

IN-PROCESSING PERSONNEL RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136, Under Secretary of Defense for Personnel and Readiness; 10 USC 7013, Secretary of the Army; and Army Regulation 600-8-101, Personnel Readiness Processing.

PRINCIPAL PURPOSE: 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. See the [System of Records Notice A0600-8-101, Installation Support Modules Records](#).

ROUTINE USES: This information may be disclosed as described in the routine uses of the Privacy Act of 1974, 5 U.S.C. 552 a(b)(3), as well as the specific uses listed in SORN A0600-8-101, to include, the Department of Labor, Bureau of Apprenticeship and Training for individuals enrolled in an Army Apprenticeship Program for the purpose of identifying Soldiers education and work qualifications for entry into the Department of Labors Registered Apprenticeship Programs.

DISCLOSURE: 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 complete 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 (<i>Last, First, Middle</i>)	2. RANK	3. MOS/AOC
4. DATE INITIATED (YYYYMMDD)	5. DATE COMPLETED (YYYYMMDD)	6. ADDENDUM ATTACHED (<i>Choose one</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION A - INSTALLATION/COMMUNITY LEVEL IN - PROCESSING ACTIVITIES

7a. INSTALLATION/COMMUNITY ACTIVITY	7b. DEFICIENCIES NOTED (<i>If any</i>)	7c. CLEARANCE SIGNATURE
1. Personnel Strength Management		
2. Medical Facility */DD Form 2900 PDHRA		
3. TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent *		
4. Dental Facility *		
5. DEERS/RAPIDS/ID Cards/ID Tags *		
6. Security Office *		
7. Education Center *		
8. Provost Marshal Office *		
9. Central Issue Facility		
10. Housing Office		
11. Transportation Office		
11a. Have Household Goods (HHG) been delivered? <input type="checkbox"/> Yes <input type="checkbox"/> No 11b. If yes, has the HHG moving company survey been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Army Community Service Center		
13. Exceptional Family Member Program (EFMP)		
14. Commercial Activities		
15. Child, Youth, and School Services		
16. Lodging Office		
17. Transition Assistance Program (TAP) - Only required for personnel with transition dates or returning TCS personnel.		
18. Army Military Pay Office *		
19. Behavioral Health *		
20. Family Advocacy Program *		
21. Processing Control Station *		
22. Replacement Activity *		
23. DA Form 7274 (Sponsorship Program Survey) *		
24. Army Substance Abuse Program (ASAP)		

SECTION B - BATTALION / UNIT LEVEL IN-PROCESSING ITEMS

8. DATE INITIATED (YYYYMMDD)	9. DATE COMPLETED (YYYYMMDD)	10. ADDENDUM ATTACHED (<i>Choose one</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO
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11. BATTALION S1 / UNIT COMMANDER ITEMS

11a. ITEMS	11b. DEFICIENCIES NOTED (<i>If any</i>)	11c. REVIEW / CLEARANCE SIGNATURE
1. Special Pays (<i>BAS, BAH, COLA, OHA, IDP, CPP, SDAP, Incentive Pays, Medical Specialty Pays, Enlistment Bonus, Reenlistment Bonus, and/or other special pays</i>)		
2. DA Forms 67-10/2166-8 (Evaluation Reports)		
3. DA Form 268 (Flag Check/Processing)		
4. DA Form 6 (Duty Roster)		
5. DA Form 3955 (Change of Address Card)		
6. DD Form 714 (Meal Card)		
7. DA Form 5305 (Family Care Plan)		
8. DA Forms 5500/5501 (Body Composition Program)		
9. DA Form 3349 (Physical Profile)		
10. DoD Travel Charge Card		
11. Army Disaster Personnel Accountability and Assessment System (ADPAAS) Update		
12. DD Form 93/SGLV update		

12. BATTALION S2 / S3 / UNIT COMMANDER ITEMS

12a. ITEMS	12b. DEFICIENCIES NOTED (<i>If any</i>)	12c. REVIEW / CLEARANCE SIGNATURE
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		
9. Army Financial Literacy PCS Training (E1 - E4, W01 - W02, O1 - O3)		
10. Records Management Program Acknowledgment		
11. Controlled Unclassified Information (CUI) Acknowledgment		

13. BATTALION S4/UNIT COMMANDER ITEMS

13a. ITEMS	13b. DEFICIENCIES NOTED (<i>If any</i>)	13c. REVIEW / CLEARANCE SIGNATURE
1. Supply Room		
2. Arms Room		
3. CBRN Room		
4. Protective Mask Inserts		

14. UNIT COMMANDER SIGNATURE

14a. NAME (Last, First, Middle)	14b. SIGNATURE	14c. DATE (YYYYMMDD)
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