

SOLDIER IN-PROCESSING SHEET
TO BE COMPLETED BY ALL SOLDIERS
PLEASE PRINT CLEARLY

SOLDIER'S NAME: _____

MARITAL STATUS

MARRIED: YES ___ NO ___ (skip to next section)

SPOUSE NAME: _____

MAIDEN NAME: _____

SPOUSES ADDRESS: _____
(STREET,CITY,STATE, COUNTRY,ZIP CODE)

SPOUSE PHONE NUMBER: _____

IS YOUR SPOUSE IN THE MILITARY? (Y/N) _____ IF YES STATE RANK _____

CHILDREN

IF APPLICABLE LIST CHILDRENS NAME(S) _____

EXAMPLE

SOLDIER'S PARENTS

FATHERS NAME _____

PHYSICAL ADDRESS: _____
(STREET,CITY,STATE, COUNTRY,ZIP CODE)

PHONE#: _____

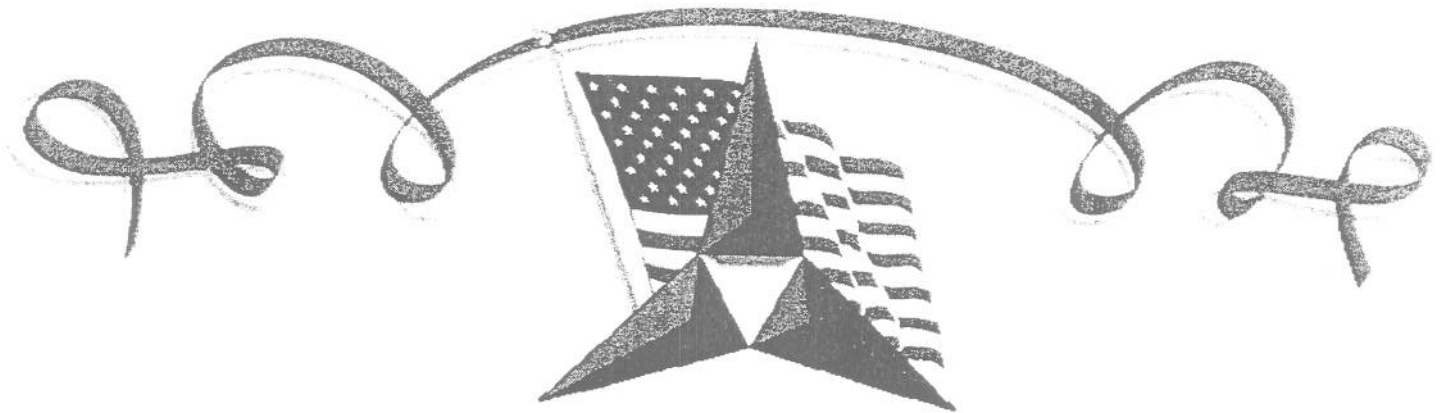
MOTHERS NAME/MAIDEN NAME: _____

PHYSICAL ADDRESS: _____
(STREET,CITY,STATE, COUNTRY,ZIP CODE)

PHONE#: _____

WHERE DO YOU PREFER TO RECEIVE LONG TERM MEDICAL CARE?

GEOGRAPHICAL LOCATION: _____
(CITY, STATE)



WELCOME TO THE GREAT PLACE FORT HOOD, TEXAS

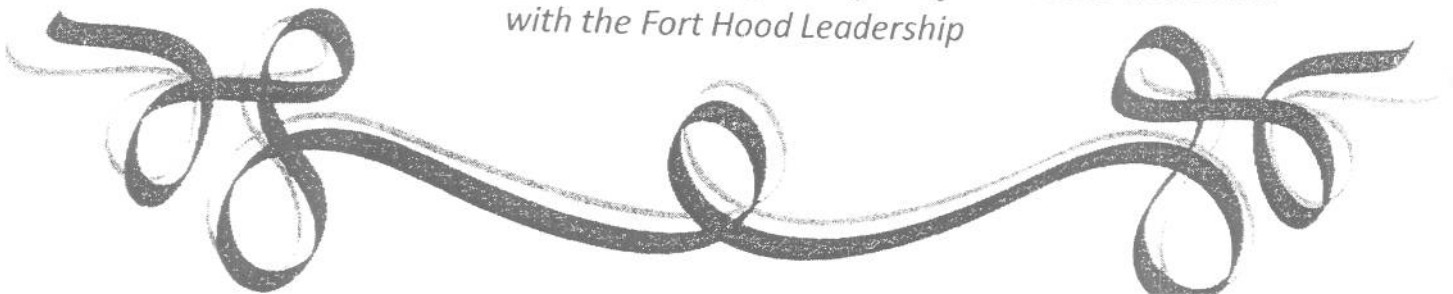
On behalf of the III Corps and Fort Hood Commanding General, LTG Rick Lynch and Command Sergeant Major, CSM Neil Ciotola, we would like to cordially invite all new arriving Soldiers and spouses to join the Reception Detachment Team at the weekly Newcomers Welcome Brief and Social.

*The Welcome Brief will be held every
Wednesday, at 1500 hours*

*At the Phantom Warrior Center, Building 194
(761st Tank Battalion Avenue and 37th Street)*

At the briefing all Soldiers will receive a copy of the III Corps Phantom Warrior Standard Handbook. All Soldiers are to read and abide by the guidance provided in the handbook.

*Following the Welcome Brief, please join us for refreshments and Social
with the Fort Hood Leadership*



FORT HOOD TEXAS RECEPTION DETACHMENT IN-PROCESSING SURVEY

WE WOULD LIKE TO HEAR FROM YOU! (FH REG 600-5)

We would like to obtain your views concerning in processing at Ft Hood. Please give specific comments in the areas you feel were exceptional or needing improvement.

NAME (Optional)

RANK (Optional)

GAINING UNIT (Optional)

1. Date arrived to Reception Detachment _____

Departure date from Reception Detachment _____

COMMENTS: _____

2. Were
BLDG 18 _____, NO ()
BLDG 18 (Reception Detachment) Yes () No ()

COMMENTS: _____

3. Was the in-processing schedule provided helpful? Yes () No ()

4. What would you change or add to the Reception Detachment In-Processing?

COMMENTS: _____

IN-PROCESSING PERSONNEL RECORD

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. All Soldiers are **required** to in-process through the activities marked with an **asterisk**. The Reception Detachment will designate which additional activities each Soldier is required to in-process through, based on the applicable Army Regulations and installation instructions. The Reception Detachment Cadre will ensure installation/community level in-processing has been completed and release the Soldier to the gaining unit. The gaining unit will ensure the completion of the Soldier's battalion/unit level in-processing.

1. NAME (Last, First, MI)	2. SSN	3. RANK
INSTALLATION/COMMUNITY LEVEL		
5a. INSTALLATION/COMMUNITY ACTIVITY	5b. IN PROCESSING (any)	
DAY ONE:		
Military Pay Office *		
CDRs/1SGs Course* (All E7, E8 & O3)		
XO/S3 Course* (All SGM & Non-BQ O4)		
DAY TWO:		
Housing Office*	Bldg 18010	
Child/Youth/School Services* (All Soldiers With Children)	Bldg 121	
Safety Class (Soldiers 26 yrs old and below - located West FH)		
DAY THREE:		
DD93/SGLI Update *	Bldg 18010	
Medical Facility *	Bldg 18010	
Dental Facility*	Bldg 18010	
TRICARE Service Center *	Bldg 18010	
DAY FOUR:		
First Termers Brief* (All inbound E4 and below)	Bldg 16011	
Staff Duty Desk*	Bldg 16008	
DEERS/RAPIDS/ID TAGS		
Transportation Office		
Wednesday Only		
Sex Signals - Sexual Harassment/Sexual Assault* PWC - 37 th and 761 st Tank Bn - 1100 Hrs		
Released to Unit		
Soldier has completed SRP Skill Level 1 in-processing		

Not To Scale

BECK GATE (Main Gate)



PWC/194

POXON
Guest Hse

Shoppette/Gas
Station

Barber Shop

Clothing Sales

Mega Food
Court

TJ MILLS BLVD

761 ST TANK BATTALION AVE

1150

761 ST TANK BATTALION AVE

Battalion Ave.

16010
16011 OPS
(254) 287-7114

Parking Lot

Parking Lot

42nd ST

39th ST

37th ST

Parking Lot

16008 Reception Desk
Staff Duty
(254) 287-7549

TJ MILLS BLVD

Battalion Ave.

COFFLAND
SVC Center
#118010

50th ST

OLD IRONSIDES AVE (ONE WAY)



HELL ON WHEELS AVE (ONE WAY)

