

# HHC, 200TH MILITARY POLICE COMMAND IN / OUT PROCESSING CHECKLIST

Soldiers Name	Rank	SSN	PARA/LIN:		Assigned Section
	INPROCESSING		OUTPROCESSING		REMARKS
	YES	NO	YES	NO	
<b><i>Security and Intell</i></b>					
JPAS update					Contact SFC Marco Alarcon
Security Clearance Letter					301-677-1513 for an Appt <a href="mailto:marco.a.alarcon.mil@mail.mil">marco.a.alarcon.mil@mail.mil</a>
<b><i>Physical Security</i></b>					
All Badges Issued/Turned in					
Access Roster Updates					
Combinations issued/cleared					
Keys Issued/Turned in					
<b><i>Operations/Plans/Training</i></b>					
ATRRS(No scheduled courses)					
Mission Requirements cleared					
School Enrollment requirements					
<b><i>Supply</i></b>					
All OCIE Issued/Turned in					
All Hand Reciepts cleared					
<b><i>Information Technology</i></b>					
Email accounts open/cleared					
Access To restricted files					
<b><i>Finance</i></b>					
GVT Travel Card (FTUS/AGR/AC)					
AGR/AC Ft. Meade Finance					
DTS/Address/PH#/Bank Info					
<b><i>Section Supervisor</i></b>					
NCOER/OER COMPLETE					
AWARD Complete					
Section in/out process					
<b><i>Retention</i></b>					
USAR 83-R					Contact SFC Michael Kelsen
USAR 130-R					301-833-6553/ 240-601-0193 <a href="mailto:michael.j.kelsen.mil@mail.mil">michael.j.kelsen.mil@mail.mil</a>
<b><i>Command Group</i></b>					
CSM In-Brief/Exit Brief					

	INPROCESSING		OUTPROCESSING		REMARKS
	YES	NO	YES	NO	
<b>Family Programs</b>					
USARC Form 107-R					
<b>HHC</b>					
DA Form 31 Complete					
Copy of DD Form 93					
Copy of SGLI					
DA 5960					
Medical Records					
Personnel Records					
Family Care Plan					
APFT Card					
Weapons Card					
Award Processed					
NCOER Complete					
1SG In-Brief/Exit Brief					
HHC Cdr In-Brief/Exit Brief					
<b>Sponsorship Packet</b>					
Welcome Letter					
Sponsorship Checklist					
LIK Memo of Understanding					
HHC RECORDS CUSTODIAN SIGN AND DATE			HHC RECORDS CUSTODIAN SIGN AND DATE		
HHC RECORDS CUSTODIAN PRINTED NAME			HHC RECORDS CUSTODIAN PRINTED NAME		
HHC CDR SIGN AND DATE			HHC CDR SIGN AND DATE		
HHC CDR PRINTED NAME			HHC CDR PRINTED NAME		
HHC 1SG PRINTED NAME AND DATE			HHC 1SG SIGNATURE AND DATE		