Recommendation for Promotion)*. Mandatory for all Soldiers on Promotion List to Pay Grades SGT or SSG, Only. DA Form 4187 for Grades PF1, PF2, and PFC1 who Become Eligible for Advancement While in a Transit Status, or DA Form 78 for Grades 2LT and WO1 who Become Eligible for Promotion After Departure.		
		28. TDY Cards. Mandatory. Also, Cards for any TDY Enroute Destination(s) Must be Present.		
		29. DA Form 5287-R *(Training Record Transmittal Jacket)*. Minimum Documents will be D Form 3595 *(Record Fire Scorecard)* and DA Form 705 *(PT Card)*		
		30. Job Book.		
		31. DA Form 550 *(Language Proficiency Questionnaire)*		
		HEALTH AND DENTAL RECORDS *(DA FORM 3444 SERIES)*		
		32. DA Label 162 *(Emergency Medical Identification Symbol)*. Mandatory for all Soldiers Issued a Medical Warning Tag.		
		33. SF 601 *(Health Record - Immunization Record)*. Cross Check Against PHS Form 731.		
		34. DA Form 3348 *(Physical Profile Board Proceedings)*. Cross Check Against DA Form 4036-R for Evidence of Physical Profile.		
		35. DA Form 4515 *(Personnel Reliability Program Record Identifier)*. Mandatory for all Soldiers Assigned or Projected for Assignment to PRP Positions.		
		36. Weight Control Program Documents.		
		37. MOS Medical Retention Board *(MMRB)*. Mandatory for all Soldiers who have a Permanent Physical Profile with a "3" or "4" in the Physical Profile Serial		
		38. HIV Screening *(Check DA Form 4036-R or Medical Records)*		
		SOLDIER		
		39. DD Form 2A *(Active Duty Military ID Card)*. Ensure that Information on the ID Card is Accurate and Up to Date.		
		40. DA Form 31 *(Request and Authority for Leave)*. Individual Copy.		
		41. PHS Form 731 *(International Certificate of Vaccination)*. Cross Check Against SF 601.		
		42. SF 1169 *(U.S. Transportation Request)* or DD Form 1482 *(MAC Transportation Authorization)*		
		43. DD Form 1854 *(U.S. Customs Accompanied Baggage Declaration)*. Mandatory for all Soldiers Traveling from Overseas to CONUS Only.		
		44. DA Form 4600 *(Travelope)*. Mandatory for all Soldiers Traveling Overwater Only.		
		45. Identification Tags *(2 Each)*.		
		46. Spectacles *(2 Pairs Each)*. Cross Check Against DA Form 4036-R.		
		47. Protective Mask Spectacle Insert *(1 Pair Each)*. Cross Check Against DA Form 4036-R.		
		47. Protective Mask Spectacle Insert *(1 Pair Each)*. Cross Check Against DA Form 4036-R.		
		48. Hearing Aids *(2 Each)*. Cross Check Against DA Form 4036-R		
		49. Medical Warning Tag. Mandatory for Soldiers with DA Label 162 Affixed to Their Health and Dental Records.		
		50. Passport and Visa.		
		51. NATO Travel Orders. Mandatory for all Soldiers Assigned to or Traveling Through a Country Identified in AR 310-10, Chapter 3.		
		52. Reassignment Order.		
		53. DA Form 5305-R *(Statement of Understanding and Responsibility)*		

54. SIGNATURE OF OUTPROCESSING SOLDIER			55. DATE
56. SIGNATURE OF OUTPROCESSING OFFICIAL	57. DATE	58. SIGNATURE OF INPROCESSING OFFICIAL	59. DATE

REVERSE OF DA FORM 5123-R, OCT 88

PERSONNEL INPROCESSING RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCSPER

SECTION A - PERSONAL DATA

1. NAME	2. RANK	3. SSN	4. PMOS

5. NEW UNIT OF ASSIGNMENT

SECTION B - INSTRUCTIONS

Soldier will hand carry original during inprocessing. Inprocessing station NCOIC will conduct a check and sign in the block provided. All officers and senior noncommissioned officers (SFC and above) are authorized to inprocess individually. However, they will sign-in and have their leave terminated at the Replacement Detachment or by the G1 / AG assignment management personnel. Upon completion of inprocessing, soldier will give original to the Unit / Battalion SIDPERS clerk for action.

SECTION C - REPLACEMENT DETACHMENT LEVEL

1a. DATE ARRIVED	1b. TIME ARRIVED	2. STOP LEAVE (DA FM 31)	3a. BILLETING IN	3b. BILLETING OUT
4a. MESS IN	4b. MESS OUT	5. FLAGGED? ☐ YES ☐ NO	6. SIDPERS "GAIN"	
7. SIDPERS "DPRT"		8. WEIGHT CONTROL PROGRAM? ☐ YES ☐ NO		

SECTION D - INSTALLATION/COMMUNITY LEVEL

PERSONNEL STRENGTH MANAGEMENT STATION	YES	NO
1. Has Soldier Processed Through MMRB if Profile is 3 or 4?		
SUPERVISOR'S SIGNATURE		
PERSONNEL INFORMATION STATION		
2. Is SGLI Current? (DATE)		
3. Is DD Form 93 Current? (DATE)		
Is Soldier One of the Following		
4. Alien? (Germany - Turkey)		
5. Sole Surviving Child?		
6. Former POW? (If Yes, List Country)		
7. Former Peace Corps Member? (If Yes, List Country)		
8. Has Soldier Completed 12 Weeks of Military Training?		
SUPERVISOR'S SIGNATURE		
DEERS / RAPIDS / ID CARD STATION		
9. Does Soldier Possess Two ID Tags?		
10. Does Soldier Possess Current ID Tag?		
SUPERVISOR'S SIGNATURE		
MEDICAL STATION		
11. Is HIV Test Result Posted to Records? (Date of Test)		
12. Does Soldier Possess Two ID Warning Tags, If Needed?		
13. Does Soldier Possess Two Pairs of Eyeglasses, If Needed?		
14. Does Soldier Possess Two Pairs of Eye Inserts, If Needed?		
15. Does Soldier Possess Hearing Aid With Spare Batteries, If Needed?		
16. Are Soldier's Immunizations Current for Unit of Assignment?		
SUPERVISOR'S SIGNATURE		
DENTAL STATION		
17. Does Soldier Possess a Dental Record?		
SUPERVISOR'S SIGNATURE		

SECURITY CLEARANCE STATION	YES	NO
18. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
FINANCE STATION		
19a. Did Soldier Process Through This Station?		
19b. BAS Started?		
SUPERVISOR'S SIGNATURE		
PROVOST MARSHAL STATION		
20. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
EDUCATION CENTER STATION		
21. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
TRANSPORTATION STATION		
22. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		

FAMILY HOUSING STATION	YES	NO
23. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
FAMILY SUPPORT SERVICES STATION		
24. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
COMMERCIAL ACTIVITIES STATION		
25. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
CENTRAL ISSUE FACILITY		
26. Did Soldier Process Through This Station?		
SUPERVISOR'S SIGNATURE		
FINAL CHECK AT INSTALLATION / COMMUNITY LEVEL		
27. **Inprocessing Control Station Sergeant**		
Has Soldier Correctly Inprocessed?		
28. **Replacement Detachment Processing Sergeant**		
Has Soldier Correctly Cleared? *(Date)*		

29. OTHER REQUIREMENTS

SECTION E - UNIT/BATTALION LEVEL

Soldier Was Processed Through/Was Checked For	YES	NO	Soldier Was Processed Through/Was Checked For	YES	NO
1. Battalion S1			8. Battalion S3		
2. Meal Card			9. Training NCO		
3. Mail Room			10. NBC NCO		
4. TACC			11. Weapon Qualification *(Date)*		
5. Family Care Plan			12. Battalion S4		
6. Battalion S2			13. Supply NCO		
7. Necessary Security Clearance for Current Duty Position			14. Armorer		

16. SIGNATURE OF INPROCESSING SOLDIER	17. DATE

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