

INPROCESSING CHECKLIST for Active Component Full-Time Support Personnel

(USARC Pamphlet 600-1; the proponent agency is DCSPER)

Soldier's Full Name _____ Rank _____ PMOS _____ SSN _____
(Last, First, MI)

Unit of Assignment _____ Date Soldier Inprocessed into MUSARC _____

- Military Personnel Records Jacket (MPRJ).** Secure MPRJ.
- PCS Order.** Review soldier's PCS order for correctness. If soldier's unit of assignment is more than 50 miles from the MUSARC, TDY is authorized and should be indicated on the order. If not, contact AC FTS Section at the time of inprocessing.
- Clothing Record and DA Form 3078** (if applicable). To obtain any personal clothing items that are authorized for active duty enlisted soldiers the DA Form 3078 must be approved.
- SIDPERS Arrival Transaction.** Call your SIDPERS analyst at Fort McPherson MILPO to arrive the soldier into your organization.
- Emergency Data Card (DA Form 93).** Review and complete Emergency Data Card for the soldier IAW AR 600-8-1 (The Army Casualty System) and Fort McPherson MILPO Handbook.
- Servicemen's Group Life Insurance (SGLI).** Review and complete SGLI for the soldier IAW DA message DTG 070027Z Nov 92, Subject: Servicemen's Government Life Insurance , and Fort McPherson MILPO Handbook.
- DA Form 2A (Enlisted) or Officer Record Brief.** Review and update records IAW DA Pam 600-8-10 and Fort McPherson MILPO Handbook. Give special attention to the following items:

DA Form 2A (Enlisted Personnel):

- () **Section I, Item 8 (Dependents).** Any change in number of dependents? Documentation required.
- () **Section I, Item 13 (Marital Status).** Any change? Documentation required.
- () **Section II, Items 2 and 3 (Grade/Date of Rank).** Service member will verify entries. If promoted since last update, provide a copy of the promotion order to AC FTS Section and ensure copy is in MPRJ.
- () **Section III, Items 1, 2, and 3 (Unit of Assignment).** Verify current unit of assignment.
- () **Section IV, Item 3 (ETS Date).** Soldier should verify ETS date. Soldier should have sufficient time remaining to complete a 3-year stabilization.
- () **Section IV, Item 6 (Date of Last PCS).** Enter year and month. This entry could affect eligibility for reassignment.
- () **Section IV, Item 9 (Date of Last Photo).** Service member should ensure that official photograph is no more than 3 years old. A more recent photograph may be desired if the service member is eligible for consideration by a DA selectio board. Reference paragraphs 14 and 23, P& A Handbook for AC FTS Personnel, for additional information regarding photograph processing and importance.

Officer Record Brief:

- () **Date of Audit.** Enter date completed.
- () **Grade.** If officer has been promoted since last audit, note new grade and attach promotion order. If officer is on an HQDA promotion list, indicate "P" next to current grade and note the promotion sequence number and the year of the promotion board that selected the officer for promotion. Documentation required.
- () **Name.** Has officer had a legal name change? Documentation required.
- () **Dependents.** Any change in number of dependents? Documentation required.
- () **Marital Status.** Any change? Documentation required.
- () **Military Education.** Has officer completed CAS3, CGCS, SSC, or other courses since last audit? Documentation required.
- () **Civilian Education.** Has officer completed any civilian degree since last audit? Documentation required.
- () **Awards and Decorations.** Any award from officer's previous unit will probably not be reflected. Documentation required.
- () **Date of Last PCS.** Enter appropriate date.
- () **Assignment History.** Post new assignment information.

[NOTE: The "Documentation required" notation indicates that a copy of appropriate orders, birth or marriage certificates, divorce decrees, course completion certificates, etc., should be submitted to Fort McPherson MILPO.]

- Duty Appointment Memorandum.** Complete a duty appointment memorandum as illustrated in the Fort McPherson MILPO Handbook.
- Evaluation Reports (OER/NCO-ER).** Make copy of last report and include in MPRJ.
- Promotion Standing List for Soldiers in Grades E-5 and E-4.** If soldier is on a Promotion Standing List, contact Fort McPherson MILPO during the inprocess. The MILPO reviews the AAC-C10 and promotion package with you and transfers soldier to the local standing list.
- Reserve Orientation Course for the Active Army (ROCAA).** Schedule attendance at ROCAA during the orientation of newly assigned AC FTS soldiers. The soldier should attend during the first 90 days of his/her assignment.

Inprocessing orientation includes, at a minimum, the following:

- Verification of DA Form 873/Security Clearance.
- Initial OPSEC briefing (within 90 days).
- Mobilization briefing.
- Review of soldier's training file.
- Role of the Active Component Full-Time Support soldier and the program.
- Job description, responsibilities, and functions of the soldier's position.
- Evaluation report rating chain.
- Procedures for handling personnel and pay problems.
- Available health care services for soldiers and dependents.
- Educational opportunities, both military and civilian.
- Military support facilities (Post Exchange, Commissary, Red Cross, JAG Office, Clothing Sales Store, etc.)
- Pay and Allowances, to include Variable Housing Allowance (VHA).
- Ordinary leave, emergency leave, and pass policy and procedures.
- Submission of household goods claims.
- Other. Copy of inprocessing checklist should be provided to the service member.
- Mailing Records. After above items have been completed, the soldier's MPRJ should be mailed to the Inprocessing Section, MILPO, ATTN: AFZK-PAM, Fort McPherson, GA 30330-5000, within 72 hours after the soldier has reported for duty.

NOTES:

SIGNATURE OF MUSARC ADMINISTRATOR

SIGNATURE OF SERVICE MEMBER