

Personnel—General

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

Headquarters
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Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

This revision--

- o Updates the policies, standards, and requirements for in-processing, the Soldier Readiness Program, mobilization processing, deployment processing, and out-processing. Institutes management controls for out-processing, the Soldier Readiness Program, and deployment processing (para 1-11).
- o Revises the following prescribed forms: DA Form 5123 (In and Out Processing Records Checklist), DA Form 5123-1 (In-Processing Personnel Record), DA Form 137-1 (Unit Clearance Record), and DA Form 137-2 (Installation Clearance Record).
- o Deletes detailed implementation procedures from this regulation (chaps 2, 3, 4).
- o Reduces the number of Soldier Readiness Program levels from five to two (para 4-1).
- o Prescribes use of the DA Form 7425 (Readiness and Deployment Checklist) (paras 4-1, 6-1, 6-2).
- o Deletes the chapter on Unit and Individual Movement (Peacetime) (formerly chapter 5).
- o Adds new chapters: Extended Temporary Duty Processing (chapter 5), Deployment Processing (chapter 6), and Redeployment Processing (chapter 7).

Effective 15 August 2003

Personnel—General

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

By order of the Secretary of the Army:

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General, United States Army
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History. This publication is a major revision.

Summary. This regulation prescribes policy, standards, and requirements for performing the functions of in-processing, the Soldier Readiness Program, mobilization processing, extended temporary duty processing, deployment processing, and out-processing; institutes management controls for out-processing, the Soldier Readiness Program, and deployment processing; and prescribes the use of the following Department of the Army forms: DA Form 5123 (In- and Out-Processing Records Checklist), DA Form 5123-1 (In-Processing Personnel Record), DA Form 137-1 (Unit Clearance Record), DA Form 137-2 (Installation Clearance Record),

and DA Form 7425 (Readiness and Deployment Checklist).

Applicability. This regulation applies to soldiers of the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve, including the Army headquarters and commands responsible for them. This publication applies to Reserve Component soldiers ordered to: full-time duty in the Active Guard/Reserve Program per AR 135-18; active duty under partial, full, or total mobilization; active duty for a Presidential Reserve Call-up and active duty to fill active duty vacancies per AR 135-210. Under partial, full, or total mobilization and under contingency plan conditions, only the policy proponent may modify provisions of this regulation.

Proponent and exception authority. The policy proponent for this regulation is the Deputy Chief of Staff, G-1. The Deputy Chief of Staff, G-1, has the authority to approve exceptions to this regulation that are consistent with controlling laws and regulations. The Deputy Chief of Staff, G-1, may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions per AR 11-2 and identifies

key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army (DAPE-MP), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Deputy Chief of Staff, G-1, ATTN: DAPE-MP, 300 Army Pentagon, Washington, DC 20310-0300, or directly to the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-IP, 200 Stovall Street, Alexandria, VA 22332-0474.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve when on extended active duty and/or undergoing presidential reserve call-up, partial, full, and total mobilization.

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Chapter 1 Introduction

1–1. Purpose

This regulation prescribes the military personnel processing requirements for in-processing; the Soldier Readiness Program (SRP) and mobilization; out-processing for permanent changes of station (PCS), transition, extended temporary duty (TDY) (90 or more days), individual temporary changes of station (TCS), and unit deployments (including Overseas Deployment Training (ODT); individual and unit redeployments either back to the home station or to another theater/TCS station; reintegration (the processing required upon return from a deployment); and demobilization.

1–2. References

Required and related publications and prescribed and referenced forms are 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 (DCS), G–1 (DAPE–MP), will establish personnel policies relating to the processing of Active Army and Reserve Component (RC) soldiers.

b. Each Army staff and field operating agency connected with the processing program (such as the DCS, G–3, and the DCS, G–4) will recommend policy to the DCS, G–1, regarding the processing of Active Army and RC soldiers.

c. The Chief, National Guard Bureau, and the Chief, Army Reserve, will recommend RC mobilization policy and operational tasks to the DCS, G–1, regarding the processing of RC soldiers and families. The Army National Guard (ARNG) will ensure that soldier bundles are forwarded to the U.S. Total Army Personnel Command (PERSCOM) for all ARNG soldiers ordered to active duty in support of a presidential reserve call-up (PRC) or any level of mobilization.

d. The Commanding General (CG), PERSCOM, will develop procedures and maintain programs to implement standards and operating tasks for the personnel program. The CG, PERSCOM, will also develop procedures to support transfer of required data from the U.S. Army Reserve PERSCOM (AR–PERSCOM) and ARNG to mobilization stations or supporting Personnel Information System Processing Activities to arriving U.S. Army Reserve (USAR) units, National Guard units, Individual Ready Reserve (IRR) soldiers, Active Guard Reserve (AGR) soldiers, individual military augmentees (IMAs), and recalled retirees ordered to active duty in support of PRC or any level of mobilization.

e. The Commandant, Adjutant General (AG) School (ATSG–AG), will ensure that 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, unit, community, and mobilization station will establish, resource, and operate a processing program which accomplishes the requirements established by this regulation.

h. The Commander, AR–PERSCOM, will exercise the same responsibilities as the Commander, PERSCOM, for all USAR AGR soldiers. The Commander, AR–PERSCOM, will implement applicable policies in this regulation and develop mobilization orders and instructions that direct USAR AGR soldiers, IRRs, IMAs, and recalled retirees ordered to active duty in support of a PRC or mobilization to bring the required documents for in-processing at a designated reception station or like activity. The AR–PERSCOM will also ensure that soldier bundles are forwarded to PERSCOM for all Army Reserve soldiers ordered to active duty in support of a PRC or any level of mobilization.

i. The Director, Office of Staff Management, ARNG, will exercise the same responsibilities as the Commander, PERSCOM, for all ARNG AGR soldiers via the ARNG Tour Management Office (NGB–ARZ–T), Full-Time Support Management Directorate. This directorate will implement applicable policies in this regulation for all ARNG AGR soldiers and ensure that they are processed for deployment under this regulation as necessary in support of contingency operations during PRC or any level of mobilization.

1–5. The personnel processing program

a. The personnel processing program prepares, certifies, and reports individual soldier and unit readiness for deployment, including shortfalls, to the unit commander and consists of—

(1) In-processing at Army installations and communities, which—

(*a*) Extends from installation/community to unit/battalion level.

(*b*) Welcomes and brings the individual soldier and family on board.

(*c*) Welcomes and brings the individual soldier back on board upon return from a deployment (that is, reintegration, whether from an individual TCS or a unit deployment). At some installations, reintegration or the processing of returning soldiers back into the home station is called a reverse SRP.

(d) Ensures that in-processing soldiers meet the readiness criteria for deployment or that deficiencies are identified and reported to the gaining unit commanders.

(e) Updates the deployability status of reintegrating soldiers.

(2) Out-processing at Army installations and communities, which—

(a) Extends from unit/battalion to installation/community level.

(b) Ensures the proper processing of soldiers, including those absent or unavailable, from one duty station to another.

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

(d) Executes the installation/community commander's responsibility to ensure that only qualified soldiers depart on permanent change of station.

(e) Ensures the proper processing of soldiers, including those absent or unavailable, from active duty to a different status (for example, separated, discharged, released from active duty, retired, and demobilized).

(f) Identifies and collects payment for debts owed to the U.S. Government and the central clearance participating agencies. Collects and assists in the collection of debts owed to the U.S. Government and its instrumentalities, such as nonappropriated fund activities and the post exchange. Notifies commanders regarding debts owed to private/commercial organizations that are central clearance participating agencies per the procedures of paragraphs 3–5a(7) and (8).

(3) Soldier readiness processing, which—

(a) Is a set of personnel qualification standards approved by Headquarters, Department of the Army (HQDA) policy proponents.

(b) Provides for the continual administrative readiness of soldiers for deployment.

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

(d) Is checked, certified, and reported during in-processing, out-processing, and at least annually thereafter for Active Army soldiers.

(e) Is checked, certified, and reported annually for ARNG soldiers in units and Army Reserve soldiers in Troop Program Units and for all RC soldiers when called to active duty (for example, mobilization, ODT, or under a temporary tour of active duty).

(f) Properly processes and ensures the deployability of all soldiers departing their home stations for transit to a deployment station.

(4) Mobilization processing, which—

(a) Includes home station and mobilization station processing requirements to administratively add individuals and units to the active force.

(b) Involves expansion of the peacetime in-and-out-processing activity as a subwork unit of the installation mobilization and deployment activity.

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

(d) Specifies the readiness requirements for all RC soldiers when called to active duty for mobilization.

(5) Extended TDY processing, which—

(a) Properly processes soldiers for departure on an extended TDY of 90 or more days.

(b) Is an abbreviated version of the out-processing program designed to ensure that soldiers departing on a TDY trip projected to last 90 or more days are qualified for the duty, that readiness standards are maintained, and that they receive the appropriate level of personnel service support.

(6) Deployment processing of individual soldiers and units, which—

(a) Involves only actual individual TCS or unit deployments during contingency operations or training missions.

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

(c) Is administered by installations that have been designated as deployment stations. If soldiers, either as individuals or as members of units, deploy directly from the home station to the theater/TCS station, the home station is also their deployment station.

(d) Executes the installation/community commander's responsibility to ensure that only soldiers who meet readiness standards are deployed.

(7) Redeployment processing of individual soldiers and units, which—

(a) Ensures the proper processing of soldiers who are departing the theater/TCS station to return to the home station or, in cases of extreme need, to redeploy to another theater/TCS station.

(b) Ensures that, in cases of extreme need, only soldiers who still meet the readiness and deployability requirements are redeployed to the next theater/TCS station.

(c) Identifies debts owed to the U.S. Government and central clearance participating agencies in the theater or at the TCS station. Collects and assists in the collection of debts owed to the U.S. Government and its instrumentalities, such as nonappropriated fund activities and the post exchange. Notifies commanders regarding debts owed to private/

commercial organizations that are central clearance participating agencies per the procedures of paragraphs 7–4b(3) and (4).

b. The personnel processing program may be supplemented by unit/battalion and installation/community base operation procedures 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), Washington, DC 20310–0300.

c. In the context of this regulation, all soldiers means commissioned officers in the rank of colonel and below and all warrant officers and enlisted personnel, unless otherwise stated.

d. The activities through which all soldiers must process are indicated on the processing forms. Commanders may require soldiers to process through some additional activities listed on the forms and/or some local activities not listed (that is, unique local activities can be added).

e. The supervisor of each processing activity will ensure that all soldiers are completely processed before granting clearance.

1–6. Program standards

a. In-, out-, soldier readiness, mobilization, and deployment processing is a multifunctional program that—

- (1) Establishes both peacetime and wartime military personnel processing standards.
- (2) Is resourced in base operations (BASOPS).
- (3) Is the functional responsibility of the in- and out-processing activity.

b. Execution of the in-, out-, soldier readiness, mobilization, and deployment processing multifunctional program. This program requires connectivity with the following functions and multifunctional programs:

- (1) Enlisted personnel management.
- (2) Enlisted promotions and reductions.
- (3) Enlisted transfers/discharges.
- (4) Suspension of favorable personnel actions.
- (5) Identification documents.
- (6) Leaves and passes.
- (7) Officer personnel management.
- (8) Officer promotions.
- (9) Officer transfers/discharges.
- (10) Personnel accounting and strength reporting.
- (11) Personnel security clearances.
- (12) Reassignments.
- (13) Retention.
- (14) Sponsorship.
- (15) Transition processing.
- (16) Battalion personnel service support.
- (17) Orders program.
- (18) Personnel information management.
- (19) Exceptional family member program .
- (20) Army career and alumni program (ACAP).
- (21) Personnel tempo (PERSTEMPO).
- (22) Medical screening.
- (23) Education center.

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

- (1) Ensuring that in-, out-, soldier readiness, mobilization, and deployment processing standards and requirements are accurately and completely identified in this regulation.
- (2) Including the details of in-, out-, soldier readiness, mobilization, and deployment processing requirements in their functional regulations.

d. Processing standards include the following:

(1) The in-, out-, soldier readiness, mobilization, and deployment 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 efficiently and expeditiously.

(3) Under centralized conditions, processing facilities will operate under the leadership of the Military Personnel

Division (MPD). 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) Soldiers will receive appropriate orientation briefings during in-, out-, soldier readiness, mobilization, and deployment processing. Family members will be encouraged to attend.

1-7. The processing activity structure

The processing activity—

a. Is a BASOPS network that brings together installation and community staff agencies that support the processing program.

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

c. Supports in-processing (chap 2).

d. Supports out-processing (chap 3).

e. Supports the annual (SRP) checks conducted at unit and installation levels and home station deployment processing (chap 4).

f. Supports mobilization processing (chap 4).

g. Supports extended TDY processing (chap 5).

h. Supports individual TCS and unit deployment processing at the deployment station (chap 6).

i. Supports redeployment processing (chap 7), except when this must be done from one theater/TCS station to another theater/TCS station. This type of redeployment must be supported by the in-theater tactical personnel support structure.

j. Augments a joint service processing activity when directed by the warfighting combatant commander or the designated representative.

1-8. Program policy

The processing program is directed by HQDA and field operating agencies as policy, functional, or branch proponents. This regulation is binding on all communities involved in the personnel processing business.

1-9. Rules for operating the processing activities

a. Each processing activity will operate a 24-hour 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, MPD (installation or community level), supervises and directs overall operations.

d. Each of the installation or community staff agencies is responsible for its 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.

1-10. Future concept

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

a. Supports the Manpower Staffing Standards System.

b. Enhances the training of personnel managers and operators.

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

d. Eases the transition to mobilization.

1-11. Management controls

Out-processing, using DA Forms 137-1 (Unit Clearance Record) and 137-2 (Installation Clearance Record); SRP, using DA Form 7425 (Readiness and Deployment Checklist); and deployment processing, using DA Form 7425, are management control processes in the Army Management Control Program, per Army Regulation (AR) 11-2. The required checklist for these processes is in appendix B.

Chapter 2 In-Processing

2-1. The in-processing record

DA Form 5123-1 (In-Processing Personnel Record) guides a soldier through the in-processing program and provides a record of the soldier's readiness status. Upon completion of in-processing into the assigned unit, a completed DA Form 5123-1 and DA Form 5123 (In- and Out-Processing Records Checklist) will be filed in the soldier's Personnel Readiness File in battalion-level personnel (BNS1)/unit, per AR 25-400-2, under the Army Records Information Management System file number 600-8-101e, In-Processing Outputs. A soldier's Personnel Readiness File will form the core of the deployment packet when needed and will also be the repository for DA Form 7425, which is completed during annual SRP checks and when deployment is imminent.

2-2. In-processing requirements

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 general officer or command-level personnel (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 prior approval of the installation and community commander.

c. Soldiers will receive an appropriate welcome orientation. Family members will be encouraged to attend.

d. Installations should use the in-processing module of the installation support modules (ISMs) to the maximum extent possible to manage in-processing, as long as the requirements in this chapter are met. Installations that do not have ISM may use available automation systems to meet the requirements of this chapter.

2-3. Installation-/community-level in-processing

a. *Replacement activity.*

(1) Upon arrival at an installation/community, each soldier signs in, and military leave is terminated, as appropriate. An arrival transaction will then be submitted on each arriving soldier in the Army field personnel information system. Returning TCS soldiers and members of a deployed unit returning ahead of the unit will also be serviced by the replacement activity per local policy.

(2) The replacement activity will arrange for temporary billeting, food service, and other support processing for newly arrived soldiers.

(3) To ensure that each ready soldier arrives at the gaining unit as soon as possible, checks will be made to ensure that the soldier is promptly and properly processed and that soldier readiness nondeployment conditions are identified and eliminated if possible. If the nondeployment condition(s) cannot be eliminated during in-processing, the condition(s) will be identified to the gaining commander for resolution after the soldier's arrival.

(4) Each soldier will clear the replacement activity before reporting to the gaining unit.

b. *Processing control station (PROC CS).*

(1) All soldiers will process through this station.

(2) As the focal point for installation-/community-level in-processing, the PROC CS will designate the stations through which each soldier must process, do appropriate coordination with the other installation-/community-level in-processing stations, provide any required special guidance, and ensure that each soldier has processed properly and completely before release to the replacement activity for clearance and movement to the gaining unit.

(3) DA Form 5123 will be used to account for documents or records that each soldier is required to have in his/her possession upon arrival or departure.

c. *Installation-/community-level in-processing stations.*

(1) All soldiers are required to in-process through the following stations:

(a) Personnel information station (PINS).

(b) Personnel strength management station (PSMS).

(c) Personnel management station.

(d) Medical facility.

(e) TRICARE service center health benefits advisor or the medical element equivalent.

(f) Dental facility.

(g) Defense Enrollment Eligibility Reporting System (DEERS)/Realtime Automated Personnel Identification System (RAPIDS)/identification (ID) cards and tags.

(h) Security office.

(i) Education center.

(j) Military pay office.

(2) Soldiers assigned to designated units will in-process through the Central Issue Facility (CIF).

(3) If there is a local registration requirement for privately owned vehicles (POVs) or privately owned weapons, soldiers owning these items will register them with the Provost Marshal Office.

(4) All in-processing soldiers with accompanying children/youth (from infant to age 18) will in-process through child and youth services for an explanation of childcare options and the services of the school liaison officer.

(5) All in-processing first-term soldiers will be referred to the Army community services (ACS) center for mandatory personal financial readiness training.

(6) Whether or not each soldier is required to in-process through any of the following stations will be determined at the PROC CS:

(a) Transportation office.

(b) ACS center.

(c) Housing office.

(d) Commercial activities.

(e) Lodging office.

(f) ACAP center.

(7) Chaplains will be available to all soldiers returning from a TCS or unit deployment.

(8) At the discretion of the commander, the inspector general may establish a processing station for in-processing soldiers and/or soldiers returning from a TCS or unit deployment.

2-4. Battalion/unit in-processing requirements

a. After properly in-processing at the installation/community level, each soldier will report to the unit specified on the assignment orders.

b. The battalion staff activity/unit will accomplish at least the requirements specified in the DA Form 5123-1.

c. The BNS1 will conduct a final check of every in-processing soldier to ensure that all soldier readiness nondeployment conditions are corrected or that the unit commander is notified.

d. The Civilian Personnel Advisory Center will be notified of all military personnel who will supervise one or more civilian employees.

e. The BNS1 will suspense and follow up on all soldier readiness requirement deficiencies identified and conduct a final SRP check.

f. If the soldier is returning with the unit from a unit deployment and no decision was made on whether or not to recommend the soldier for an award before departing the theater, this decision will be made upon return to the home station. If an award is recommended and approved, an appropriate presentation ceremony will be scheduled as soon as possible.

Chapter 3 Out-Processing

3-1. DA Forms 137-1 and 137-2

These forms guide each soldier through the out-processing program and provide the gaining commander the status of the soldier's deployment readiness upon departure from the losing unit. These forms also specify which activities and offices at the unit/battalion and installation/community levels the soldier must clear before departing the losing installation.

3-2. Out-processing requirements

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

a. In the context of this chapter, transition means all soldiers being discharged, separated, retired, transferred to another service or component, or released from active duty.

b. Installations should use the out-processing module of ISM to the maximum extent possible to manage out-processing as long as the requirements in this chapter are met. Installations that do not have ISM may use available automation systems to meet the requirements of this chapter.

c. Out-processing requirements include—

(1) The out-processing program supports implementation of the Army's debt management program. No soldier owing debts to the U.S. Government or its instrumentalities 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) DA Forms 137-1 and 137-2 and use of these out-processing procedures are required for all soldiers departing on a PCS and soldiers transitioning from active duty (including demobilizing RC soldiers). 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, complete the remaining required information, and sign (not initial) the appropriate space. Installations will determine how these clearance requirements will be accomplished.

(3) Soldiers being reassigned between organizations located on the same installation usually will not be required to process through the PROC CS because most, if not all, of their required processing will be battalion-/unit-level activities at the losing and gaining units.

(4) Soldiers assigned to remote locations away from the facilities listed on DA Forms 137-1 and 137-2 may be out-processed by their unit commanders, executive officers, or other designated 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.

(5) Soldiers pending a PCS outside the 50 United States and its territories will attend Antiterrorism Force Protection Level 1 Awareness Training per Department of Defense Instruction (DODI) 2000.16. Units will maintain a record of the individuals who receive this training.

(6) Soldiers pending a PCS outside the continental United States must meet the passport and visa requirements of the country/location of assignment.

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

(8) The servicing military pay office will not clear soldiers until all clearance requirements, except the PROC CS, are met. Normally the PROC CS is the final section.

(9) All personnel, medical, dental, and other required documents must be provided to each soldier before he/she departs the unit. (See DA Form 5123 and AR 600-8-105, para 4-9.)

d. Processing requirements for transition from active duty include—

(1) Transitioning soldiers are required to have a DD Form 2648 (Preseparation Counseling Checklist) completed at the supporting the ACAP center.

(2) 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. Soldiers being released from active duty to USAR and ARNG will receive a DD Form 214 prior to their departure. This requirement cannot be waived.

(3) Soldiers transitioning from active duty must clear the required activities listed on DA Forms 137-1 and 137-2. 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.

(4) Upon notification of a soldier's pending transition, the commander 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 DA Form 137-1. (See AR 600-8-10, paragraphs 12-6, 12-8, 12-10, and 12-12; and AR 600-8-2.)

(b) Require each soldier to initial each leave period, then give DA Form 137-1 to the soldier, with instructions to carry it to the transition point or center at final transition processing.

(5) Continental United States (CONUS) returnees to transition points are required to have their military personnel, medical, and dental records per Department of the Army (DA) Pamphlet (Pam) 600-8-11 and AR 635-10.

(6) 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 expiration of service agreement/expiration term of service.

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

(b) On a case-by-case basis, an escort may be appointed to ensure that the soldier out-processes all required activities. Examples of when 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 (for example, administrative eliminations, acts of misconduct, or separations for the convenience of the Government or good of the service).

(7) All transitioning soldiers are required to complete DD Form 2697 (Report of Medical Assessment) per AR 40-501. The original DD Form 2697 will be placed in the soldier's medical record, and a copy will be furnished to the Department of Veterans Affairs.

(8) Soldiers are required to complete DA Forms 137-1 and 137-2 along with personnel, medical, dental records, and other documents required by DA Pam 600-8-11, AR 600-8-101, AR 600-8-105, and AR 635-5.

(9) All demobilizing RC soldiers will be provided information on their reemployment rights under the Employer Support to the Guard and Reserve Program.

3-3. Management control process for out-processing

Out-processing is a management control process in the Army Management Control Program of AR 11-2. To assist

commanders, units, BNS1, and installations in evaluating this key management control item, appendix B contains a checklist for out-processing.

3-4. Battalion/unit out-processing requirements

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

b. Soldiers will attend an installation-/community-level out-processing briefing prior to being issued DA Forms 137-1 and 137-2, and the battalion/unit will provide soldiers the briefing on unit-level clearance requirements.

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

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

e. To facilitate the setting of the departure date and the subsequent scheduling of out-processing activities, the first two steps of out-processing are for soldiers to submit their requests for leave on DA Form 31 (Request and Authority for Leave) and for commanders to act promptly on those requests.

f. To ensure adequate time for correcting any identified errors, the departing soldier will review his/her PERSTEMPO Individual Event History Sheet at least 30 days before departure. This document will be signed by a unit official and the soldier, placed in the soldier's records, and hand carried by the soldier to the gaining unit.

g. A determination will be made on whether or not to recommend the soldier for an award. If an award is recommended and approved, an appropriate presentation ceremony will be scheduled and conducted before the soldier's departure, if feasible.

h. If a soldier is pending a line of duty investigation, the investigation will be initiated before the soldier departs the installation. A line of duty investigation using DA Form 2173 (Statement of Medical Examination and Duty Status) must be initiated on every injury that may result in a future claim against the government, including possible referral into the Physical Disability Evaluation System.

i. If Department of Defense DD Form 362 (Statement of Charges/Cash Collection Voucher) or DA Form 4697 (Department of the Army Report of Survey) is required on a soldier, this item will be resolved before the soldier departs. If the soldier has responsibility for completing DD Form 362 or Report of Survey, the case must be resolved or the responsibilities must be transferred before the soldier departs.

j. Enlisted personnel will be provided an opportunity to see a career counselor.

k. The battalion/unit will ensure that all transitioning soldiers complete the transition counseling as required by DD Form 2648 and employment assistance at the ACAP center before departing the unit.

l. Sections A (Personal Data) and B (Debt Verifications) of DA Form 137-1 will be completed by the battalions/units before soldiers report to the PROC CS for installation/community out-processing.

m. Before any soldier signs out and departs, a final check will be made to ensure that the soldier has out-processed properly.

n. Departure or separation transactions will be done on all soldiers in the Army field personnel information system after they sign out and depart.

3-5. Installation-/community-level out-processing

a. *Processing control station.*

(1) All soldiers will process through this station.

(2) As the focal point for installation-/community-level out-processing, PROC CS will designate the stations through which each soldier must process, do appropriate coordination with the other installation-/community-level out-processing stations, provide any required special guidance, and ensure that each soldier has processed properly before clearing him/her for departure.

(3) Soldiers who will PCS or transition will report to the PROC CS not later than 14 duty days prior to the scheduled departure date to receive a briefing on installation-/community-level clearance procedures. Demobilizing RC soldiers will report to the PROC CS upon arrival at the demobilization station.

(4) Soldiers will out-process through all required stations and report back to the PROC CS at least 2 days prior to departure.

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

(6) DA Form 5123 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.

(7) When a central clearance participating agency reports to the PROC CS 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 and the unit commander have been notified of the alleged debt. The PROC CS will make both notifications and then clear the soldier for further out-processing.

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

(9) The unit commander will be informed if a soldier is found to be ineligible for departure.

(10) A soldier is not releasable until all nondeparture conditions are resolved.

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

b. Installation-/community-level out-processing stations.

(1) All soldiers are required to out-process through the following stations:

(a) PINS.

(b) Personnel management station.

(c) Medical facility.

(d) TRICARE service center health benefits advisor or the medical element equivalent.

(e) Dental facility.

(f) DEERS/RAPIDS/ID cards and tags.

(g) Transportation office.

(h) CIF.

(i) Education center.

(j) Army emergency relief (AER).

(k) Military pay office.

(2) All PCS soldiers will out-process through the security office per AR 380-67.

(3) Soldiers who have registered POVs or privately owned weapons will clear the appropriate provost marshal registration section (POV/privately owned weapons) to have their registrations cancelled.

(4) Soldiers residing either on post or in Government-owned or -leased housing located off post will out-process through the housing office.

(5) PCS soldiers with accompanying children (from infant to age 18) will out-process through child and youth services/school liaison officer for an explanation of services available to ease the childcare and education/school transition.

(6) All soldiers in the rank of specialist and below who are scheduled for their initial PCS move will be referred to the ACS center for mandatory relocation financial planning classes and counseling.

(7) All transitioning soldiers will out-process through the post exchange. For PCS soldiers, a determination of whether or not clearance at the post exchange is required will be made at the PROC CS.

(8) All transitioning soldiers will out-process through the ACAP center.

(9) All Active Army transitioning soldiers who are not retiring will out-process through the RC Career Counselor. If there is no RC counselor, these soldiers will out-process through the installation Regular Army career counselor.

(10) Whether or not each soldier is required to out-process through any of the following stations will be determined at the PROC CS:

(a) ACS center.

(b) Commercial activities station.

(c) Morale, welfare, and recreation (MWR) fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).

(d) Training aids center.

(e) Commissary.

(f) Lodging office.

(11) At the discretion of the commander, the inspector general may establish a processing station for out-processing soldiers.

Chapter 4 Soldier Readiness Program and Mobilization Processing

4-1. SRP requirements

a. Maintaining individual preparedness for deployment is the basic concept of the SRP; therefore, Active Army soldiers, Army National Guard soldiers in units, and Army Reserve soldiers in troop program units will undergo an annual SRP check as specified in this chapter. An SRP check will be performed annually on RC soldiers who are not in units or whenever they serve on active duty if their active duty service is less often than once per year.

b. The SRP has two levels of readiness:

(1) Level 1 is the state of readiness that should be maintained at all times. The requirements of this level are specified in paragraphs 4-5*a* and 4-6*b*(1).

(2) Level 2 applies only in cases of individual TCS moves and unit deployments in support of a contingency when the home station is not the deployment station and is the state of readiness that must be achieved after the soldier has been alerted but before departure from the home station. Level 2 requirements include all of those of Level 1 plus some items that must be done at the home station (that is, those that cannot be done at the deployment station) but cannot be done until after the soldier has been alerted. Requirements unique to Level 2 are specified in paragraphs 4-5*b* and 4-6*b*(2).

c. Battalion-/unit-level requirements are described in chapter 4, paragraph 4-5, and installation/community requirements are described in chapter 4, paragraph 4-6.

d. The SRP requires commanders to maximize soldier readiness by identifying and correcting nondeployment conditions. Personnel processing requirements include checking the status of individual soldier readiness during in-processing, at least once annually, during out-processing, and within 30 days before an actual unit deployment date or the date an individual soldier departs on a TCS move. Depending on local policy, SRP checks can be scheduled either for soldiers individually or for units as a whole and as frequently as needed (for example, quarterly, semiannually, and so on). An initial SRP check is done when a unit is first alerted for deployment. If there is reason to believe the duration of the unit's continual standby alert status may exceed 30 days, the affected unit commander may submit a formal request for waiver of the 30-day requirement to conduct an SRP check within 30 days of the deployment date. This request must include certification that the soldiers' readiness status will be continually monitored throughout the period of the alert to ensure that all occurring deficiencies are corrected before deployment. The approval authority is the first general officer in the chain of command. The approval authority may approve the waiver by authenticating and forwarding it to the appropriate commander. The waiver period expires 90 days after the start date of the initial SRP check. If the unit is still on standby alert after the expiration of the waiver period, a new SRP check is required as soon as possible.

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

- (1) Personnel.
- (2) Medical.
- (3) Dental.
- (4) Provost Marshal.
- (5) Military pay.
- (6) Security.
- (7) Legal.
- (8) Logistics.
- (9) Operations.
- (10) Transition (ACAP).

f. Installation and unit commanders must develop and enforce procedures that notify support activities when soldiers will be departing the home station on TCS orders or a unit deployment.

g. Installations may use the appropriate module of ISM to perform soldier readiness processing as long as the requirements in this chapter are met. Installations that do not have ISM may use available automation systems to meet these requirements.

h. DA Form 7425 and use of these processing procedures are required for doing SRP checks on all soldiers and for departures from the home station on a TCS move or a unit deployment. The form guides soldiers through the SRP check, the additional requirements that must be met before departing the home station for transit to a deployment station, and the processing at the deployment station. A copy of DA Form 7425 with the home-station portions completed will accompany every deploying soldier to the deployment station. Installations will determine how these processing requirements will be accomplished. Commanders may require soldiers to process through additional

activities listed on the form and/or some local activities not listed on the form (that is, unique local activities can be added to the form).

i. The servicing military pay office will not clear deploying soldiers until all clearance requirements, except the PROC CS, are met. Normally the PROC CS is the final clearing station.

j. A deployment packet, which includes a copy of the appropriate personnel, medical, dental, and other required documents, will be provided to each deploying soldier before departure from the home station.

4-2. Management control process for the SRP

SRP is a management control process in the Army Management Control Program of AR 11-2. To assist commanders, units, BNS1, and installations in evaluating this key management control item, appendix B contains a checklist for SRP.

4-3. Mobilization requirements

a. Mobilization is the process by which all or parts of the Armed Forces are expanded and brought to a state of readiness for war or other national emergency. This includes activating all or part of the reserve components and assembling and organizing personnel and materiel. The call of RC soldiers to active duty may include a PRC, partial mobilization, or full mobilization. The processing procedures for mobilization also apply to the support of contingency operations.

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

c. The mobilization processing requirements (whether for unit or individual activations) are the same as those for an SRP check (Level 1 state of readiness).

d. All mobilized RC soldiers will be informed about their reemployment rights under the Employer Support to the Guard and Reserve Program.

4-4. Expansion of the processing activity for mobilization

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

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

c. At mobilization, the installation's current personnel processing activity will expand according to the installation mobilization tables of distribution and allowances.

d. The G1/AG (Chief, MPD) directs the overall operations of the processing activity. (See para 1-9c.)

4-5. Battalion/unit SRP and mobilization processing requirements

a. The following items apply to achieving Level 1 state of readiness.

(1) If a soldier is pending a line of duty investigation, the soldier is not deployable until the investigation has been initiated. A line of duty investigation using DA Form 2173 must be initiated for every injury that may result in a claim against the Government, including possible referral into the Physical Disability Evaluation System.

(2) The BNS1 will conduct a final review of the SRP check on each soldier to ensure that all soldier readiness nondeployment conditions are corrected or that the unit commander is notified.

(3) Transactions, as appropriate, will be submitted to update the Army field personnel information system based on the findings of an SRP check.

b. These items are required to achieve a Level 2 state of readiness:

(1) If DD Form 362 or Report of Survey is required on a soldier who is processing for a TCS move, this item will be resolved before the soldier departs for transit to the deployment station. If the soldier has responsibility for completing DD Form 362 or Report of Survey, the case must be resolved or the responsibilities must be transferred before the soldier departs.

(2) All soldiers pending a TCS outside the 50 United States and its territories and possessions will attend Antiterrorism Force Protection Level 1 Awareness Training per DODI 2000.16. Units will maintain a record of the individuals who receive this training.

4-6. Installation-/community-level SRP and mobilization processing

a. *Processing control station.*

(1) As the focal point for installation-/community-level SRP and mobilization processing for both levels of readiness, PROC CS will coordinate and conduct the appropriate SRP/mobilization processing briefings, designate the

stations through which each soldier must process, do appropriate coordination with the other installation-/community-level processing stations, provide any required special guidance, and ensure that each soldier has processed properly.

(2) Checks will be made to ensure that soldiers are properly processed and that soldier readiness nondeployment conditions are either eliminated or reported to the commander.

b. Installation-/community-level SRP and mobilization processing stations.

(1) The following requirements apply to achieving Level 1 state of readiness:

(a) All soldiers are required to process through the following stations:

1. PINS.
2. Personnel management station.
3. Medical facility.
4. Dental facility.
5. DEERS/RAPIDS/ID cards and tags.
6. Security office.
7. Military pay office.
8. Legal affairs.

(b) Soldiers will receive a legal briefing to discuss wills, powers of attorney, and other legal matters, and those soldiers who need to make or update a will, to designate a power of attorney, and/or to seek counseling in legal matters will be provided an opportunity to consult with legal assistance personnel about these matters. Wills and other legal documents will be drafted onsite, when appropriate, or soldiers will be referred to the legal assistance office.

(c) The names, ranks, social security numbers (SSNs), and area of concentration (AOC)/military occupational specialties (MOS) of all soldiers found to be permanently nondeployable during SRP processing will be provided to the PSMS.

(2) The following items apply to achieving Level 2 state of readiness:

(a) Soldiers who are departing the home station for movement to the deployment station will process through the CIF.

(b) Chaplains will be available to all soldiers who are processing for departure to a deployment station.

(c) Whether or not each deploying soldier is required to process through any of the following stations will be determined at the PROC CS:

1. Transportation office.
2. Education center.
3. ACS center.
4. Provost Marshal Office.
5. Housing office.
6. MWR fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).
7. Training aids center.
8. ACAP center.

(3) At the discretion of the commander, the inspector general may establish a processing station for SRP and/or mobilization processing.

Chapter 5

Extended TDY Processing

5-1. DA Forms 137-1 and 137-1

These forms are also used for extended TDY processing.

5-2. Extended TDY processing requirements

a. Installation and unit commanders must develop and enforce procedures that notify support activities when soldiers will be departing on an extended TDY.

b. Installations may use the appropriate module of ISM to manage out-processing for extended TDY 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. Extended TDY processing requirements are:

(1) DA Forms 137-1 and 137-2 and use of these extended TDY processing procedures are required for all soldiers departing on a TDY tour that is projected to last 90 or more days. Each activity must complete the appropriate section of the form and sign (not initial) the appropriate space. Installations will determine how these clearance requirements

will be met. Commanders may require extended TDY soldiers to clear some local activities not listed on the forms (that is, unique local activities can be added to the forms).

(2) All soldiers pending extended TDY outside the 50 United States and its territories and possessions will attend Antiterrorism Force Protection Level 1 Awareness Training per DODI 2000.16. Units will maintain a record of the individuals who receive this training.

(3) Soldiers will be given a minimum of 2 working days to accomplish extended TDY processing unless it is locally determined that the processing can be done quicker.

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

5-3. Battalion-/unit-level extended TDY processing requirements

a. DA Form 137-1 is used to manage and control the battalion-/unit-level extended TDY processing of soldiers.

b. Soldiers will be informed of what the extended TDY clearance requirements are when they are given the processing forms.

c. To preclude unauthorized departures, checks will be made to ensure that soldiers out-process correctly for their extended TDY.

d. If a soldier is pending a line of duty investigation, the investigation will be initiated before the soldier departs. A line of duty investigation using DA Form 2173 must be initiated for every injury that may result in a future claim against the Government, including possible referral into the Physical Disability Evaluation System.

e. If DD Form 362 or Report of Survey is required on the soldier, this item will be resolved before the soldier departs. If the soldier has responsibility for completing DD Form 362 or Report of Survey, the case must be resolved or the responsibilities must be transferred before the soldier departs.

5-4. Installation-/community-level extended TDY processing

a. *Processing control station.*

(1) All soldiers will process through this station.

(2) As the focal point for installation-/community-level extended TDY processing, the PROC CS will designate the stations through which each soldier must process, do appropriate coordination with the other installation-/community-level processing stations, provide any required special guidance, and ensure that each soldier has processed properly before clearing him/her for departure.

b. *Installation-/community-level extended TDY processing stations.*

(1) All soldiers are required to process through the following stations:

(a) PINS.

(b) Medical facility.

(c) Dental facility.

(d) DEERS/RAPIDS/ID cards and tags.

(e) Military pay office.

(2) All soldiers except those who have had an SRP check within the last 30 days will process through the personnel management station.

(3) Whether or not each soldier is required to process through any of the following stations will be determined at the PROC CS:

(a) Transportation office.

(b) Education center.

(c) ACS center.

(d) Housing office.

(e) MWR fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).

(f) ACAP center.

(4) Soldiers who need to make or update a will, to designate power of attorney, and/or to seek counseling on civil matters will be provided an opportunity to consult with the legal assistance office about these matters.

(5) At the discretion of the commander, the inspector general may establish a processing station for soldiers who are departing on extended TDY.

Chapter 6 Deployment Processing

6-1. DA Form 7425

Upon reporting to the deployment station, soldiers will present their deployment packet, which includes DA Form 7425. The deployment station will then validate the SRP processing done at the home station according to DA Form 7425, complete whatever processing was not finished at the home station, if any, and then process the soldiers for deployment. DA Form 7425 guides soldiers through deployment processing.

6-2. Deployment processing requirements

a. Installations may use the appropriate module of ISM to manage deployment processing as long as the requirements in this chapter are met. Installations that do not have ISM may use available automation systems to meet these requirements.

b. Soldiers deploying through an individual deployment station (IDS)/CONUS replacement center (CRC) will be reported through the Replacement Operations Automated Management System (ROAMS).

c. Deployment processing requirements are—

(1) DA Form 7425 and use of these deployment processing procedures are required for all soldiers departing on a TCS move or a unit deployment. This form identifies the deployment processing stations requiring clearance by all soldiers. Installations will determine how these clearance requirements will be accomplished. Commanders may require deploying soldiers to clear additional activities listed on the form and/or some local activities not listed on the form (that is, unique local activities can be added to the form).

(2) Soldiers pending deployment outside the 50 United States and its territories and possessions will attend Antiterrorism Force Protection Level 1 Awareness Training per DODI 2000.16. Units will maintain a record of all individuals who receive this training.

(3) Soldiers will be given a minimum of 3 working days to accomplish deployment processing unless it is determined locally that the processing can be done quicker.

(4) The deployment packet, which includes a copy of the appropriate personnel, medical, dental, and other required documents, will be provided to the soldier before departure. A copy of the deployment packet will remain at the deployment site.

6-3. Management control process for deployment processing

Deployment processing is a management control process in the Army Management Control Program of AR 11-2. To assist commanders, units, BNS1, and installations in evaluating this key management control item, appendix B contains a management control review checklist.

6-4. Deploying unit readiness validation process (AR 220-1)

a. For deploying units, validation is the installation commander's determination of the unit's ability to accomplish the deployment mission. Individual soldier readiness for deployment is as important as training and equipment readiness. The validation process is usually conducted in three phases:

(1) Phase I—The unit commander's unit status report suffices as the initial assessment of the personnel community.

(2) Phase II—Soldier readiness processing (chapter 4) accomplishes the readiness improvement portion of the validation process and ensures that all soldiers meet the readiness requirements.

(3) Phase III—The deployment processing activities described in this chapter will provide information for the installation final validation assessment and deployment decisionmaking process.

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

6-5. Battalion/unit deployment processing requirements

a. Family members of deploying soldiers will be provided an opportunity to receive an orientation briefing/printed materials on the mission, available family readiness groups, and family member benefits.

b. The BNS1 will perform appropriate checks to ensure that soldiers process correctly.

c. Appropriate transactions in the Army field personnel information system will be done on all soldiers who deploy.

6-6. Installation-/community-level deployment processing

a. *Processing control station.*

(1) As the focal point for installation-/community-level deployment processing, PROC CS will coordinate and conduct appropriate deployment processing briefings, designate the stations through which each soldier must process, do appropriate coordination with the other installation-/community-level processing stations, provide any required special guidance, and ensure that each soldier has processed properly before clearing him/her for departure.

(2) The unit commander will be informed when a soldier is found to be nondeployable.

(3) A soldier is not releasable until all nondeployment conditions are resolved.

(4) The PROC CS will file a copy of each soldier's orders, DA Form 7425, and DA Form 5123, per AR 25-400-2.

b. Installation-/community-level deployment processing stations.

(1) All soldiers are required to process through the following stations:

- (a) PINS.
- (b) Personnel management station.
- (c) Medical facility.
- (d) Dental facility.
- (e) DEERS/RAPIDS/ID cards and tags.
- (f) Security office.
- (g) Military pay office.
- (h) Legal affairs.

(2) Soldiers will receive a legal briefing to discuss wills, powers of attorney, and other legal matters, and those soldiers who need to make or update a will, to designate a power of attorney, and/or to seek counseling in legal matters will be provided an opportunity to consult with legal assistance personnel about these matters. Wills and other legal documents will be drafted onsite, when appropriate, or soldiers will be referred to the legal assistance office.

(3) All soldiers deploying to the theater of operations will process through the CIF.

(4) Soldiers who have not registered POVs or privately owned weapons are not required to process through the Provost Marshal Office. Soldiers who have authorized POVs will be provided a secure storage area for their vehicles. DD Form 2506 (Vehicle Impoundment Report) will be used. Soldiers who have privately owned weapons will make proper disposition of their weapons before departure.

(5) Whether or not each soldier is required to process through any of the following stations will be determined at the PROC CS:

- (a) Transportation office.
- (b) ACS center.
- (c) ACAP center.

(6) Chaplains may establish a processing station for deploying soldiers. Unit chaplains will be available to soldiers through their unit of assignment.

(7) At the discretion of the commander, the inspector general may establish a processing station for deploying soldiers.

(8) The following stations apply only to unit deployments. Whether or not each soldier of the deploying unit is required to process through each of the following stations will be determined at the PROC CS:

- (a) Education center.
- (b) Housing office.
- (c) MWR fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).
- (d) Training aids center.

(9) The names, ranks, SSNs, and AOC/MOS of all soldiers found to be nondeployable during deployment processing will be provided to the PSMS. The record briefs of all last-minute replacements for nondeployable soldiers will be reviewed for assignment qualifications and considerations. After the duty assignments for the last-minute replacement soldiers are confirmed, assignment orders or amendments to the deployment orders will be issued and provided to PINS.

Chapter 7

Redeployment Processing

7-1. DA Forms 137-1, 137-2, and 7425

If redeployment is back to the home station, only DA Forms 137-1 and 137-2 are required. If redeployment is to another theater/TCS station, DA Form 7425 is required in addition to the other two forms. These forms guide soldiers through redeployment processing and provide their home stations or the next theater/TCS station the status of a soldier's redeployment readiness. The forms also specify which activities and offices in the theater or at the TCS station at the unit/battalion and installation/community levels the soldiers must clear before departing the theater/TCS station.

7-2. Redeployment processing requirements

a. Theater and TCS station commanders must develop and enforce procedures that notify support activities when soldiers will be departing to redeploy either to their home stations or to another theater or TCS station. These activities must screen their records and identify any debts owed by departing soldiers.

b. The TCS stations that have ISM may use an appropriate module of ISM to manage redeployment processing as long as the requirements in this chapter are met. Those TCS stations that do not have ISM may use available automation systems to meet the requirements of this chapter. Soldiers redeploying through an IDS/CRC will be reported through ROAMS.

c. Redeployment processing requirements include the following:

(1) The redeployment processing program supports implementation of the Army's debt management program. No soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure from the theater/TCS station until either the debts are paid or the soldier's unit commander and the local finance officer are notified. (See AR 600-15.)

(2) DA Forms 137-1 and 137-2 and use of these redeployment processing procedures are required for all soldiers departing the theater/TCS station. For soldiers redeploying to another theater/TCS station, DA Form 7425 is also required. These forms identify the redeployment processing stations requiring clearance for all soldiers. 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, complete the remaining required information, and sign (not initial) the appropriate space. The theater/TCS station will determine how these clearance requirements will be accomplished.

(3) All soldiers redeploying to another overseas theater/TCS station located outside the 50 United States and its territories and possessions will attend Antiterrorism Force Protection Level 1 Awareness Training per DODI 2000.16. Units will maintain a record of individuals who receive this training.

(4) Soldiers will be given a minimum of 3 working days to complete redeployment processing unless it is locally determined that this processing can be accomplished quicker.

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

(6) All personnel, finance, medical, dental, and other required documents must be provided to the soldier before he/she departs the theater/TCS station. (See DA Form 5123.)

7-3. Battalion-/unit-level redeployment processing requirements

a. Checks will be made to ensure that soldiers are correctly processed for redeployment.

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

c. Each battalion staff activity/unit will ensure that all records of actions (personnel, finance, medical, dental, and so on.) on each soldier are collected and dispatched back to the soldier's home station before he/she departs the theater/TCS station. The collected records will not travel on the same conveyance as the soldier.

d. If the redeployment is to another theater/TCS station, a decision will be made on whether or not to recommend a soldier for an award. If an award is recommended and approved, an appropriate presentation ceremony will be scheduled and held before redeployment, if feasible.

e. If a line of duty investigation is pending on a soldier, the soldier is not redeployable until the investigation has been initiated. A line of duty investigation using DA Form 2173 must be initiated for every injury that may result in a future claim against the government, including possible referral into the Physical Disability Evaluation System.

f. If DD Form 362 or Report of Survey is required on a TCS soldier, this item will be resolved before the soldier redeploy. If the soldier has responsibility for completing DD Form 362 or Report of Survey, the case must be resolved or the responsibilities must be transferred before the soldier departs..

g. Appropriate transactions in the Army field personnel information system will be done on all redeploying soldiers.

7-4. Installation-/community-level redeployment processing

a. *Replacement activity.*

(1) Upon arrival at the replacement activity, soldiers who took leave enroute from their deployment locations will sign in, and their military leave will be terminated, as appropriate.

(2) The replacement activity will arrange for temporary billeting, food service, and other support processing for redeploying soldiers.

(3) To ensure that ready soldiers arrive at their home stations or the next theater/TCS station as soon as possible, checks will be made to ensure that each soldier is promptly and properly processed and that soldier readiness nondeployment conditions are either eliminated or identified.

(4) Soldiers will clear the replacement activity before departing the theater/TCS station. Appropriate transactions in the Army field personnel information system will be done on all redeploying soldiers.

b. *Processing control station.*

(1) As the focal point for installation-/community-level redeployment processing, the PROC CS will coordinate and conduct the appropriate redeployment processing briefing, designate the stations through which each soldier must process, do appropriate coordination with the other installation/community level processing stations, provide any required special guidance, and ensure that each soldier has processed properly before clearing him/her for departure.

(2) During redeployment processing, soldiers with one or more alleged debts will be provided an opportunity to

resolve those debts before unit commanders are notified. Unit commanders will not be notified of any debts that are paid off or canceled.

(3) When a central clearance participating agency reports to the PROC CS that a departing soldier still owes a debt after having visited the agency for redeployment processing, the soldier will be cleared only after the soldier and the unit commander have been notified of the alleged debt. The PROC CS will make both notifications and then clear the soldier for further redeployment processing.

(4) Alleged debt, once reported to the soldier's unit/battalion commander, does not stop a redeployment.

(5) The unit commander will be informed if a soldier is not redeployable.

(6) The PROC CS will file a copy of the soldiers' orders, DA Forms 137-1 and 137-2, and DA Form 5123, per AR 25-400-2.

c. Installation-/community- level redeployment processing stations.

(1) All soldiers are required to process through the following stations:

(a) PINS.

(b) Personnel management station.

(c) Medical facility.

(d) Dental facility.

(e) DEERS/RAPIDS/ID cards and tags.

(f) Security office.

(g) CIF.

(h) AER.

(i) Military pay office.

(2) Whether or not each soldier is required to process through any of the following stations will be determined at the PROC CS:

(a) Transportation office.

(b) Education center.

(c) ACS center.

(d) Housing office.

(e) MWR fund manager (which covers, for example, clubs, theme restaurants, golf, outdoor recreation, child development services, youth activities, and libraries).

(f) Post exchange.

(g) Commissary.

(h) Lodging office.

(i) ACAP center.

(3) Soldiers who need to make or update a will, to designate power of attorney, and/or to seek counseling on civil matters will be provided an opportunity to consult with the legal assistance office about these matters.

(4) Chaplains may establish a processing station for redeploying soldiers. Unit chaplains will be available to soldiers through their unit of assignment.

(5) At the discretion of the commander, the inspector general may establish a processing station for redeploying soldiers.

(6) The PSMS is used only if the redeployment is to another theater/TCS station. The names, ranks, SSNs, and AOC/MOS of all soldiers found to be nondeployable to another theater/TCS station during redeployment processing will be provided to the PSMS. The record briefs of all last-minute replacements for nonredeployable soldiers will be reviewed for assignment qualifications and considerations. After the duty assignments for the last-minute replacement soldiers are confirmed, assignment orders or amendments to the deployment orders will be issued and provided to the PINS.

Appendix A References

Section I Required Publications

AR 11-2

Management Control. (Cited in paras 1-11, 3-3, 4-2, 6-3.)

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in paras 2-1 and 7-4b(6).)

AR 380-67

The Department of the Army Personnel Security Program. (Cited in para 3-5b.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags). (Cited in para 3-2d(4)(a).)

AR 600-15

Indebtedness of Military Personnel. (Cited in paras 3-2c(1), 7-2c(1).)

AR 635-10

Processing Personnel for Separation. (Cited in para 3-2d(5).)

DA Pam 600-8-11

Military Personnel Office, Separation Processing Procedures. (Cited in paras 3-2d(5), 3-2d(8).)

Section II Related Publications

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

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 37-104-4

Military Pay and Allowances Policy and Procedures: Active Component

AR 40-3

Medical, Dental, and Veterinary Care

AR 40-5

Preventive Medicine

AR 40-63

Ophthalmic Services

AR 40-66

Medical Record Administration and Health Care Documentation

AR 40-501

Standards of Medical Fitness

AR 40-562

Immunizations and Chemoprophylaxis

AR 50-5

Nuclear and Chemical Weapons and Material-Nuclear Surety

AR 50-6

Nuclear and Chemical Weapons and Material, Chemical Surety

AR 55-46

Travel Overseas

AR 55-71

Transportation of Personal Property and Related Services

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-175

Separation of Officers

AR 135-178

Army National Guard and Army Reserve Enlisted Administrative Separations

AR 190-5

Motor Vehicle Traffic Supervision

AR 210-50

Housing Management

AR 215-1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 220-1

Unit Status Reporting

AR 220-10

Preparation for Oversea Movement of Units (POM)

AR 340-21

The Army Privacy Program

AR 380-5

Department of the Army Information Security Program

AR 600-8

Military Personnel Management

AR 600-8-1

Army Casualty Operations/Assistance/Insurance

AR 600-8-7

Retirement Services Program

AR 600-8-8

The Total Army Sponsorship Program

AR 600-8-10

Leaves and Passes

AR 600-8-11

Reassignment

AR 600-8-14

Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel

AR 600–8–19

Enlisted Promotions and Reductions

AR 600–8–22

Military Awards

AR 600–8–24

Officer Transfers and Discharges

AR 600–8–29

Officer Promotions

AR 600–8–104

Military Personnel Information Management/Records

AR 600–8–105

Military Orders

AR 600–9

The Army Weight Control Program

AR 600–15

Indebtedness of Military Personnel

AR 600–20

Army Command Policy

AR 600–43

Conscientious Objection

AR 600–60

Physical Performance Evaluation System

AR 600–63

Army Health Promotion

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601–210

Regular Army and Army Reserve Enlistment Program

AR 601–280

Total Army Retention Program

AR 608–1

Army Community Service Center

AR 608–10

Child Development Services

AR 608–75

Exceptional Family Member Program

AR 608–99

Family Support, Child Custody, and Paternity

AR 614–6

Permanent Change of Station Policy

AR 614-11
Temporary Duty (TDY)

AR 614-30
Overseas Service

AR 614-100
Officer Assignment Policies, Details, and Transfers

AR 614-200
Enlisted Assignments and Utilization Management

AR 621-5
Army Continuing Education System (ACES)

AR 623-105
Officer Evaluation Reporting System

AR 623-205
Noncommissioned Officer Evaluation Reporting System

AR 630-10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635-5
Separation Documents

AR 635-200
Enlisted Personnel

DA Pam 40-506
The Army Vision Conservation and Readiness Program

DA Pam 600-8
Management and Administrative Procedures

DA Pam 611-21
Military Occupational Classification and Structure

DA Pam 635-4
Preseparation Guide

CTA 50-900
Common Table of Allowances

DFAS-IN 37-1
Finance and Accounting Policy Implementation. (Available at <https://dfas4dod.dfas.mil/centers/dfasin/library/ar37-1/>.)

DOD 7000.14-R
DOD Financial Management Regulations (FMRS). (Available at www.dtic.mil/whs/directives/.)

DODD 1000.21
DoD Passport and Passport Agent Services. (Available at www.dtic.mil/whs/directives/.)

DODD 1332.35
Transition Assistance for Military Personnel. (Available at www.dtic.mil/whs/directives/.)

DODI 1332.36
Preseparation Counseling for Military Personnel. (Available at www.dtic.mil/whs/directives/.)

DODI 2000.16

DoD Antiterrorism Standards. (Available at www.dtic.mil/whs/directives/.)

JFTR

Joint Federal Travel Regulation, vol. 1. (Available at www.dtic.mil/perdiem/jftr.html.)

5 USC 552

Freedom of Information Act. (Available at www.gpoaccess.gov/uscode/index.html.)

5 USC 552a

The Privacy Act of 1974, as amended. (Available at www.gpoaccess.gov/uscode/index.html.)

Section III**Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL), CD-ROM (EM 0001), and the USAPA web site (www.usapa.army.mil). DD Forms are available from the OSD web site (www.dior.whs.mil/icdhome/forms.htm).

DA Form 137-1

Unit Clearance Record (LRA). (Prescribed in paras 3-1, 3-2, 5-1, 5-2, and 7-1.)

DA Form 137-2-R

Installation Clearance Record (LRA). (Prescribed in paras 3-1, 3-2, 5-1, 5-2, and 7-1.)

DA Form 5123

In- and Out-Processing Records Checklist. (Prescribed in paras 2-1 and 2-4.)

DA Form 5123-1

In-Processing Personnel Record. (Prescribed in para 2-1.)

DA Form 7425

Readiness and Deployment Checklist. (Prescribed in paras 4-1, 6-1, 6-2, 7-1, and 7-2.)

Section IV**Referenced Forms****DA Form 31**

Request and Authority for Leave

DA Form 2173

Statement of Medical Examination and Duty Status

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 2506

Vehicle Impoundment Report

DD Form 2648

Preseparation Counseling Checklist

DD Form 2697

Report of Medical Assessment

Appendix B

Management Control Evaluation Checklist for Out-Processing (DA Forms 137–1 and 137–2), the Soldier Readiness Program (SRP) (DA Form 7425), and Deployment Processing (DA Form 7425)

B–1. Function

The functions covered by this checklist are out-processing, the Soldier Readiness Program, and deployment processing.

B–2. Purpose

The purpose of this checklist is to assist commanders, units, BNS1, and installations in evaluating the key management controls listed below. It is not intended to cover all controls.

B–3. Instructions

Answers to the questions below must be based on actual testing of the controls (i.e., document analysis, direct observation, interviewing, sampling, simulation, etc.). Answers indicating deficiencies must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan. Certification that this evaluation was conducted must be accomplished on the DA Form 11–2–R (Management Control Evaluation Certification Statement).

B–4. Test questions

- a.* Has the local command developed controls to ensure that soldiers are completely and properly processed during out-processing, SRP checks, and processing for deployment?
- b.* Do soldiers process through all of the stations they are required to clear?
- c.* Is there a final check to ensure that soldiers were completely and properly processed?

B–5. Comments

- a.* This checklist does not replace any previous checklist.
- b.* To help improve this review tool, you may submit comments to the HQDA functional proponent: Commander, U.S. Total Army Personnel Command, ATTN: TAPC–PDO–IP, 200 Stovall Street, Alexandria, VA 22332–0474.
- c.* For assistance in responding to questions, you may contact the functional proponent.

Glossary

Section I Abbreviations

ACS

Army community service

AER

Army emergency relief

AG

adjutant general

AGR

Active Guard Reserve

AR

Army regulation

ARNG

Army National Guard

CIF

Central Issue Facility

CONUS

continental United States

CRC

CONUS replacement center

DA

Department of the Army

DD

Department of Defense

DOD

Department of Defense

DODI

Department of Defense instruction

HQDA

Headquarters, Department of the Army

IRR

Individual Ready Reserve

MOS

military occupational specialty

MWR

morale, welfare, and recreation

ODT

Overseas Deployment Training

Pam

pamphlet

PCS

permanent change of station

POV

privately owned vehicle

RC

Reserve Components

SSN

social security number

TCS

temporary change of station

TDY

temporary duty

USAR

United States Army Reserve

Section II**Terms****base operations**

Specific installation wide services (for example, personnel processing, retirement services, retention, and casualty area command services).

combat service support

The process used to provide certain types of administrative, logistics, and morale support to Army units in the execution of their missions.

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 on or off post, which provide soldier and family support 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

An organization designated to process soldiers who are deploying as individuals from the Continental United States to an overseas location in support of a contingency operation.

direct support

The 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 activity that is the basis for a single source regulation. Functions subdivide military personnel operation in the field into manageable segments.

home station

The permanent duty station of Active Army soldiers and the permanent location of the Active Army, the Army National Guard of the United States, and U.S. Army Reserve units (that is, installation, armory, center, or location). For mobilized RC soldiers called to active duty as individuals (e.g., Individual Ready Reserve soldiers), the mobilization station is the home station.

in-processing

An activity that welcomes and integrates individual soldiers into their new duty stations. This process ensures that all incoming soldiers meet the readiness criteria for deployment or that deficiencies are identified and reported to the gaining unit commanders. In-processing stations are staffed by a host of installation level agencies and the replacement activity, usually under the staff supervision of the Division G1/adjutant general or installation adjutant general. They are usually, but not always, located in one building or general area. In-processing begins when a soldier reports to a new installation or a new command on the same post and ends when a soldier physically arrives and signs in at the gaining unit or battalion.

installation support modules

The official Army system that provides automation support for selected installation management functions. The in-processing module facilitates the in-processing of soldiers into an Army installation, and the out-processing module supports the out-processing of soldiers who are departing an installation.

mobilization station

The designated military installation (active, semi-active, or state owned/controlled) to which a mobilized RC unit is moved for further processing, organizing, equipping, training, and/or employment and from which the unit may move to an aerial or sea port of embarkation. It is also a military installation to which mobilized IRR soldiers are ordered to report for processing, equipping, training, and deployment or employment.

out-processing

An activity that administratively prepares individual soldiers for movement to another duty station, for transfer to another command at the same location, or for departing the installation for transition from active duty to a different status (for example, separation, discharge, release from active duty, retiring, or demobilizing). Out-processing ensures that only qualified soldiers depart on a permanent change of station and that their readiness status is reported to the losing and gaining commanders. Out-processing also provides the Army a final opportunity to identify and collect payment for debts owed by soldiers who are leaving active duty before they depart.

Personnel Processing Program

The Personnel Processing Program consists of the following administrative requirements for active duty soldiers to ensure their readiness for deployment:

- a. In-processing.
- b. Soldier Readiness Program processing.
- c. Mobilization processing.
- d. Deployment processing.
- e. Redeployment processing.
- f. Extended temporary duty processing.
- g. Out-processing.

policy

A general statement that governs the objectives of a functional area within the purview of the Office of the Deputy Chief of Staff for Personnel, the policy proponent.

port of embarkation

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

Presidential Reserve call-up (PRC) authority

The provision of a public law that authorizes the President to activate no more than 200,000 members of the reserve forces (the total from all services) for a maximum of 270 days without declaring a national emergency.

processing center

The name for a building or area where soldiers are in- and out-processed, usually under the staff supervision of the

division G1/adjutant general or the installation adjutant general. It becomes a work unit of the mobilization and deployment center during mobilization.

processing control station

The work station at installation in-/out-processing centers that is responsible for directing, coordinating, and performing the quality control checks for installation/community level personnel processing activities. If personnel processing is performed at a location that does not have an in-/out-processing center (for example, a contingency theater of operations), the PROC CS is the duty section designated by the local commander to perform this task.

proponent

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

reintegration

The processing of soldiers who have returned from a deployment (either an individual TCS or a unit deployment) back into the home station. Reintegration is a modified version of in-processing. At some installations, reintegration is called a “reverse SRP.”

Reserve Component(s)

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

soldiers

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

Soldier Readiness Program processing requirements

A set of administrative processing requirements that must be met before soldiers can deploy, either as individuals or as participants in a unit movement. They are HQDA policy and directive in nature; were agreed upon by the Army’s leadership; and apply to both the Active Army and the Reserve Components.

Soldier Readiness Program Level 1 state of readiness

The administrative readiness requirements for deployment that should be met and maintained at all times.

Soldier Readiness Program Level 2 state of readiness

Applies only to soldiers who have been alerted for movement as individuals to a deployment station or a TCS station and to unit deployments when the home station is not the deployment station in support of a contingency (a TCS move). Level 2 requirements include all of those in Level 1 plus some items that cannot be met until after the soldier has been alerted for a specific deployment and must be accomplished before departure from the home station; these items cannot be done at a deployment or TCS station.

standards of service

Statements describing how much or how well the Army expects to do the work. The intent is to describe those major standards that drive manpower costs in the field for the senior leaders.

subfunctions

The division of work within a function. For example, the function of personnel processing subdivides into in-, out-, Soldier Readiness Program, mobilization, deployment, redeployment, reintegration, and demobilization processing.

task

The major subdivision of a function or subfunction. It is the lowest level of work that has meaning to the doer, has a definite beginning and ending, and can be measured.

temporary change of station

The temporary reassignment of individual soldiers in support of a named contingency. TCS soldiers may be reassigned as augmentees or temporary fillers to deployed or deploying units or as fillers to non-deploying units. TCS soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA. Command, control, and personnel service support are the responsibilities of the gaining unit commanders and supporting personnel services battalions of TCS soldiers; therefore, TCS soldiers have the same responsibilities and privileges as permanently assigned unit members for the duration of their temporary assignments.

unit

A team, platoon, company, detachment, task force, etc., of soldiers that has an official name (for example, 1st Platoon, Company A, 5th Battalion) or a unique unit identification code (UIC).

work center

A clearly defined organizational element recognized by Manpower Staffing Standards System as the basis for manpower requirements.

Section III**Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50. These include terms refer to the activities, functions, and systems used or involved in accomplishing the work of personnel processing.

ACAP

Army Career and Alumni Program

AOC

area of concentration

AR–PERSCOM

U.S. Army Reserve Personnel Command

BASOPS

base operations

BNS1

battalion-level personnel

DEERS

Defense Eligibility Enrollment Reporting System

G1

personnel, general officer/command level

ID

identification

IDS

individual deployment station

IMA

individual military augmentees

IOPA

in-and-out-processing activity

ISM

installation support modules

MPD

Military Personnel Division

PERSCOM

U.S. Total Army Personnel Command

PERSTEMPO

personnel tempo

PINS

personnel information station

PRC

Presidential Reserve call-up

PROC CS

processing control station

PSMS

personnel strength management station

RAPIDS

Realtime Automated Personnel Identification System

ROAMS

Replacement Operations Automated Management System

SRP

Soldier Readiness Program

USAPA

United States Army Publishing Agency

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