

PERSONNEL INPROCESSING RECORD

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

SECTION A - PERSONAL DATA

1. NAME	2. RANK	3. SSN	4. PMOS
5. NEW UNIT OF ASSIGNMENT			

SECTION B - INSTRUCTIONS

Soldier will hand carry original during inprocessing. Inprocessing station NCOIC will conduct a check and sign in the block provided. All officers and senior noncommissioned officers (SFC and above) are authorized to inprocess individually. However, they will sign-in and have their leave terminated at the Replacement Detachment or by the G1 / AG assignment management personnel. Upon completion of inprocessing, soldier will give original to the Unit / Battalion SIDPERS clerk for action.

SECTION C - REPLACEMENT DETACHMENT LEVEL

1a. DATE ARRIVED	1b. TIME ARRIVED	2. STOP LEAVE (DA FM 31)	3a. BILLETING IN	3b. BILLETING OUT
4a. MESS IN	4b. MESS OUT	5. FLAGGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. SIDPERS "GAIN"	
7. SIDPERS "DPRT"		8. WEIGHT CONTROL PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO		

SECTION D - INSTALLATION/COMMUNITY LEVEL

PERSONNEL STRENGTH MANAGEMENT STATION	YES	NO
1. Has Soldier Processed Through MMRB if Profile is 3 or 4?		
SUPERVISOR'S SIGNATURE		
PERSONNEL INFORMATION STATION		
2. Is SGLI Current? (DATE:)		
3. Is DD Form 93 Current? (DATE:)		
Is Soldier One of the Following		
4. Alien? (Germany - Turkey)		
5. Sole Surviving Child?		
6. Former POW? (If Yes, List Country)		
7. Former Peace Corps Member? (If Yes, List Country)		
8. Has Soldier Completed 12 Weeks of Military Training?		
SUPERVISOR'S SIGNATURE		
DEERS / RAPIDS / ID CARD STATION		
9. Does Soldier Possess Two ID Tags?		
10. Does Soldier Possess Current ID Card?		
SUPERVISOR'S SIGNATURE		
MEDICAL STATION		
11. Is HIV Test Result Posted to Records? (Date of Test)		
12. Does Soldier Possess Two ID Warning Tags, If Needed?		
13. Does Soldier Possess Two Pairs of Eyeglasses, If Needed?		
14. Does Soldier Possess Two Pairs of Eye Inserts, If Needed?		
15. Does Soldier Possess Hearing Aid With Spare Batteries, If Needed?		
16. Are Soldier's Immunizations Current for Unit of Assignment?		
SUPERVISOR'S SIGNATURE		
DENTAL STATION		
17. Does Soldier Possess a Dental Record?		
SUPERVISOR'S SIGNATURE		

SECURITY CLEARANCE STATION			YES	NO	FAMILY HOUSING STATION			YES	NO
18. Did Soldier Process Through This Station?					23. Did Soldier Process Through This Station?				
SUPERVISOR'S SIGNATURE					SUPERVISOR'S SIGNATURE				
FINANCE STATION			ARMY COMMUNITY SERVICE STATION						
19a. Did Soldier Process Through This Station?					24. Did Soldier Process Through This Station?				
19b. BAS Started?					SUPERVISOR'S SIGNATURE				
SUPERVISOR'S SIGNATURE					COMMERCIAL ACTIVITIES STATION				
PROVOST MARSHAL STATION			25. Did Soldier Process Through This Station?						
20. Did Soldier Process Through This Station?					SUPERVISOR'S SIGNATURE				
SUPERVISOR'S SIGNATURE					CENTRAL ISSUE FACILITY				
EDUCATION CENTER STATION			26. Did Soldier Process Through This Station?						
21. Did Soldier Process Through This Station?					SUPERVISOR'S SIGNATURE				
SUPERVISOR'S SIGNATURE					FINAL CHECK AT INSTALLATION / COMMUNITY LEVEL				
TRANSPORTATION STATION			27. Inprocessing Control Station Sergeant						
22. Did Soldier Process Through This Station?					Has Soldier Correctly Inprocessed?				
SUPERVISOR'S SIGNATURE					28. Replacement Detachment Processing Sergeant				
					Has Soldier Correctly Cleared? (Date)				
29. OTHER REQUIREMENTS									

SECTION E - UNIT/BATTALION LEVEL

Soldier Was Processed Through/Was Checked For		YES	NO	Soldier Was Passed Through/Was Checked For		YES	NO
1. Battalion S1				8. Battalion S3			
2. Meal Card				9. Training NCO			
3. Mail Room				10. NBC NCO			
4. TACC				11. Weapon Qualification (Date)			
5. Family Care Plan				12. Battalion S4			
6. Battalion S2				13. Supply NCO			
7. Necessary Security Clearance for Current Duty Position				14. Armorer			

16. SIGNATURE OF INPROCESSING SOLDIER

17. DATE