



New Soldier In-Processing Checklist

S-1

- Keep your sponsor informed of any changes in your status.
- Arrive on day of in-processing at 0900 hrs in duty uniform. ****HAND CARRY SUMMER APFT FOR HT/WT SCREENING.**
- PCS Orders (single sided).
- ID Card/PIN and ID Tags (2).
- Clearing Papers from current unit, (single sided), (you cannot in-process without this).
- Last NCOER from departed unit, or Memorandum stating why was not complete upon departure.
- Advice of Payment from MyPay for advances drawn for this PCS.
- ARC Diploma and PMOS Orders (these are required to start your Special Duty Assignment Pay (SDAP)...if arriving OCONUS it is the Soldier's responsibility to provide these documents to S1 upon return from ARC).
- Original DA 31 for PCS leave signed out by losing command.
- Receipts for any expense for \$75.00 or more (including tolls).
- Assignment or termination of government housing from your current location (if applicable).
- Letter of Acceptance for Government Housing (including leased housing).
- Clearance of Government Quarters (Last duty station; If applicable).
- Post Deployment Health Reassessment (Print from AKO: My Medical Readiness).
- DITY/PPM Move, all items from PPM Checklist.
- TLE If completed 10 days, lodging receipts with zero "paid" balance.
- Key Supporting Documents (KSD): Marriage Cert, Dependent Birth Certificates, Any special pay orders (Language, flight, etc).
- EFMP Certification (If applicable).
- Family Care Plan (If applicable).

Additional Documents Required for "New Hire" AGR Soldiers

- Copies of marriage and birth certificates.
- W-4.
- DD 2058 (State of Legal Residence).
- SF 1199 (Direct Deposit).
- DA 3685 Pay Election.
- DA 1506 (Statement of Service).
- Copies of DD 214s.

S-4

- Copy of your Driver's License, if you own a motorcycle, copy back side of license as well.
- Copy of your Accident Avoidance Certificate.
- Clothing Record Printout from AKO.
- Copy of your Composite Risk Management.
- 79R, please bring a copy of your last clothing supplement (DA 3078), ERB, and 79R orders.
- If you own a motorcycle, Copy of your Motorcycle Certificate, registration and insurance.
- If you are a Commander or 1SG you will need a copy of your Commanders Safety Course.

Training Shop

- APFT Scorecard.
- DA 5500/5501 (if applicable).
- Weapons Card.
- DA 1059 from Army Recruiter Course, and 79R SMOS order.
- DA 1059 from last completed NCOES.
- Copy of last completed level SSD.
- Summer APFT Uniform, (HT/WT) Screening.

Resource Manager

- Government Travel Card.
- Ensure you have cleared last unit DTS manager.
- Bank/Routing Info (for DTS input).