

HANSCOM AFB (AFMC)
BASE ADMIN

Welcome **Ms. Ouk Lunn** to the inprocessing system, you are currently logged on as **DUAL (BASE ADMIN AND TASK MGR)**:

- ▶ Introduction
- ▶ Active Members
- ▶ Member Search
- ▶ Task Agencies
- ▶ Base Administrators
- ▶ Contact Information

You will have the ability to perform the following actions:

- Add and delete members to the system
- View and update member status
- View and update archived member status
- Maintain your contact information

- View members with pending tasks processing through your unit
- Update the status of members' out processing tasks
- Create tasks for your agency
- Apply individual instructions to member (v2)
- Maintain your contact information

PERSONNEL
READINESS TASK
MANAGER

- ▶ Introduction
- ▶ Pending Tasks
- ▶ Task Search
- ▶ Tasks
- ▶ PERSONNEL
READINESS Task
Managers
- ▶ Contact Information
- ▶ PERSONNEL
READINESS Contact
Information

Dual Role (Base Admin & Task Manager)

HANSCOM AFB (AFMC)
BASE ADMIN

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Base Admin



vInprocessing

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PERSONNEL READINESS TASK MANAGER

Welcome **Ms. Ouk Lunn** to the inprocessing system, you are currently logged on as **TASK MGR**:

You will have the ability to perform the following actions:

- ▶ Introduction
- ▶ Pending Tasks
- ▶ Task Search
- ▶ Tasks
- ▶ PERSONNEL
READINESS Task
Managers
- ▶ Contact Information
- ▶ PERSONNEL
READINESS Contact
Information

- View members with pending tasks processing through your unit
- Update the status of members' out processing tasks
- Create tasks for your agency
- Apply individual instructions to member (v2)
- Maintain your contact information

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Task Manager



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HANSCOM MEMBER

Welcome **Ms. Ouk Lunn** to the inprocessing system, you are currently logged on as **DEPLOYEES**:

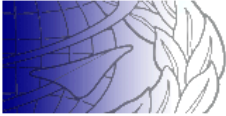
You will have the ability to perform the following actions:

- ▶ Introduction
- ▶ Personal Information
- ▶ Inprocessing
Checklist
- ▶ Agency Information

- View pending tasks
- Maintain your contact information

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Members/Deployees



vInprocessing

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HANSCOM MEMBER

[View Member](#)

- ▶ [Introduction](#)
- ▶ [Personal Information](#)
- ▶ [Inprocessing Checklist](#)
- ▶ [Agency Information](#)

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF

Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.

Routine Uses: None (no one outside DoD has access).

Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

SSAN

XXX-XX-1234

Email

Ouk.Lunn@hanscom.af.mil

Full Name

Ms. Ouk Lunn

Unit

66 MEDICAL OPERATIONS SQ

Phone

478-9990

Return Date

11/1/2004

Member Task List

Click on the Agency Name to get address and hours of operation.

✘ - Overdue Suspense ! - Within 3 Days of Suspense ▼ - Complete

Status	Task	Additional Comments	Notes to Member	Agency	Suspense Date
✘ Pending	Final Inprocessing Stateside	vInprocessing update		Personnel Readiness	12/6/2004
✘ Pending	Go to the Clinic	No commentsDDD		Personnel Readiness	11/26/2004
✘ Pending	Help with this inProcessing Tool			Personnel Readiness	11/6/2004
✘ Pending	Come say Hello	Need to see us		Family Support Center	11/2/2004

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED

Members/Deployees – Inprocessing Checklist page