

Superseded by 18 July 2003

Army Regulation 600-8-101

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Personnel—General

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

Headquarters  
Department of the Army  
Washington, DC  
26 February 1993

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-8-101

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

This change--

- o Deletes requirement to use DA Form 4188 to check and ensure accuracy of personnel and finance databases (para 2-10f and para 2-20e) (table 2-4 and table 2-9).
- o Adds requirement to notify the Civilian Personnel Office when military personnel will supervise one or more civilian employees (para 2-36) (table 2-17).
- o Adds requirement to enroll, change enrollment, and disenroll in the Army's Dependent Dental Plan (para 2-12e, para 3-24, table 2-5, and table 3-11).
- o Deletes requirement for the first field grade commander in the chain of command to verify and certify in writing that all soldier readiness processing requirements have been met (para 4-2e).
- o Adds chapter 6, Mobilization Processing, which prescribes the personnel processing requirements at home station through mobilization station.

Posted  
8 APR 1997  
adH

Personnel—General

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

**Summary.** This change incorporates debt identification into the Army's out-processing and transition processing procedures and adds the following stations: Club System; Personnel Office; Post Exchange; Army Emergency Relief; Commissary; Library; Training Aids Center; Morale, Welfare, and Recreation; Government Travel Card; and Army Career Alumni Program. It also prescribes new DA Forms 137-1-R (Unit Clearance Record)

and 137-2-R (Installation Clearance Record), which supersede DA Form 137-R (Installation Clearance Record).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the CDR, PERSCOM, (TAPC-PDO) ALEX VA 22332-0474.

1. AR 600-8-101, 12 December 1989, is changed as follows:

*Page 1. The title page history statement is amended to read as follows:*

**History.** This publication was originally published on 12 December 1989. Change 1 was issued with changes incorporated on 26 February 1993. This printing publishes change 2.

*Page 1. The title page applicability statement is amended to read as follows:*

**Applicability.** This regulation applies to the Active Army, the Army National Guard and the U.S. Army Reserves. Installation clearance policies and procedures apply to all Active and Reserve Component soldiers, in the rank of colonel and below, transitioning from the Active Army or being reassigned to another location on a permanent change of station (PCS).

*Page 1. The title page interim changes statement is rescinded in its entirety.*

*Page 10. Chapter 3 is superseded in its entirety by new chapter 3 as follows:*

**Chapter 3  
Out-Processing**

**Section I  
General**

**3-1. The Out-processing Program**

This program—

a. Is an HQDA program that may be supplemented by unit/battalion and installation/community base operations to meet local requirements. However, supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MP) WASH DC 20310-0300.

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 different status (e.g., separated, discharged, released from active duty, retired).

c. Authorizes Commanders to establish a one-stop central out-processing facility as long as the requirements of this regulation are accomplished. This facility may also manage the out-processing process.

d. Ensures that soldiers who are out-processing for PCS moves meet the readiness and deployability criteria.

e. Identifies and collects payment for debts owed by soldiers who are out-processing for transition to a different status.

**3-2. DA Forms 137-1-R (Unit Clearance Record) and 137-2-R (Installation Clearance Record)**

These forms guide soldiers through the out-processing program and provide their gaining commanders the status of the soldiers' deployment readiness upon departure from the losing units. These forms also specify which activities and offices at the unit/battalion and installation/community levels the soldiers must clear before departing the losing installation. The DA Forms 137-1-R and 137-2-R will be reproduced on 8 1/2- by 11 inch paper. A copy of these forms is located at the back of this regulation.

**3-3. Out-processing policy**

Installation and unit commanders must develop and enforce procedures that notify support activities when soldiers will be departing on PCS or TCS or transitioning from active duty. These activities must screen their records and identify any debts owed by departing soldiers.

a. In the context of this chapter—

(1) Transition means all soldiers being discharged, separated, retired, transferred to another service or component, or released from active duty.

(2) All soldiers means soldiers serving in the rank of Colonel and below unless otherwise stated.

b. Installations should use the out-processing process in the Installation Support Module (ISM) to the maximum possible extent to manage out-processing as long as the requirements in this

chapter are met. Installations that do not have ISM may use existing automation systems to meet the requirements of this chapter.

c. The out-processing requirements are:

(1) The out-processing program supports implementation of the Army's debt management program. No soldier owing debts will be cleared for departure until either the debts are paid or the soldier's unit commander and the local finance officer are notified (See AR 600-15).

(2) The use of the DA Forms 137-1-R and 137-2-R and these out-processing procedures is required for all soldiers departing on a PCS, on a Temporary Change of Station (TCS), for a period of temporary duty (TDY) of 90 or more days, and soldiers transitioning from active duty. These forms identify the out-processing stations requiring clearance from all soldiers departing on PCS or transitioning from the Active Army. Each activity must complete the appropriate section of the form and confirm that the soldier does or does not owe a debt, state the amount if a debt is owed, and complete the remaining required information by providing the identification, phone number, and signature (not initials) of the individual who cleared the soldier. Installations will determine how these clearance requirements will be accomplished.

(3) Officer and senior noncommissioned officers (Sergeant First Class and above) are not required by policy to out-process all activities listed on the above forms. The activities that must be cleared by all soldiers are indicated on the forms. However, commanders may require soldiers to clear other activities listed on the forms.

(4) Active Army and RC Soldiers deploying as individual fillers in a TCS status to support a contingency operation under military orders format 401 will accomplish out-processing and soldier readiness processing (chap 4) prior to departure from the home station. Deployment packets must be in each soldier's possession at the time of reporting to the CONUS Replacement Center (CRC) or TCS Station. These soldiers will return to their home stations upon redeployment unless otherwise directed by HQDA.

(5) Soldiers being reassigned between organizations located on the same installation usually will not be required to process through the out-processing control station (OCS).

(6) For any soldier who is absent or unavailable for out-processing, the unit commander will designate a responsible individual to accomplish this task. The out-processing station will assist the unit representative by expediting the implementation of these procedures.

(7) For soldiers assigned to remote locations away from the facilities listed on DA Forms 137-1-R and 137-2-R, out-processing may be accomplished by their unit commanders, executive officers, or other appointed officials. This clearance will be based on telephonic or facsimile verification from each activity that soldiers do or do not owe debts. These activities must respond to the requester expeditiously and in accordance with local installation clearance policies.

(8) All soldiers pending TDY, PCS, or deploying to an overseas area will be provided an anti-terrorism briefing in accordance with DODD 2000.12, DOD Combating Terrorism Program.

(9) Soldiers will be given a minimum of 3 working days to out-process unless it is locally determined that soldiers can out-process sooner.

(10) The servicing military pay office will not clear soldiers until all clearance requirements, except the OCS, are met. Normally the OCS is the final station.

(11) All personnel, medical, dental, and other required documents must be provided to the soldier before the soldier departs the unit. See DA Form 5123-R, Reassignment Records Checklist, AR 600-8-101, and AR 600-8-105.

(12) The supervisor of each out-processing station will ensure that each soldier is completely out-processed before departing.

d. Transition from Active Duty.

(1) All Active Army and RC soldiers processing for transition will be out-processed per this regulation and issued a DD Form 214 (Certificate of Release or Discharge from Active Duty), as appropriate, per AR 635-5.

(2) All soldiers transitioning from active duty must clear the required activities listed on DA Forms 137-1-R and 137-2-R. If the forms are not completed as indicated and there is not sufficient time to obtain the required proof of clearance, 45 percent of the soldier's final pay will be withheld pending debt verification and payment. Any remaining pay entitlements will be forwarded to the soldier after transition.

(3) Upon notification of a soldier's pending transition, the commanders will—

(a) Research the unit files to identify duty status changes and adverse actions that have occurred within the previous 60 days and annotate this information on the DA Form 137-1-R. See AR 600-8-10, paragraphs 12-6, 12-8, 12-10, and 12-12.

(b) Require the soldier to initial each leave period, give the DA Form 137-1-R to the soldier, and instruct him/her to carry it to the transition point or center at final transition processing.

(4) CONUS returnees to transition points are required to have their military personnel, medical, and dental records per DA Pam 600-8-11, AR 600-8-104, and AR 635-10.

(5) Commanders must immediately inform the servicing finance officer and other activities when a soldier will transition prior to the scheduled transition date to determine if the soldier owes debts and to start the collection process. This action is required for all transitions except those occurring on the soldier's contracted ETS date.

(a) These soldiers must out-process in accordance with the provisions of this regulation.

(b) If a soldier is not available to out-process, the unit commander will appoint a representative to clear the soldier.

(c) On a case-by-case basis, an escort may be appointed to ensure that the soldier out-processes all required activities. Examples of where an escort may be required are, but not limited to, transitions due to emergency circumstances, an expedited separation based on hardship, or high risk separations (e.g., administrative eliminations, acts of misconduct, or separations for the convenience of the government or good of the service).

(6) Soldiers are required to have completed DA Forms 137-1-R and 137-2-R along with personnel, medical, dental, and training records, and other documents required by DA Pam 600-8-11, AR 600-8-101, AR 600-8-104, AR 635-5.

## **Section II**

### **Task: Out-Processing at the Unit/Battalion**

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

a. The DA Form 137-1-R is used to manage and control soldier out-processing at the unit/battalion. The DA Form 137-2-R is used for installation/community out-processing.

b. Soldiers will attend an installation/community level out-processing briefing prior to being issued the DA Forms 137-1-R

and 137-2-R, and the unit/battalion will provide soldiers the briefing on unit level clearance requirements.

c. Checks will be made to ensure that soldiers correctly out-process to preclude incorrect deployments and to minimize uncollected debt.

d. Each battalion staff activity/unit will accomplish at least the requirements specified in the DA Form 137-1-R.

### 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 at the unit/battalion**

Step	Work center	Required action
1	UNT	Determine the departure date.
2	BN1	Prepare DA Form 31 (Request Authority for Leave).
3	UNT	Ensure that the soldier attends the installation/community level out-processing briefing.
4	UNT	Initiate any required evaluation report(s).
5	UNT	Initiate recommendation for award, if appropriate.
6	BN1	Issue DA Forms 137-1-R and 137-2-R in accordance with local procedures.
7	BN1	Ensure the completion of any required evaluation report(s).
8	BN1	Ensure that the soldier has been considered for an award.
9	UNT	Provide weight control program documents to BN1, if applicable.
10	UNT	Prepare transfer flag, if applicable. Check with servicing JAG office to determine if a flag is necessary because of pending administrative or legal action.
11	BN1	Provide weight control program documents to the PINS, if applicable.
12	BN1	Ensure that training records are included with the soldier's out-processing packet.
13	BN1	Ensure that soldier attends an anti-terrorism briefing. See para 3-3c(8).
14	UNT	Out-process the soldier to include an approved family care plan and Exceptional Family Member Program.
15	BN1	Out-process the soldier.
16	BN2	Out-process the soldier.
17	BN3	Out-process the soldier.
18	BN4	Out-process the soldier.
19	BN1	Inform the commander of any required follow-up action, such as soldier indebtedness and non-clearance status.
20	BN1	Conduct the final check to ensure

that the soldier has been out-processed.

21 BN1 Sign the soldier out and file copy of orders and DA Form 137-1-R in the Bn S1 maintained SMIF.

22 BN1 Submit the 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/community level to ensure that soldiers properly out-process. The OCS is the focal point in the out-processing cycle.

c. The OCS will conduct out-processing briefings on either a group or an individual basis.

d. Soldiers who will PCS, transition, or proceed on TDY for 90 or more days will report to the OCS not later than 14 duty days prior to scheduled departure date to receive a briefing on installation/community level clearance procedures.

e. For any soldier who is absent or unavailable for out-processing, the unit commander will appoint a responsible individual to accomplish these procedures for the absent soldier.

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

g. The OCS will circulate, either electronically or on paper, the central clearance roster to those agencies which do not require all soldiers to out-process in person. The minimum information provided on each soldier will include name, SSN, grade, current unit of assignment, and projected loss date. Each agency will then designate to the OCS, either electronically or on paper, which soldiers need to clear in person. The central clearance roster will only be provided to DOD agencies with a need to know, except as required by the FOIA, 5 USC 552, and Privacy Act, 5 USC 552a, and AR 340-21, Army Privacy Program.

h. During out-processing, all soldiers with one or more alleged debts will be provided an opportunity to resolve those debts before the unit commanders are notified. Unit commanders will not be notified of any debts that are paid off or canceled.

i. Either the unit/battalion S1 or the installation/community G1/AG may issue the DA Forms 137-1-R and 137-2-R.

j. The DA Form 5123-R will be used to account for all required documents/forms. This form will be included with other personnel records that accompany the soldier to the next duty station.

k. When a central clearance participating agency reports to the OCS that a departing soldier still owes a debt after having visited the agency for out-processing, the departing soldier will be cleared only after the soldier, the unit commander, and the servicing military pay office have been notified of the alleged debt. The OCS will make all notifications and then clear the soldier for further out-processing.

l. Alleged debt, once reported to the soldier's unit/battalion commander, is not a reason to deny installation/community departure.

m. A soldier is not releasable until all non-departure conditions are resolved.

n. Any soldier who has not departed within 30 days of installation level clearance will be issued a new clearance record.

o. The OCS will file a copy of the soldiers' orders, DA Forms 137-1-R and 137-2-R, and DA Form 5123-R per 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 at the OCS**

Step	Work center	Required action
1	IOPR	Conduct briefing.
2	IOPR	Issue DA Forms 137-1-R and 137-2-R, if not accomplished at the unit/battalion level.
3	IOPR	Instruct the soldier to report with the DA Form 137-2-R back to the OCS to begin clearing at least 14 days prior to the actual departure date.
4	IOPR	Forward the central clearance reports of departing soldiers to the agencies that do not require all soldiers to out-process in person.
5	IOPR	Receive the soldiers' clearance status from the clearance agencies.
6	IOPR	Annotate on the DA Form 137-2-R which agencies the soldier must clear in person.
7	IOPR	The soldier out-processes through all required stations and then reports back to the OCS at least two days prior to departure.
8	IOPR	Ensure that the DA Form 137-2-R is complete.
9	IOPR	Complete the DA Form 5123-R.
10	IOPR	If the soldier is found to be ineligible for departure, inform the unit commander.
11	IOPR	If the soldier is flagged (DA Form 268) and the flag is transferable, mail the military personnel record with the transfer documents (i.e., training, medical, dental, and education) and the documentation to support the flag to the gaining commander. Make proper disposition of the records per AR 600-8-104.
12	IOPR	Direct the soldier back to the unit for continued out-processing.

**Section IV**

**Task: Out-Processing at the Club System Station**

**3-8. Rules for out-processing at the club system station**

- a. All soldiers will process through this station.
- b. Soldiers will be assisted in closing their accounts, if any.

c. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-9. Steps for out-processing at the club system station**

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

**Table 3-3  
Out-processing at the club system station**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has an account.
2	IOPR	Assist the soldier in closing the account, if the soldier has one.
3	IOPR	Determine and process unpaid debt, if any.
4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section V**

**Task: Out-Processing at the Housing/Billeting Office**

**3-10. Rules for out-processing at the housing/billeting office**

- a. All soldiers will process through this station.
- b. Soldiers will be assisted to ensure correct housing/billeting clearance.
- c. Soldiers will be held accountable for lost/damaged government property. The out-processing agency will follow normal property accountability and debt/loss due process procedures.
- d. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-11. Steps for out-processing at the housing/billeting office**

The steps required for out-processing at the housing/billeting office are shown in table 3-4.

**Table 3-4  
Out-processing at the housing/billeting office**

Step	Work center	Required action
1	IOPR	Brief the soldier.
2	IOPR	Process the soldier's request for government housing clearance.
3	IOPR	Determine and process unpaid debt to the U.S. Government, if any.
4	IOPR	Issue the termination orders.
5	IOPR	Inform the commander of any required follow-up action.

- 6 IOPR Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section VI

#### Task: Out-Processing at the Education Center

#### 3-12. Rules for out-processing at the education center

- All soldiers will process through this station.
- Appropriate educational benefits information will be provided.
- Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

#### 3-13. Steps for out-processing at the education center

The steps required for out-processing at the education center are shown in table 3-5.

**Table 3-5**  
Out-processing at the education center

Step	Work center	Required action
1	IOPR	Visit the counselor.
2	IOPR	Conduct the outbrief and provide appropriate benefits information.
3	IOPR	Determine and process unpaid debt to the U.S. Government, if any.
4	IOPR	Annotate the soldier's record.
5	IOPR	Give record to the soldier.
6	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section VII

#### Task: Out-Processing at the Central Issue Facility (CIF)

#### 3-14. Rules for out-processing at the CIF

- All soldiers will process through this station.
- Soldiers will be held accountable for lost/damaged government property. The out-processing agency will follow normal property accountability and debt/loss due process procedures.
- Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

#### 3-15. Steps for out-processing at the CIF

The steps required for out-processing at the CIF are shown in table 3-6.

**Table 3-6**  
Out-processing at the CIF

Step	Work center	Required action
1	IOPR	Determine the soldier's account status.
2	IOPR	Process the turning in of field

- 3 IOPR Determine and process unpaid debt to the U.S. Government, if any.
- 4 IOPR Inform the commander of any required follow-up action.
- 5 IOPR Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section VIII

#### Task: Out-Processing at the Dental Facility

#### 3-16. Rules for out-processing at the dental facility

- All soldiers will process through this station.
- Based on local installation/community policy, this task may be accomplished at the unit/battalion supporting dental facility.
- If out-processing at the unit/battalion, complete all steps except for giving the records to the soldier.
- Check and initiate corrective action to eliminate individual soldier readiness nondeployment conditions or report the situation to the gaining commander.

#### 3-17. Steps for out-processing at the dental facility

The steps required for out-processing at the dental facility are shown in table 3-7.

**Table 3-7**  
Out-processing at the dental facility

Step	Work center	Required action
1	SDR	Obtain the record from the supporting dental facility.
2	SDR	Verify the accuracy of the record (name, SSN, rank, etc.).
3	IOPR	Verify that the panograph is in the dental records of PCS and TCS soldiers.
4	IOPR	Verify the dental classification that requires treatment for pain, trauma, infection, or follow-up care.
5	IOPR	For PCS moves, forward the record to the OCS.
6	IOPR	For transitioning soldiers, close out the record and give it to the soldier.
7	IOPR	Inform the commander of any required follow-up action.
8	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section IX

#### Task: Out-Processing at the Medical Facility

#### 3-18. Rules for out-processing at the medical facility

- All soldiers will process through this station.
- Based on local installation/community policy, this task may be accomplished at the unit/battalion supporting medical treatment facility (MTF). Complete all steps except for giving the records to the soldier.

- c. Check and initiate corrective action to eliminate individual soldier readiness nondeployment conditions or report the situation to the gaining commander.
- d. Conduct occupational medicine screen.

**3-19. Steps for out-processing at the medical facility**

The steps required for out-processing at the medical facility are shown in table 3-8.

**Table 3-8**  
**Out-processing at the medical facility**

Step	Work center	Required action
1	IOPR	Obtain the medical record from the supporting medical facility or from the 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 DNA collection record.
9	IOPR	Verify periodic or over 40 physical.
10	IOPR	Verify Exceptional Family Member Program enrollment.
11	IOPR	Verify compliance with the weight control program.
12	IOPR	Verify if soldier has a permanent geographic or climatic duty limitation established by a medical board.
13	IOPR	Verify that termination examinations have been completed for soldiers who worked around loud noises, radiation, asbestos, and certain heavy metals.
14	IOPR	For PCS moves, forward the record to the OCS.
15	IOPR	Verify military mother of new born.
16	IOPR	For transitioning soldiers, check for physical or waiver.
17	IOPR	For transitioning soldiers, close out the record and send it to the transition point.
18	IOPR	Inform the commander of any required follow-up action.
19	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section X**

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

**3-20. Rules for out-processing at the DEERS/RAPIDS/ID card station**

- a. All soldiers will process through this station.
- b. To prevent a soldier readiness nondeployment condition, each soldier will be checked, and new ID card/tags, if required, will be issued.

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

d. If the installation has no access to the DEERS/DMDC database, eliminate steps 5 and 6.

e. All soldiers will be given the opportunity to enroll, disenroll, and change enrollment in the Army Family Member Dental Plan. Soldiers being reassigned to an accompanied overseas tour, who are currently enrolled in the Army Family Member Dental Plan, are required to disenroll from the program. Soldiers being reassigned from OCONUS to a CONUS assignment will be given the opportunity to enroll or re-enroll in the dental plan.

**3-21. 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 3-9.

**Table 3-9**  
**Out-processing at the 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	Issue new ID tags and medical warning tags, if appropriate.
4	IOPR	Issue new ID tags and medical warning tags to the soldier.
5	IOPR	Verify DEERS/RAPIDS enrollment of soldier and family members.
6	IOPR	Verify DEERS/RAPIDS data entry and date for panograph, HIV test, and DNA sample.
7	IOPR	Process the soldier's enrollment, change in enrollment, or disenrollment in the Army Family Member Dental Plan.
8	IOPR	Inform the commander of any required follow-up action.
9	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XI**

**Task: Out-Processing at the Personnel Office**

**3-22. Rules for out-processing at the personnel office**

- a. All soldiers will process through this station.
- b. Soldiers will pick up the military personnel records from the personnel office.
- c. The personnel office will examine the records of all soldiers below the rank of SSG to determine whether or not those soldiers are eligible for promotion. The promotion packet will accompany the military personnel record for each of those eligible soldiers.

**3-23. Steps for out-processing at the personnel office**

The steps for out-processing at the personnel office are shown in table 3-10.

**Table 3-10**  
**Out-processing at the personnel office**

Step	Work center	Required action
1	IOPR	If the soldier is below the rank of SSG, examine the military personnel record to determine whether or not the soldier is eligible for promotion.
2	IOPR	Issue the military personnel record to the soldier.
3	IOPR	If the soldier is below the rank of SSG and is eligible for promotion, ensure that the promotion packet accompanies the military personnel record.
4	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

## Section XII

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

#### 3-24. 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 soldier's military personnel record:

- (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 soldier's military personnel record:

- (1) Marital status.
- (2) Number of dependents.
- (3) Spouse's SSN/MPC.
- (4) Military education.
- (5) Civilian education.
- (6) Physical category.
- (7) Regimental affiliation and home base.
- (8) Current/last foreign service tour.
- (9) Continental United States (CONUS) preference.
- (10) OCONUS preference.

- d. The following forms and documents will be audited with the soldier to preclude errors between the SIDPERS file and soldier's military personnel record:

- (1) Record brief.
- (2) DA Forms 2 and 2-1.
- (3) DD Form 93.
- (4) DA Form 3355.
- (5) VA Form SGLV-8286.

- e. The following soldier readiness processing requirements will be 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
  - (7) Single parent or one member of a military couple adopting a child.
  - (8) Has less than 7 days to ETS.
  - (9) Has an approved field bar to reenlistment.
  - (10) Conscientious objector status.
  - (11) Has a family member assigned to the same unit.
- f. DA Form 5123-R will be used to account for all required documents/forms.

#### 3-25. Steps for out-processing at the PINS

The steps required for out-processing at the PINS are shown in table 3-11.

**Table 3-11**  
**Out-processing at the PINS**

Step	Work center	Required action
1	IOPR	Obtain the soldier's military personnel record from the Information Work Center or from the soldier.
2	IOPR	Using AR 600-8-104, check the accuracy of the DA Form 2, the SIDPERS record, and the source documents found in the military personnel record for the data elements listed above.
3	IOPR	Go to the related task within AR 600-8-104 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 the audit process for the data elements and forms listed above.
6	IOPR	Go to the related task within AR 600-8-104 for resolution.
7	IOPR	Continue to process until all data elements and forms are audited.
8	IOPR	Using the related task within AR 600-8-104, verify the soldier readiness processing requirements at e above.
9	IOPR	Complete the military personnel record and applicable soldier items on the DA Form 5123-R.
10	IOPR	Inform the commander of any required follow-up action.
11	IOPR	If the soldier is flagged (DA Form 268), send the records to the OCS.
12	IOPR	If not flagged, give the records to the soldier.

13	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.
----	------	--

**Section XIII**

**Task: Out-Processing at the Transportation Station**

**3-26. Rules for out-processing at the transportation station**

- a. All soldiers will process through this station.
- b. To preclude undue personal hardships, soldiers will be briefed on their transportation and movement entitlements. The briefing will include the cost of excess weight shipments and the individual soldier's liability for paying excess weight charges. Soldiers applying for DITY moves will be briefed on their responsibility to settle their final vouchers and the debt implications of unsettled vouchers.
- c. Soldiers will be assisted in the shipment of their personal property.
- d. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-27. Steps for out-processing at the transportation station**

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

**Table 3-12**  
**Out-processing at the transportation station**

Step	Work center	Required action
1	IOPR	Brief the soldier on entitlements.
2	IOPR	Process the soldier's request for unaccompanied baggage shipment.
3	IOPR	Process the soldier's request for household goods shipment.
4	IOPR	Process the soldier's request for POV shipment.
5	IOPR	Process the soldier's request for storage of household goods.
6	IOPR	Inform the commander of any required follow-up action.
7	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XIV**

**Task: Out-Processing at the Post Exchange**

**3-28. Rules for out-processing at the post exchange**

- a. All soldiers who are transitioning will process through this station. For soldiers who are departing on a PCS move, determination will be made at the OCS.
- b. Soldiers will be assisted in clearing their accounts.
- c. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-29. Steps for out-processing at the post exchange**

The steps required for out-processing at the post exchange are shown in table 3-13.

**Table 3-13**  
**Out-processing at the post exchange**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has an account.
2	IOPR	Assist the soldier in closing the account, if the soldier has one.
3	IOPR	Determine and process unpaid debt, if any.
4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XV**

**Task: Out-Processing at the Army Emergency Relief (AER) station**

**3-30. Rules for out-processing at the AER station**

- a. All soldiers who are transitioning will process through this station. For soldiers who are departing on a PCS move, determination will be made at the OCS.
- b. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-31. Steps for out-processing at the AER station**

The steps required for out-processing at the AER station are shown in table 3-14.

**Table 3-14**  
**Out-processing at the AER station**

Step	Work center	Required action
1	IOPR	Determine and process unpaid debt, if any.
2	IOPR	Inform the commander of any required follow-up action.
3	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XVI**

**Task: Out-Processing at the Commissary**

**3-32. Rules for out-processing at the commissary**

- a. Not all soldiers are required to process through this station. Determination will be made at the OCS.
- b. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-33. Steps for out-processing at the Commissary**

The steps required for out-processing at the Commissary are shown in table 3-15.

**Table 3-15**  
**Out-processing at the Commissary**

Step	Work center	Required action
1	IOPR	Determine and process unpaid debt, if any.
2	IOPR	Inform the commander of any required follow-up action.
3	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section XVII

#### Task: Out-Processing at the Army Community Services (ACS) Center

#### 3-34. Rules for out-processing at the ACS center

- Not all soldiers are required to process through this station. Determination will be made at the OCS.
- All soldiers with exceptional family members will be referred to this station.
- Soldiers will be assisted in closing their accounts.
- Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

#### 3-35. Steps for out-processing at the ACS center

The steps required for out-processing at the ACS center are shown in table 3-16.

**Table 3-16**  
**Out-processing at the ACS center**

Step	Work center	Required action
1	IOPR	Assist the soldiers and their families and make referrals as required.
2	IOPR	Determine whether or not the soldier has an account.
3	IOPR	Assist the soldier in closing the account, if the soldier has one.
4	IOPR	Determine and process unpaid debt to the U.S. Government, if any.
5	IOPR	Conduct the overseas orientation briefing, if the soldier is going overseas.
6	IOPR	Inform the commander of any required follow-up action.
7	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section XVIII

#### Task: Out-Processing at the Provost Marshal Station

#### 3-36. 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. The provost marshal registration section (for example, POV, weapons) will be cleared.

#### 3-37. Steps for out-processing at the provost marshal station

The steps required for out-processing at the provost marshal station are shown in table 3-17.

**Table 3-17**  
**Out-processing provost marshal station**

Step	Work center	Required action
1	IOPR	Obtain a copy of the source document (orders, notification roster from the OCS or from the soldier.
2	IOPR	Cancel the vehicle registration.
3	IOPR	Cancel the weapon registration.
4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

### Section XIX

#### Task: Out-Processing at the Library

#### 3-38. Rules for out-processing at the library

- Not all soldiers are required to process through this station. Determination will be made at the OCS.
- Soldiers will be held accountable for overdue, damaged, or lost books or other media.
- Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

#### 3-39. Steps for out-processing at the library

The steps required for out-processing at the library are shown in table 3-18.

**Table 3-18**  
**Out-processing library**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has a library card.
2	IOPR	Collect the library card from the soldier.
3	IOPR	Determine and process unpaid debt, if any.
4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XX**

**Task: Out-Processing at the Training Aids Center**

**3-40. Rules for out-processing at the training aids center**

- a. Not all soldiers are required to process through this station. Determination will be made at the OCS.
- b. Soldiers will be held accountable for lost or damaged equipment.
- c. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-41. Steps for out-processing at the training aids center**

The steps required for out-processing at the training aids center are shown in table 3-19.

**Table 3-19**  
**Out-processing at the training aids center**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has an account.
2	IOPR	Assist the soldier in closing the account, if the soldier has one.
3	IOPR	Determine and process unpaid debt, if any.
4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XXI**

**Task: Out-Processing at the Morale, Welfare, and Recreation (MWR) station**

**3-42. Rules for out-processing at the MWR station**

- a. Not all soldiers are required to process through this station. Determination will be made at the OCS.
- b. Soldiers will be held accountable for lost or damaged equipment.
- c. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-43. Steps for out-processing at the MWR station**

The steps required for out-processing at the MWR station are shown in table 3-20.

**Table 3-20**  
**Out-processing at the MWR station**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has an account.
2	IOPR	Assist the soldier in closing the account, if the soldier has one.
3	IOPR	Determine and process unpaid debt to the U.S. Government, if any.

4	IOPR	Inform the commander of any required follow-up action.
5	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XXII**

**Task: Out-Processing at the Commercial Activities Station**

**3-44. Rules for out-processing at the commercial activities station**

- a. Not all soldiers are required to process through this station. Determination will be made at the OCS.
- b. Commanders will be notified when soldiers do not properly clear their accounts.
- c. Soldiers will be assisted to ensure that they know how to request and obtain their deposit refunds.

**3-45. Steps for out-processing at the commercial activities station**

The steps required for out-processing at the commercial activities station are shown in table 3-21.

**Table 3-21**  
**Out-processing at the Commercial Activities Station**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier has any accounts.
2	IOPR	Assist the soldier in closing the account(s), if any.
3	IOPR	Assist the soldier in requesting/obtaining any deposit refunds that are due.
4	IOPR	Determine and process unpaid debts, if any.
5	IOPR	Inform the commander of any required follow-up action.
6	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XXIII**

**Task: Out-Processing at the Government Travel Card Station**

**3-46. Rules for out-processing at the government travel card station**

- a. All soldiers will process through this station.
- b. Each soldier's status as a cardholder will be verified.
- c. For soldiers who are out-processing for a PCS move, the Program Coordinator will record the name, gaining unit address, and account number of every soldier who has a government charge card for notification to the charge card contractor.
- d. Soldiers with government charge cards who are transitioning will destroy their charge cards in view of the Program Coordinator, who will then notify the charge card contractor and dispose of the cards per the provisions of the contract.

e. Checks will be made to ensure that the rules for indebtedness to the U.S. Government are followed, according to AR 600-15.

**3-47. Steps for out-processing at the government travel card station**

The steps required for out-processing at the government travel card station are shown in table 3-22.

**Table 3-22**  
**Out-processing at the government travel card station**

Step	Work center	Required action
1	IOPR	Verify whether or not the soldier has a government charge card.
2	IOPR	For each soldier on PCS orders, record the name, gaining unit address, and account number for forwarding to the charge card contractor.
3	IOPR	For each soldier who is transitioning, ensure the card is destroyed.
4	IOPR	Sign the clearance record or indicate a GO status to the OCS.

**Section XXIV**

**Task: Out-Processing at the ACAP Office**

**3-48. Rules for out-processing at the ACAP Office**

- a. All soldiers who are transitioning will process through this station.
- b. All transitioning soldiers will complete ACAP processing per DA Pamphlet 635-4 (Preseparation Guide).

**3-49. Steps for out-processing at the ACAP Office**

The steps required for out-processing at the ACAP Office are shown in table 3-23.

**Table 3-23**  
**Out-processing at the ACAP Office**

Step	Work center	Required action
1	IOPR	Determine whether or not the soldier is transitioning.
2	IOPR	Verify that the soldier has completed ACAP processing per DA Pam 635-4.
3	IOPR	Inform the commander of any required follow-up action.
4	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

**Section XXV**

**Task: Out-Processing at the Military Pay Station**

**3-50. Rules for out-processing at the military pay station**

- a. All soldiers will process through this station.
- b. Counsel soldiers moving overseas on the requirement to provide support payments to family members remaining in CONUS per AR 608-99.
- c. Check for and initiate appropriate corrective actions to eliminate individual soldier readiness nondeployment conditions or report those conditions to the gaining commander.

**3-51. Steps for out-processing at the military pay station**

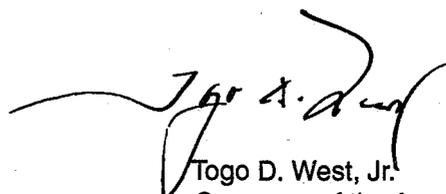
The steps required for out-processing at the military pay station are shown in table 3-24.

**Table 3-24**  
**Out-processing at the military pay station**

Step	Work center	Required action
1	IOPR	Call up the account and gather the required source documents from the soldier.
2	IOPR	Determine/issue travel pay entitlements to the soldier.
3	IOPR	Process/update the allotment portion of the soldier's pay account.
4	IOPR	Process/update the soldier's pay record.
5	IOPR	Verify/process the last chargeable leave.
6	IOPR	Determine and process unpaid debts, if any.
7	IOPR	For soldiers who are transitioning, determine and issue the amount of net pay due and close the account.
8	IOPR	Supervisor checks the work and signs the clearance record or indicates a GO status to the OCS.

2. Post these changes per DA Pam 310-13.

3. File this change in front of the publication



Togo D. West, Jr.  
Secretary of the Army

**Distribution.** Distribution of this publication is made in accordance with initial distribution number (IDN) 095034, intended for command level A for Active Army, D for Army National Guard, and A for U.S. Army Reserve.

## UNIT CLEARANCE RECORD

For use of this form, see AR 608-8-101; the proponent agency is ODCSPER

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Section 301, Title 5, USC.  
**PRINCIPAL PURPOSE:** To ensure personnel readiness prior to PCS. To complete clearance verification prior to transition from active duty, separation, or retirement.  
**ROUTINE USES:** To close out installation personnel and finance records. To ensure debt to government or government sponsored agencies is identified and action taken to obtain remittance prior to soldier's transition from Active duty, separation or retirement. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.  
**DISCLOSURE:** Disclosure is voluntary; however, failure to complete these forms may result in only partial payment of final pay.

**INSTRUCTIONS TO SOLDIER:** This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to properly complete this checklist. **If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts.** Activities marked with an @ require clearance for all personnel separating or retiring from the Active Army, to include AGR personnel. Activities marked with an asterisk (\*) require clearance for personnel departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed prior to your final finance appointment. Separation payments will not be released until installation clearance is completed.

**TO: UNIT COMMANDER, BN S1, PAC SUPERVISOR:** This soldier is scheduled to PCS or transition, separate or retire from the Active Army. In order to ensure proper installation clearance and properly compute the soldier's final leave and pay entitlements, we require your assistance. Complete items below identifying actions within the last 60 days prior to the soldier's separation or retirement date. Items marked with an @ are required for all soldiers transitioning, separating, or retiring from the Active Army. Items marked with an asterisk (\*) are required for soldiers PCSing. This information must be provided, confirmed and hand-carried by the soldier or appointed representative to the Military Pay Station and the Out-Processing Control Station for final processing. Failure to provide this information will cause the withholding of 45 percent of the soldier's final pay at transition, separation or retirement, pending Defense Finance and Accounting System (DFAS) final verification of outstanding transactions.

### SECTION A - PERSONAL DATA *(To be completed by commander, S1, out-processing control station, or appointed official)*

1. NAME	2. RANK	3. SSN	4. ORDERS NO.
5. GAINING UNIT	6. LOSING UNIT		7. DATE OF ORDERS
8. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify) _____			9. DEPARTURE DATE

### SECTION B - DEBT VERIFICATIONS

10. DUTY STATUS@	10a. TYPE OF ABSENCE	10b. LOG NUMBER OR ORDER NUMBER <i>(WHEN APPLICABLE)</i>	10c. START DATE	10d. RETURN DATE
INDICATE ALL LEAVES, TDY, HOSPITALIZATION, FIELD DUTY, LOST TIME, AWOL, AND CONFINEMENT WITHIN 60 DAYS PRIOR TO ISSUANCE OF CLEARANCE FORMS.				

**SECTION B - DEBT VERIFICATIONS (cont.)**

11. <b>ADVERSE ACTIONS@</b> All that have occurred within the 60 days prior to issuance of DA FORM 137-R series. INCLUDE: UCMJ, Court Martial, Admin. Reductions, and Administrative Discharges.	11a. TYPE OF ACTION	11b. DATE OF SOURCE DOCUMENT	11c. PUNISHMENT	11d. EFFECTIVE DATE	11e. COMPLETION DATE
12. <b>PROPERTY ACCOUNTABILITY@</b>	12a. STATEMENT OF CHARGES <input type="checkbox"/>	12b. DATE OF SOURCE DOCUMENT	12c. AMOUNT	12d. DISPOSITION	
	12e. REPORT OF SURVEY <input type="checkbox"/>				
13. <b>SPECIAL PAYS@*</b>	MARK ALL THAT APPLY: <input type="checkbox"/> SDAP <input type="checkbox"/> FLPP <input type="checkbox"/> JUMP <input type="checkbox"/> DEIP <input type="checkbox"/> SEA <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FLIGHT <input type="checkbox"/> OTHER _____				

**SECTION C - UNIT / BATTALION CLEARANCES@\***

14. <b>BN S1/Unit Commander</b> VERIFYING OFFICIAL	14a. TYPE OR PRINT NAME	14b. SIGNATURE	14c. DATE
EVALUATIONS	MEAL CARD	PROFILE	
DUTY ROSTER	MAIL ROOM		
DA FORM 31	FLAGGED		
15. <b>BN S2/3/Unit Commander</b> VERIFYING OFFICIAL	15a. TYPE OR PRINT NAME	15b. SIGNATURE	15c. DATE
SECURITY DEBRIEFING	ANTI-TERRORISM BRIEFING	TRAINING ROOM	TRAINING RECORD
16. <b>BN S4/Unit Commander</b> VERIFYING OFFICIAL	16a. TYPE OR PRINT NAME	16b. SIGNATURE	16c. DATE
MOTOR POOL	NBC ROOM		
SUPPLY ROOM	ARMS ROOM		
17. OTHER	17a. TYPE OR PRINT NAME	17b. SIGNATURE	17c. DATE
CAREER COUNSELOR			
18. NAME OF SOLDIER	18a. SIGNATURE	18b. DATE	
19. <b>NAME OF COMMANDER/S1</b> AUTHENTICATING OFFICIAL	19a. SIGNATURE	19b. DATE	

## INSTALLATION CLEARANCE RECORD

For use of this form, see AR 608-8-101; the proponent agency is ODCSPER

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

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### SECTION A. - PERSONAL DATA *(To be completed by commander, S1, out-processing control station, or appointed official)*

1. NAME	2. RANK	3. SSN	4. ORDERS NO.
5. GAINING UNIT	6. LOSING UNIT		7. DATE OF ORDERS
8. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify) _____			9. DEPARTURE DATE

### SECTION B. - INSTALLATION STANDARD CLEARANCES

10. INSTALLATION ACTIVITY	DEBT			11. TYPED NAME AND TELEPHONE NO.	12. SIGNATURE
	a. YES	b. AMOUNT	c. NO		
(1) Club System@*					
(2) Housing/Billeting@*					
(3) Education Office@*					
(4) Central Issue Facility@*					
(5) Dental Facility@*					
(6) Medical Facility@*					
(7) DEERS/ID Cards/ID Tags@*					
(8) Personnel Office/Promotions@*					
(9) Personnel Information@*					
(10) Transportation@*					

10. INSTALLATION ACTIVITY <i>(Continued)</i>	DEBT			11. TYPED NAME AND TELEPHONE NO.	12. SIGNATURE
	a. YES	b. AMOUNT	c. NO		
(11) Post Exchange@					
(12) Army Emergency Relief@					
(13) Commissary					
(14) Army Community Services					
(15) Provost Marshal					
(16) Library					
(17) Training Aids Center					
(18) Morale, Welfare, and Recreation					
(19) Commercial Activities					
(20)					
(21)					
(22)					
13. GOVERNMENT TRAVEL CARD@	13a. Does the soldier have an account? Yes <input type="checkbox"/> No <input type="checkbox"/> Disposition _____			13b. TYPED NAME AND TELEPHONE NO.	13c. SIGNATURE AND DATE
14. Soldier has completed ACAP Processing@	Yes <input type="checkbox"/> No <input type="checkbox"/>			14a. TYPED NAME AND TELEPHONE NO.	14b. SIGNATURE AND DATE
if no, remarks: _____					
<b>SECTION C - MILITARY PAY PROCESSING</b>					
15. Travel Pay Processing@*				15a. TYPED NAME AND TELEPHONE NO.	15b. SIGNATURE AND DATE
16. Separation Pay Processing@				16a. TYPED NAME AND TELEPHONE NO.	16b. SIGNATURE AND DATE
17. Debt Processing@				17a. TYPED NAME AND TELEPHONE NO.	17b. SIGNATURE AND DATE
<b>SECTION D - OUT-PROCESSING CONTROL STATION</b>					
18. Soldier has completed Out-Processing	Yes <input type="checkbox"/> No <input type="checkbox"/>			18a. TYPED NAME AND TELEPHONE NO.	18b. SIGNATURE AND DATE
Remarks: _____					

Effective 26 March 1993

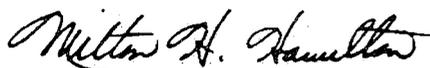
Personnel—General

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

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



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

*See chg 2, dtd MAR 93*  
**History.** This UPDATE printing publishes a Change 1 of this publication. The changed portions have been highlighted.

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

*See chg 2, dtd MAR 93*  
**Applicability.** This regulation applies to the Active Army, the Army National Guard,

and the U.S. Army Reserve. This publication is applicable during mobilization.

**Proponency and exceptions.** The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate this authority in writing to a division chief within the proponency agency who holds a rank of colonel or the civilian equivalent. The approval authority will coordinate all questions regarding the scope of authority to approve exceptions with HQDA, OTJAG, ATTN: DAJA-AL, Washington, DC 20310-2200.

**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.

*See chg 2*  
**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 proponency 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 5034, intended for command level A for Active Army, D for Army National Guard, and A for U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Section I

General, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1.

Responsibilities • 1-4, page 1

Manpower resources • 1-5, page 1

Levels of work • 1-6, page 1

The processing program • 1-7, page 1

Section II

Principles and Standards, page 2

Principles of support • 1-8, page 2

Standards of service • 1-9, page 2

Section III

The Structure, page 2

The processing activity structure • 1-10, page 2

Program policy • 1-11, page 2

Rules for operating the processing activities • 1-12, page 3

Future concept • 1-13, page 3

Chapter 2

In-Processing, page 4

Section I

General, page 4

The In-Processing Program • 2-1, page 4

The in-processing record • 2-2, page 4

In-process policy • 2-3, page 4

Section II

Task: Conduct Operations at the In-Processing Control Station (ICS), page 5

Rules for operating the in-processing control station • 2-4, page 5

Steps for operating the ICS • 2-5, page 5

Section III

Task: In-Processing at the Replacement Detachment, page 5

Rules for in-processing at the replacement detachment • 2-6, page 5

Steps for in-processing at the replacement detachment • 2-7, page 5

Section IV

Task: In-Processing at the Personnel Strength Management Station (PSMS), page 5

Rules for in-processing at the PSMS • 2-8, page 5

\*This regulation supersedes AR 612-2, 1 November 1983; 28 February 1985, chapters 5 and 6 of DA Pam 600-8-10, 1 August 1986; and chapter 7 of AR 220-10, 15 June 1973.

## Contents—Continued

Steps for in-processing at the PSMS • 2-9, page 6

### Section V

*Task: In-Processing at the Personnel Information Station (PINS), page 6*

Rules for in-processing at the PINS • 2-10, page 6

Steps for in-processing at the PINS • 2-11, page 6

### Section VI

*Task: In-Processing at the Defense Enrollment Eligibility Reporting System (DEERS)/Realtime Automated Personnel Identification System (RAPIDS)/Identification (ID) Card Station, page 7*

Rules for in-processing at the DEERS/RAPIDS/ID card station • 2-12, page 7

Steps for in-processing at the DEERS/RAPIDS/ID card station • 2-13, page 7

### Section VII

*Task: In-Processing at the Medical Station, page 7*

Rules for in-processing at the medical station • 2-14, page 7

Steps for in-processing at the medical station • 2-15, page 7

### Section VIII

*Task: In-Processing at the Dental Station, page 7*

Rules for in-processing at the dental station • 2-16, page 7

Steps for in-processing at the dental station • 2-17, page 7

### Section IX

*Task: In-Processing at the Security Clearance Station, page 8*

Rules for in-processing at the security clearance station • 2-18, page 8

Steps for in-processing at the security clearance station • 2-19, page 8

### Section X

*Task: In-Processing at the Finance Station, page 8*

Rules for in-processing at the finance station • 2-20, page 8

Steps for in-processing at the finance station • 2-21, page 8

### Section XI

*Task: In-Processing at the Provost Marshal Station, page 8*

Rules for in-processing at the provost marshal station • 2-22, page 8

Steps for in-processing at the provost marshal station • 2-23, page 8

### Section XII

*Task: In-Processing at the Education Center, page 9*

Rules for in-processing at the education center • 2-24, page 9

Steps for in-processing at the education center • 2-25, page 9

### Section XIII

*Task: In-Processing at the Transportation Station, page 9*

Rules for in-processing at the transportation station • 2-26, page 9

Steps for in-processing at the transportation station • 2-27, page 9

### Section XIV

*Task: In-Processing at the Family Housing Station, page 9*

Rules for in-processing at the family housing station • 2-28, page 9

Steps for in-processing at the family housing station • 2-29, page 9

### Section XV

*Task: In-Processing at the Family Support Army Community Services Station, page 9*

Rules for in-processing at the family support Army community services station-center • 2-30, page 9

Steps for in-processing at the family support Army community services station-center • 2-31, page 9

### Section XVI

*Task: In-Processing at the Commercial Activities Station, page 10*

Rules for in-processing at the commercial activities station • 2-32, page 10

Steps for in-processing at the commercial activities station • 2-33, page 10

### Section XVII

*Task: In-Processing at the Central Issue Facility, page 10*

Rules for in-processing at the central issue facility • 2-34, page 10

Steps for in-processing at the central issue facility • 2-35, page 10

### Section XVIII

*Task: In-Processing at the Unit/Battalion, page 10*

Rules for in-processing at the unit/battalion • 2-36, page 10

Steps for in-processing at the unit/battalion • 2-37, page 10

## Chapter 3

### Out-Processing, page 10

#### Section I

*General, page 10*

The Out-processing Program • 3-1, page 10

DA Form 137-R (Installation Clearance Record) • 3-2, page 10

Out-process policy • 3-3, page 11

#### Section II

*Task: Out-Processing at the Unit/Battalion, page 11*

Rules for out-processing at the unit/battalion • 3-4, page 11

Steps for out-processing at the unit/battalion • 3-5, page 11

#### Section III

*Task: Conduct Operations at the Out-Processing Control Station (OCS), page 11*

Rules for conducting operations at the OCS • 3-6, page 11

Steps for conducting operations at the OCS • 3-7, page 12

#### Section IV

*Task: Out-Processing at the Transportation Station, page 12*

Rules for out-processing at the transportation station • 3-8, page 12

Steps for out-processing at the transportation station • 3-9, page 12

#### Section V

*Task: Out-Processing at the Family Housing Station, page 12*

Rules for out-processing at the family housing station • 3-10, page 12

Steps for out-processing at the family housing station • 3-11, page 12

#### Section VI

*Task: Out-Processing at the Central Issue Facility, page 12*

Rules for out-processing at the central issue facility • 3-12, page 12

Steps for out-processing at the central issue facility • 3-13, page 12

#### Section VII

*Task: Out-Processing at the Family Support Army Community Services Station-Center, page 13*

Rules for out-processing at the family support Army community services station-center • 3-14, page 13

## Contents—Continued

Steps for out-processing at the family support Army community services station center • 3-15, page 13

### Section VIII

*Task: Out-Processing at the Provost Marshal Station, page 13*

Rules for out-processing at the provost marshal station • 3-16, page 13

Steps for out-processing at the provost marshal station • 3-17, page 13

### Section IX

*Task: Out-Processing at the Dental Station, page 13*

Rules for out-processing at the dental station • 3-18, page 13

Steps for out-processing at the dental station • 3-19, page 13

### Section X

*Task: Out-Processing at the Medical Station, page 13*

Rules for out-processing at the medical station • 3-20, page 13

Steps for out-processing at the medical station • 3-21, page 14

### Section XI

*Task: Out-Processing at the Commercial Activities Station, page 14*

Rules for out-processing at the commercial activities station • 3-22, page 14

Steps for out-processing at the commercial activities station • 3-23, page 14

### Section XII

*Task: Out-Processing at the DEERS/RAPIDS/ID Card Station, page 14*

Rules for out-processing at the DEERS/RAPIDS/ID card station • 3-24, page 14

Steps for out-processing at the DEERS/RAPIDS/ID card station • 3-25, page 14

### Section XIII

*Task: Out-Processing at the Personnel Information Station (PINS), page 15*

Rules for out-processing at the PINS • 3-26, page 15

Steps for out-processing at the PINS • 3-27, page 15

### Section XIV

*Task: Out-Processing at the Finance Station, page 15*

Rules for out-processing at the finance station • 3-28, page 15

Steps for out-processing at the finance station • 3-29, page 15

### Section XV

*Task: Out-Processing at the Education Center, page 15*

Rules for out-processing at the education center • 3-30, page 15

Steps for out-processing at the education center • 3-31, page 16

### Section XVI

*Task: Out-Processing at the Central Clearance Station (CCS), page 16*

Rules for out-processing at the central clearance station • 3-32, page 16

Steps for out-processing at the central clearance station • 3-33, page 16

## Chapter 4

### Soldier Readiness (Peacetime), page 16

#### Section I

*General, page 16*

The Soldier Readiness Program • 4-1, page 16

Program policy • 4-2, page 16

#### Section II

*Soldier Readiness Processing Requirements, page 17*

Level 1—basic movement soldier readiness processing requirements • 4-3, page 17

Level 2—wartime movement stopper soldier readiness processing requirements • 4-4, page 17

Level 3—other soldier readiness processing requirements • 4-5, page 17

Level 4—deployment area/mission unique soldier readiness processing requirements • 4-6, page 18

Level 5—peacetime PCS/transition soldier readiness processing requirements • 4-7, page 18

## Chapter 5

### Unit and Individual Movement (Peacetime), page 18

#### Section I

*General, page 18*

Soldier readiness processing requirements • 5-1, page 18

Unit movement policy • 5-2, page 18

#### Section II

*Task: Conduct Unit Movement Soldier Readiness Check, page 18*

Rules for conducting unit movement soldier readiness check • 5-3, page 18

Steps for conducting unit movement soldier readiness check • 5-4, page 18

#### Section III

*Task: Conduct Individual Movement Soldier Readiness Check, page 19*

Rules for conducting individual movement soldier readiness check • 5-5, page 19

Steps for conducting individual movement soldier readiness check • 5-6, page 19

## Chapter 6

### Mobilization Processing, page 19

#### Section I

*General, page 19*

Mobilization policy • 6-1, page 19

Mobilization authority • 6-2, page 19

Contingency operations • 6-3, page 19

Mobilization concept • 6-4, page 19

Levels of mobilization • 6-5, page 19

Overview of the mobilization process • 6-6, page 20

CONUS Replacement Centers (CRC) • 6-7, page 20

Expansion of the Processing Activity • 6-8, page 20

Validation process (AR 220-1, Unit Status Reporting) • 6-9, page 20

Soldier readiness processing requirements • 6-10, page 20

#### Section II

*Task: Conduct Phase I (Preparatory) home station processing, page 20*

Rules for conducting phase I (preparatory) home station processing • 6-11, page 20

Steps for Phase I (Preparatory) home station processing • 6-12, page 20

#### Section III

*Task: Conduct Phase II (Alert) home station processing, page 21*

Rules for conducting phase II (Alert) home station processing • 6-13, page 21

## Contents—Continued

Steps for conducting phase II (Alert) home station processing • 6-14, page 21

### Section IV

Task: Conduct Phase III (Mobilization) home station processing, page 21

Rules for conducting phase III (Mobilization) home station processing • 6-15, page 21

Steps for conducting phase III (mobilization) home station processing • 6-16, page 21

### Section V

Task: Conduct Phase IV (Movement to Mobilization Station) home station processing, page 21

Rules for conducting phase IV (movement to mobilization station) home station processing • 6-17, page 21

Steps for conducting phase IV (movement to mobilization station) home station processing • 6-18, page 21

### Section VI

Task: Mobilization processing of individual reservists at the Mobilization Station (MS), page 22

Rules for mobilization processing individual reservists at the mobilization station • 6-19, page 22

Steps for mobilization processing individual reservists at the Mobilization Station • 6-20, page 22

### Section VII

Task: Mobilization processing at the control station, page 22

Rules for mobilization processing at the control station • 6-21, page 22

Steps for mobilization processing at the control station • 6-22, page 22

### Section VIII

Task: Mobilization processing at the personnel database management station, page 22

Rules for mobilization processing at the personnel database management station • 6-23, page 22

Steps for mobilization processing at the personnel database management station • 6-24, page 22

### Section IX

Task: Mobilization processing at the personnel information station, page 23

Rules for mobilization processing at the personnel information station • 6-25, page 23

Steps for mobilization processing at the personnel information station • 6-26, page 23

### Section X

Task: Mobilization processing at the personnel strength management station, page 23

Rules for mobilization processing at the personnel strength management station • 6-27, page 23

Steps for mobilization processing at the personnel strength management station • 6-28, page 23

### Section XI

Task: Mobilization processing at the finance station, page 23

Rules for mobilization processing at the finance station • 6-29, page 23

Steps for mobilization processing at the finance station • 6-30, page 23

### Section XII

Task: Mobilization processing at the DEERS/RAPIDS/ID card station, page 24

Rules for mobilization processing at the DEERS/RAPIDS/ID card station • 6-31, page 24

Steps for mobilization processing at the DEERS/RAPIDS/ID card station • 6-32, page 24

### Section XIII

Task: Mobilization processing at the medical station, page 24

Rules for mobilization processing at the medical station • 6-33, page 24

Steps for mobilization processing at the medical station • 6-34, page 24

### Section XIV

Task: Mobilization processing at the dental station, page 24

Rules for mobilization processing at the dental station • 6-35, page 24

Steps for mobilization processing at the dental station • 6-36, page 24

### Section XV

Task: Mobilization processing at the security station, page 24

Rules for mobilization processing at the security station • 6-37, page 24

Steps for mobilization processing at the security station • 6-38, page 24

### Section XVI

Task: Mobilization processing at the central issue facility, page 24

Rules for mobilization processing at the central issue facility • 6-39, page 24

Steps for mobilization processing at the central issue facility • 6-40, page 24

### Section XVII

Task: Mobilization processing at the Army community services center, page 25

Rules for mobilization processing at the Army community services center • 6-41, page 25

Steps for mobilization processing at the Army community services center • 6-42, page 25

### Section XVIII

Task: Mobilization processing at the legal station, page 25

Rules for mobilization processing at the legal station • 6-43, page 25

Steps for mobilization processing at the legal station • 6-44, page 25

## Appendixes

A. References, page 28

## Table List

Table 2-1: In-processing control station, page 5

Table 2-2: In-processing replacement detachment, page 5

Table 2-3: In-processing personnel strength management station, page 6

Table 2-4: In-processing personnel information station, page 6

Table 2-5: In-processing DEERS/RAPIDS/ID card station, page 7

Table 2-6: In-processing medical station, page 7

Table 2-7: In-processing dental station, page 8

Table 2-8: In-processing security clearance station, page 8

Table 2-9: In-processing finance station, page 8

Table 2-10: In-processing provost marshal station, page 8

Table 2-11: In-processing education center, page 9

Table 2-12: In-processing transportation station, page 9

Table 2-13: In-processing family housing station, page 9

## Contents—Continued

- Table 2-14: In-processing family support Army community services station center, *page 9*
- Table 2-15: In-processing commercial activities station, *page 10*
- Table 2-16: In-processing central issue facility, *page 10*
- Table 2-17: In-processing unit/battalion, *page 10*
- Table 3-1: Out-processing unit/battalion, *page 11*
- Table 3-2: Out-processing control station, *page 12*
- Table 3-3: Out-processing transportation station, *page 12*
- Table 3-4: Out-processing family housing station, *page 12*
- Table 3-5: Out-processing central issue facility, *page 12*
- Table 3-6: Out-processing family support Army community services station center, *page 13*
- Table 3-7: Out-processing provost marshal station, *page 13*
- Table 3-8: Out-processing dental station, *page 13*
- Table 3-9: Out-processing medical station, *page 14*
- Table 3-10: Out-processing commercial activities station, *page 14*
- Table 3-11: Out-processing DEERS/RAPIDS/ID card station, *page 14*
- Table 3-12: Out-processing personnel information station, *page 15*
- Table 3-13: Out-processing finance station, *page 15*
- Table 3-14: Out-processing education center, *page 16*
- Table 3-15: Out-processing central clearance station, *page 16*
- Table 5-1: Unit movement soldier readiness checks, *page 19*
- Table 5-2: Individual movement soldier readiness checks, *page 19*
- Table 6-1: Phase I (Preparatory) home station processing, *page 21*
- Table 6-2: Phase II (Alert) home station processing, *page 21*
- Table 6-3: Phase III (Mobilization) home station processing, *page 21*
- Table 6-4: Phase IV (movement to mobilization station) home station processing, *page 22*
- Table 6-5: Mobilization processing at the Mobilization station, *page 22*
- Table 6-6: Mobilization processing at the control station, *page 22*
- Table 6-7: Mobilization processing at the personnel database management station, *page 23*
- Table 6-8: Mobilization processing at the personnel information station, *page 23*
- Table 6-9: Mobilization processing at the personnel strength management station, *page 23*
- Table 6-10: Mobilization processing at the finance station, *page 23*
- Table 6-11: Mobilization processing at DEERS/RAPIDS/ID card station, *page 24*
- Table 6-12: Mobilization processing at the medical station, *page 24*
- Table 6-13: Mobilization processing at the dental station, *page 24*
- Table 6-14: Mobilization processing at the security station, *page 24*
- Table 6-15: Mobilization processing at the central issue facility, *page 25*
- Table 6-16: Mobilization processing at the Army community services center, *page 25*
- Table 6-17: Mobilization processing at the legal station, *page 25*

## Figure List

- Figure 1-1. Organizational relationships, *page 3*
- Figure 1-2. The personnel processing program, *page 4*
- Figure 6-1. Example organization structure at full mobilization, *page 26*
- Figure 6-2. Mobilization station validation board, *page 27*

## Glossary

## Index

## Reproducible Forms

# Chapter 1 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. The CG, PERSCOM, will also develop policy and procedures to support transfer of required data from ARPERCEN to mobilization stations or supporting PER-SINS Processing Activity (PPAs) to effect accessioning of RC soldiers and recalled retirees ordered to active duty in support of Presidential Selected Reserve Call-up (PSRC) or any level of mobilization.

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.

h. The Commander, U.S. Army Reserve Personnel Center (ARPERCEN), will develop mobilization orders and instructions that direct Individual Ready Reserves (IRRs) and recalled retirees, who are ordered to active duty in support of PSRC, to bring required documents for inprocessing at the mobilization station or CONUS Replacement Center (CRC).

### 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 "on-board."

(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.

f. The Mobilization Processing Program—

(1) Involves home station and mobilization station processing requirements to administratively access individuals and units into the active force.

(2) Involves expansion of the peacetime in-and-out-processing activity (work center is IOPR) as a sub-work unit of the installation mobilization and deployment center (MADC).

(3) Involves installation task force operations, if partial or higher state of mobilization has been declared.

## 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 or on the next duty day following 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~~ executed 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.

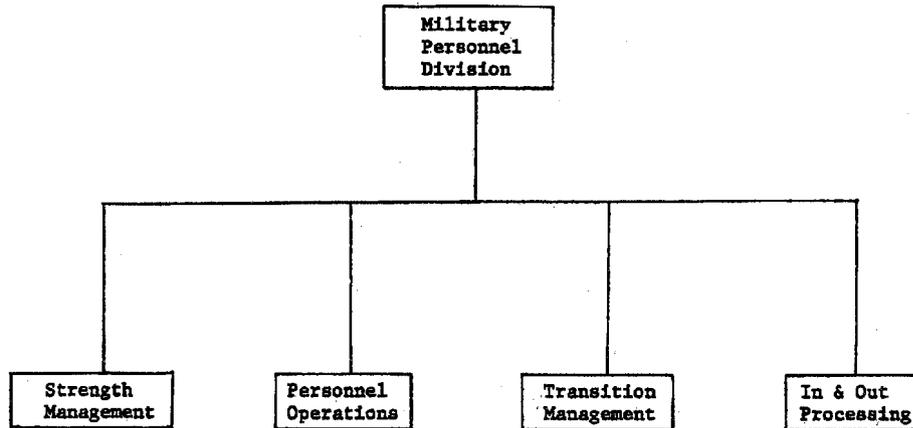


Figure 1-1. Organizational relationships

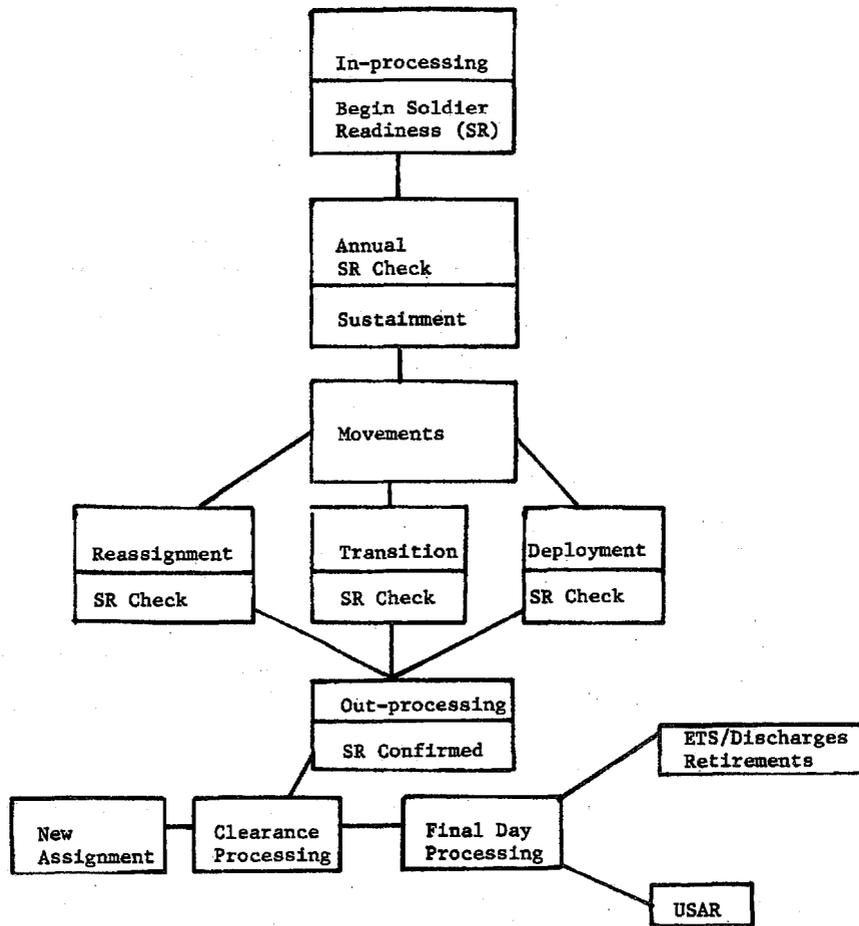


Figure 1-2. The personnel processing program

## 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 soldier 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. The 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 (DA Form 201) (MPRJ), medical, dental records, and finance envelope and allied records.
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 5-6
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; If not a pending gain on SIDPERS 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 DA Form 5123-1-R (Personnel Inprocessing Record) 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, personnel information 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. (Rescinded.) 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, AR 600-8-104, 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 AR 600-8-104 for error resolution.
9	IOPR	Continue to process until all data elements have been audited.

**Table 2-4**  
In-processing personnel information station—Continued

Step	Work center	Required action
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.
- d. All soldiers will be given the opportunity to enroll, change enrollment, or disenroll in the Army's Dependent Dental Plan per DA Cir 37-91-1. However, Army National Guard (ARNG) and U.S. Army Reserve (USAR) personnel must have been ordered to active duty for a minimum of 2 years to meet the eligibility requirements for enrollment in the dental plan.

#### 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	<u>Process soldiers enrollment, change in enrollment, or disenrollment in the Army's Dependent Dental plan.</u>
5-6	IOPR	Inform commander of any required followup action.
6-7	IOPR	Supervisor checks work completed and signs the personnel in-processing record.
7-8	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 604-5-380-67.
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	<del>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.</del>
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 (Army Continuing Education System (ACES) 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 POV.
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 Army Community Services Station

#### 2-30. Rules for in-processing at the family support Army community services station-center

- 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 Army community services station-center

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

**Table 2-14**

#### In-processing family support Army community services station center

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	IOPR	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.

#### 2-33. 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. The Civilian Personnel Office will be notified of all military personnel who supervise one or more civilian employees.

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 <u>Exceptional Family Member Program in the Exceptional Family Member Program and ensure completion of a Family Care Plan.</u>
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	<u>Notify civilian personnel if soldier will supervise one or more civilian employees.</u>
9-10	BN1	Conduct final check to ensure soldier has correctly in-processed.
10-11	BN1	Inform unit commander of any required follow-up action.
11-12	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.
12-13	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.

*See chgs, dtd MAR 1997*

## 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—different status (e.g., discharged, released from active duty).

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

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

DA Form 137-R guides a soldier through the out-processing program, and provides the gaining commander the status of soldier's

*See chg 2, dtd 1 MAR 01 1997*

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. DA Form 137-R will be reproduced on 8 1/2- by 11-inch paper. A copy of the form is located at the back of this regulation.

**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.

a.1. Soldiers (active and RC) deployed as individual fillers, using military orders format 401, in support of an oversea contingency operation will accomplish out-processing and soldier readiness processing (chap 4) prior to departure from losing installation/home station. Outprocessing packets must be in soldier's possession at time of reporting to CONUS Replacement Center (CRC) or replacement activity. These soldiers will return to their units upon return from the theater of operations unless otherwise directed by HQDA.

a.2. All active Army soldiers processing for transition will be outprocessed per this regulation, and, upon separation from the Active Army, receive a DD Form 214 (Certificate of Release or Discharge from Active Duty), except those who upon reporting at the mobilization station were found not to be qualified for active duty.

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. Installations may have prescheduled appointments to meet command requirements.

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-R 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-R.

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-R.

**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	UNT	Initiate any required evaluation report(s).
5	UNT	Initiate recommendation for award, if appropriate.
6	BN1	Issue DA Form 137-R if authorized by installation/community G1/AG.
7	BN1	Ensure completion of any required evaluation report(s).
8	BN1	Ensure soldier has been considered for an award.
9	UNT	Provide weight control program documents to BNS if applicable.
10	UNT	Prepare transfer flag if applicable.
11	BN1	Provide weight control program documents to PINS if applicable.
12	UNT	Out-process soldier to include a new family care plan and Exceptional Family Member Program.
13	BN1	Out-process soldier.
14	BN2	Out-process soldier.
15	BN3	Out-process soldier.
16	BN4	Out-process soldier.
17	BN1	Inform commander of any required followup action; such as, soldier indebtedness and nonclearance status.
18	BN1	Conduct final check to ensure that soldier will be out-processed correctly.
19	BN1	Sign soldier out, file copy of orders and completed DA Form 137-R in the Bn S1 maintained SMIF.
20	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-R 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-R 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-R if not accomplished at unit/battalion level.
3	IOPR	Instruct soldier to report with DA Form 137-R 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-R 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 to Suspend Favorable Personnel Actions (FLAG))), and flag is transferable, mail MRRJ with transfer document (that is, medical, dental, and education records) with a copy of PCS orders to the gaining commander. Ensure weight control program documents are included if the flag is for weight control. Make proper disposition of records in accordance with AR 640-10-AR 600-8-104.
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

- All soldiers will process through this station.
- Soldiers will be made aware of their entitlements to preclude undue personal hardships.
- Soldiers will be assisted in the shipment of their personal property.
- 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.

*See chgs, dtd 1 March 1997*

**Table 3-3**  
**Out-processing transportation station—Continued**

Step	Work center	Required 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

- Not all soldiers will be required to process through this station. Determination will be made during out-processing briefing and the clearance processing.
- Soldiers will be assisted to ensure correct housing clearance.
- 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

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

*See chg 2, dtd 1 MAR 1997*

**Table 3-5**  
**Out-processing central issue facility—Continued**

Step	Work center	Required 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 Army Community Services Station Center**

**3-14. Rules for out-processing at the family support Army community services station center**

- 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 Army community services station center**

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

**Table 3-6**  
**Out-processing family support Army community services station center**

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-processing 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.

*See chg 2, dtd 1 March 1997*

**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.

**Table 3-10  
Out-processing commercial activities station—Continued**

Step	Work center	Required action
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.
- e. All soldiers will be given the opportunity to enroll, disenroll, and change enrollment in the Army's Dependent Dental Plan per DA Cir 37-91-1. Soldiers being reassigned for an accompanied overseas tour, who are currently enrolled in the Army's Dependent Dental Plan, are required to disenroll from the program. Soldiers being reassigned from OCONUS to a CONUS assignment will be given the opportunity to enroll or re-enroll in the dental plan.

**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	<u>Process soldiers enrollment, change in enrollment, or disenrollment in the Army's Dependent Dental Plan.</u>
7-8	IOPR	Inform commander of any required followup action.
8-9	IOPR	Supervisor checks work completed and signs clearance record. Soldier is cleared for processing at the next station.

*See Chg 2, dtd 1 March 1997*

**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.
  - (10) OCONUS 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 640-2-1AR 600-8-104, 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 640-2-1AR 600-8-104 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 640-2-1AR 600-8-104 for resolution.

**Table 3-12**  
**Out-processing personnel information station—Continued**

Step	Work center	Required action
7	IOPR	Continue to process until all data elements and forms are audited.
8	IOPR	Using related task within AR 640-2-1AR 600-8-104, 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 O6 and above may clear this station telephonically.

*See chgs. dtd 1 MAR 1997*

Appropriate educational benefits information will be provided. Installation commanders will establish procedures to ensure that all soldiers below the grade of colonel outprocess at the Army Education Center.

**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-R.
- 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.

**Table 3-15**  
**Out-processing central clearance station—Continued**

Step	Work center	Required action
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 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 (DA Form 5304-R) must have an approved plan, on file. Soldiers whose Family Care Plans are determined to be unsatisfactory by the commander will not deploy. 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 to include a panoramic x-ray.

#### 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 assignment, 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. Soldiers will receive medical history screening at the time of deployment which will include completion of a Standard Form 93 (Report of Medical History), an interview with a physician, physician assistant (PA), or nurse practitioner, or a review of medical records by a physician, PA, or nurse practitioner.

(2) Soldiers will be referred-queried for existence of Exceptional Family Members Program and referred for screening and enrolled enrollment if appropriate.

*c. Dental requirements.*

(1) ~~Soldiers in dental classification 3 or 4 will be referred for dental treatment. Soldiers in dental classification 3 or 4 receiving treatment to relieve pain, treat trauma, oral infection, or follow-up care, will not deploy until treatment is completed.~~

(2) Each soldier will have a duplicate panoramic 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.

*i. Dental requirement* Soldiers who PCS to a remote location where services of a Federal treatment facility are not available are required to achieve Class I dental condition prior to departure.

## **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 re-assignment 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.

**Chapter 6**  
**Mobilization Processing**

**Section I**  
**General**

**6-1. Mobilization policy**

Mobilization is the process by which the Armed Forces or part of them are expanded and brought to a state of readiness for war or other national emergency. This includes calling all or part of the Reserve Components to active duty and assembling and organizing personnel supplies and material. The call of Reserve Component units to active duty may include a Presidential Selected Reserve Call-up, S-Day; partial mobilization, T-Day; or full mobilization, M-Day.

**6-2. Mobilization authority**

a. The authority to order mobilization resides with the President and/or the Congress. The Secretary of Defense (SECDEF), with the advice and recommendation of the Joint Chiefs of Staff (JCS), recommends to the President and/or the Congress the level of mobilization required to support a given contingency or national emergency. Upon approval, the SECDEF directs mobilization of the Reserve Component (RC) units and individuals through the military departments.

b. Normally units will be given as much warning time as possible; however, units must be prepared for a 'no notice' alert order.

**6-3. Contingency operations**

For contingency operations that do not require mobilization or in the event of the Presidential Selected Reserve call-up, the assignment restrictions in AR 614-30, table 3-1 apply. The processing procedures outlined for mobilization are applicable.

**6-4. Mobilization concept**

Maintaining individual preparedness is the basic concept in pre-mobilization processing. Both active and Reserve Component units must keep personnel records and actions current and accurate to ensure not only the availability of personnel, but also to reduce processing time at home stations and installations.

**6-5. Levels of mobilization**

Mobilization is the process by which the Armed Forces, or part of them, are ordered to active duty or federalized in response to a contingency or other national emergency. This may include all or part of the RCs as well as assembling and organizing personnel and material. The process of federalizing/mobilizing RC units may be accomplished in the following phases:

a. *Phase I—Preparatory.* This phase concerns RC units at home station (HS) during peacetime. The units plan, train, and prepare to accomplish assigned mobilization missions.

b. *Phase II—Alert.* This phase begins when RC units receive notice of a pending order to active duty and ends when the units enter active Federal service.

c. *Phase III—Mobilization at Home Station.* This phase begins with the units' entry onto active Federal duty and ends when the unit departs for their mobilization stations (MS) or ports of embarkation (POE).

d. *Phase IV—Movement to Mobilization Stations.* This phase begins with units departing from HS, by the most expeditious and practical means available, and ends when the units arrive at their MS or POEs.

e. *Phase V—Operational Readiness Improvement.* This phase begins when the units arrive at their MS and ends when they are declared operationally ready for deployment.

## 6-6. Overview of the mobilization process

When mobilization is declared, there is a major change from peacetime to wartime assignment procedures. This includes movement of personnel to adjust unit strengths in line with Army priorities to ensure mission capability and readiness of all units and personnel.

## 6-7. CONUS Replacement Centers (CRC)

a. Operations are executed by the CRC Replacement Battalion (USAR) on pre-designated Army installations. CRC units are normally ordered to active duty under Presidential Selected Reserve Call-up. The CRC Battalion Commander is responsible to the installation commander for execution of CRC operations.

b. The CRC mission is to:

(1) Process all non-unit related personnel (NRP) identified as fillers and replacements for movement to the theater of operations. NRP will include AC and mobilized RC personnel. This includes but is not limited to:

(a) Verify completion of Soldier Readiness Processing (SRP), chapter 4.

(b) Coordinate completion of SRP for NRP for onward movements to the theater within five days of arrival at the CRC.

(c) Initiate appropriate reassignment action for non-deployable personnel.

(2) Coordinate movement of NRP to the (APOE).

## 6-8. Expansion of the Processing Activity

a. Prior to full mobilization, installations having mobilization station responsibilities will resource and organize the processing activity to accomplish the mobilization mission.

b. At mobilization, the installations current in-and-out processing activity will expand using current and Reserve Component resources according to the installation mobilization table of distribution and allowances.

c. The Chief, Military Personnel Division directs overall operations of the processing activity (chapter 1).

d. A typical installation mobilization and deployment center is shown at figure 6-1. Major components are the processing activity (accomplishes the soldier readiness mission) and the unit reception activity (accomplishes unit training and logistics missions).

## 6-9. Validation process (AR 220-1, Unit Status Reporting)

a. A typical installation validation center organization is shown at figure 6-2. Overall, validation is the installation commanders determination as to a units capability to accomplish its wartime mission. Individual soldier readiness (chap 4) is as important as training and equipment readiness. The validation process is usually conducted in three phases:

(1) *Part I.* The unit commander's unit status report suffices as the initial assessment in the personnel community.

(2) *Part II.* Soldier readiness processing accomplishes the 'readiness improvement' portion of the validation process. It accesses RC soldiers into the AC and prepares them for deployment.

(3) *Part III.* The processing activity will provide resources and reports (format and content not specified) for the installation final validation assessment and deployability decision making process.

b. The AG is the military personnel community's representative on the installation validation board.

## 6-10. Soldier readiness processing requirements

a. Levels one and two soldier readiness processing requirements, specified in chapter 4, are mandatory and are therefore non-waivable. Soldiers must meet these processing requirements prior to deployment OCONUS.

b. The processing activity will check, validate, and report each soldier's deployability status.

c. Internal controls will be established to ensure all required soldier readiness processing requirements are being checked correctly.

d. If during mobilization processing a soldier is rated as not deployment ready, the soldier will continue processing in order to determine ready and not ready conditions.

e. Not ready soldiers will remain with their assigned unit until the unit deploys or the soldier is issued other disposition orders.

f. Soldier readiness deficiencies will either be corrected on the spot during processing or follow-up referrals and appointments will be made for the soldier.

g. Sections A and D of the Personnel Inprocessing Record (DA Form 5123-1-R) guides a soldier through mobilization station processing and determines the readiness status of each soldier. Once completed, the original will be filed in the soldier's MPRJ. Other copies are used in the validation process, filed for future reference by the control station, and filed in the soldier carried mobilization packet.

h. The following soldier readiness processing requirements are major workload generators at both home station and mobilization station. Constant unit maintenance and effective mobilization station planning can ease the burden of processing at the mobilization station. Problem areas are—

(1) DD Form 93 (Record of Emergency Data).

(2) (VA)29-8286/(SGLV)8286 (Servicemen's Group Life Insurance Election).

(3) DD Form 2A(ACT) (Active Duty Military Identification Card), DD Form 2A(RES) (Armed Forces of the United States Identification Card (Reserve)).

(4) ID Tags.

(5) Immunizations.

(6) HIV test result not posted in medical record.

(7) Eyeglasses and mask inserts.

(8) Panographic x-ray on file at Central Panographic Storage Facility (CPSF).

(9) Requirements for wills.

(10) Adequate dental readiness.

## Section II

### Task: Conduct Phase I (Preparatory) home station processing

## 6-11. Rules for conducting phase I (preparatory) home station processing

a. Unit commander is responsible for phase I processing.

b. A mobilization packet will be made for each soldier and will consist of the following:

(1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.

(2) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).

(3) TD Form IRS W4 (Employee's Withholding Allowance Certificate).

(4) Marriage certificate with raised certification seal.

(5) Birth certificates of family members.

(6) DA Form 3955 (Change of Address and Directory Card).

(7) DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).

(8) Blank VA Form 29-8286 (Servicemen's Group Life Insurance Election).

(9) Family Care Plan if required.

c. Detailed guidance for accomplishing steps 1, 3, and 11 below can be found in DA Pam 360-525.

## 6-12. Steps for Phase I (Preparatory) home station processing

The steps required for conducting phase I (preparatory) home station processing are shown in table 6-1.

**Table 6-1**  
**Phase I (Preparatory) home station processing**

Step	Work Center	Required action
1	Unit	Provide soldier with deployment information.
2	Unit	Maintain soldier mobilization packet.
3	Unit	Provide legal counseling.
4	Unit	Maintain soldiers MPRJ.
5	Unit	Maintain soldiers PFR (USAR and ARNG).
6	Unit	Maintain Soldiers health record.
7	Unit	Verify security clearance roster.
8	Unit	Verify soldiers in non-deployable status (soldier readiness deficiencies).
9	Unit	Verify soldiers family care plan.
10	Unit	Ensure soldiers have proper identification documents.
11	Unit	Conduct pre-mobilization briefing.

**Section III**

**Task: Conduct Phase II (Alert) home station processing**

**6-13. Rules for conducting phase II (Alert) home station processing**

- a. Unit commander is responsible for phase II processing.
- b. The administrative actions started in phase I will continue to be accomplished in phase II until completed.

**6-14. Steps for conducting phase II (Alert) home station processing**

The steps for conducting phase II (Alert) home station processing are shown in table 6-2.

**Table 6-2**  
**Phase II (Alert) home station processing**

Step	Work Center	Required action
1	Unit	Transfer soldiers who are non-deployables.
2	Unit	Release and recover attached soldiers.
3	Unit	Promote eligible soldiers.
4	Unit	Prepare unit personnel rosters.
5	Unit	Furnish soldier, unit, and other activities with activation orders and personnel rosters.
6	Unit	Notify finance station of unit's activation.
7	Unit	Prepare soldier reassignment plan.
8	Unit	Requisition eye glasses, inserts, and hearing aids, as required.

**Section IV**

**Task: Conduct Phase III (Mobilization) home station processing**

**6-15. Rules for conducting phase III (Mobilization) home station processing**

- a. Unit commander is responsible for phase III processing.
- b. The administrative actions started in phase I and II will continue to be accomplished in phase III (Mobilization) home station processing.

**6-16. Steps for conducting phase III (mobilization) home station processing**

The steps required for conducting phase III (mobilization) home station processing are shown in table 6-3.

**Table 6-3**  
**Phase III (Mobilization) home station processing**

Step	Work Center	Required action
1	Unit	Identify medically disqualified soldiers.
2	Unit	Update soldier records (MPRJ, medical and dental).
3	Unit	Distribute records.
4	Unit	Verify arrival status of soldiers at the assembly site.
5	Unit	DD Form 220 (Active Duty Report).
6	Unit	Process ID Card documents for family members.
7	Unit	Update security clearance roster.
8	Unit	Prepare claims for soldier travel from home to assembly site.
9	Unit	Conduct mobilization briefing.

**Section V**

**Task: Conduct Phase IV (Movement to Mobilization Station) home station processing**

**6-17. Rules for conducting phase IV (movement to mobilization station) home station processing.**

- a. Unit commander is responsible for phase IV processing.
- b. The administrative actions started in phase I, II, and III will continue to be accomplished in phase IV until completed.

c. The mission of the advance party will be to prepare for main body arrival.

d. The advance party will turn in the following forms and reports upon arrival at the mobilization station:

- (1) DA Form 581 (Request for Issue and Turn-in of Ammunition).
- (2) DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies).
- (3) DA Form 2406 (Material Condition Status Report).
- (4) DA Form 2715-R (Unit Status Report).
- (5) DA Form 2765-1 (Request for Issue or Turn-in).
- (6) DA Form 2970 (Subsistence Report and Field Ration Request).
- (7) DA Form 3161 (Request for Issue or Turn-in).
- (8) Training outline.
- (9) Copies of unit mobilization order.
- (10) MPRJ, PFR, Medical and Dental records.
- (11) List of items requiring calibration.
- (12) Copy of MTOE/TDA.
- (13) Appointment order for mobilization purchasing authority, as applicable.
- (14) Appointment order for class A agent, as applicable.
- (15) Personnel security clearance roster.
- (16) Unit manning rosters annotated showing non-MOS qualified, newly accessed, nondeployable, and surplus personnel.

e. The departure of the advance party will not be delayed if requirements in rule b cannot be met.

f. The order to AD serves as the unit's official travel orders to move from HS to MS.

**6-18. Steps for conducting phase IV (movement to mobilization station) home station processing**

The steps required for conducting phase IV (movement to mobilization station) home station processing are shown in table 6-4.

**Table 6-4**  
**Phase IV (movement to mobilization station) home station processing**

Step	Work Center	Required action
1	Unit	Dispatch advance party.
2	Unit	Execute movement plan.
3	Unit	Report arrival at mobilization station.

**Section VI**

**Task: Mobilization processing of individual reservists at the Mobilization Station (MS)**

**6-19. Rules for mobilization processing individual reservists at the mobilization station**

- a. The MS only processes non-troop unit assigned soldiers.
- b. Current planning requires non-troop unit assigned soldiers to report to the headquarters company (holding company), U.S. Army Garrison of the mobilization station or reception battalion.
- c. The headquarters or holding company processing sergeant will coordinate an appointment for soldier readiness processing with the processing activity control station.
- d. The installation will be prepared to fully cloth, equip, and otherwise take care of these soldiers. They have been receiving no unit type support during peacetime.
- e. Soldiers must properly clear the installation prior to signing out.

**6-20. Steps for mobilization processing individual reservists at the Mobilization Station**

The steps for mobilization processing individual reservists at the Mobilization station are shown in table 6-5.

**Table 6-5**  
**Mobilization processing at the Mobilization station**

Step	Work Center	Required action
1	RECBN	Collect and forward to the control station the soldier's MPRJ, PFR, medical, and dental records. Soldiers may not have any of these records in their possession.
2	RECBN	Explain processing procedures to the soldier and issue processing checklist.
3	RECBN	Prepare SIDPERS accession transaction.
4	RECBN	Assist soldier through soldier readiness processing at the processing activity.
5	RECBN	Ensure soldier completes all processing requirements by checking the processing checklist.
6	TNG	Validate training readiness of each soldier.
7	RECBN	Upon reassignment or deployment, sign soldier out, submit SIDPERS departure transaction, and file completed processing checklist.
8	RECBN	Assist soldier in movement, as required.

**Section VII**

**Task: Mobilization processing at the control station**

**6-21. Rules for mobilization processing at the control station**

- a. The control station is the focal point for mobilization processing.
- b. Controls suspense actions to complete a soldier's processing.
- c. Coordinates processing times with the Unit Reception Activity.

- d. During processing, soldier will keep mobilization packet.
- e. Distribution of MPRJ and other records will be per AR 600-8-104.
- f. Provide and maintain separate holding/waiting area for vehicle drivers and personnel awaiting processing and departure.
- g. Maintain close liaison with the CONUS Replacement Center and headquarters (holding company), USAG.
- h. Representatives from the various processing stations will participate in orientation briefings, as required.
- i. Any forms and applications of general interest to entire groups being briefed during processing orientation may be filled out during the orientation.
- j. Items A and D of DA Form 5123-1-R will be used to account for and control soldier readiness processing. One copy of the completed DA Form 5123-1-R is filed in the soldier's MPRJ, one copy retained by this station for backup and statistics, and one copy is placed in the soldier carried mobilization packet.
- k. When soldiers report for processing without their records, new records will be made by the station concerned.
- l. The processing orientation will include a processing overview and a safety briefing.

**6-22. Steps for mobilization processing at the control station.**

The steps required for conducting mobilization processing at the control station are shown in table 6-6.

**Table 6-6**  
**Mobilization processing at the control station**

Step	Work Center	Required action
1	IOPR	Greet soldier, conduct processing orientation, issue processing checklist.
2	IOPR	Collect MPRJ, dental, medical, and PFR records, distribute to appropriate processing station.
3	IOPR	Issue unit SIDPERS rosters to first sergeant.
4	IOPR	Verify soldier processing by reviewing checklist.
5	IOPR	Verify soldier readiness status.
6	IOPR	Make decision on soldier not-ready conditions.
7	IOPR	Verify qualification for current assignment to direct reassignment and issue orders as required.
8	IOPR	Follow-up to ensure changes are made in SIDPERS.

**Section VIII**

**Task: Mobilization processing at the personnel database management station**

**6-23. Rules for mobilization processing at the personnel database management station**

- a. All soldiers will process through this station.
- b. PDBM operates at two levels—One geared to installation cycle production and the other as a satellite operation for accession transactions and unit/MPD SIDPERS processing support.
- c. DA Pam 600-8-3 provides guidance for wartime SIDPERS operations and related transactions.
- d. DA Pam 600-41 provides guidance for MOBPERS operations at this station. MOBPERS adds RC soldiers and units to AC.

**6-24. Steps for mobilization processing at the personnel database management station**

The steps for mobilization processing at the personnel database management station are shown in table 6-7.

**Table 6-7**

**Mobilization processing at the personnel database management station**

Step	Work Center	Required action
1	PDBM	Process MOBPERs tape or other accession data.
2	PDBM	Produce DA Form 2, and forward to the control station.
3	PDBM	Schedule cycles and maintain database.
4	PDBM	Distribute output.
5	IOPR	Review daily output to monitor error resolution.
6	IOPR	Maintain personnel accountability.
7	IOPR	Coordinate cycle scheduling.
8	IOPR	Zero balance unit using final roster to provide information to unit first sergeant.
9	IOPR	Submit strength (accession and deletion) and other SIDSPERS transactions.
10	IOPR	Report discrepancies.
11	IOPR	Provide technical assistance and analysis.
12	IOPR	Coordinate with unit commander for zero balance 96 hours before unit movement.
13	IOPR	Request/produce and provide SPF and OMF copies (one tape and one in cards) to unit first sergeant before movement.

**Section IX**

**Mobilization processing at the personnel information station**

**6-25. Rules for mobilization processing at the personnel information station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. A copy of the audited DA Form 2 will be filed in the MPRJ and in the soldier carried mobilization packet. One copy will be forwarded to the unit first sergeant.

**6-26. Steps for mobilization processing at the personnel information station**

The steps required for mobilization processing at the personnel information station are shown in table 6-8.

**Table 6-8**

**Mobilization processing at the personnel information station**

Step	Work Center	Required action
1	PINS	Verify SIDPERS accession transaction processing.
2	PINS	Perform quality audit of DA Form 2.
3	PINS	Verify VA Form 8286.
4	PINS	Verify DD Form 93.
5	PINS	Verify physical profile.
6	PINS	Verify alien status.
7	PINS	Verify previous POW status.
8	PINS	Verify previous Peace Corps status.
9	PINS	Verify sole surviving status.
10	PINS	Verify weapons qualification.
11	PINS	Verify 12 weeks military training requirement.
12	PINS	Verify HIV test date and results.
13	PINS	Make follow-up appointments to correct soldier readiness deficiencies.

**Section X**

**Task: Mobilization processing at the personnel strength management station**

**6-27. Rules for mobilization processing at the personnel strength management station**

- a. All soldiers will process through this station.
- b. MOS/AOC qualification determination criteria will be limited to the first three digits of the soldier's MOS/AOC.
- c. Chapter 4 explains soldier readiness processing requirements.

**6-28. Steps for mobilization processing at the personnel strength management station**

The steps required for mobilization processing at the personnel strength management station are shown in table 6-9.

**Table 6-9**

**Mobilization processing at the personnel strength management station**

Step	Work Center	Required action
1	PSMS	Verify MOS/AOC.
2	PSMS	Verify missed promotion.
3	PSMS	Verify physical profile.
4	PSMS	Verify alien status.
5	PSMS	Verify previous POW status.
6	PSMS	Verify previous Peace Corps status.
7	PSMS	Verify sole surviving status.
8	PSMS	Verify weapons qualification.
9	PSMS	Verify 12 weeks military training requirement.
10	PSMS	Verify security clearance.
11	PSMS	Submit SIDPERS update transactions.
12	PSMS	Make follow-up appointments to correct soldier readiness deficiencies.

**Section XI**

**Task: Mobilization processing at the finance station**

**6-29. Rules for mobilization processing at the finance station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. Obtain finance record from control station.

**6-30. Steps for mobilization processing at the finance station**

The steps required for mobilization processing at the finance station are shown in table 6-10.

**Table 6-10**

**Mobilization processing at the finance station**

Step	Work Center	Required action
1	IOPR	Add soldier to JSS pay system.
2	IOPR	Verify BAQ and other pay entitlements.
3	IOPR	Verify allotments.
4	IOPR	Verify SUREPAY.
5	IOPR	Issue any casual pay authorized.
6	IOPR	Verify travel entitlements.
7	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

## Section XII

**Task: Mobilization processing at the DEERS/RAPIDS/ID card station**

### 6-31. Rules for mobilization processing at the DEERS/RAPIDS/ID card station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. All soldiers will be given the opportunity to enroll in the Active Duty Dependents Dental Plan, if eligible. However, Army National Guard (ARNG) and Army Reserve (USAR) personnel must have been ordered to active duty for a minimum of 2 years to meet the eligibility requirements for enrollment in the dental plan.

### 6-32. Steps for mobilization processing at the DEERS/RAPIDS/ID card station

The steps required for mobilization processing at the DEERS/RAPIDS/ID card station are shown in table 6-11.

**Table 6-11**  
Mobilization processing at DEERS/RAPIDS/ID card station

Step	Work Center	Required action
1	IOPR	Verify DEEPS/RAPIDS enrollment.
2	IOPR	Verify dependents are properly enrolled.
3	IOPR	Verify ID tags and medical warning tags.
4	IOPR	Verify ID Card.
5	IOPR	Verify dependents have up-to-date ID cards.
6	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

## Section XIII

**Task: Mobilization processing at the medical station**

### 6-33. Rules for mobilization processing at the medical station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

### 6-34. Steps for mobilization processing at the medical station

The steps required for mobilization processing at the medical station are shown in table 6-12.

**Table 6-12**  
Mobilization processing at the medical station

Step	Work Center	Required action
1	IOPR	Verify complete medical record.
2	IOPR	Verify HIV test results.
3	IOPR	Verify ID warning tags (2).
4	IOPR	Verify eyeglasses (2).
5	IOPR	Verify mask inserts.
6	IOPR	Verify hearing aid and spare battery.
7	IOPR	Verify immunizations.
8	IOPR	Verify sick/injured/pregnant status.
9	IOPR	Verify physical profile.
10	IOPR	Verify physical examination.
11	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

## Section XIV

**Task: Mobilization processing at the dental station**

### 6-35. Rules for mobilization processing at the dental station

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.

### 6-36. Steps for mobilization processing at the dental station

The steps required for mobilization processing at the dental station are shown in table 6-13.

**Table 6-13**  
Mobilization processing at the dental station

Step	Work Center	Required action
1	IOPR	Verify complete dental record.
2	IOPR	Verify panograph x-ray on file at CPSF.
3	IOPR	Verify dental classification.
4	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

## Section XV

**Task: Mobilization processing at the security station**

### 6-37. Rules for mobilization processing at the security station

- a. Not all soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. This station uses unit manning roster supplied by the advance party. Roster can be on floppy disk that is compatible with computer equipment at mobilization station.

### 6-38. Steps for mobilization processing at the security station

The steps required for mobilization processing at the security station are shown in table 6-14.

**Table 6-14**  
Mobilization processing at the security station

Step	Work Center	Required action
1	IOPR	Verify clearance for PMOS/DMOS/AOC.
2	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

## Section XVI

**Task: Mobilization processing at the central issue facility**

### 6-39. Rules for mobilization processing at the central issue facility

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. Soldiers will be issued field equipment per CTA 50-900 and unit SOP.
- d. Forward equipment/supply issue records to control station.

### 6-40. Steps for mobilization processing at the central issue facility

The steps required for mobilization processing at the central issue facility are shown in table 6-15.

**Table 6-15**  
**Mobilization processing at the central issue facility**

Step	Work Center	Required action
1	IOPR	Issue soldier required equipment.
2	IOPR	Have soldier sign for issued equipment.
3	IOPR	Make follow-up appointments to correct soldier readiness deficiencies.

**Section XVII**

**Task: Mobilization processing at the Army community services center**

**6-41. Rules for mobilization processing at the Army community services center**

All soldiers, to include those with exceptional family members will be referred to this station.

**6-42. Steps for mobilization processing at the Army community services center**

The steps required for mobilization processing at the Army community services center are shown in table 6-16.

**Table 6-16**  
**Mobilization processing at the Army community services center**

Step	Work Center	Required action
1	IOPR	Assist soldier as required.
2	IOPR	Make referrals as required.
3	IOPR	Verify family address.
4	IOPR	Inform unit first sergeant of any special soldier situations.

**Section XVIII**

**Task: Mobilization processing at the legal station**

**6-43. Rules for mobilization processing at the legal station**

- a. All soldiers will process through this station.
- b. Chapter 4 explains soldier readiness processing requirements.
- c. If resources permit, wills and powers of attorney may be made at this station.
- d. Copies of wills and powers of attorney will be filed in the soldier carried mobilization packet. The original and one copy will be given to the soldier.

**6-44. Steps for mobilization processing at the legal station**

The steps required for mobilization processing at the legal station are shown in table 6-17.

**Table 6-17**  
**Mobilization processing at the legal station**

Step	Work Center	Required action
1	IOPR	Verify Geneva Convention briefing.
2	IOPR	Determine soldier's requirement for a will.
3	IOPR	Provide power of attorney services.
4	IOPR	Verify pending military charges.
5	IOPR	Verify pending civilian charges.
6	IOPR	Process application for Soldiers and Sailors Relief Act if required.

# EXAMPLE ORGANIZATION STRUCTURE AT FULL MOBILIZATION

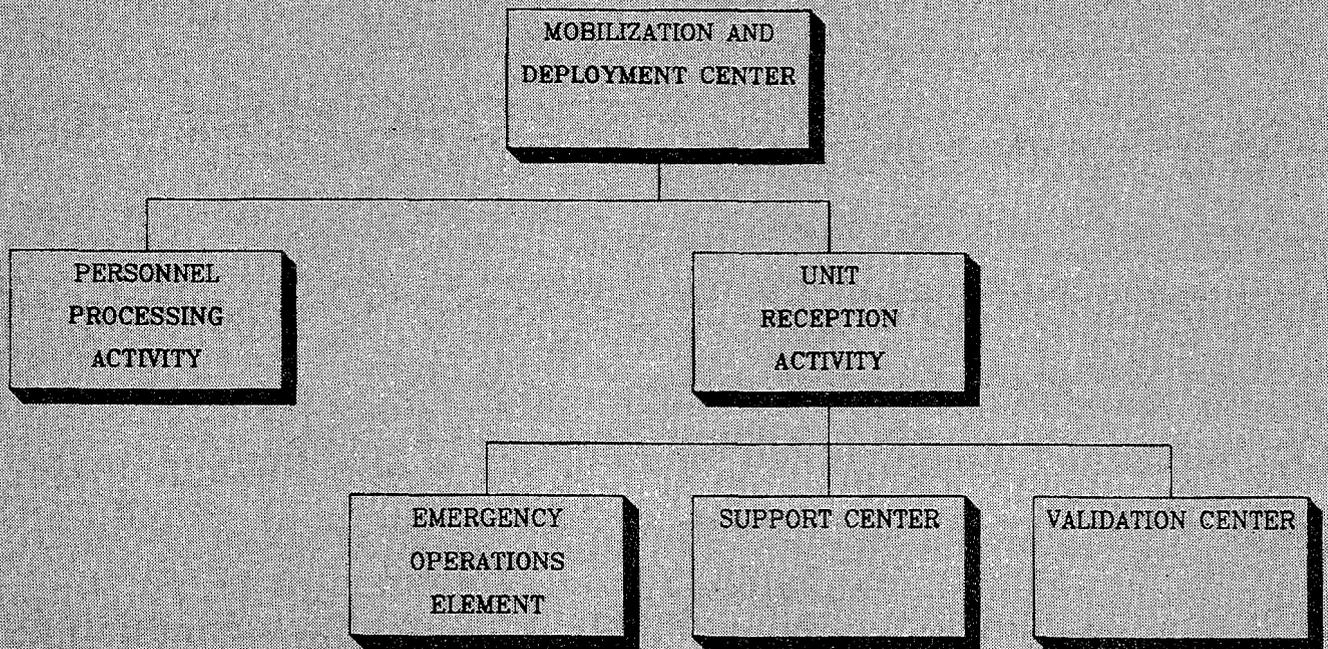


Figure 6-1. Example organization structure at full mobilization

# MOBILIZATION STATION VALIDATION BOARD

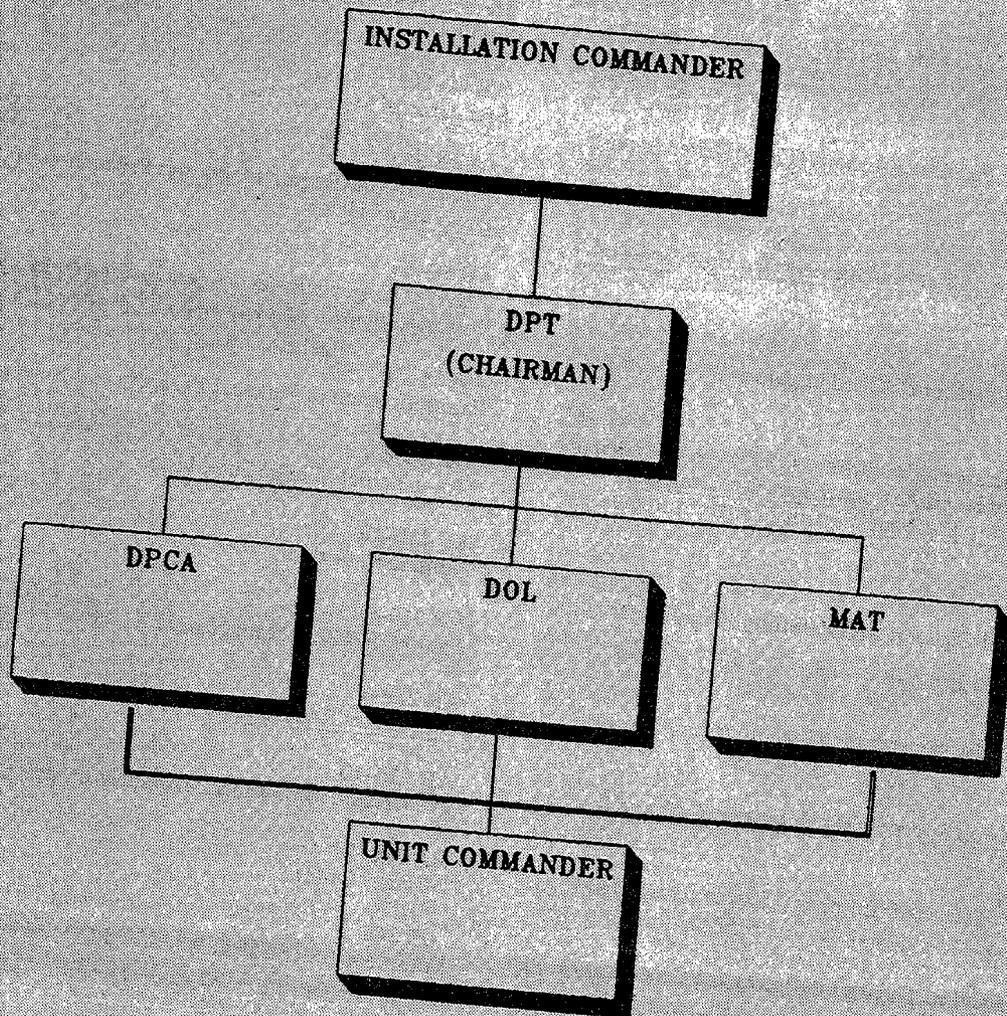


Figure 6-2. Mobilization station validation board

## 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 5-2.)

#### AR 600-8-104

Military Personnel Information Management/Records (cited in paras 2-11, 3-7, and 3-27.)

#### AR 600-15

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

#### AR 604-5

Personnel Security Clearance, Department of the Army Personnel Security Program Regulation Personnel Security Clearance, 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 publication.

#### AR 37-101-1

Field Organization and Operating Instructions Under JUMPS-Army the Joint Uniform Military Pay System-Army (JUMPS-Army)

#### AR 37-101-2

Field Organization and Operating Instructions Under JACS Using the Jumps-Army Automated Coding System (JACS)

#### AR 37-104-3

Military Pay and Allowances Procedures: JUMPS-Army Joint Uniform Military Pay System-Army

#### AR 37-106

Finance and Accounting for Installations Travel and Transportation Allowances

#### AR 40-3

Medical, Dental, and Veterinary Care

#### AR 40-5

Preventive Medicine Preventive Medicine

#### AR 40-15

Medical Warning Tag and Emergency Medical Identification Symbol

#### AR 40-501

Standards of Medical Fitness

#### AR 40-562

Immunizations Requirements and Procedures and Chemoprophylaxis

#### 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 220-1

Unit Status Reporting

#### 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 for TOE and Certain Other Units of the Army

#### AR 340-17

Release of Information and Records from Army Files

#### AR 340-21

The Army Privacy Program

#### AR 380-5

Department of the Army Information Security Program

#### AR 600-8

Military Personnel Operations Management

#### AR 600-8-1

Army Casualty Reporting Memorial Affairs and Line of Duty Investigations

#### AR 600-8-11

Reassignment

#### AR 600-8-14

Identification Cards, Tags, and Badges

#### AR 600-8-19

Enlisted Promotions and Reductions

**AR 600-9**  
Army Physical Fitness and The Army Weight Control Program

**AR 600-20**  
Army Command Policy and Procedures

**AR 600-60**  
Physical Performance Evaluation System

**AR 600-43**  
Conscientious Objection

**AR 600-63**  
Army Health Promotion

**AR 600-75**  
Exceptional Family Member Program

**AR 600-110**  
Identification, Surveillance, and Administration of Personnel  
Infected with Human Immunodeficiency Virus (HIV)

**AR 600-200**  
Enlisted Personnel Management System

**AR 600-290**  
Passports and Visas

**AR 601-210**  
Regular Army and Army Reserve Enlistment Program

**AR 601-280**  
Total Army Retention Program

**AR 604-10**  
Military Personnel Security Program

**AR 608-1**  
Army Community Service Program

**AR 608-2**  
Servicemen's Group Life Insurance, Veteran's Group Life  
Insurance, Government Life Insurance, Servicemen's Group Life  
Insurance, Veterans' Group Life Insurance, United States  
Government Life Insurance and National Service Life Insurance

**AR 608-9**  
The Survivor Benefit Plan (SBP)

**AR 611-201**  
Enlisted Career Management Fields and Military Occupational  
Specialities

**AR 612-11**  
The Army Sponsorship Program

**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 (ACES)

**AR 623-105**  
Officer Evaluation Reporting System

**AR 623-205**  
Enlisted Evaluation Reporting System

**AR 630-5**  
Leaves and Passes

**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 Cir 37-91-1**  
Enrollment, Enrollment Change, and Disenrollment in the Army's  
Dependent Dental Plan

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

**DA Pam 360-525**  
Family Assistance Handbook for Mobilization

**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**  
**Prescribed Forms**

**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 137-R**  
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, 6-10g, and 6-21j.)

**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** **Referenced Forms**

**DA Form 2**  
Personnel Qualification Record Part I

**DA Form 2-1**  
Personnel Qualification Record Part II

**DA Form 31**  
Request Authority for Leave

**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 268**  
Report for Suspension of Favorable Personnel Actions

**DA Form 428**  
Application for Identification Card

**DA Form 581**  
Request for Issue and Turn-in of Ammunition

**DA Forms 647 and 647-1**  
Personnel Register.

**DA Form 669**  
Educational Development Record

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

**DA Form 1687**  
Notice of Delegation of Authority - Receipt for Supplies

**DA Form 2166-6**  
Enlisted Evaluation Report.

**DA Form 2406**  
Material Condition Status Report

**DA Form 2446**  
Request for Orders.

**DA Form 2496**  
Disposition Form.

**DA Form 2715-R**  
Unit Status Report

**DA Form 2765-1**  
Request for Issue or Turn-in

**DA Form 2970**  
Subsistence Report and Field Ration Request

**DA Form 3161**  
Request for Issue or Turn-in

**DA Form 3180**  
Personnel Screening and Evaluation Record.

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

**DA Form 3355**  
Promotion Point Worksheet

**DA Form 3807**  
SIDPERS Input and Control Data-Officer Transfer Record

**DA Form 3808**  
SIDPERS Input and Control Data-Enlisted Transfer Data 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 3955~~  
~~Change of Address and Directory Card~~

~~DA Form 4037~~  
~~Officer Record Brief~~

~~DA Form 4187~~  
~~Personnel Action.~~

~~DA Form 4188~~  
~~Military Personnel Office/Finance Office Verification of MPRJ and PFR~~

~~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 2-A~~  
~~U.S. Armed Forces Identification Card~~

~~DD Form 93~~  
~~Record of Emergency Data~~

~~DD Form 214~~  
~~Certificate of Release or Discharge from Active Duty~~

~~DD Form 220~~  
~~Active Duty Report~~

~~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.~~

~~DD Form 1934~~  
~~Geneva Conventions Identity Card for Medical and Religious Personnel~~

~~DD Form 2494~~  
~~Uniformed Services Active Duty Dependent Dental Plan (DDP) Enrollment Election~~

~~DD Form 2494-1~~  
~~Supplemental Uniformed Services Active Duty Dependent Dental Plan (DDP) Enrollment Form~~

~~DD Form 2558~~  
~~Authorization to Start, Stop, or Change an Allotment for Active Duty or Retired Personnel~~

~~TD Form IRS W4~~  
~~Employee's Withholding Allowance Certificate~~

~~VA Form SGLV-8286~~  
~~Servicemen's Group Life Insurance Election~~

## Glossary

### Section I Abbreviations

#### AC

active component

#### ACS

Army Community Service

#### AD

active duty

#### ADT

active duty for training

#### AEA

assignment eligibility and availability

#### AG

adjutant general

#### AGR

Active Guard Reserve

#### APOD

aerial port of debarkation

#### APOE

aerial port of embarkation

#### 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

#### DCSLOG

Deputy Chief of Staff for Logistics

#### DCSOPS

Deputy Chief of Staff for Operations

#### DCSPER

Deputy Chief of Staff for Personnel

#### 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

#### JCS

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

#### MTOE

Modified Table of Organization and Equipment

#### NCO

noncommissioned officer

#### NGB

National Guard Bureau

#### NRP

non-unit related personnel

#### 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

**PDBM**  
personnel database management

**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

**SECDEF**  
Secretary of Defense

**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

**USAG**  
U.S. Army Garrison

**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.

#### **CONUS Replacement Center**

A portion of the wartime Army replacement system used for marshaling nonunit personnel in preparation for deployment

#### **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.

#### **Home station**

The permanent location of active units and ARNG and USAR (location or armory, center, or installation).

#### **In-processing**

An event that ensures, once completed, that soldiers are ready for deployment and that they meet all of the soldier 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 soldier 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.

### Mobilization station

The designated military installation (active, semi-active, or state-owned/controlled) to which an RC unit is moved for further processing, organizing, equipping, training, and employment, and from which the unit may move to an SPOE/APOE.

### Out-processing

An event that administratively prepares a soldier 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).

### Port of debarkation

An aerial port (APOD) or seaport (SPOD) within the theater of operations where strategic transportation for forces is completed. It may not be the final destination of a force.

### Port of embarkation

An air or sea terminal at which troops, units, military sponsored personnel, unit equipment, and material board and/or are loaded.

### Presidential selected reserve call-up authority

Provision of a public law that provides the President a means to activate, without a declaration of national emergency, not more than 200,000 members of the selected reserve (all services total), for not more than 90 days, which the President may extend for an additional 90 days.

### 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.

### Reserve Component(s)

The Army has two Reserve Components: the U.S. Army Reserve and the Army National Guard.

### Retired reserve

Consists of those individuals whose names are placed on the retired reserve list. Members of the retired reserve may, if qualified, be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law, and then only when it is determined by the Secretary of the Army that adequate numbers of qualified individuals in the required categories are not readily available in the ready reserve or in active status in the standby reserve.

### Rule

A guideline for performing a specific task. A rule 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 soldier 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 waivable 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 waivable 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.

### Standard Installation/Division Personnel System

An automated system controlled and maintained by DA, designed to support the personnel strength and management information needs of field commanders and their staffs.

### 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.

**Section III**

**Special Abbreviations and Terms**

There are no entries in this section.

## Index

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number.

### Abbreviations and Terms, 1-3

#### Battalion

- In-processing rules, 2-36
- In-processing steps, 2-37
- Out-processing rules, 3-4
- Out-processing steps, 3-5

#### Central clearance

- Out-processing rules, 3-32
- Out-processing steps, 3-33

#### Central issue

- In-processing rules, 2-34
- In-processing steps, 2-35
- Out-processing rules, 3-12
- Out-processing steps, 3-13

#### Commercial activities

- In-processing rules, 2-32
- In-processing steps, 2-33
- Out-processing rules, 3-22
- Out-processing steps, 3-23

#### Concept, 1-13, 6-4

- Contingency, 6-3
- CONUS Replacement Centers, 6-7
- Mobilization processing rules, 6-19
- Mobilization processing steps, 6-20

#### DEERS, 2-12, 2-13, 3-24, 3-25

- In-processing rules, 2-12
- In-processing steps, 2-13
- Mobilization processing rules, 6-31
- Mobilization processing steps, 6-32
- Out-processing rules, 3-24
- Out-processing steps, 3-25

#### Dental

- Individual unit movement, 5-6
- In-processing rules, 2-16
- In-processing steps, 2-17
- Mobilization processing rules, 6-35
- Mobilization processing steps, 6-36
- Out-processing rules, 3-18
- Out-processing steps, 3-19
- Readiness processing team, 4-2
- Requirements for soldier readiness, 4-3, 4-5
- Unit movement, 5-4

#### Education center 2-24, 2-25, 3-30, 3-31

- In-processing rules, 2-24
- In-processing steps, 2-25
- Out-processing rules, 3-30
- Out-processing steps, 3-31

#### Family housing

- In-processing rules, 2-28
- In-processing steps, 2-29
- Out-processing rules, 3-10
- Out-processing steps, 3-11

#### Family support Army community services center 2-30, 2-31, 3-14, 3-15

- In-processing rules, 2-30
- In-processing steps, 2-31
- Mobilization processing rules, 6-41
- Mobilization processing steps, 6-42

- Out-processing rules, 3-14
- Out-processing steps, 3-15

#### Finance

- In-processing rules, 2-20
- In-processing steps, 2-21
- Mobilization processing rules, 6-29
- Mobilization processing steps, 6-30
- Out-processing rules, 3-28
- Out-processing steps, 3-29

#### ID cards

- In-processing rules, 2-12
- In-processing steps, 2-13
- Mobilization processing rules, 6-31
- Mobilization processing steps, 6-32
- Out-processing rules, 3-24
- Out-processing steps, 3-25

#### Levels of work, 1-6

#### Manpower resources, 1-5

#### Medical

- Individual unit movement, 5-6
- In-processing rules, 2-14
- In-processing steps, 2-15
- Mobilization processing rules, 6-33
- Mobilization processing steps, 6-34
- Out-processing rules, 3-20
- Out-processing steps, 3-21
- Readiness processing team, 4-2
- Requirements for soldier readiness, 4-3, 4-5
- Unit movement, 5-4

#### Mobilization authority, 6-2

#### Operating the processing activities, 1-12

#### Personnel information

- In-processing rules, 2-10
- In-processing steps, 2-11
- Mobilization processing rules, 6-25
- Mobilization processing steps, 6-26
- Out-processing rules, 3-26
- Out-processing steps, 3-27

#### Personnel Strength Management

- In-processing rules, 2-8
- In-processing steps, 2-9
- Mobilization processing rules, 6-27
- Mobilization processing steps, 6-28

#### Policies

- Program policy, 1-11
- In-process policy, 2-3
- Mobilization policy, 6-1
- Out-process policy, 3-3
- Soldier readiness policy, 4-2
- Unit movement policy, 5-2

#### Principle of support, 1-8

#### Processing activity structure, 1-10

#### Processing program, 1-17

#### Provost Marshal

- In-processing rules, 2-22
- In-processing steps, 2-23
- Out-processing rules, 3-16
- Out-processing steps, 3-17

#### Purpose, 1-1

#### References, 1-2

#### Replacement detachment

- In-processing rules, 2-6
- In-processing steps, 2-7

#### Responsibilities, 1-4

#### Soldier Readiness Program, 4-1

#### Soldier readiness processing requirements

- Basic movement, 4-3
- Wartime movement stopper, 4-4
- Other, 4-5
- Area/mission unique, 4-6
- Peacetime PCS/transition, 4-7
- Unit movement rules, 5-3
- Unit movement steps, 5-4
- Individual movement rules, 5-5
- Individual movement steps, 5-6

#### Standards of Service, 1-9

#### Transportation

- In-processing rules, 2-26
- In-processing steps, 2-27
- Out-processing rules, 3-8
- Out-processing steps, 3-9

#### Unit

- In-processing rules, 2-36
- In-processing steps, 2-37
- Out-processing rules, 3-4
- Out-processing steps, 3-5

## INSTALLATION CLEARANCE RECORD

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

### SECTION A - PERSONAL DATA

1. NAME	2. RANK	3. SSN
4. UNIT	5. GAINING UNIT	

### SECTION B - CLEARANCE TYPE

6a. ORDER NO.	6b. DATE	7. PCS	8. ETS	9. EARLY RELEASE	10. OTHER	11. DEPARTURE DATE
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### SECTION C - INSTALLATION DATA

All officers and senior noncommissioned officers (*E7 and above*) are not required to clear all agencies listed below; their signature being official indication that all obligations are settled. Items indicated by an asterisk (\*) must be cleared by all ranks.

### SECTION D - UNIT CLEARANCE

12. SUPPLY NCO	13. DEBT MANAGEMENT	14. NBC NCO	15. TRAINING NCO
16. ARMORER	17. ALB ISSUED? ( <i>Transition Only</i> ) <input type="checkbox"/> YES <input type="checkbox"/> NO		18. FIRST SERGEANT

### SECTION E - BATTALION CLEARANCE

19. DA FORM 31	20. MAIL ROOM	21. MEAL CARD	22. * NCOER/OER ( <i>CPL and Above</i> )	23. HEIGHT	24. WEIGHT
25. LAST CHARGEABLE LEAVE ( <i>Transition Only</i> )	FROM	TO	26. FLAGGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
27. BN S2	28. TACC	29. COURTS AND BOARDS	30. BN SI SUPERVISOR		

31. BATTALION UNIQUE CLEARANCE

### SECTION F - INSTALLATION CLEARANCE

#### 32. PERSONAL CLEARANCE

<input type="checkbox"/> a. *TRANSPORTATION OFFICE	<input type="checkbox"/> c. CENTRAL ISSUE FACILITY	<input type="checkbox"/> e. *AER ( <i>Transition Only</i> )
<input type="checkbox"/> b. * FAMILY HOUSING OFFICE	<input type="checkbox"/> d. *ACAP ( <i>Transition Only</i> )	

#### 33. CENTRAL CLEARANCE

a. * Transition Management - Total Army Career Counselor	g. Commercial Activities
b. * Personal Service Center	h. Recreation Services
c. * Education Center	i. Provost Marshal
d. * Medical Clinic	j. Check Control
e. * Dental Clinic	k. Audio Visual
f. Army Community Services Center	l. Library

34. * PERSONNEL CLEARANCE <input type="checkbox"/> * DEERS/ID Card <input type="checkbox"/> Personnel Records	35. FINANCE CLEARANCE <input type="checkbox"/> * Accounting/Travel <input type="checkbox"/> * Debt Mgmt. <input type="checkbox"/> * Finance Service
--	--

36. INSTALLATION UNIQUE CLEARANCE

37. SOLDIER'S SIGNATURE	38. DATE		
39. * OUTPROCESSING CONTROL	40. DATE	41. * BATTALION SIGNOUT	42. DATE

## 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.		D. MILITARY PERSONNEL RECORDS JACKET (DA FORM 201) RECORD, DOCUMENT, OR ITEM	IN-PROC.	
YES	NO		YES	NO
		1. DA Form 2 (Personnel Qualification Record, Part 1).		
		2. DA Form 2-1 (Personnel Qualification Record, Part 2).		
		3. VA Form 29-8286 (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 2166-7 (Enlisted Evaluation Report). For Period _____ To _____ Forwarded to USAREC on _____. Blanks must be Filled in For All Soldiers. Copy of DA Form 2166-7 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 3475-R (Diving Duty Summary Sheet). Mandatory for all Soldiers Performing Duties Described in AR 611-75.		
		21. DA Form 3479-1 (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.		D. MILITARY PERSONNEL RECORDS JACKET (DA FORM 201) RECORD, DOCUMENT, OR ITEM	IN-PROC.	
YES	NO		YES	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 3349 (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.		
		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

## 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? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. SIDPERS "GAIN"	
7. SIDPERS "DPRT"		8. WEIGHT CONTROL PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> 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: _____ )		
<b>Is Soldier One of the Following</b>	/	/
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 Card?		
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	/	/

<b>SECURITY CLEARANCE STATION</b>		YES	NO	<b>FAMILY HOUSING STATION</b>		YES	NO
18. Did Soldier Process Through This Station?				23. Did Soldier Process Through This Station?			
SUPERVISOR'S SIGNATURE				SUPERVISOR'S SIGNATURE			
<b>FINANCE STATION</b>				<b>ARMY COMMUNITY SERVICE CENTER</b>			
19a. Did Soldier Process Through This Station?				24. Did Soldier Process Through This Station?			
19b. BAS Started?				SUPERVISOR'S SIGNATURE			
SUPERVISOR'S SIGNATURE				<b>COMMERCIAL ACTIVITIES STATION</b>			
<b>PROVOST MARSHAL STATION</b>				25. Did Soldier Process Through This Station?			
20. Did Soldier Process Through This Station?				SUPERVISOR'S SIGNATURE			
SUPERVISOR'S SIGNATURE				<b>CENTRAL ISSUE FACILITY</b>			
<b>EDUCATION CENTER STATION</b>				26. Did Soldier Process Through This Station?			
21. Did Soldier Process Through This Station?				SUPERVISOR'S SIGNATURE			
SUPERVISOR'S SIGNATURE				<b>FINAL CHECK AT INSTALLATION / COMMUNITY LEVEL</b>			
<b>TRANSPORTATION STATION</b>				27. Inprocessing Control Station Sergeant			
22. Did Soldier Process Through This Station?				Has Soldier Correctly Inprocessed?			
SUPERVISOR'S SIGNATURE				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		

18. SIGNATURE OF INPROCESSING SOLDIER

17. DATE