

IN- AND OUT-PROCESSING RECORDS CHECKLIST

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

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 units and the proper out-processing of Soldiers from their losing units.

ROUTINE USES: To ensure that Soldiers have all of the documents for both in- and out-processing and to ensure the identification of certain legal conditions that could preclude Soldiers from deployment, if present, during in- and out-processing. 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- and out-processing.

INSTRUCTIONS

This form will be initiated at the losing unit during out-processing and provided to the Soldier along with the documents listed below. The gaining unit will complete this form by checking for the presence of each document. Confirm whether or not each document is present by checking "Yes" if the document is present and "No" if the document is absent. Prepare this form in two copies: One copy remains at the losing unit, and the Soldier two copies: One copy remains at the losing unit, and the Soldier hand carries the other copy to the gaining unit.

| | | |
|--|---------|------------|
| 1. NAME (<i>Last, First, Middle</i>) | 2. RANK | 3. MOS/AOC |
|--|---------|------------|

| OUT-PROC | | IN-PROC | | 4. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--|
| YES | NO | YES | NO | |
| a. PERSONNEL RECORD DOCUMENTS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Enlisted Record Brief (ERB) or Office Record Brief (ORB). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Promotion board proceedings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 268 (<i>Report to Suspend Favorable Action (FLAG)</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 78-R (<i>Recommendation for Promotion to 1LT/CW2</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 31 (<i>Request and Authority for Leave</i>), original copy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service member deployment history out-processing verification sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 93 (<i>Record of Emergency Data</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | VA Form SGLV 8286A (<i>Family coverage election and certificate</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Go Army Ed (<i>Army Continuing Education System (ACES) Record</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3068-1 (<i>Marine Service Record</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Label 164 (<i>Nuclear/Chemical Personnel Record Label</i>) . Mandatory for all Soldiers being reassigned to duty positions in the PRP/CPRP. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3645 (<i>Organizational Clothing and Individual Equipment Record</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3180 (<i>Personnel Screening and Evaluation</i>) . Mandatory for Soldiers assigned to projected for assignment to PRP or CPRP positions, Soldiers holding a nuclear or chemical related MOS or AOC and Soldiers who have been disqualified from PRP or CPRP assignment. Note: Ensure that a copy is filed in the Medical Record (<i>DA Form 3444 series</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3955 (<i>Change of Address and Directory Card</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 1172-2 (<i>Application for Identification Card-DEERS Enrollment</i>) . Ensure the currency and accuracy of application (s) for eligible Family member (s). Changes in Family member status should be reported to the MPD/S1 for appropriate Defense Enrollment Eligibility Reporting System (<i>DEERS</i>) maintenance processing and/or ID card issue, if applicable, as prescribed by AR 600-8-14. |

| OUT-PROC | | IN-PROC | | 4. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS |
|-------------------------------------|--------------------------|--------------------------|--------------------------|---|
| YES | NO | YES | NO | a. PERSONNEL RECORD DOCUMENTS <i>(Continued)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 1306 (<i>Statement of Jump and Loading Manifest</i>) . Mandatory for all Soldiers holding MOS 92R or an SQI or ASI indicating jump qualification. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 1307 (<i>Individual Jump Record</i>) . Mandatory for all Soldiers holding MOS 92R or an SQI or ASI indicating jump qualification. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 1315 (<i>Reenlistment Data</i>) . Mandatory for Soldiers in the ranks of SSG and below. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3078 (<i>Personal Clothing Request</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 330 (<i>Language Proficiency Questionnaire</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of the following must be present as evidence that an investigation or final clearance has been requested (<i>listed in precedence</i>). SF Form 86 (<i>Questionnaire for National Security Positions</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 5305 (<i>Family Care Plan</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3513 (<i>Individual Flight Records Folder, United States Army</i>). Mandatory for Soldiers holding PMOS, AOC, SSI, SQI, or ASI requiring flight. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3479-1 (<i>Trainee Controller Evaluation</i>). Mandatory for all Soldiers who perform duties described in TC 3-04.81. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 2366 (<i>Montgomery GI Bill Act of 1984 (MGIB)</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 348 (<i>Equipment Operator's Qualification Record (Except Aircraft)</i>) . Mandatory for all Soldiers who are qualified to operate an Army vehicle other than full track combat vehicles or hold an MOS/AOC requiring the operation of an Army motor vehicle other than full track combat vehicles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 2648 (<i>Preseparation Counseling Checklist</i>). |
| b. HEALTH AND DENTAL RECORDS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 2795 (<i>Pre-Deployment Health Assessment Questionnaire</i>) . Required for all Soldiers being reassigned or deployed overseas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 2766 (<i>Adult Preventive and Chronic Care Flowsheet</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3444 series (<i>Dental Record</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Medical Protection System (<i>MEDPROS</i>) individual medical readiness (<i>IMR</i>) report. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Label 162 (<i>Emergency Medical Identification Symbol</i>). Mandatory for all Soldiers issued a medical warning tag. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SF Form 601 (<i>Health Record - Immunization Record</i>). Cross check against MEDPROS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Anthrax Vaccine Immunization Program (AVIP) status. MEDPROS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 4515 (<i>Personnel Reliability Program Record Identifier</i>). Mandatory for all Soldiers assigned or projected for assignment to PRP positions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 3349 (<i>e-profile</i>). Cross check against DD Form 2795 for evidence of a physical profile. NOTE: Electronically generate hand written not authorized. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MOS Administrative Retention Review (<i>MAR2 processing</i>). Mandatory for all Soldiers who have a permanent physical profile category of 3 or 4. NOTE: Must be electronically generate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | HIV screening. Check DD Form 2795 or medical records. |

| OUT-PROC | | IN-PROC | | 4. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS |
|---|--------------------------|--------------------------|--------------------------|--|
| YES | NO | YES | NO | b. HEALTH AND DENTAL RECORDS <i>(Continued)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Body Composition Program documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Army Substance Abuse Program (ASAP). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DNA collection records. |
| c. SOLDIER'S PERSONAL POSSESSION ITEMS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DD Form 2S (Res) <i>(Armed Forces of the United States Geneva Conventions Identification Card)</i> . Ensure that the information on the ID card is current and accurate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Common Access Card (CAC). Ensure that the information on the CAC is current and accurate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DA Form 31 <i>(Request and Authority for Leave)</i> . Individual copy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Travel/itinerary. Mandatory only for all Soldiers traveling over water. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PHS Form 731 <i>(International Certificate of Vaccination)</i> . Cross check against the SF Form 601. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eyeglasses <i>(2 pairs each)</i> . Cross check against the MEDPROS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Protective mask inserts. Cross check against the MEDPROS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification tags <i>(2 each)</i> . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hearing aids with extra batteries. Cross check against the MEDPROS. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Medical warning tag. Mandatory for Soldiers with DA Label 162 affixed to the health and dental records. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Passport and/or visa, if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NATO travel orders. Mandatory for all Soldiers assigned to or traveling through a country identified as having this requirement in the Foreign Service Guide. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reassignment order. |
| d. CRITICAL SOLDIER INFORMATION ITEMS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier a sole surviving son or daughter? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier a citizen of the Federal Republic of Germany? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier a citizen of Turkey or a dual U.S./Turkish national? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier a former prisoner of war or hostage? If yes, list the country or countries where the Soldier was held captive. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier a former Peace Corps member? If Yes, list the country or countries where Peace Corps service was performed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the Soldier have a pending or approved request for noncombatant status as a conscientious objector per AR 600-43? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Soldier pregnant? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the Soldier given birth within the last 6 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the Soldier been awarded adoption placement within the last 6 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If enlisted, has the Soldier completed initial entry training? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If a warrant officer, has the Soldier completed the Warrant Officer Basic Course, and is the Soldier MOS qualified? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If a commissioned officer, has the Soldier completed an Army Officer Basic Course? |