

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

**USASC&FG Regulation
No. 600-11**

26 September 2002

**Personnel – General
INPROCESSING OF NEWLY COMMISSIONED OFFICERS**

Summary. This regulation has been revised to update the guidelines for inprocessing of newly commissioned officers.

Applicability. This regulation applies to all newly commissioned officers attending the Signal Center.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center and Fort Gordon (USASC&FG), ATTN: ATZH-HRA-M.

Suggested improvements. The proponent of this regulation is the Military Personnel Division, Directorate of Human Resources. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-HRA-M, Fort Gordon, Georgia 30905-5735 and or/submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Availability. This regulation is only available at the USASC&FG publications web site at: <http://www.gordon.army.mil/doim/imc/Forms.htm>.

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1. Purpose. This regulation establishes procedures for inprocessing newly commissioned student officers.

2. Reference. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army.

***This regulation supersedes USASC&FG Regulation 600-11, 27 April 1988**

3. General.

- a. Inprocessing will be conducted in an efficient and expeditious manner. A total of 20 hours is set aside to accomplish all inprocessing procedures.
- b. The first day of inprocessing will be the day following the reporting date.

4. Responsibilities.

- a. Commander, 442d Signal Battalion, Leader College for Information Technology will:
 - (1) Maintain web site which includes all welcome material including welcome packets and other useful information.
 - (2) Coordinate all inprocessing activities for incoming Signal Officer Basic classes.
 - (3) Serve as primary agency responsible for orienting and briefing areas such as safety, crime prevention, and standards of conduct.
 - (4) Provide an informative briefing on the responsibilities of the Officer Corps, branch orientation, and familiarization of the training site.
 - (5) Coordinate time for professional development briefing given by Office Chief of Signal.
- b. Director, Office Chief of Signal will:
 - (1) Prepare welcome letter from the Chief of Signal and forward it to the Commander, 442d Signal Battalion for inclusion on the web site.
 - (2) Coordinate for the Commanding General to visit West Point to welcome cadets branched Signal not later than 30 days after United States Military Academy branching results are received. Hand-deliver signed Branch welcome packet to each cadet during visit.
 - (3) Provide an informative briefing on the professional development and utilization of Signal Officers.
- c. Adjutant General, Directorate of Human Resources will:
 - (1) Serve as primary staff agency responsible for inprocessing newly commissioned officers and administrative processing.
 - (2) Issue identification cards within 3 days after the reporting date.
- d. Housing Division, Directorate of Public Works will provide billeting arrangements or a statement of nonavailability within 8 duty hours after the reporting date.

- e. Defense Military Pay Office will access all soldiers into the financial pay network.
- f. Dwight David Eisenhower Army Medical Center will initiate necessary physical examinations on the second day of inprocessing.
- g. Program Records Section, Training Management Division, Directorate of Training will ensure that the FG Form 6690-R-E (Academic Records Student Data Sheet) is completed on the first day of inprocessing in order to enter the officers into the Automated Instructional Management System (AIMS). Form is stocked at Program Records Section, Directorate of Training.

(ATZH-HRA-M)

FOR THE COMMANDER:

OFFICIAL:

JEFFREY W. FOLEY
Colonel, GS
Chief of Staff

//SIGNED//

LISA E. McCLEAVE
Director
Information Management

DISTRIBUTION:

<http://www.gordon.army.mil/doim/imc/Forms.htm>