

Headquarters  
US Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
7 January 2004

\*Fort Knox Reg 600-3

## Personnel-General

### INSTALLATION IN-PROCESSING AND OUT-PROCESSING

**Summary.** This regulation revises and consolidates installation policy and procedures for in- and out-processing.

**Applicability.** This regulation applies to all major activities, staff offices, departments, and Partners in Excellence on this installation and to all permanent party and Active Guard Reserve (AGR) personnel reporting to or serviced by the US Army Armor Center. Students and trainees are controlled by policy and procedures established by Personnel Service Branch and respective units.

**Suggested Improvements.** The proponent of this regulation is the Adjutant General (AG) Office. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-AG, Fort Knox, Kentucky 40121-5000.

1. **Purpose.** To provide a single-source policy for installation in- and out-processing and procedures for all permanent party personnel and those officers attending the Captain's Career Course.

2. **References.**

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), 15 July 2003.

b. AR 600-8-11, Reassignment, 1 October 1990.

c. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002.

d. DA Pam 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), 28 May 2003.

3. **Responsibilities.**

a. Adjutant General will:

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\*This regulation supersedes USAARMC Reg 600-3, 18 October 1994.

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(1) Maintain a facility for the installation in- and out-processing of all Soldiers permanently assigned or attached to the installation. Students will in- and out-process as directed by Personnel Service Branch.

(2) Exercise overall coordination for the staffing and operation of in- and out-processing and clearance facility.

(3) Prepare DA Form 137-1, Unit Clearance Record, June 2003; and DA Form 137-2, Installation Clearance Record, June 2003, for Soldiers out-processing Fort Knox. This includes those Soldiers departing on Extended Temporary Duty (TDY) of 90 days or more. See appendix A and B.

(4) Maintain the original of completed Clearance Record (DA Forms 137-1/2, DA Form 5123 and orders).

(5) Ten days before a Soldier's transition or PCS, electronically notify (via e-mail) agencies at appendix E. These agencies will notify the Central Clearance Agency (CCA) if Soldier is required to personally clear the activity; i.e. Soldier may have outstanding checks at AAFES or the Leaders' Club.

(6) Provide all newly arrived Soldiers a copy of DA Form 5123-1, Personnel In-Processing Record, June 2003, to ensure In-Processing of all necessary agencies is completed. See appendix C.

(7) In/out-processing appointments for all LTCs and all MSGs and above will be made by AG.

(8) Coordinate office call appointments with the Post CSM for all incoming enlisted Soldiers MSG (P) and above NLT 72 hours after the Soldier's arrival.

(9) Provide unit CSMs and Army Community Service a weekly roster of all incoming Soldiers. Roster will be annotated to include the date the Soldier is scheduled to attend the Post Newcomers Briefing. The Newcomers Briefing is mandatory for all CPTs/SFCs and below.

b. Commanders will:

(1) Assign incoming Soldiers a sponsor per AR 600-8-8.

(2) Give Soldiers sufficient time to in-process.

(3) Not deploy Soldiers to the field within 30 days of their departure, separation, or retirement.

(4) Give Soldiers 10 working days to out-process for PCS, ETS, or retirement. Soldiers should devote their efforts to clearing and will not be assigned duties within the unit or staff section.

(5) Give Soldiers transferring on post between major subordinate commands 1 working day to clear assigned unit. While these Soldiers will not process through the One-Stop Processing Center (OSPC), they must clear their unit.

(6) Give Soldiers going on Extended Temporary Duty (TDY), 90 days or more, a minimum of 3 working days to out-process the installation.

(7) Give Soldiers who are separating/retiring sufficient time to complete transitional processing and use ACAP services at least 6 months before their release date to gain full benefit from the program. Units are responsible for scheduling and ensuring attendance as appropriate.

(8) Commanders will provide an escort for Soldiers being separated UP Chapters 9, 10, 13 and 14 of AR 635-200, Active Duty Enlisted Administrative Separations, 19 December 2003. Designated escort will be senior to Soldier being separated.

(9) Approve leave and/or permissive TDY before a Soldier reports to the Central Clearance Agency (CCA), AG Out Processing Section to pick-up clearance papers.

(10) Appoint a sponsor to clear Soldiers who are permitted or required to depart the installation without personally clearing. This also includes Soldiers who are Dropped from Rolls (DFRs) and deceased.

(11) Review DA Forms 5123/5123-1 for completeness and file in the Soldier Management Individual File. The unit S1 will conduct a final check and will suspense and follow up on all Soldiers readiness requirement deficiencies identified and conduct a final Soldier Readiness Processing check per AR 600-8-101, para 2-4.

(12) Unit S1s will review and update as required each Soldier's PERSTEMPO information to ensure all reportable events have been posted to the individual Soldiers' file before final out-processing.

(13) Complete the DA Form 137-1 before the Soldier reports to the CCA for final out-processing. Out-processing of all agencies other than those agencies in building 1384, to include unit processing, must be completed before final out-processing at the OSPC. The military pay office will not clear Soldiers until all clearance requirements except for CCA are met.

c. Commandant Noncommissioned Officers Academy (NCOA) will: Provide billeting and mess for single and unaccompanied Soldiers arriving after normal duty hours until those Soldiers are in-processed and assigned to their gaining unit.

d. Individual Soldier will:

- (1) In-process through the required agencies on the installation. See appendix C.
- (2) Out-process through the required agencies on the installation and certify all obligations have been met before departure. See appendix A and B.
- (3) In/out-process in military uniform.

4. Procedures.

a. In-processing.

(1) Incoming Soldiers assigned to Fort Knox will report to the Adjutant General, Personnel One-Stop Processing Center, (OSPC), building 1384, to sign in to conclude leave, Permissive Temporary Duty (PTDY) and travel status. The individual should report with copies of assignment orders and all amendments, DA Form 31 (Request Authority for Leave), personnel, medical, dental, and educational records. (PTDY for house hunting stops once Soldier signs in).

(2) AG will submit the eMILPO arrival transaction for all Soldiers who process through the One-Stop. During duty hours, personnel will begin their in-processing on arrival. Soldiers arriving after duty hours will sign in at building 2382 (NCOA Staff Duty) and report to the One-Stop on the next duty day to begin in-processing.

(3) It's imperative that Soldiers begin in-processing with the AG In-Processing Section to receive a direct assignment to a unit on Fort Knox.

(4) Soldiers will be directed to the Defense Finance and Accounting Service (DFAS) office in OSPC building 1384, to settle travel claims, review pay entitlements and process request for pay actions. The order for processing other agencies is discretionary.

(5) Individuals with personal firearms will be required to in-process the Weapons Registration section of the Provost Marshal office, located at the Military Police Station Building 204. Individual firearms are not presented at the time of registration; however, the owner must know the make, model, and serial number of the weapon.

(6) All personnel will be required to in-process the Community Homefinding, Relocation, and Referral Services (CHRRS) office, located in building 1383, next to OSPC, before making arrangements to rent, lease or purchase off post. CHRRS is responsible for tracking total population supported off post. The telephone numbers for the CHRRS office are (502) 624-5824/3548. Those incoming Soldiers on permissive TDY should report the CHRRS before going to the OSPC to sign-in.

(7) All incoming Soldiers must notify the in-bound Personal Property Branch, Transportation, to arrange for delivery of household goods and hold baggage. Transportation is located on the 2d floor of OSPC, building 1384. The office telephone number is (502) 624-3927/3943. Interactive Voice Response System (IVRS) phone numbers are (502) 624-2157/2158.

(8) All Soldiers will be required to in-process through TRI-CARE and Community Health Nurse, located in building 851, Ireland Army Community Hospital, to update health care on themselves as well as any family members. Soldiers must have Medical and Shot record to in-process the Community Health Nurse.

b. Out-Processing.

(1) All permanent party Soldiers and Soldiers attached for 30 or more days will be required to clear the installation before departing for reassignment, Expiration Term of Service (ETS), or retirement. The Unit/Installation Clearance Record will be used (DA Form 137-1/137-2) to accomplish the clearing. All Soldiers who are required to clear the installation will report to the CCA to pick up clearance papers 10 days before their departure date. CCA personnel will clear selected agencies and annotate the Installation Clearance Record to reflect required action if any. Soldiers will be advised by AG personnel as to which agencies they must personally clear and which agencies will be cleared for them. The individual's unit commander, or designated representative must sign the Unit Clearance Record before final clearance by the CCA.

(2) All out-processing personnel wishing to ship personal property upon notification of departure should contact Outbound Household Good Section, Transportation Division, Personal Property Branch, building 1384, 2d floor, to discuss shipment needs. Each shipment will require three copies of all orders and amendments. The telephone numbers for the Outbound Household Goods Section are (502) 624-3927/3943. The IVRS is (502) 624-2157/2158.

(3) Reassignment. Soldiers out-processing for reassignment should report to the CCA, building 1384 to begin out-processing. The CCA will initiate the Unit and Installation Clearance Records, which will be prepared and issued 10 working days before the Soldier's PCS. Soldiers should have four copies of their Orders, plus DA Form 31 and DD Form 1610 (TDY enroute), if applicable. NOTE: All Soldiers going overseas, PCS, must attend an overseas orientation briefing, which is conducted on the Second and Fourth Wednesday of each month.

(4) Expiration Term of Service (ETS). Soldiers separating from the service, per AR 635-200 (Retirements Excluded) must report to the CCA 10 days before ETS date. Soldiers should have three copies of orders and/or an approved copy of their transitional leave DA Form 31 (if applicable).

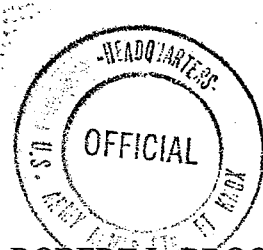
(5) Retiring Personnel. Soldiers with approved retirements may report to the CCA Office 10 working days before transitional leave to initiate DA Form 137-2 (Installation

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Clearance Record). Soldiers should have three copies of orders, approved copy of DA Form 31 (Transition Leave) and/or permissive TDY if applicable. As indicated in paragraph 3b(4) above, every Soldier will be allowed 10 days to clear the installation.

(6) Soldiers going on Extended TDY. Soldiers departing on TDY projected to last 90 days or more will out-process the installation. Soldiers departing on extended TDY will report to OSPC 5 working days before their departure. These Soldiers will as a minimum out-process the following, MEDDAC, DENTAC, ID Card Section, Military Pay, and CCA. Soldiers may be required to out-process other organizations depending on their individual circumstances as determined by the CCA and as outlined in AR 600-8-101, para 5-4(3).

FOR THE COMMANDER:



**ROBERT L. BROOKS**  
Director, Information Management

OFFICIAL:  
KEITH A. ARMSTRONG  
COL, AR  
Garrison Commander

DISTRIBUTION:

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Appendixes

- A - DA Form 137-1, Unit Clearance Record
- B - DA Form 137-2, Installation Clearance Record
- C - DA Form 5123-1, Personnel In-Processing Record
- D - DA Form 5123, In- and Out-Processing Checklist
- E - Selected Agencies Cleared by CCA

**UNIT CLEARANCE RECORD**

For use of this form, see AR 600-8-101; the proponent agency is DCS, G1

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Section 301, Title 5, USC.  
**PRINCIPAL PURPOSE:** To ensure soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.  
**ROUTINE USES:** To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment before the soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense (DOD) and DoD sponsored agencies.  
 Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.

**DISCLOSURE:**

**INSTRUCTIONS TO THE SOLDIER:** This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. You are responsible for ensuring that this checklist is completed properly. If you are transitioning from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving only 55 percent of your final pay pending verification by DFAS of any outstanding debts. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed.

**TO THE UNIT COMMANDER/BN S1:** This soldier is scheduled to PCS or transition from the Active Army. We need your assistance to ensure proper installation clearance and computation of the soldier's final leave and pay entitlements. Identify all actions within the last 60 days before the soldier's departure date and complete the items below. Failure to provide this information will cause the withholding of 45 percent of the soldier's final pay at transition, pending DFAS final verification of outstanding transactions.

**SECTION A - PERSONNEL DATA** (To be completed by the commander, BNS1, out-processing center, or appointed official)

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

**SECTION B - DEBT VERIFICATIONS**

10. DUTY STATUS	a. TYPE OF ABSENCE	b. LOG NUMBER OR ORDER NUMBER (When Applicable)	c. START DATE (YYYYMMDD)	d. RETURN DATE (YYYYMMDD)
Indicate all leave, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of the clearance forms.				

**SECTION C - ADVERSE ACTIONS**

11. ADVERSE ACTIONS	a. TYPE OF ACTION	b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	c. PUNISHMENT	d. EFFECTIVE DATE (YYYYMMDD)	e. COMPLETION DATE (YYYYMMDD)
All that have occurred within 60 days prior to issuance of clearance forms. Include UCMJ actions, courts martial, administrative reductions, and administrative discharges.					

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**SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS**

**12. PROPERTY ACCOUNTABILITY**

12a. <input type="checkbox"/> STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER  <input type="checkbox"/> REPORT OF SURVEY	12b. DATE OF SOURCE DOCUMENT (YYYYMMDD)   12c. AMOUNT	12d. DISPOSITION
13. PAY ITEMS (Check all that apply) <input type="checkbox"/> BAS <input type="checkbox"/> BAH <input type="checkbox"/> COLA <input type="checkbox"/> OHA <input type="checkbox"/> FSA <input type="checkbox"/> IDP <input type="checkbox"/> CPP <input type="checkbox"/> SDAP  <input type="checkbox"/> OTHER (Specify)		13a. INCENTIVE PAY (Specify Type)  13b. <input type="checkbox"/> ENLISTMENT BONUS <input type="checkbox"/> REENLISTMENT BONUS

**SECTION E - BATTALION/UNIT CLEARANCE ITEMS. A check by an item confirms that the item has been verified and that necessary action has been taken.**

**14. BN S1/UNIT COMMANDER VERIFYING OFFICIAL**

a. TYPE OR PRINT NAME	b. SIGNATURE	c. DATE (YYYYMMDD)
DA Form 31	Family Care Plan	PROFIS Duty Position
Meal Card	DD Form 2648	Duty Roster
Line of Duty Investigation	DOD Travel Charge Card	Physical Profile
Unit Items	Flagged	Personnel Register
Evaluation Reports	Weight Control Program	Change of Address Form
		TRICARE Dental Program
		Exceptional Family Member Program

**15. BN S2/3/UNIT COMMANDER VERIFYING OFFICIAL**

a. TYPE OR PRINT NAME	b. SIGNATURE	c. DATE (YYYYMMDD)
Security Briefing/Debriefing	APFT	Security Clearance
Weapons Qualification	Training Records	Antiterrorism Briefing
Training Room	PERSTEMPO Verification Sheet	

**16. BN S4/UNIT COMMANDER VERIFYING OFFICIAL**

a. TYPE OR PRINT NAME	b. SIGNATURE	c. DATE (YYYYMMDD)
Supply Room	NBC Room	Motor Pool
Arms Room	Protective Mask Inserts	

**17. OTHER**

a. OTHER CLEARANCES	b. TYPE OR PRINT NAME	c. SIGNATURE	d. DATE (YYYYMMDD)
Career Counselor			

**18. REMARKS**

**19. SOLDIER'S AUTHENTICATION**

a. TYPE OR PRINT NAME	b. SIGNATURE	b. DATE (YYYYMMDD)
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**20. COMMANDER/BN S1 AUTHENTICATING OFFICIAL**

a. TYPE OR PRINT NAME	b. SIGNATURE	c. DATE (YYYYMMDD)
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A-2



**INSTALLATION CLEARANCE RECORD**

For use of this form, see AR 600-8-101; the proponent agency is DCS, G1

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

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

**INSTRUCTIONS TO THE SOLDIER:** This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (\*) require clearance for soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 17.

**SECTION A - PERSONNEL DATA** (To be completed by the commander, Sr. processing control station, or appointed official)

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

**SECTION B - INSTALLATION STANDARD CLEARANCES**

10. INSTALLATION ACTIVITY	11. YES		12. DEBT AMOUNT		13. NO		14. TYPED NAME	15. TELEPHONE NO.	16. SIGNATURE
a. Personnel Information @*									
b. Personnel Management @*									
c. Medical Facility @*									
d. TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent @*									
e. Dental Facility @*									
f. DEERS/RAPIDS/ID Cards and Tags @*									
g. Transportation Office @*									
h. Central Issue Facility @*									
i. Education Center @*									
j. Army Emergency Relief @*									
k. Post Exchange @									

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**SECTION B - INSTALLATION STANDARD CLEARANCES (Continued)**

10.. INSTALLATION ACTIVITY	11. YES	12. DEBT AMOUNT	13. NO	14. TYPED NAME	15. TELEPHONE NO.	16. SIGNATURE
l. Security Office *						
m. Provost Marshal						
n. Housing Office						
o. Army Community Services Center						
p. Commercial Activities						
q. Morale, Welfare, and Recreation Fund Manager						
r. Training Aids Center						
s. Commissary						
t. Child and Youth Services/School Liaison Officer						
u. Reserve Component Career Counselor						
v. Lodging Office						
w. Has the soldier completed ACAP processing? @						

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17. REMARKS:

**SECTION C - MILITARY PAY PROCESSING**

18. MILITARY PAY CLEARANCES				
a. MILITARY PAY OFFICE	b. TYPED NAME	c. TELEPHONE NO	d. SIGNATURE	e. DATE (YYYYMMDD)
(1) Travel Pay Processing @*				
(2) Separation Pay Processing @				
(3) Debt Processing @				

**SECTION D - PROCESSING CONTROL STATION**

19a. Does the soldier have a signed, authenticated, and dated Service Member Deployment History Out- processing Verification form? @* YES <input type="checkbox"/> NO <input type="checkbox"/>	b. TYPED NAME	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (YYYYMMDD)
20. Has the soldier completed out-processing? @* YES <input type="checkbox"/> NO <input type="checkbox"/>	a. TYPED NAME	b. TELEPHONE NO.	c. SIGNATURE	d. DATE (YYYYMMDD)

B-2

**IN-PROCESSING PERSONNEL RECORD**

For use of this form, see AR 600-8-101; the proponent agency is DCS, G1

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Section 301, Title 5, USC.  
**PRINCIPAL PURPOSE:** To ensure the proper in-processing of soldiers into their gaining installation units.  
**ROUTINE USES:** To in-process soldiers into their gaining installations and units, to report any non-deployable conditions identified during in-processing to their gaining commanders, and to provide historical dates for after action reports and reviews. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.  
**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to disclose the requested information could result in improper in-processing.

**INSTRUCTIONS**

This form will be initiated on every in-processing soldier at the Processing Control Station. All soldiers are required to in-process through the activities marked with an asterisk (\*). The Processing Control Station will designate which additional activities each soldier is required to in-process through, based on the applicable Army Regulations, installation instructions, and information in the soldier's records/furnished by the soldier. Each required activity will sign or initial this form and annotate any non-deployable conditions (*deficiencies*) identified that could not be remedied during in-processing, if any. The soldier will clear all required activities and then report back to the Processing Control Station. The Processing Control Station will verify by signing this form that all required installation/community level in-processing has been completed and release the soldier to the Replacement Activity for clearance and movement to the gaining unit. The gaining unit will then ensure the completion of the soldier's battalion/unit level in-processing.

1. NAME (Last, First, MI)	2. SSN	3. RANK	4. MOS/ABC
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**SECTION A - INSTALLATION/COMMUNITY LEVEL IN-PROCESSING ACTIVITIES**

5a. INSTALLATION/COMMUNITY ACTIVITY	5b. CLEARANCE SIGNATURE	5c. DEFICIENCIES NOTED (If any)
(1) Personnel Information *		
(2) Personnel Strength Management *		
(3) Personnel Management *		
(4) Medical Facility *		
(5) TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent *		
(6) Dental Facility *		
(7) DEERS/RAPIDS/ID Cards/ID Tags *		
(8) Security Office *		
(9) Education Center *		
(10) Provost Marshal Office		
(11) Central Issue Facility		
(12) Housing Office		
(13) Transportation Office		
(14) Army Community Services Center		
(15) Commercial Activities		
(16) Child and Youth Services/School Liaison Officer		
(17) Lodging Office		
(18) Army Career and Alumni Program Center		
(19) Military Pay Office *		
(20) Processing Control Station *		
(21) Replacement Activity *		

**SECTION B - BATTALION/UNIT LEVEL IN-PROCESSING ITEMS**

**6. BATTALION S1/UNIT COMMANDER ITEMS**

a. ITEMS	b. REVIEW/CLEARANCE SIGNATURE/INITIALS	c. DEFICIENCIES NOTED (If any)
(1) Special Pays (BAS, BAH, COLA, DHA, IDP, CPP, SDAP, Incentive Pays, Medical Specialty Pays, Enlistment Bonus, Reenlistment Bonus, and/or other special pays)		
(2) Evaluation Report/Rating Chain		
(3) Flag Check/Processing		
(4) Duty Roster		
(5) Mail Room		
(6) Meal Card		
(7) Exceptional Family Member Program		
(8) Family Care Plan (DA Form 5305-R)		
(9) Weight Control Program		
(10) Physical Profile		
(11) DoD Travel Charge Card		

**7. BATTALION S2/S3/UNIT COMMANDER ITEMS**

a. ITEMS	b. REVIEW/CLEARANCE SIGNATURE/INITIALS	c. DEFICIENCIES NOTED (If any)
(1) Security Briefing		
(2) Training Records		
(3) Security Clearance		
(4) Mission Oriented Briefing		
(5) Weapons Qualification		
(6) Army Physical Fitness Test		
(7) Common Task Training and Testing		
(8) Service Member Deployment History Out-processing Verification Sheet		

**8. BATTALION S4/UNIT COMMANDER ITEMS**

a. ITEMS	b. REVIEW/CLEARANCE SIGNATURE/INITIALS	c. DEFICIENCIES NOTED (If any)
(1) Supply Room		
(2) Arms Room		
(3) NBC Room		
(4) Protective Mask Inserts		

SAMPLE

**IN- AND OUT-PROCESSING RECORDS CHECKLIST**

For use of this form, see AR 600-8-101; the proponent agency is DCS, G1

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Section 301, Title 5, USC.  
**PRINCIPAL PURPOSE:** To ensure the proper in-processing of soldiers into their gaining units and the proper out-processing of soldiers from their losing units.  
**ROUTINE USES:** To ensure that soldiers have all of the documents for both in- and out-processing and to ensure the identification of certain legal conditions that could preclude soldiers from deployment, if present, during in- and out-processing. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.  
**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to disclose the requested information could result in improper in- and out-processing.

**INSTRUCTIONS**

This form will be initiated at the losing unit during out-processing and provided to the soldier along with the documents listed below. The gaining unit will complete this form by checking for the presence of each document. Confirm whether or not each document is present by checking "Yes" if the document is present and "No" if the document is absent. Check the "NA" column if the document is not applicable to the soldier. Prepare this form in two copies: One copy remains at the losing unit, and the soldier carries the other copy to the gaining unit.

1. NAME (Last, First, MI)                      2. SSN                      3. RANK                      4. MOS/AOC

OUT-PROC		IN-PROC		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		
					a. PERSONNEL RECORD DOCUMENTS
					Enlisted Record Brief (ERB).
					DA Form 3355 (Promotion Point Worksheet)
					Officer Record Brief (ORB) (DA Form 1037)
					DA Form 78-R (Recommendation for Promotion to 1LT/CW2).
					DA Form 31 (Request and Authority for Leave), original copy.
					Service Member Deployment History Out-processing Verification Sheet.
					DD Form 93 (Record of Emergency Data).
					VA Forms SGLV 8285 (Request for Insurance) and SGLV 8286 (Servicemembers' Group Life Insurance).
					DA Form 669 (Army Continuing Education System (ACES) Record).
					DA Form 3068 (Marine Service Book)
					DA Label 164 (Nuclear/Chemical Personnel Record Label). Mandatory for all soldiers being reassigned to duty positions in the PRP/CPRP.
					DA Form 3626 (Vehicle Registration/Driver Record).
					DA Form 3645 (Organization Clothing and Individual Equipment Record).
					DA Form 3180 (Personnel Screening and Evaluation). Mandatory for soldiers assigned to projected for assignment to PRP or CPRP positions, soldiers holding a nuclear or chemical related MOS or AOC and soldiers who have been disqualified from PRP or CPRP assignment. Note: Ensure that a copy is filed in the Medical Record (DA Form 3444 series).
					DA Form 3955 (Change of Address and Directory Card).
					DD Form 1172 (Application for Uniformed Services Identification Card-DEERS). Ensure the currency and accuracy of application(s) for eligible family member(s). Changes in family member status should be reported to the PSB/MPD for appropriate Defense Enrollment Eligibility Reporting System (DEERS) maintenance processing and/or ID card issue, if applicable, as prescribed by AR 600-8-14.

OUT-PROC		IN-PROC		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		a. PERSONNEL RECORD DOCUMENTS (Continued)
					DA Form 1306 (Statement of Jump and Loading Manifest). Mandatory for all soldiers holding MOS 43E or an SQI or ASI indicating jump qualification.
					DA Form 1307 (Individual Jump Record). Mandatory for all soldiers holding MOS 43E or an SQI or ASI indicating jump qualification.
					DA Form 1315 (Reenlistment Data). Mandatory for soldiers in the ranks of SSG and below.
					DA Form 3078 (Personal Clothing Request).
					DA Form 330 (Language Proficiency Questionnaire).
					DA Form 873 (Certificate of Clearance and/or Security Determination). Mandatory if absent or if solely for an interim clearance. A copy of one of the following must be present as evidence that an investigation or final clearance has been requested (listed in precedence): a. DD Form 1879 (Request for Personnel Security Investigation). A copy of SF Form 86 (Questionnaire for National Security Position) or DIS Form 1 may be present and should be withdrawn upon receipt of final clearance. b. SF Form 86. c. DIS Form 1 (Report of NAC/ENTNAC (RON)). d. DA Form 5247-R (Request for Security Determination). May be alone, supported by SF Form 86 or DIS Form 1, or in message format.
					DA Form 5305-R (Family Care Plan).
					DA Form 3513 (Individual Flight Records Folder, United States Army). Mandatory for soldiers holding PMOS, AOC, SSI, SQI, or ASI requiring flight.
					DA Form 3479-1-R (Trainee Controller Evaluation). Mandatory for all soldiers who perform duties described in TM 95-200.
					DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB)).
					DA Form 5287 (Training Record Transmittal Jacket). DA Form 3595-R (Record Fire Scorecard) and DA Form 705 (Army Physical Fitness Test Scorecard) must be included in this jacket.
					DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)). Mandatory for all soldiers who are qualified to operate an Army vehicle other than full track combat vehicles or hold an MOS/AOC requiring the operation of an Army motor vehicle other than full track combat vehicles.
					DD Form 2648 (Preseparation Counseling Checklist).
					<b>b. HEALTH AND DENTAL RECORDS</b>
					DD Form 2795 (Pre-Deployment Health Assessment Questionnaire). Required for all soldiers being reassigned or deployed overseas. Mandatory for soldiers with less than 6 months of active duty service.
					DD Form 2766 (Adult Preventive and Chronic Care Flowsheet).
					DA Form 3444 series Dental Record.
					Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Report.
					DA Label 162 (Emergency Medical Identification Symbol). Mandatory for all soldiers issued a medical warning tag.
					SF Form 601 (Health Record - Immunization Record). Cross check against PHS Form 731.
					Anthrax Vaccine Immunization Program (AVIP) status. Check SF Form 601 and PHS Form 731.
					DA Form 4515 (Personnel Reliability Program Record Identifier). Mandatory for all soldiers assigned or projected for assignment to PRP positions.
					DA Form 3349 (Physical Profile). Cross check against DD Form 2795 for evidence of a physical profile.
					MOS Medical Retention Board (MMRB). Mandatory for all soldiers who have a permanent physical profile category of 3 or 4.
					HIV screening. Check DD Form 2795 or medical records.

SAMPLE

OUT-PROC		IN-PROC		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		b. HEALTH AND DENTAL RECORDS (Continued)
					Weight Control Program documents.
					DNA collection records.
<b>c. SOLDIER'S PERSONAL POSSESSION ITEMS</b>					
					DD Form 2A (Active Duty Military ID Card)/(Armed Forces of the United States Geneva Conventions Identification Card). Ensure that the information on the ID card is current and accurate.
					Common Access Card (CAC). Ensure that the information on the CAC is current and accurate.
					DA Form 31 (Request and Authority for Leave). Individual copy.
					DA Form 4600 (Travelope). Mandatory only for all soldiers traveling over water.
					PHS Form 731 (International Certificate of Vaccination). Cross check against the SF Form 601.
					DD Form 1854 (U.S. Customs Accompanied Baggage Declaration). Mandatory only for all soldiers traveling from overseas to CONUS.
					Eyeglasses (2 pairs each). Cross check against the DD Form 2795.
					Protective mask inserts. Cross check against the DD Form 2795.
					Identification tags (2 each).
					Hearing aids with extra batteries. Cross check against the DD Form 2795.
					Medical warning tag. Mandatory for soldiers with DA Label 162 affixed to the health and dental records.
					Passport and/or visa.
					NATO Travel Orders. Mandatory for all soldiers assigned to or traveling through a country identified as having this requirement in the Foreign Service Guide.
					Reassignment order.
<b>d. CRITICAL SOLDIER INFORMATION ITEMS</b>					
					Is the soldier a sole surviving son or daughter?
					Is the soldier a citizen of the Federal Republic of Germany?
					Is the soldier a citizen of Turkey or a dual U.S./Turkish national?
					Is the soldier a former prisoner of war or hostage? If yes, list the country or countries where the soldier was held captive.
					Is the soldier a former Peace Corps member? If Yes, list the country or countries where Peace Corps service was performed.
					Does the soldier have a pending or approved request for noncombatant status as a conscientious objector per AR 600-43?
					Is the soldier pregnant?
					Has the soldier given birth within the last 4 months?
					Has the soldier adopted a child within the last 4 months?
					If enlisted, has the soldier completed initial entry training?
					If a warrant officer, has the soldier completed the Warrant Officer Basic Course, and is the soldier MOS qualified?
					If a commissioned officer, has the soldier completed an Officer Basic Course?

SAMPLE

**SELECT AGENCIES CLEARED BY CCA**

CCA will electronically notify via email the agencies listed below those soldiers pending out processing. These agencies will notify CCA via email if there is a requirement for a soldier to personally clear their office.

- A. Commissary
- B. Post Exchange
- C. Housing Office
- D. Army Emergency Relief
- E. Army Community Services
- F. Directorate of Community and Family Activities (Club System)
- G. Post Library