

Fort Knox Regulation 600–8–101

Personnel-General

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

**Department of the Army
Headquarters United States Army Garrison
Fort Knox, Kentucky 40121–5719
4 February 2016**

UNCLASSIFIED

Summary of Change

Fort Knox Regulation 600–8–101

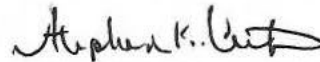
Personnel Processing (In-, Out-, Soldier Readiness, and Deployment)

This major revision dated, 4 February 2016--

- Combines Fort Knox Regulation 600–3, Personnel Processing (Installation In- and Out-processing) and Fort Knox Regulation 600–8–101 (Soldier Readiness Processing) (cover).
- Adds The Personnel Processing Program responsibilities during in- and out-processing, Soldier readiness processing, reverse Soldier readiness processing, and deployment processing (paragraph 1–4).
- Adds The Personnel Processing Program standards (paragraph 1–5).
- Adds the designated agencies and units to the structure of The Personnel Processing Program (paragraph 1–6)
- Updates processing procedures for in-processing, to include Soldiers stationed remotely and reintegrating upon return from deployment (chapter 2).
- Updates procedures for out-processing, to include Soldiers stationed remotely and demobilizing from Fort Knox (chapter 3).
- Updates procedures for Soldier readiness processing, reverse Soldier readiness processing, and deployment processing (chapter 4).

Personnel-General

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


STEPHEN K. AITON
COL, U.S. Army
Commanding

History. This publication is a major revision.

Summary. This regulation assigns responsibilities and prescribes installation policies, standards, and requirements for performing the personnel functions of in-, out-, Soldier readiness, and deployment processing. This regulation combines Fort Knox Regulation 600–3, Personnel Processing (Installation In- and Out-processing) and Fort Knox Regulation 600–8–101 (Soldier Readiness Processing).

Applicability. This regulation applies to all units, directorates, agencies, and Partners in Excellence on Fort Knox, to include Active Army, Army National Guard (ARNG), and the Army Reserve Component (RC) Soldiers assigned, attached, or with duty to Fort Knox for 30 days or more. This regulation also applies to all remotely stationed units that fall under the Fort Knox Unit Identification Code (UIC) hierarchy and receive services by the Fort Knox Military Personnel Division.

Proponent and Exception Authority. The proponent for this regulation is the Director, Human Resources. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and United States Army Cadet Command (USACC) and Installation Management Command (IMCOM) policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and will include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. This regulation does not contain management control provisions. Internal control provisions can be found in Army Regulation (AR) 600–8–101.

Supplementation. Supplementation of this regulation by subordinate commanders is prohibited without approval from this headquarters.

Suggested Improvements. Personnel are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to the Chief, Military Personnel Division (MPD) (IMKN–HRM), 70 Pershing Drive, building 1378, Fort Knox, Kentucky 40121–4215.

Distribution. Distribution of this regulation is intended for Headquarters (HQ) USACC and subordinate units, and major units, directorates, agencies, and Partners in Excellence on this installation. This regulation is available in electronic format only on the Fort Knox Homepage at <http://www.knox.army.mil/Garrison/dhr/asd/regs.aspx>.

*This regulation supersedes Fort Knox Regulation 600–3, Personnel Processing (Installation In- and Out-processing) 7 January 2004 and Fort Knox Regulation 600–8–101 (Soldier Readiness Processing) 2 March 2009.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, *page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

The Personnel Processing Program standards • 1–5, *page 6*

The Personnel Processing Program structure • 1–6, *page 8*

The Process Control Station • 1–7, *page 10*

Chapter 2

In-Processing, *page 10*

General in-processing requirements • 2–1, *page 10*

In-processing reporting requirements – Soldiers stationed on Fort Knox • 2–2, *page 11*

In-processing reporting requirements – Soldiers stationed remotely • 2–3, *page 11*

Installation in-processing requirements – Soldiers stationed on Fort Knox • 2–4, *page 12*

Installation in-processing requirements – Soldiers stationed remotely • 2–5, *page 13*

Unit in-processing requirements • 2–6, *page 14*

Chapter 3

Out-Processing, *page 15*

General out-processing requirements • 3–1, *page 15*

Installation out-processing requirements – Soldiers stationed on Fort Knox • 3–2, *page 16*

Installation out-processing requirements – Soldiers stationed remotely • 3–3, *page 19*

Unit out-processing requirements • 3–4, *page 20*

Chapter 4

Soldier Readiness Program and Deployment Processing, *page 20*

Soldier Readiness Program • 4–1, *page 20*

Deployment and Reconstitution Tracking Software • 4–2, *page 21*

Soldier readiness processing • 4–3, *page 22*
Soldier readiness processing validation • 4–4, *page 23*
Temporary change of station orders • 4–5, *page 23*
Deployment manifest • 4–6, *page 23*
Redeployment processing • 4–7, *page 24*

Appendix A

References

Section I – Required Publications, *page 25*
Section II – Related Publications, *page 25*
Section III – Prescribed Forms, *page 26*
Section IV – Referenced Forms, *page 28*

Table List

Table 1–1: The Personnel Processing Program structure, *page 8*
Table 2–1: Installation day one in-processing requirements – Soldiers stationed on Fort Knox, *page 12*
Table 2–2: Installation final day in-processing requirements – Soldiers stationed on Fort Knox, *page 13*
Table 2–3: Installation in-processing requirements – Soldiers stationed remotely, *page 13*
Table 3–1: Installation out-processing briefing requirements, *page 16*
Table 3–2: Installation out-processing documentation requirements, *page 17*

Glossary

Chapter 1

Introduction

1–1. Purpose

This regulation prescribes the personnel processing requirements to include in- and out-processing (IOP) for permanent change of station (PCS), transition, and extended temporary duty (TDY) of 90 days or more. It also provides installation policies for the Deployment Cycle Support (DCS) process, Soldier Readiness Processing (SRP), deployment processing, temporary change of station (TCS), unit readiness validation, redeployment, reverse SRP, and demobilization processing requirements.

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. Directorate of Human Resources (DHR) will –
 - (1) Serve as the proponent for this regulation.
 - (2) Establish the Personnel Processing Program and provide a framework to bring together designated agencies and unit staff in support of Soldiers, Department of the Army Civilians (DACs), Families, and contractors under the leadership of the Chief, Military Personnel Division (MPD).
 - (3) Serve as the approving authority responsible to designate agencies to participate in personnel processing requirements.
 - (4) Ensure Soldier Life Cycle Plan transition requirements and training are integrated into installation IOP procedures IAW Department of the Army (DA) regulations and Fort Knox established policies.
 - (5) Establish the use of Installation Support Modules (ISM) for designated agencies. Assign primary and alternate installation system administrators to grant access and provide training to users initially and upon request.
 - (6) Ensure personnel processing requirements are accurately and completely identified in this regulation to process Soldiers and their Families, DACs, and contractors efficiently and expeditiously.
 - (7) Ensure the Process Control Station (PROC CS) utilizes ISM to pre-clear designated agencies to the maximum extent.
 - (8) Establish the use of Deployment and Reconstitution Tracking Software (DARTS) during SRP and reverse SRP. Assign primary and alternate installation system administrators to grant access and provide training initially and upon request.
 - (9) Maintain a database capable of tracking deployment operations and producing required situation reports.
 - (10) Conduct IOP, SRP, and reverse SRP, as required.
 - (11) Conduct IOP, SRP, and reverse SRP mandatory briefings and training, as required.

- (12) Utilize ISM during IOP; ensure accurate and timely input.
 - (13) Utilize Deployment and Reconstitution Tracking Software (DARTS) during SRP; ensure accurate and timely input.
 - (14) Develop internal procedures to ensure processing requirements are met and implemented consistently.
- b. Directorate of Plans, Training, Mobilization, Security (DPTMS) will –
 - (1) Assume overall responsibility for deployment processing on the installation.
 - (2) Task designated agencies and units to support SRP, reverse SRP, and deployment missions.
 - (3) Plan, coordinate, and chair regularly scheduled in-progress reviews, battle update briefs, and after action reviews with supporting designated agencies and units in reference to deployment and redeployment processing.
 - (4) Publish the movement order directing the deployment of unit personnel and equipment.
 - (5) Conduct out-processing, SRP, and reverse SRP, as required.
 - (6) Utilize DARTS during SRP; ensure accurate and timely input.
 - (7) Utilize ISM during IOP; ensure accurate and timely input.
 - (8) Develop internal procedures to ensure processing requirements are met and implemented consistently.
 - c. Directorate of Emergency Services (DES) will –
 - (1) Conduct IOP and SRP, as required.
 - (2) Deliver support to incoming Soldiers reporting to the installation after normal duty hours.
 - (3) Utilize ISM during IOP; ensure accurate and timely input.
 - (4) Utilize DARTS during SRP; ensure accurate and timely input.
 - (5) Develop internal procedures to ensure processing requirements are met and implemented consistently.
 - d. Directorate of Family and Morale, Welfare and Recreation (DFMWR) will –
 - (1) Conduct IOP, SRP, and reverse, as required.
 - (2) Conduct IOP, SRP, and reverse SRP mandatory briefings and training for Soldiers, as required.
 - (3) Utilize ISM during IOP; ensure accurate and timely input.
 - (4) Utilize DARTS during SRP; ensure accurate and timely input.
 - (5) Develop internal procedures to ensure processing requirements are met and implemented consistently.
 - e. Directorate of Public Works (DPW) will –
 - (1) Conduct IOP, as required.
 - (2) Utilize ISM during IOP; ensure accurate and timely input.
 - (3) Develop internal procedures to ensure processing requirements are met and implemented consistently.
 - f. Religious Service Office (RSO) will –
 - (1) Conduct SRP and reverse SRP, as required.
 - (2) Conduct SRP and reverse SRP mandatory briefings and training, as required.
 - (3) Utilize DARTS during SRP; ensure accurate and timely input.

(4) Develop internal procedures to ensure processing requirements are met and implemented consistently.

g. Staff Judge Advocate (SJA) will –

(1) Conduct SRP and reverse SRP, as required.

(2) Conduct SRP and reverse SRP mandatory briefings and training, as required.

(3) Utilize DARTS during SRP; ensure accurate and timely input.

(4) Develop internal procedures to ensure processing requirements are met and implemented consistently.

h. Logistics Readiness Center (LRC) will –

(1) Conduct IOP, SRP, and reverse SRP, as required.

(2) Provide timeline annex to the movement order directing the deployment of unit personnel and equipment.

(3) Utilize ISM during IOP; ensure accurate and timely input.

(4) Utilize DARTS during SRP; ensure accurate and timely input.

(6) Develop internal procedures to ensure processing requirements are met and implemented consistently.

i. Better Opportunities for Single Soldiers (BOSS) will –

(1) Conduct in-processing, as required.

(2) Develop internal procedures to ensure processing requirements are met and implemented consistently.

j. Civilian Personnel Advisory Center (CPAC) will –

(1) Conduct SRP for individual DACs, as required.

(2) Assist in resolving situations where DACs are verified as nondeployable.

(3) Develop internal procedures to ensure processing requirements are met and implemented consistently.

k. Comprehensive Soldier and Family Fitness (CSF2) will –

(1) Conduct in-processing, as required.

(2) Conduct in-processing briefings and training, as required.

(3) Develop internal procedures to ensure processing requirements are met and implemented consistently.

l. Defense Military Pay Office (DMPO) will –

(1) Conduct IOP, SRP, and reverse SRP, as required.

(2) Conduct IOP, SRP, and reverse SRP briefings and training, as required.

(3) Utilize ISM during IOP; ensure accurate and timely input.

(4) Utilize DARTS during SRP; ensure accurate and timely input.

(5) Develop internal procedures to ensure processing requirements are met and implemented consistently.

m. Medical Department Activity (MEDDAC) will –

(1) Establish behavioral health policies and guidance on directing medical stabilization prior to Soldiers transitioning or departing on PCS IAW AR 40–501, Standards of Medical Fitness (*RAR 003, 08/04/2011).

(2) Serve as the medical approving authority for deletion, deferment, or reassignment for Soldiers who require additional time for medical stabilization prior to Soldiers transitioning or departing on PCS IAW AR 40–501, Standards of Medical Fitness.

- (3) Conduct IOP, SRP, and reverse SRP, as required.
- (4) Utilize DARTS during SRP; ensure accurate and timely input.
- (5) Develop internal procedures to ensure processing requirements are met and implemented consistently IAW local and U.S. Army Medical Command (MEDCOM) policy.

n. Dental Activity (DENTAC) will –

- (1) Conduct IOP, SRP, and reverse SRP, as required.
- (2) Utilize DARTS during SRP; ensure accurate and timely input.
- (3) Develop internal procedures to ensure processing requirements are met and implemented consistently.

o. Army and Air Force Exchange Service (AAFES) will –

- (1) Conduct out-processing, as required.
- (2) Utilize ISM during out-processing; ensure accurate and timely input.
- (3) Develop internal procedures to ensure processing requirements are met and implemented consistently.

p. Fort Knox Federal Credit Union (FKFCU) will –

- (1) Conduct out-processing, as required.
- (2) Develop internal procedures to ensure processing requirements are met and implemented consistently.

q. Reserve Component Career Counselors will –

- (1) Conduct out-processing, as required.
- (2) Utilize ISM during out-processing; ensure accurate and timely input.
- (3) Develop internal procedures to ensure processing requirements are met and implemented consistently.

r. Commanders/directors will –

- (1) Implement administrative and command provisions IAW AR 40–501, Standards of Medical Fitness and refer Soldiers to the Department of Behavioral Health prior to transitioning or departing on TDY or PCS, as required.

- (2) Notify the PROC CS and installation Reassignment Office of changes in Soldier eligibility for transitioning or departing on PCS.

- (3) Provide Soldiers adequate time to process and conduct required activities and appointments. This should include minimizing family separation during the period the family is settling in at the new duty station (that is, avoid field duties and temporary duty).

- (4) Ensure Soldiers properly conduct IOP, SRP, and reverse SRP requirements.

- (5) Ensure Soldiers fully participate in the Soldier for Life Cycle Plan and meet transition requirements.

- (6) Ensure each incoming Soldier is appointed a sponsor within 10 calendar days after alerted of the gain and that all requirements for the Total Army Sponsorship Program are met.

- (7) Ensure sponsors are given reasonable duty time and administrative support to perform sponsorship duties.

- (8) Ensure Soldiers maintain level 1 SRP standards of readiness and resolve nondeployable conditions prior to deployment validation date.

- (9) Maintain access to Medical Protection System (MEDPROS) and DARTS to monitor the medical and SRP status of Soldiers.

(10) Maintain an updated deployment packet for each Soldier assigned to a Forces Command (FORSCOM) unit.

(11) Comply with the current Fort Knox Deployment Standard Operating Procedures (SOP).

(12) Ensure deploying individuals have required items prior to reporting to the PROC CS for processing.

(13) Initiate and continue to update DA Form 7631 (Deployment Cycle Support (DCS) Checklist) for each Soldier and DAC through completion.

(14) Ensure Soldiers and DACs complete processing NLT 30 days from redeployment date or first day of scheduled leave, whichever comes first.

(15) Provide personnel support for each Personnel Services Deliver Redesign (PSDR) unit conducting SRP and reverse SRP.

(16) Develop internal procedures to ensure processing requirements are met and implemented consistently.

s. Sponsors will –

(1) Greet incoming Soldiers and Family members upon arrival to the installation.

(2) Familiarize incoming Soldiers and Family to the unit and Fort Knox community in addition to formal orientation briefings the Soldiers and Family members receive during in-processing.

t. Individual Soldiers will –

(1) Conduct personnel processing requirements, as required.

(2) Process in duty uniform.

(3) Report to mandatory briefings and conduct requirements no later than (NLT) the scheduled time, or notify the PROC CS or unit commander or S1 of issues.

u. ISM designated agencies will –

(1) Ensure a sufficient number of staff are trained on procedures to prevent Soldiers from physically processing an agency when unnecessary.

(2) Provide timely information to the ISM system administrator when users no longer have a requirement for access and when new users request privileges.

(3) Maintain agency information in ISM and ensure it is current at all times.

(4) Develop processing procedures IAW Fort Knox policy and guidance received from the ISM system administrator and PROC CS.

(5) Conduct processing requirements NLT 48 hours from when the Soldier is entered into ISM, or as requested by the PROC CS. Designated agencies are encouraged to check ISM at least twice daily to ensure requirements are met.

(6) Provide remarks in ISM for the PROC CS to determine the valid requirement for Soldiers to physically process the agency, as required.

(7) Validate completion of in- and out-processing requirements via ISM or applicable processing record.

(8) Receive approval from the Chief, MPD prior to discontinued use of ISM.

v. DARTS designated agencies will –

(1) Ensure immediate updates to DARTS to reflect the deployability status of each Soldier.

(2) Ensure a sufficient number of staff are trained on procedures.

(3) Provide timely information to the DARTS system administrator when users no longer have a need for access and when new users request privileges.

(4) Maintain agency user information in DARTS and ensure it is current at all times.

(5) Develop processing procedures IAW Fort Knox policy and guidance received from the DARTS system administrator and Chief, MPD.

(6) Develop a backup system in order to accurately input a Soldier's SRP status in the event that DARTS is unavailable.

1–5. The Personnel Processing Program standards

a. In-processing.

(1) Soldiers assigned, attached, or with duty to Fort Knox for 30 days or more, including RC Soldiers on a contingency or operational support mission, will be welcomed and in-processed onto Fort Knox and the gaining unit.

(2) Designated agencies and unit staff will participate in processing requirements.

(3) Designated agencies and commanders will ensure Soldiers meet assignment eligibility. Staff will identify deficiencies, arrange corrective actions as necessary, and provide a status report to the gaining commander.

(4) Commanders will provide Soldiers five duty days to conduct installation processing requirements.

(5) Designated agencies will conduct processing briefings, counselings, and training requirements IAW DA and Fort Knox policies.

(a) Newcomer Orientation will be conducted at least once a month.

(b) CSF2 training will be conducted at least twice a month.

(c) Finance briefings will be conducted at least twice a week.

(d) Agencies will submit updates to regularly scheduled requirements to the PROC CS upon notification of any change in requirement.

(e) The PROC CS will provide timely updates to unit commanders and S1s and publish changes via electronic mail (e-mail) and KNOXINFO upon notification of changes in requirements.

(6) Designated agencies will utilize ISM as the standard web-based system to conduct in-processing requirements online to the maximum extent possible to prevent unnecessary processing.

(7) Commanders will ensure Soldiers conduct level 1 SRP during unit in-processing.

(8) Soldiers will process in duty uniform.

b. Out-processing.

(1) Soldiers assigned, attached, or with duty to Fort Knox for 30 days or more, including RC Soldiers on contingency or operational support mission, will out-process the installation prior to departing on PCS, transitioning from active duty (AD), or departing on extended TDY assignments projected to last 90 days or more. In the context of this regulation, transitioning means all Soldiers being discharged, separated, retired, transferred to another service or component, or released from AD (REFRAD). This includes those absent or unavailable and from one duty station to another.

(2) Designated agencies and unit staff will participate in processing requirements.

(3) Designated agencies and organizations will ensure Soldiers meet

assignment eligibility prior to departing on PCS. Staff will identify deficiencies and provide a status report to the losing and gaining commander.

(4) Commanders will provide no less than 5 and up to 10 duty days for Soldiers to conduct installation processing requirements. This time does not include departure actions with extended lead times, e.g. shipping household goods or conducting unscheduled TDY.

(a) Soldiers receiving medical separations, administrative separations, or orders outside the specified periods will contact the unit S1 immediately following receipt of orders to coordinate attendance of briefings and submission of documents to the PROC CS. Soldiers will be out-processed expeditiously.

(b) Commanders will ensure Soldiers separating through the Integrated Disability Evaluation System (IDES) are separated no earlier than (NET) five duty days after receipt of the Physical Disability Information Report (PDIR).

(c) Commanders will provide Soldiers separating due to administrative reasons five duty days to conduct installation out-processing.

(d) Commanders will ensure Soldiers separating from service under chapters 9, 10, 11, and 13 are escorted when conducting out-processing requirements.

(5) Soldiers will process in duty uniform.

(6) Designated installation agency will ensure processing briefings, counselings, and training requirements are accomplished IAW DA and Fort Knox policies.

(a) Installation reassignment briefings will be conducted at least once a week.

(b) Installation out-processing briefings will be conducted at least twice a month.

(c) Installation pre-separation briefings will be conducted at least once a month.

(d) Installation pre-retirement briefings will be conducted at least once a month.

(e) Soldier For Life – Transition Assistance Program (SFL–TAP) pre-separation briefings will be conducted at least twice a week.

(f) Finance briefings will be conducted at least twice a week.

(g) Installation Transportation Office (ITO) briefings will be conducted at least twice a week.

(h) Designated agencies will submit updates to processing requirements to the PROC CS upon notification of the change in requirement.

(i) The PROC CS will provide timely updates to unit commanders and S1s and publish changes via e-mail and *KnoxInfo* upon notification of change in requirement.

(7) Designated agencies will utilize ISM as the standard web-based system to conduct out-processing requirements online to the maximum extent possible to prevent unnecessary processing at designated agencies.

(8) Commanders will conduct level 1 SRP on all Soldiers during unit out-processing.

(9) Designated agencies will identify debts owed to the U.S. government prior to Soldiers departing the installation.

(10) Determination of precedence of disability evaluation to other separation, REFRAD, or retirement action will be identified prior to the Soldier departing the losing unit.

c. SRP.

(1) Commanders and designated agencies will conduct processing IAW the Fort Knox Deployment SOP.

- (2) Commanders will –
 - (a) Conduct level 1 SRP on all in- and out-processing Soldiers.
 - (b) Conduct annual SRP on all assigned and attached Soldiers.
 - (c) Conduct pre-deployment SRP to identify and resolve nondeployable issues prior to deployment SRP.
 - (d) Conduct deployment SRP NET 60 days prior to projected deployment date.
- (3) Individuals will conduct deployment SRP NET 60 days prior to projected deployment date.
- (4) Individual Reserve Component (RC) Soldiers on United States Code (U.S.C.) 12302 orders will conduct deployment SRP on the first duty day after arrival on the installation.
- (5) DARTS will be utilized as the system of record to validate readiness status during individual and unit deployment.
- d. Reverse SRP.
 - (1) Commanders and designated agencies will conduct processing IAW the Fort Knox Deployment SOP.
 - (2) Soldiers returning from deployment will be welcomed and reintegrated onto Fort Knox and the assigned unit.
 - (3) Commanders will –
 - (a) Place individuals on pass upon redeployment, at the discretion of the commander.
 - (b) Initiate reverse SRP on the first duty day after the pass end date.
 - (c) Ensure Soldiers process through reverse SRP on a five day cycle, working half days.
 - (4) Individuals will initiate reverse SRP within three duty days upon redeployment and conduct processing requirements NLT 30 days of redeployment.
 - (5) Individual RC Soldiers brought on AD under U.S.C. 12302 orders for a minimum of 30 days will conduct reverse SRP as part of the demobilization process prior to REFRAD.

1–6. The Personnel Processing Program structure

Designated agencies and unit staff will provide support during IOP, SRP, reverse SRP, and deployment processing as indicated in table 1–1 below.

Designated Agency	In-processing	Out processing	ISM	SRP	Reverse SRP	DARTS
DENTAC						
Ireland Army Community Hospital (IACH) Dental Clinic	X	X		X	X	X
Jordan Dental Clinic	X	X		X	X	X
DES						
Law Enforcement Division (LED) Provost Marshal	X	X	X	X		X
DFMWR						
Army Community Service (ACS)	X	X	X	X	X	X
Army Emergency Relief (AER)		X	X			
Barr Library		X	X			
Child, Youth, and School Services (CYSS)	X	X	X			

Table 1-1
The Personnel Processing Program structure (continued)

Designated Agency	In-processing	Out processing	ISM	SRP	Reverse SRP	DARTS
DHR						
Army Continuing Education Services (ACES)	X	X	X		X (RC)	
Army Substance Abuse Program (ASAP)	X	X	X		X	
Casualty Assistance Center (CAC), MPD		X	X			
Installation ID Card Facility, MPD	X	X	X	X	X	X
Installation Voting Assistance Office (IVAO), MPD	X	X	X	X	X	
Plans and Operations Branch, MPD				X	X	X
Process Control Station (PROC CS), MPD	X	X	X	X	X	X
Soldier for Life-Transition Assistance Program (SFL-TAP), MPD	X	X	X	X	X	X
Total Army Sponsorship Program (TASP), MPD	X	X	X			
Transition Services Branch, MPD		X	X		X (RC)	X (RC)
DMPO						
Defense Military Pay Office (DMPO)	X	X	X	X	X	X
DPTM&S						
Visual Information Center		X	X			
Security Division				X		X
Training Aids Support Center (TASC)		X	X			
DPW						
Housing Services Office – Knox Hills (on-post housing)	X	X				
Housing Services Office – RCI (off-post housing)	X	X				
Single Soldier Quarters (SSQ)	X	X				
LRC						
Central Issue Facility (CIF)	X	X	X	X		X
Installation Transportation Office (ITO)	X	X	X	X	X	X
MEDDAC						
Adult Health Clinic					X	
Behavioral Health Clinic	X	X	X	X	X	
Central Exams		X				
Environmental Health Office				X	X	X
Family Advocacy Program (FAP)	X	X	X			
Medical Readiness Clinic	X	X		X	X	X
Out-patient Services	X	X				
Patient Services Center	X	X				
Veterinary Treatment Facility		X	X			
RSO						
Religious Services Office				X	X	X
SJA						
Legal Assistance Office				X	X	X
UNIT						
BN S3 or higher				X (PSDR)		X (PSDR)
Security Manager	X	X				
S1	X	X		X	X	
OTHERS						
Army and Air Force Exchange Service (AAFES)		X	X			
Better Opportunities for Single Soldiers (BOSS)	X					
Civilian Personnel Advisory Center (CPAC)				X		X
Commissary		X				
Comprehensive Soldier and Family Fitness (CSF2)	X					
Fort Knox Federal Credit Union (FKFCU)		X				

Table 1-1
The Personnel Processing Program structure (continued)

Designated Agency	In-processing	Out processing	ISM	SRP	Reverse SRP	DARTS
IHG Army Hotels	X					
Reserve Component Career Counselor		X	X			

1-7. The Process Control Station

a. The PROC CS operates under the general management of the Chief, MPD and provides a framework to bring together designated agencies and unit staff in support of personnel processing.

b. The PROC CS is located in Rockenbach Hall, 159 Blackhorse Regiment Avenue, building 2020, Fort Knox, Kentucky, 40121. Customer service hours of operation are 0730–1600 Monday through Thursday and 0830–1600 Friday. The PROC CS is closed on weekends, federal holidays, and Garrison training holidays, but may be operational during emergencies or in support of a no-notice SRP. The PROC CS may be contacted at (502) 626-0183.

c. The PROC CS will service Soldiers on a first come first serve basis. Priority will be given to general officers, commanders in the grade of lieutenant colonel or higher, command sergeants major, and individuals with disability limitations that prohibit lengthy wait times. Unit S1s will contact the PROC CS to make desk side appointments for personnel in the aforementioned categories.

d. The PROC CS will –

(1) Determine standardized processing requirements IAW the Chief, MPD and Fort Knox policies.

(2) Coordinate with designated agencies, unit commanders and S1s, and Soldiers in order to ensure processing requirements are met.

(3) Publish required amendment order, as required.

(4) Schedule appointments for processing, as required.

(5) Conduct individual and group briefings, as required.

(6) Prepare necessary documents to ensure efficient and complete processing.

(7) Respond to inquiries on processing and specific requirements for each designated agency, and provide timely assistance through-out the entire process.

Chapter 2

In-Processing

2-1. General in-processing requirements

a. Soldiers will process in duty uniform.

b. Sponsors will be available during the entire process.

c. Commanders and designated agencies will ensure processing requirements are met.

d. Soldiers will be scheduled to attend an installation Newcomer Orientation Briefing on the first date available.

- e. Soldiers will be scheduled to attend CSF2 training on the first date available by the CSF2.
- f. The PROC CS will coordinate with unit commanders, S1s, and Soldiers to ensure processing requirements are met within five duty days after the arrival of each Soldier.
- g. The PROC CS will individualize the process for each Soldier and pre-clear designated agencies to the maximum extent IAW Chief, MPD policy.
- h. The PROC CS will provide a current map and listing of designated agencies to guide the Soldier through the entire process. The listing will contain the current address, contact information, and hours of operation for each designated agency, at minimum.
- i. The PROC CS and unit S1s will conduct modified in-processing procedures to process Soldiers stationed remotely. Procedures will be based on the location of the Soldier and IAW local installation policy.
- j. The PROC CS will utilize the DA Form 5123–1 (In-Processing Personnel Record) to validate the completion of requirements.
- k. Soldiers reassigned between Fort Knox units, to include those remotely located, will not process through the PROC CS, but will process the gaining unit.
- l. Single Soldiers holding the rank of sergeant (SGT) and below will reside in the barracks unless an approved exception is signed by the Garrison Commander.

2–2. In-processing reporting requirements – Soldiers stationed on Fort Knox

- a. Sponsors will greet the Soldier and Family upon arrival and be available during the entire process.
- b. Incoming Soldiers will terminate leave immediately upon arrival to Fort Knox.
 - (1) Soldiers arriving during normal duty hours will report to the gaining assigned unit.
 - (2) Soldiers arriving after normal duty hours will report to the assigned unit or the DES Military Police Desk, Thomas Hall, 481 Gold Vault Road, building 298, Fort Knox, Kentucky, 40121.
 - (3) Soldiers on permissive TDY will report to the Knox Hills Housing Services Office, W. Chaffee Avenue, building 1383, Fort Knox, Kentucky, 40121.
- c. Soldiers and sponsors will report to the PROC CS to in-process on the next duty day following arrival (termination of leave).

2–3. In-processing reporting requirements – Soldiers stationed remotely

Remotely stationed Soldiers reporting to Fort Knox to in-process will comply with chapter 2–2 above. Soldiers not reporting to Fort Knox will conduct requirements IAW the gaining unit commander and local installation policy.

- a. Sponsors will greet Soldiers and Family members upon arrival and be available during the entire process.
- b. Incoming Soldiers will terminate leave immediately upon arrival to the gaining assigned unit or make arrangements IAW unit or local installation policy.
- c. Soldiers will report to the unit S1 to in-process on the next duty day following arrival (termination of leave).

2–4. Installation in-processing requirements – Soldiers stationed on Fort Knox

a. Soldiers will report to the PROC CS for day one of processing with the following documents:

- (1) Copy of assignment order and amendments, if applicable.
- (2) Original DA Form 31 (Request and Authority for Leave).
- (3) Copy of Leave and Earnings Statement (LES).
- (4) Dental records.
- (5) DA Form 5123 (In- and Out-processing Records Checklist), if prepared by losing unit.

b. The PROC CS will account for documents or records that each Soldier is required to have in possession upon arrival and conduct sequenced tasks as outlined in table 2–1 below.

	Required Action	Remarks
1	Terminate military leave on DA Form 31	Verify termination of leave by DES, FHO, or unit if signed prior to arriving
2	Arrive Soldier in the Electronic Military Personnel Office (eMILPO)	
3	Update Soldier and Family personal data in eMILPO	
4	Publish amendments to order	If required
5	Review/update DD Form 93 (Record of Emergency Data)	
6	Review and update SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) and SGLV 8286A (Family Coverage Election and Certificate)	
7	Complete DA Form 7415 (Exceptional Family Member Program (EFMP) Assignment Coordination Sheet)	
8	Obtain key supporting documents (current LES) for Personnel and Finance Record Reviews in iPerms (interactive Personnel Electronic Records Management System).	Unavailable documents must be submitted by the final day of processing
9	Create and provide ISM checklist	Pre-clear designated agencies IAW Chief, MPD policy
10	Schedule installation agency appointments and relay appointment information to Soldier	As required
11	Provide installation agency information and requirements for scheduling mandatory training and briefings	As required Soldier required to make appointments
12	Provide installation agency location sheet and map	
13	Issue second set of ID tags	New recruits or Soldiers reporting from Advanced Individual Training (AIT)/Officer Candidate School (OCS) only. Other requests will be sent through the unit S1.
14	Schedule final appointment and provide appointment slip to Soldier	Appointment scheduled for day five of processing

c. The PROC CS will conduct an individualized, comprehensive briefing for each Soldier on the ISM checklist and processing procedures.

(1) The ISM checklist will clearly identify designated agencies Soldiers must physically process.

(2) The PROC CS will explain the use of ISM by designated agencies and the possibility of physically processing through the agency if requirements cannot be met online.

(3) The installation agency listing and map will be current at all times.

d. Soldiers will conduct further in-processing on days 2 through 4.

(1) Soldiers will report to mandatory briefings scheduled by the PROC CS NLT the scheduled appointment time, or notify the PROC CS or unit S1.

(2) Commanders will ensure adequate time is allowed for Soldiers and Sponsors to conduct in-processing requirements.

(3) Sponsors will be available and provide assistance as needed.

(4) Designated agencies utilizing ISM will clear Soldiers NLT 48 hours from when the Soldier is entered into ISM or annotate in ISM the requirement to physically process Soldiers.

(5) The PROC CS will contact Soldiers NLT the end of the fourth day of processing if a designated ISM agency requires the Soldier to physically process through the location.

e. Soldiers will report to the PROC CS for the final in-processing appointment on day five with the completed ISM checklist.

f. The PROC CS will conduct tasks outlined in table 2–2 below to conduct final in-processing requirements.

	Required Action	Remarks
1	Review and validate completion of ISM checklist	
2	Conduct Personnel Record Review in iPERMS	
3	Conduct Finance Record Review iPERMS	
4	Provide validated DA Form 5123–1 to Soldier	

g. Soldiers will provide a copy of the validated DA Form 5123–1 to the unit S1.

h. The PROC CS will report each Soldiers' failure to meet the installation in-processing requirements to the unit commander, S1, and the Chief, MPD NLT the end of each week. The PROC CS will establish a report date to conduct requirements and follow up until complete.

i. Commanders will ensure Soldiers report to the PROC CS to conduct requirements by the suspense date established.

2–5. Installation in-processing requirements – Soldiers stationed remotely

Remotely stationed Soldiers processing on Fort Knox will comply with chapters 2–2 and 2–4 above. Soldiers not processing on Fort Knox will conduct requirements through the unit S1 IAW Fort Knox and local installation policy.

a. Day one of processing begins when Soldiers report to the unit S1 or local installation.

b. Unit S1s will account for documents or records that each Soldier is required to submit upon arrival and will schedule an appointment with the PROC CS to conduct a Personnel and Finance Record Review.

c. The PROC CS and unit S1s will accomplish tasks identified in table 2–3 below within five duty days of the Soldier's reporting date.

	Required Action	Responsibilities
1	Terminate military leave on DA Form 31	S1 Provide copy to PROC CS on day one
2	Arrive Soldier in eMILPO	S1
3	Update Family and Soldier personal data in eMILPO	S1

	Required Action	Responsibilities
4	Review/update DD Form 93	S1 Provide copy to PROC CS
5	Complete DA Form 7415	S1
6	Schedule briefings and appointments for the Soldier and provide appointment information to Soldier	S1 IAW local installation policy
7	Schedule Personnel and Finance Record Reviews with the PROC CS	S1
8	Review/update SGLV Form 8286 and SGLV 8286A	S1 Provide copies to PROC CS
9	Submit Duty Position Memorandum with paragraph and line number	S1 Provide copy to PROC CS
10	Provide installation agency information and requirements to Soldiers in order to schedule mandatory training and briefings	S1 Soldier will schedule appointments
11	Provide in-processing designated agencies location map and sheet	S1, if applicable, IAW local installation policy
12	Obtain key supporting documents (current LES) for Record Review in iPerms and schedule Record Reviews appointment with the PROC CS.	S1 Provide copies to PROC CS
13	Conduct Personnel Record Review in iPERMS	PROC CS will conduct on day five
14	Conduct Finance Record Review iPERMS	PROC CS will conduct on day five
15	Publish amendments to order as required	PROC CS will conduct on day five
16	Issue second set of ID tags (new recruits, Soldiers reporting from AIT/OCS)	Soldier must visit local ID Card Facility. S1 responsibility to verify.
17	Schedule final in-processing appointment	If applicable, appointment will be scheduled IAW local installation policy

d. The unit S1 will validate completion of local installation requirements and provide verification of completion to the PROC CS NLT day five of processing or IAW local policy.

e. The PROC CS will validate completion of Fort Knox installation processing requirements and provide verification to the unit S1 NLT duty day five of processing.

f. The PROC CS will report each Soldier's failure to meet Fort Knox processing requirements to the unit commander, S1, and the Chief, MPD NLT the end of each processing week. The PROC CS will establish a suspense date for Soldiers and unit S1s to conduct the remaining requirements and follow up until complete.

g. Commanders will ensure Soldiers or units S1s submit requirements to the PROC CS to conduct requirements by the suspense date established.

2-6. Unit in-processing requirements

a. Units will accomplish at least the requirements specified on the DA Form 5123-1 and contained within DA PAM 600-8-101 (Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle Support)).

b. Commanders will –

(1) Ensure Soldiers conduct Soldier Life Cycle Plan requirements during processing and at various touch-points while assigned or attached as required.

(2) Conduct level 1 SRP on each incoming Soldier. Unit S1s will conduct a final check of every Soldier utilizing DA Form 7425 (Readiness and Deployment Checklist) to ensure nondeployable conditions are identified, appointments are made to correct deficiencies, and the unit commander is notified.

(3) Continually monitor the readiness status of all Soldiers in the unit.

(4) Notify the Fort Knox CPAC of military personnel who will supervise DACs.

c. Unit Security Managers will initiate appropriate security clearance or background investigation requirements.

d. Soldiers will complete the sponsorship in-processing survey within 90 days of arrival to the unit.

Chapter 3

Out-Processing

3–1. General out-processing requirements

a. Soldiers will process in duty uniform.

b. Designated agencies will conduct briefings IAW regulatory requirements.

c. The PROC CS will schedule the final out appointment two duty days prior to the Soldier's scheduled departure date.

d. The PROC CS will individualize the process for each Soldier and pre-clear designated agencies to the maximum extent IAW Chief, MPD policy.

e. The PROC CS will provide a current map and listing of designated agencies to guide the Soldier through the process. The listing will contain the current address, contact information, and hours of operation of each agency.

f. The PROC CS and unit S1 will conduct modified processing procedures for remotely stationed Soldiers and Soldiers departing on extended TDY for 90 or more days. Procedures will be based on the location of the Soldier and IAW local installation policy.

g. The PROC CS will coordinate with the unit commander, S1, and each Soldier to ensure processing requirements are met NLT two duty days prior to the scheduled departure date.

h. The PROC CS will utilize the DA Form 137–2 (Installation Clearance Record), to validate the completion of requirements.

i. The PROC CS will prepare a DA Form 5123 to account for documents or records that each Soldier is required to have in possession upon arrival to the gaining unit, if applicable.

j. Soldiers reassigned between Fort Knox units, to include those remotely located, will not process through the PROC CS, but will process the losing unit.

k. Commanders will ensure Soldiers departing on PCS are assigned a sponsor.

l. Soldiers who fail to meet requirements prior to established timeframes may experience a delay out-processing.

m. The servicing Military Treatment Facility (MTF) will maintain Soldier and dependent treatment records.

(1) Soldiers may request a copy of the treatment records at least 30 days but no more than 45 days prior to departing the installation.

(2) The MTF will send treatment records to the gaining MTF upon completion of a DD Form 877, Request for Medical/Dental Records or Information, by the departing Soldier.

n. Soldiers will conduct Soldier Life Cycle Plan transition requirements.

3–2. Installation out-processing requirements – Soldiers stationed on Fort Knox

a. The PROC CS will establish a database to track the completion of processing requirements for each Soldier. Tracking will begin upon notification of reassignment/transition of each Soldier.

b. RC unit S1s will provide the PROC CS a copy of the order for each out-processing Soldier within five days of notification of reassignment/transition.

c. Designated agencies will identify processing requirements to the PROC CS and notify the PROC CS immediately upon changes.

d. Commanders will ensure Soldiers attend mandatory installation briefings and conduct mandatory counselings and training requirements within established timeframes as outlined in table 3–1 below and IAW Fort Knox policy. Timeframes below do not apply to Soldiers who are an unprogrammed loss.

(1) Soldiers who are an unprogrammed loss will contact the unit S1 and SFL–TAP immediately upon notification of separation.

(2) Unit S1s will contact the PROC CS to identify out-processing requirements and timelines.

Category	Description	Remarks
Soldiers transitioning from AD (excluding retirements)	SFL–TAP Pre-Separation Briefing	Soldier will contact the SFL–TAP at least 13 months prior to separation date to schedule an appointment and initiate SFL–TAP requirements, including the completion of a Pre-separation briefing DD Form 2648 (Pre-separation counseling checklist for Active Component, Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members) or DD Form 2648–1 (Transition Assistance Program Checklist for Deactivating/ Demobilizing National Guard and Reserve Service Members) in person at the SFL–TAP Center or online at https://www.sfl-tap.army.mil/ . Soldier may attend up to 18 months prior and continue services for 6 months after separation.
	Initial counseling with SFL–TAP counselor	Conducted within two weeks of the SFL–TAP pre-separation briefing. Counselor will assist in answering questions about benefit areas, scheduling briefings and events, and providing authenticated DD Form 2648 or DD Form 2648-1.
	SFL–TAP Department of Labor Employment Workshop	Soldier will attend NLT 9 months prior to separation. Workshop is five days long.
	Transition Orientation Class	Soldier will attend NLT 6 months prior to separation date. Schedule through the SFL–TAP office.
	Veterans Administration Benefits Briefings I and II	Soldier will attend NLT 6 months prior to separation date. Schedule through the SFL–TAP office.
	Installation Pre-Separation Briefing	Soldier will attend within 120 days of separation date. Briefings will be held once a month.
	Transition Assistance Program – Capstone	Soldier will attend briefing NLT 120 days prior to separation date. Soldier must have DD Form 2958 and Career Readiness Standards documentation with them to attend. Briefings will be held on the 2 nd and 4 th Mondays of the month.
	Transportation Office Out-processing Briefing	Soldier will schedule an appointment after receipt of order
	Installation Out-processing Briefing	Soldier will attend 20–60 days prior to departure date. Briefings will be held twice a month.
	Finance (Military Pay) Out-processing Briefing	Soldier will attend briefing on wa k-in basis after receipt of order. Briefings will be held several times a week.

Category	Description	Remarks
Soldiers retiring from AD	SFL-TAP Pre-separation Briefing	Soldier will contact the SFL-TAP at least 13 months prior to separation date to schedule an appointment and initiate SFL-TAP requirements, including the completion of a Pre-separation briefing DD Form 2648 or DD Form 2648-1 in person at the SFL-TAP Center or online at https://www.sfl-tap.army.mil/ . Soldier may attend up to two years prior and continue for life.
	Initial Counseling with SFL-TAP counselor	Conducted within two weeks of the SFL-TAP pre-separation briefing. Counselor will assist in answering questions about benefit areas, scheduling briefings and events, and providing authenticated DD Form 2648 or DD Form 2648-1.
	SFL-TAP Department of Labor Employment Workshop	Soldier will attend NLT 9 months prior to separation. Program is five days.
	Veterans Administration Benefits Briefings I and II	Soldier will attend NLT 6 months prior to separation date. Schedule through the SFL-TAP office.
	Installation Pre-retirement Briefing	Soldier will attend briefing on a walk-in basis after approval of retirement. Briefings will be held once a month.
	Transportation Office Out-processing Briefing	Soldier will schedule an appointment after receipt of order
	Installation Out-processing Briefing	Soldier will attend 20-60 days prior to departure date. Briefings will be held twice a month.
	Finance (Military Pay) out-processing briefing	Soldier will attend briefing on a walk-in basis after receipt of order. Briefings will be held several times a week.
Soldiers departing on PCS	Installation Reassignment Processing Briefing	Upon receipt of Assignment Instructions/Levy Notification Soldiers will attend the Reassignment Processing Brief. Remotely located Soldiers may contact the Reassignment Branch to receive a briefing via e-mail.
	Installation Out-processing Briefing	Soldier will attend 20-60 days prior to departure date. Briefings will be held twice a month.
	Finance (Military Pay) Out-processing Briefing	Soldier will schedule appointment upon receipt of DA Form 137-2
	Transportation Office Out-processing Briefing	Soldier will schedule an appointment after receipt of order
Soldiers departing on extended TDY	Installation Out-processing Briefing	S1 will schedule an appointment with the PROC CS five duty days prior to the Soldier's departure date

e. Commanders will ensure Soldiers submit required documentation identified in table 3-2 below through the unit S1 to the PROC CS at least 20 duty days prior to the scheduled departure date.

Category	Description	Remarks
Soldiers transitioning from AD	Out-processing data worksheet	Provided during the out-processing briefing or by the S1
	Copy of separation/retirement order, with amendments if required	
	DA Form 31	Permissive TDY dates will be included on the same form as ordinary leave, unless taken in increments
	Army Transition Program Exit Survey	Located at: http://www.myarmyonesorce.com/Army/TransitionProgramExitSurvey
	DD Form 2648	AD only
	DD Form 2648-1	RC only
	DD Form 2958	
Soldiers departing on PCS	Out-processing data worksheet	Provided during the out-processing briefing or by the S1
	Copy of reassignment order, with amendments if required	
	DA Form 31	
	DD Form 1610	If applicable

Category	Description	Remarks
Soldiers departing on PCS	DA Form 5434 (Sponsorship Program Counseling and Information Sheet)	Must confirm sponsorship. Submitted in the ACT Sponsorship module. Required for AC Soldiers in ranks of Private through Colonel.
	DA Form 4187 (Personnel Action)	If requesting an exception to policy for sponsorship
	Total Army Sponsorship Program Out-processing Survey	Located at http://www.myarmyonesource.com/outprocessing . Survey must be completed no more than 30 days prior to departure date.
	Electronic Sponsorship Application Training (eSAT) Certificate of Completion	Located at http://sso.militaryonesource.mil/MOS/f?p=SSO:CONSENT:0::::P1_ID:311
	Passport Verification Form	Soldiers departing overseas or to Alaska
	Key supporting documents (current LES)	Included in the packet prepared for the gaining unit for use in conducting Personnel and Finance Record Reviews in iPerms.
Soldiers departing on extended TDY	Out-processing data worksheet	Provided during the out-processing briefing or by the S1
	DD Form 1610	
	DA Form 31	If applicable

(1) The PROC CS and designated agencies will utilize the out-processing data sheet to request information to pre-clear Soldiers to the maximum extent possible IAW Chief, MPD policy.

(2) Soldiers will elect the method of delivery for receiving clearance records during the out-processing briefing.

(3) The PROC CS will coordinate with the unit commanders and S1s on a regular, recurring basis to provide/receive a status on each Soldier who has not met or submitted requirements for processing.

(4) Soldiers who fail to meet requirements prior to the authorized 10 duty days of clearing may experience a delay out-processing.

(5) The PROC CS will report Soldiers who fail to meet established timeframes to the unit commander, S1, and the Chief, MPD.

f. The PROC CS will create an individualized ISM checklist upon receipt of all requirements.

(1) The PROC CS will notify designated agencies of specific requirements for actions that require response times quicker than 48 hours.

(2) Designated agencies unable to clear Soldiers utilizing ISM will notify the PROC CS of the Soldier's requirement to physically out-process the location.

g. The PROC CS will issue clearance records NLT 12 duty days prior to departure via the method selected by the Soldier on the out-processing data sheet and will ensure each Soldier fully understands the requirements prior to clearing.

(1) At minimum, the PROC CS will provide:

(a) Date and time of the final out-processing appointment.

(b) Step-by-step out-processing procedures and requirements for the final out-processing appointment.

(c) Individualized out-processing ISM checklist and explanation of the pre-clearing expectations.

(d) Listing and map of designated agencies to out-process.

(e) CYSS withdrawal form/checklist, if required.

(2) Commanders will ensure Soldiers initiate processing NET 10 and NLT 5 duty days prior to the departure date and conduct unit and installation requirements prior to reporting to the PROC CS final out-processing appointment.

h. The PROC CS will review completion of processing requirements and coordinate necessary actions with designated agencies and Soldiers to ensure requirements are met at least two duty days prior to the final out-processing appointment.

i. Commanders will accomplish at least the requirements specified on DA Form 137-1 (Unit Clearance Record) and contained in DA PAM 600-8-101 prior to Soldiers reporting to the installation final out-processing appointment and departing the unit.

j. Soldiers will report to the final out-processing appointment at the scheduled date and time and provide the completed DA Form 137-1 and ISM checklist.

k. The PROC CS will verify completion of out-processing requirements for each Soldier and conduct a Personnel and Finance Record Review in iPerms on each transitioning Soldier.

l. The PROC CS will prepare a DA Form 5123 to account for documents or records that each Soldier departing on PCS is required to have in possession upon arrival to the gaining unit.

m. The PROC CS will utilize the DA Form 137-2 (Installation Clearance Record) to validate the completion of requirements and provide the original copy to the Soldier.

n. Soldiers transitioning from AD will report to the Transition Center, White Hall, building 1384, room 103, Fort Knox, Kentucky, 40121, to receive a DD Form 214 (Certificate of Release or Discharge from Active Duty) prior to reporting back to the losing unit. Soldiers departing on PCS or extended TDY will report directly back to the losing unit.

o. Commanders will ensure Soldiers properly sign out on leave prior to departing the unit.

p. The PROC CS will provide the unit commander, S1, and the Chief, MPD a report of each Soldier's failure to meet out-processing requirements.

3-3. Installation out-processing requirements – Soldiers stationed remotely

Remotely stationed Soldiers reporting to Fort Knox will comply with requirements in chapter 3-2 above. Remotely stationed Soldiers not reporting to Fort Knox will conduct requirements IAW the losing unit commander and local supporting installation policy, in addition to requirements in this paragraph.

a. Commanders will ensure Soldiers –

(1) Attend mandatory installation briefings and conduct mandatory counseling and training requirements within established timeframes IAW local supporting installation policy.

(2) Conduct Soldier Life Cycle Plan transition requirements prior to departing the unit.

(3) Conduct unit and installation out-processing IAW local supporting installation policy.

(4) Properly sign out on leave prior to departing the unit.

b. If authorized by local installation policy, commanders, executive officers, or other designated officials may clear designated agencies listed on DA Forms 137-1 and 137-2 for Soldiers assigned to remote locations away from these facilities. This clearance will be based on telephonic or e-mail verification from the designated agency that Soldiers do or do not owe debts.

- c. Unit S1s will provide the Fort Knox Personnel Automation Branch (PAB) the following documents NLT five duty days prior to the Soldier's leave start date:
 - (1) Approved DA Form 31.
 - (2) Copy of order and amendments pertaining to the Soldier's PCS or separation that were not published by the Fort Knox MPD.
- e. The Fort Knox PAB will initiate tracking for each Soldier upon notification of departure and verify the appropriate eMILPO transaction has processed to remove the Soldier from the AAA-162 (Unit Personnel Accountability Report).
- f. The MPD responsible for out-processing the Soldier will conduct the iPERMS records reviews. The Fort Knox MPD will conduct the iPERMS records reviews for remotely stationed Soldiers whose local supporting installation does not have an MPD. The Unit S1 will contact the PROC CS to schedule the review NLT two duty days prior to the Soldier's scheduled departure date.

3-4. Unit out-processing requirements

- a. Commanders will ensure Soldiers conduct Soldier Life Cycle Plan transition requirements prior to departing the unit.
- b. Commanders will ensure Soldiers do not have debt with an agency listed on DA Forms 137-1 and 137-2. If the Soldier has a debt, the Commander will ensure a payment plan is initiated.
- c. Commanders will accomplish at least the requirements specified on DA Form 137-1 and contained in DA PAM 600-8-101 prior to Soldiers reporting to the installation final out-processing appointment and departing the unit.
- d. Commanders, first sergeants, or unit S1s (adjutants) will sign DA Form 137-1, Block 19, *Commander/1SG Authenticating Official*, after validating completion of requirements.
 - (1) Soldiers under suspension of favorable actions (flags) will not be validated for reassignment unless the flags are transferrable.
 - (2) Flags will be removed on separating Soldiers before validating, regardless of the status.
 - (3) Block 12a, *Pay Items*, must be stamped by the DMPO.
- e. Commanders will verify completion of installation processing requirements prior to signing each Soldier out on leave.
- f. Unit S1s will submit the appropriate eMILPO transaction on all Soldiers NLT one duty day after departure.

Chapter 4

Soldier Readiness Program and Deployment Processing

4-1. Soldier Readiness Program

- a. Processing will be conducted IAW AR 600-8-101, DA PAM 600-8-101, DA Personnel Policy Guidance (PPG), and the Fort Knox Deployment SOP.
- b. The Fort Knox Deployment SOP will provide detailed deployment information, responsibilities, and task lists to support personnel processing requirements.

c. Designated agencies will provide SRP support capable of processing a maximum of 300 Soldiers per day.

(1) Units and groups of 25 personnel or more will conduct processing at the PROC CS.

(2) Individuals will initiate processing at the PROC CS and conduct processing at designated agencies.

d. Plans and Operations Branch, MPD will acquire resources and coordinate with designated agencies to support processing units/groups of 25 or more personnel.

e. Designated agencies will utilize DARTS as the system of record to validate deployment processing checks and establish movement chalks for deployment manifest. Specific DARTS requirements are located in chapter 4–2 of this regulation.

f. Plans and Operations Branch, MPD will develop a standardized deployment packet template and validate the contents quarterly.

g. Commanders will –

(1) Identify the number of individuals processing NLT 45 days prior to the scheduled SRP date so designated agencies may properly allocate resources.

(2) Ensure Soldiers meet level 1 state of readiness prior to reporting for level 2 processing. DA Form 7425 will be used to validate completion of tasks.

(3) Maintain a valid deployment packet for each Soldier assigned to a FORSCOM unit.

(a) Deployment packets will be created for incoming Soldiers during unit in-processing.

(b) Required documents in each packet will be current, complete, and assembled IAW the established guidelines.

(4) Initiate DA Form 7631 and ensure each Soldier conducts DCS tasks.

(a) The first lieutenant colonel in the chain of command will certify the completion of DA Form 7631.

(b) Conducting DCS tasks is not mandatory for DACs, contractors, and affiliated civilians, but is highly encouraged.

(5) Develop an audit program and screen records at periodic intervals to ensure the readiness of Soldiers at all times.

(6) Coordinate with designated agencies on a regular basis to identify and resolve nondeployable conditions.

4–2. Deployment and Reconstitution Tracking Software

a. Chief, MPD will appoint an installation DARTS system administrator.

(1) System administrator will create user accounts in a timely manner.

(2) Designated agencies with direct SRP responsibilities will be authorized *WRITE* access.

(3) Key leaders will be authorized *READ* access.

(4) System administrator will verify each individual has a data record in DARTS prior to conducting SRP.

b. Designated agencies will –

(1) Identify and train DARTS users.

(2) Update DARTS as of the processing date to reflect the deployable status of each Soldier.

- (3) Complete *Remarks* field to indicate the reason a Soldier is identified as nondeployable.
- (4) Update status of each Soldier immediately upon receiving documents to support change.
- (5) Develop a contingency plan to implement when DARTS is unavailable.
 - (a) Plan will ensure there is no interruption in processing.
 - (b) Processing data will be recorded manually.
 - (c) Processing data will be input immediately upon DARTS becoming available.

4-3. Soldier readiness processing

a. Annual SRP. All units will undergo processing every 12 months to maintain individual readiness. Annual SRP may be omitted for Deployment Expeditionary Force (DEF) or Contingency Expeditionary Force (CEF) units.

b. Pre-deployment SRP.

(1) Units will undergo processing based on their status as a DEF or CEF unit.

(a) DEF units will conduct processing 180 days prior to the latest arrival date (LAD) (LAD - 180) or 30 days prior to the collective training exercise (CTE) (CTE - 30), whichever is earlier.

(b) CEF units will conduct processing 180 days prior to the available force pool date (AFPD) (AFPD - 180) or CTE - 30, whichever is earlier.

(2) Individuals scheduled for deployment on taskings will conduct processing NET 60 days prior to scheduled CRC report date. Soldiers will conduct CRC specific training certified by the first colonel in their chain of command prior to SRP validation at Fort Knox. CRC information may be found at: <https://www.bliss.army.mil/CRC>.

(3) DACs assigned or attached to a deploying unit will conduct processing with the unit.

(4) DACs not assigned or attached to a deploying unit, contractors, and affiliated civilians will conduct processing to the maximum extent possible NET 60 days prior to scheduled CRC report date, with final processing at the CRC.

c. Unit deployment SRP.

(1) DEF units will conduct processing NET 60 days prior to LAD (LAD - 60).

(2) CEF units will conduct processing immediately if designated as a DEF within 60 days of LAD.

(3) DACs assigned or attached to a deploying unit will conduct processing with the unit.

(4) Individuals scheduled to deploy as filler personnel for deployed units will conduct processing NET 60 days prior to scheduled deployment date.

(5) Designated agencies will screen and identify any current or projected nondeployable issues to ensure personnel remain deployable for 60 days.

(6) Designated agencies will provide staffing capable of processing a maximum of 300 Soldiers per day.

d. RC mobilization SRP.

(1) RC Soldiers activated on AD under U.S.C. 12302 orders will conduct processing on the first duty day after arrival on Fort Knox.

(2) Soldiers on individual contingency or operational support orders will follow procedures outlined in chapter 2.

e. Cultural Understanding and Language Proficiency (CULP) Program SRP. CULP cadets will conduct modified processing prior to departing the continental U.S.

4-4. Soldier readiness processing validation

a. Plans and Operations Branch, MPD will validate each individual NLT 72 hours prior to deployment manifest.

b. Commanders will conduct the following NLT 72 hours prior to deployment manifest date:

(1) Resolve nondeployable issues.

(2) Obtain deployment checklists from Plans and Operations Branch, MPD.

(3) Ensure Soldiers sign DA Form 7425, Section 2 *Installation*, Block 32

Accuracy Statement.

(4) Sign DA Form 7425, Section 1 *Unit*, Block 26 *Unit Commander Validation*.

c. The Chief, MPD will sign the DA Form 7425, Section 2 *Installation*, Block 38 *Installation Adjutant General Validation* for final validation.

4-5. Temporary change of station orders

a. Plans and Operations Branch, MPD will utilize Department of the Army Mobilization Processing System Overseas Contingency Operation Temporary Changes of Station (DAMPS-OCOTCS) to publish individual orders for Soldiers.

b. Plans and Operations Branch, MPD will publish orders NET 60 days prior to scheduled proceed date.

c. Soldiers will obtain orders at: <https://mobcop.army.mil>.

d. Commanders may submit a request to Plans and Operations Branch, MPD to obtain orders for Soldiers within their command.

4-6. Deployment manifest

a. Soldiers and DACs departing by air or surface transportation will undergo deployment manifest.

b. DPTMS will publish the movement order directing the deployment of unit personnel and equipment. Unit Moves Branch, LRC will provide the timeline annex to the movement order.

c. Plans and Operations Branch, MPD will coordinate deployment manifest and process Soldiers and DACs who are verified as deployable in DARTS and have a validated DA Form 7425.

d. The primary site for conducting deployment manifest is Sadowski Center, 6607 Wilson Road, Fort Knox, Kentucky, 40121.

(1) Commanders may request an alternate manifest site through Plans and Operations Branch, MPD.

(2) Plans and Operations Branch, MPD will process smaller elements and individual Soldiers at the PROC CS.

(3) Family members will not be authorized at the designated deployment manifest site or designated airport.

e. Commanders will designate Chalk Commanders to conduct the Prohibited Item Briefing and sign the form prior to arrival at the manifest site.

f. Soldiers will process through an amnesty area and discard unauthorized items.

- g. Soldiers will have their identification card scanned for personal verification.
- h. Carry-on baggage will be placed in a designated area for inspection at the commander's discretion. Soldiers will be allowed to return to baggage once the inspection is complete.
- i. DES will provide military police working dog support for deployment manifests of 40 Soldiers or more, as required.
- j. Soldiers will be sequestered with positive control at all times upon processing through each deployment manifest station.

4-7. Redeployment processing

- a. Unit. Commanders will –
 - (1) Conduct processing in five half days starting the first duty day following pass.
 - (2) Conduct processing during the normal duty week. Processing will not be conducted on weekends or holidays.
 - (3) Conduct processing IAW the redeployment model:
 - (a) Day 1: Soldier briefings.
 - (b) Day 2: Medical processing.
 - (c) Day 3: Family briefings.
 - (d) Day 4: Dental and administrative processing.
 - (e) Day 5: Mandatory follow-up appointments.
- b. Individual. Commanders will ensure individuals –
 - (1) Report to the PROC CS within three duty days of return from deployment to initiate processing.
 - (2) Process designated agencies.
 - (3) Complete processing NLT 30 days from redeployment date or first day of scheduled leave, whichever comes first.
- c. RC Soldiers. Soldiers activated on AD under U.S.C. 12302 orders will conduct demobilization processing prior to departing Fort Knox. Soldiers on individual contingency or operational support orders will follow procedures outlined in chapter 3.

Appendix A References

Section I

Required Publications

DA publications are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>.

AR 40–501

Standards of Medical Fitness (*RAR 003, 08/04/2011). (Cited in para 1–4m(1), 1–4m(2), 1–4r.)

AR 600–8–101

Personnel Processing (In-Out-, Soldier Readiness, and Deployment Cycle) (Cited in para 4–1a.)

DA Pam 600–8–101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Cycle Support) (Cited in para 2–6a, 3–2i, 3–4c, 4–1a.)

DA Personnel Policy Guidance (PPG) (Cited in para 4–1a.)

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 11–2

Managers' Internal Control Program

AR 600–8

Military Human Resources Management

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags)

AR 600–8–6

Personnel Accounting and Strength Reporting

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 600–8–24

Officer Transfers and Discharges

AR 600–8–104

Army Military Human Resources Records Management

AR 600–8–105

Military Orders

AR 635–8

Separation Processing and Documents

Section III**Prescribed Forms**

DA forms are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>. DD and SF forms are available on The Official DoD Website for DoD Forms at <http://www.dtic.mil/whs/directives/forms/index.htm>.

DA Form 31

Request and Authority for Leave (Prescribed in para 2–4a(2), 3–3c(1) and tables 2–1, 2–3, 3–2.)

DA Form 137–1

Unit Clearance Record (Prescribed in paras 3–2i, 3–2j, 3–4b, 3–4c, 3–4d.)

DA Form 137–2

Installation Clearance Record (Prescribed in paras 3–1h, 3–2l, 3–2m and table 3–1.)

DA Form 4187

Personnel Action (Prescribed in table 3–1.)

DA Form 5123

In- and Out-Processing Records Checklist (Prescribed in paras 2–4a(5), 3–1i, 3–2l.)

DA Form 5123–1

In-Processing Personnel Record (Prescribed in paras 2–1j, 2–4g, 2–6a and table 2–2.)

DA Form 7415

Exceptional Family Member Program (EFMP) Assignment Coordination Sheet (Prescribed in tables 2–1, 2–3.)

DA Form 742

Readiness and Deployment Checklist (Prescribed in paras 2–6c, 4–1g(2), 4–4b(3), 4–4b(4), 4–4c, 4–6c.)

DA Form 7631

Deployment Cycle Support Checklist (Prescribed in paras 1–4r(13), 4–1g(4), 4–1g(4)(a).)

DD Form 93

Record of Emergency Data (Prescribed in tables 2–1, 2–3.)

DD Form 877

Request for Medical/Dental Records or Information (Prescribed in 3–1n(2).)

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel (Prescribed in table 3–2.)

DD Form 2648

Pre-separation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members (Prescribed in tables 3–1, 3–2.)

DD Form 2648–1

Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members (Prescribed in tables 3–1, 3–2.)

DD Form 2958

Service Member's Individual Transition Plan Checklist (Prescribed in tables 3–1, 3–2.)

SGLV Form 8286

Servicemembers' Group Life Insurance Election and Certificate (Prescribed in tables 2–1, 2–3.)

SGLV Form 8286A

Family Coverage Election and Certificate (Prescribed in tables 2–1, 2–3.)

Installation Support Modules (ISM) checklist (Available through the ISM database) (Prescribed in paras 2–4c, 2–4c(1), 2–4e, 3–2f, 3–2g(1)(c), 3–2j and tables 2–1, 2–2.)

Leave and Earnings Statement (LES) (Available through myPay or DMPO) (Prescribed in para 2–4a(3) and tables 2–1, 2–3, 3–2.)

Section IV
Referenced Forms

DD Form 214

Certificate of Release or Discharge from Active Duty (Available through forms supply channels.) (Referenced in para 3–2n.)

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Services

ACES

Army Continuing Education Services

ACS

Army Community Services

AD

active duty

AER

Army Emergency Relief

AFPD

available force pool date

AIT

Advanced Individual Training

AR

Army Regulation

ARNG

Army National Guard

BOSS

Better Opportunities for Single Soldiers

CAC

Casualty Assistance Center

CEF

Contingency Expeditionary Force

CIF

Central Issue Facility

CONUS

Continental United States

CPAC

Civilian Personnel Advisory Center

CRC

Continental United States Replacement Center

CSF2

Comprehensive Soldier and Family Fitness

CULP

Cultural Understanding and Language Proficiency Program

CYSS

Child, Youth, and School Services

DA

Department of the Army

DAC

Department of the Army Civilian

DAMPS–OCOTCS

Department of the Army Mobilization Processing System – Overseas Contingency Operation Temporary Changes of Station

DARTS

Deployment and Reconstitution Tracking Software

DCS

Deployment Cycle Support

DEERS

Defense Enrollment Eligibility Reporting System

DEF

Deployment Expeditionary Force

DENTAC

Dental Activity

DES

Directorate of Emergency Services

DFMWR

Directorate of Family and Morale, Welfare and Recreation

DHR

Directorate of Human Resources

DMPO

Defense Military Payroll Office

DoD

Department of Defense

DPW

Directorate of Public Works

DPTMS

Directorate of Plans, Training, Mobilization, Security

EFMP

Exceptional Family Member Program

eMILPO

Electronic Military Personnel Office

eSAT

Electronic Sponsorship Application Training

FAP

Family Advocacy Program

FKFCU

Fort Knox Federal Credit Union

FORSCOM

Forces Command

HQ

Headquarters

IACH

Ireland Army Community Hospital

IAW

in accordance with

IDES

Integrated Disability Evaluation System

IMCOM

Installation Management Command

IOP

in- and out- processing

iPERMS

Interactive Personnel Electronic Records Management System

ISM

Installation Support Modules

ITO

Installation Transportation Office

IVAO

Installation Voting Assistance Office

LAD

latest arrival date

LED

Law Enforcement Division

LES

Leave and Earnings Statement

LRC

Logistics Readiness Center

MEDCOM

United States Army Medical Command

MEDDAC

Medical Activity

MEDPROS

Medical Protection System

MPD

Military Personnel Division

MTF

Military Treatment Facility

NET

no earlier than

NLT

no later than

OCS

Officer Candidate School

PCS

permanent change of station

PDIR

Physical Disability Information Report

REFRAD

release from active duty

PPG

Personnel Policy Guidance

PROC CS

Process Control Station

PSDR

Personnel Services Delivery Redesign

RC

Reserve Component

RSO

Religious Service Office

SFL-TAP

Soldier for Life – Transition Assistance Program

SGLV

Servicemembers' Group Life Insurance

SJA

Staff Judge Advocate

SOP

standard operating procedures

SRP

Soldier readiness processing

SSQ

Single Soldier Quarters

TASC

Training Aids Support Center

TASP

Total Army Sponsorship Program

TCS

temporary changes of station

TDY

temporary duty

USACC

United States Army Cadet Command

U.S.C.

United States Code

Section II**Terms**

There are no entries in this section.

Section III**Special Abbreviations and Terms**

There are no entries in this section.