

IN- AND OUT-PROCESSING RECORDS CHECKLIST

For use of this form, see AR 600-8-101; the proponent agency is DCS, G1

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. Check the "NA" column if the document is not applicable to the soldier. Prepare this form in two copies: One copy remains at the losing unit, and the soldier carries the other copy to the gaining unit.

1. NAME (<i>Last, First, MI</i>)	2. SSN	3. RANK	4. MOS/AOC
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OUT-PROC		IN-PROC		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		
					a. PERSONNEL RECORD DOCUMENTS
					Enlisted Record Brief (<i>ERB</i>).
					DA Form 3355 (<i>Promotion Point Worksheet</i>).
					Officer Record Brief (<i>ORB</i>) (<i>DA Form 4037</i>).
					DA Form 78-R (<i>Recommendation for Promotion to 1LT/CW2</i>).
					DA Form 31 (<i>Request and Authority for Leave</i>), original copy.
					Service Member Deployment History Out-processing Verification Sheet.
					DD Form 93 (<i>Record of Emergency Data</i>).
					VA Forms SGLV 8285 (<i>Request for Insurance</i>) and SGLV 8286 (<i>Servicemembers' Group Life Insurance</i>).
					DA Form 669 (<i>Army Continuing Education System (ACES) Record</i>).
					DA Form 3068 (<i>Marine Service Book</i>)
					DA Label 164 (<i>Nuclear/Chemical Personnel Record Label</i>). Mandatory for all soldiers being reassigned to duty positions in the PRP/CPRP.
					DA Form 3626 (<i>Vehicle Registration/Driver Record</i>).
					DA Form 3645 (<i>Organization Clothing and Individual Equipment Record</i>).
					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>).
					DA Form 3955 (<i>Change of Address and Directory Card</i>).
					DD Form 1172 (<i>Application for Uniformed Services Identification Card-DEERS</i>). Ensure the currency and accuracy of application(s) for eligible family member(s). Changes in family member status should be reported to the PSB/MPD 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		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		a. PERSONNEL RECORD DOCUMENTS <i>(Continued)</i>
					DA Form 1306 (<i>Statement of Jump and Loading Manifest</i>). Mandatory for all soldiers holding MOS 43E or an SQI or ASI indicating jump qualification.
					DA Form 1307 (<i>Individual Jump Record</i>). Mandatory for all soldiers holding MOS 43E or an SQI or ASI indicating jump qualification.
					DA Form 1315 (<i>Reenlistment Data</i>). Mandatory for soldiers in the ranks of SSG and below.
					DA Form 3078 (Personal Clothing Request).
					DA Form 330 (Language Proficiency Questionnaire).
					DA Form 873 (<i>Certificate of Clearance and/or Security Determination</i>). Mandatory if absent or if solely for an interim clearance. A copy of one of the following must be present as evidence that an investigation or final clearance has been requested (<i>listed in precedence</i>): a. DD Form 1879 (<i>Request for Personnel Security Investigation</i>). A copy of SF Form 86 (<i>Questionnaire for National Security Position</i>) or DIS Form 1 may be present and should be withdrawn upon receipt of final clearance. b. SF Form 86. c. DIS Form 1 (<i>Report of NAC/ENTNAC (RON)</i>). d. DA Form 5247-R (<i>Request for Security Determination</i>). May be alone, supported by SF Form 86 or DIS Form 1, or in message format.
					DA Form 5305-R (<i>Family Care Plan</i>).
					DA Form 3513 (<i>Individual Flight Records Folder, United States Army</i>). Mandatory for soldiers holding PMOS, AOC, SSI, SQI, or ASI requiring flight.
					DA Form 3479-1-R (<i>Trainee Controller Evaluation</i>). Mandatory for all soldiers who perform duties described in TM 95-200.
					DD Form 2366 (<i>Montgomery GI Bill Act of 1984 (MGIB)</i>).
					DA Form 5287 (<i>Training Record Transmittal Jacket</i>). DA Form 3595-R (<i>Record Fire Scorecard</i>) and DA Form 705 (<i>Army Physical Fitness Test Scorecard</i>) must be included in this jacket.
					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.
					DD Form 2648 (<i>Preseparation Counseling Checklist</i>).
b. HEALTH AND DENTAL RECORDS					
					DD Form 2795 (<i>Pre-Deployment Health Assessment Questionnaire</i>). Required for all soldiers being reassigned or deployed overseas. Mandatory for soldiers with less than 6 months of active duty.
					DD Form 2766 (<i>Adult Preventive and Chronic Care Flowsheet</i>).
					DA Form 3444 series Dental Record.
					Medical Protection System (<i>MEDPROS</i>) Individual Medical Readiness (<i>IIMR</i>) Report.
					DA Label 162 (<i>Emergency Medical Identification Symbol</i>). Mandatory for all soldiers issued a medical warning tag.
					SF Form 601 (<i>Health Record - Immunization Record</i>). Cross check against PHS Form 731.
					Anthrax Vaccine Immunization Program (AVIP) status. Check SF Form 601 and PHS Form 731.
					DA Form 4515 (<i>Personnel Reliability Program Record Identifier</i>). Mandatory for all soldiers assigned or projected for assignment to PRP positions.
					DA Form 3349 (<i>Physical Profile</i>). Cross check against DD Form 2795 for evidence of a physical profile.
					MOS Medical Retention Board (<i>MMRB</i>). Mandatory for all soldiers who have a permanent physical profile category of 3 or 4.
					HIV screening. Check DD Form 2795 or medical records.

OUT-PROC		IN-PROC		NA	5. REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS
YES	NO	YES	NO		b. HEALTH AND DENTAL RECORDS <i>(Continued)</i>
					Weight Control Program documents.
					DNA collection records.
c. SOLDIER'S PERSONAL POSSESSION ITEMS					
					DD Form 2A <i>(Active Duty Military ID Card)/(Armed Forces of the United States Geneva Conventions Identification Card)</i> . Ensure that the information on the ID card is current and accurate.
					Common Access Card <i>(CAC)</i> . Ensure that the information on the CAC is current and accurate.
					DA Form 31 <i>(Request and Authority for Leave)</i> . Individual copy.
					DA Form 4600 <i>(Travelope)</i> . Mandatory only for all soldiers traveling over water.
					PHS Form 731 <i>(International Certificate of Vaccination)</i> . Cross check against the SF Form 601.
					DD Form 1854 <i>(U.S. Customs Accompanied Baggage Declaration)</i> . Mandatory only for all soldiers traveling from overseas to CONUS.
					Eyeglasses <i>(2 pairs each)</i> . Cross check against the DD Form 2795.
					Protective mask inserts. Cross check against the DD Form 2795.
					Identification tags <i>(2 each)</i> .
					Hearing aids with extra batteries. Cross check against the DD Form 2795.
					Medical warning tag. Mandatory for soldiers with DA Label 162 affixed to the health and dental records.
					Passport and/or visa.
					NATO Travel Orders. Mandatory for all soldiers assigned to or traveling through a country identified as having this requirement in the Foreign Service Guide.
					Reassignment order.
d. CRITICAL SOLDIER INFORMATION ITEMS					
					Is the soldier a sole surviving son or daughter?
					Is the soldier a citizen of the Federal Republic of Germany?
					Is the soldier a citizen of Turkey or a dual U.S./Turkish national?
					Is the soldier a former prisoner of war or hostage? If yes, list the country or countries where the soldier was held captive.
					Is the soldier a former Peace Corps member? If Yes, list the country or countries where Peace Corps service was performed.
					Does the soldier have a pending or approved request for noncombatant status as a conscientious objector per AR 600-43?
					Is the soldier pregnant?
					Has the soldier given birth within the last 4 months?
					Has the soldier adopted a child within the last 4 months?
					If enlisted, has the soldier completed initial entry training?
					If a warrant officer, has the soldier completed the Warrant Officer Basic Course, and is the soldier MOS qualified?
					If a commissioned officer, has the soldier completed an Officer Basic Course?