



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation  
No 600-8

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Administration  
MILITARY PERSONNEL MANAGEMENT – TRAINEE PROCESSING

**Summary.** This regulation prescribes policies and procedures for the administrative processing of soldiers on United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW).

**Applicability.** This regulation is applicable to all Initial Entry Training (IET) units, and the organizations and directorates that provide administrative processing support to soldiers on FLW.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

**Suggested Improvements.** The proponent of this regulation is the Installation Adjutant General (AG) in the Military Personnel Office (MILPO). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommend Changes to Publications and Blank Forms) to Cdr., USA MANSCEN, ATTN: ATZT-AG, Fort Leonard Wood, MO 65473-5000.

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## Chapter 1 INTRODUCTION

1-1. Purpose. This regulation prescribes MANSCEN guidance, policies and procedures regarding the processing of United States Army IET soldiers on FLW. Additionally, to define those critical tasks, the suspenses, and responsibilities for each organization concerned. The focus of this guidance is to ensure that all organizations are performing the tasks necessary to administratively process IET soldiers in a timely manner, with a goal of preventing unnecessary holdovers.

1-2. References and Forms. Required and related references are listed in appendix A.

1-3. Explanation of Acronyms and Abbreviations. Acronyms and abbreviations used in this regulation are explained in the glossary.

1-4. Explanation of Terms.

a. The term "Unit" is used throughout this regulation to identify tasks that are done somewhere within the training brigade (BDEs). The intent of this regulation is not to micromanage the training BDEs by dictating to them how to perform certain tasks, or at which level to perform those tasks. All directorates, units, and agencies are responsible for developing internal policies and procedures that address and resolve their respective issues and responsibilities. However, where necessary, this regulation may standardize the accomplishment of certain tasks at the company, battalion, or BDE level.

b. This regulation ties the timelines for completing processing tasks to a certain number of days or weeks after training day zero (T) (Example: T+2 Weeks) or number of days or weeks prior to graduation day (G) (Example: G-3 Weeks). Timelines measured in days would be standard FLW duty days. All timelines imply "not-later-than" (NLT) suspenses except for AIT units with military occupational specialties (MOS) training cycles that are five weeks or less. These units will have shorter suspenses for most critical tasks in order to complete all processing procedures prior to graduation. Those shorter suspenses can not be established by this regulation, but will be worked between the training noncommissioned officer (TNCO) and the respective organization/directorate.

1-5. Responsibilities. Critical tasks are identified and specific sub-tasks are assigned to the individual unit, MILPO, the 43d AG Battalion (BN), and other MANSCEN directorates as appropriate. All directorates, units, and agencies involved in the processing of OSUT and AIT soldiers at FLW will use this regulation as a guideline to ensure that these soldiers are processed in a timely manner. Training units will ensure that the processing timelines are included in their organizational training calendar.

## Chapter 2 GENERAL PROCESSING PROCEDURES

Several unique tasks and/or soldier situations with instructions are listed below to clarify special processing requirements.

2-1. New Starts. (Recycle) - Losing organization does Standard Installation Division Personnel Reporting System (SIDPERS) transaction immediately upon movement of soldier and creates a DA Form 4187 (Personnel Action). Losing unit provides a copy of the DA Form 4187 to MILPO trainee assignment manager, MILPO trainee records (DA Form 201 (Military Personnel Records Jacket)), and gaining unit, NLT the next day. The DA Form 4187 must contain the losing unit and unit identification code (UIC), losing class number, gaining unit and UIC, gaining class number, effective date, and short justification. An example DA Form 4187 for new start can be found at appendix B.

2-2. Rollovers. The losing organization creates a DA Form 4187 immediately upon movement of the soldier and attaches a copy of

the DA Form 4187 to the initial roster provided to MILPO trainee assignment manager, and provides a copy to MILPO trainee records (201 File), and gaining unit. The gaining unit will add rollovers to their initial roster, and annotate losing unit. The DA Form 4187 must contain losing unit and UIC, losing class number, gaining unit and UIC, gaining class number, effective date, and short justification. An example DA Form 4187 for rollover can be found at appendix B.

2-3. Inprocess Mid-Fills. Identify the OSUT mid-fills that have not inprocessed at MILPO or 43d AG BN and schedule an appointment to take them to MILPO trainee in/out processing section immediately. When managing their mid-fill soldiers, OSUT units will follow procedures from Chapter 5, Procedures for AIT Soldiers, through paragraph 5-6, Task #6.

2-4. Training Records. The following applies to the intra-post transfer of soldiers, normally done to move soldiers at the completion of BT to another organization for AIT. Losing units are responsible to provide the soldier's complete training record to the gaining unit. At a minimum, training records will consist of the following-

- a. Reassignment orders to gaining unit.
- b. Initial active duty for training (IADT) orders for Army Reserve/National Guard (AR/NG) soldiers.
- c. DA Form 5286-R (Individual Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)).
- d. DA Form 705 (Army Physical Fitness Test (APFT) Scorecard) (min. 50 points per event).
- e. FLW Form 1275 (End of Cycle Testing Scorecard).
- f. FLW Form 1113 (Phase Counseling Record).
- g. Phase I issue inventory.
- h. Phase II issue inventory.
- i. Central Issue Facility (CIF) inventory for soldiers transferred on FLW.
- j. FLW 1381 (Risk Factor Counseling Worksheet).
- k. Basic Combat Training (BCT) Graduation Certificate
- l. Valid civilian drivers license in soldier's possession (must have for most MOS training on FLW).

2-5. Airborne. Following the processing timelines in the chapter applicable to your organization, identify all soldiers with airborne contracts and all new airborne volunteers. Using the "Airborne Packet Checklist" at appendix C, create airborne packets for each airborne soldier. Schedule airborne physicals for new volunteers, and provide a list of the soldiers with airborne contracts to Consolidated Troop Medical Clinic (CTMC) so they may verify completeness of United States Army Military Entrance Processing Command (MEPCOM) airborne physicals. Create a DA Form 4187 for airborne volunteers, which must be completed NLT G-4 weeks. Upon departure from FLW, all soldiers enroute to airborne school will hand carry their entire airborne packet assembled in accordance with (IAW) appendix C. When planning graduations, it is necessary for the training units to make plans for the soldiers enroute to airborne school, who are normally required to depart FLW by 1400 on Thursdays. This will allow those soldiers to get to the airborne school in time for inprocessing.

2-6. Hometown Recruiter Assistance Program (HRAP) - Following the timelines on the applicable execution matrix, and IAW United States Army Training and Doctrine Command (TRADOC) HRAP standing operating procedure (SOP) and

USAREC Reg 601-103, identify all HRAP volunteers. For all HRAP volunteers, produce DA Form 31 (Request and Authority for Leave) and DA Form 4187 for approval by the BN commander. The DA Form 31 must include the entire leave and HRAP period. Submit the HRAP roster and all HRAP DA Forms 4187 to the MILPO Student/Trainee Management Division (STMD) NLT G-4 weeks. Once the orders have been produced, HRAP preferences will not be modified unless coordinated through the first lieutenant colonel (LTC) in a soldier's chain of command. This is done to ensure that these HRAP issues are visible to unit leadership, and to potentially identify systemic problems at the unit level.

2-7. Leave and Travel Preferences. After receiving soldier's assignments from MILPO STMD, units will submit a class roster with accurate leave and travel preferences (government transportation request (GTR) or travel pay for privately owned vehicle (POV)) for all soldiers, three to four weeks before graduation, as prescribed by the chapter of this regulation applicable to your organization. This suspense allows STMD time to incorporate leave and travel data into soldier's orders, and distribute final orders to units in a timely manner. Involvement of company commanders and BDE executive officer (XO) for adjustments and late processing of tasks identified in paragraph 2-7a to 2-7c below ensures these issues are visible to unit leadership, and potentially identifies systemic problems at the unit level.

a. Late Leave and Travel Rosters. If a unit is past the suspense for turning in this roster, the company commander and BN XO must be sent a courtesy copy of the emailed roster, or sign off on the hard copy before it is turned in to STMD.

b. Changes to Travel Preference. Periodically, unforeseeable situations do arise that require soldiers to change their travel preference. Once orders have been produced, unit commanders or the designated representatives will submit requests for change of travel option to STMD via email, hardcopy if email is down. The company commander and BN XO must be sent a courtesy copy of the email, or sign off on the hard copy before it is turned in to STMD.

c. Leave for OSUT & AIT Graduates. By default, these trainees will be authorized 10 days leave if permanent change of station (PCS) is within the Continental United States (CONUS), and 14 days leave if PCSing outside the Continental United States (OCONUS). IAW AR 600-8-10, company commanders may approve additional leave. Soldiers may decline taking any leave at all. Soldiers that take EXODUS leave during training will not be granted leave upon graduation, unless extreme conditions exist. If so, the commander will personally verify these conditions prior to approving leave. For all graduates, once the orders have been produced, leave preferences will not be modified unless coordinated through first LTC in soldiers' chain of command.

d. Leave for BT Graduates. These trainees are not authorized any leave enroute to AIT. If emergency conditions exist, the losing BT company commander will verify the emergency conditions and ensure that the gaining AIT company commander concurs with desired leave prior to approval.

e. Leave for Civilian Acquired Skills Program (CASP) BT graduates. Follow procedures above in paragraph 2-7c.

f. Leave for BT Graduates enroute to an AIT of 20 weeks or more. Although these trainees are entitled up to seven days of leave, this leave will not be granted unless extreme conditions exist. If so, the losing BT company commander will verify the conditions and ensure that the gaining AIT company commander concurs with desired leave prior to approval.

2-8. Holdovers. Monitor holdover status and submit weekly Inactive Soldier/Holdover Report to MILPO STMD NLT 1600 each

Monday. See FLW Reg 600-24 and FLW Reg 350-6, Chapter 4-3 for reporting procedures.

2-9. CASP. This program allows soldiers to enter the Army in an MOS for which they have already had formal civilian training, without the requirement to attend Army AIT. Soldiers in the CASP program are required to attend BT, and upon graduation they will PCS to their first permanent duty station. BT units will identify all CASP soldiers NLT T+2 weeks, and for those CASP soldiers only, follow procedures listed in Chapter Four, Procedures for OSUT Soldiers, starting with Task #4.

2-10. Army Career and Alumni Program (ACAP) Processing. Public law requires that all soldiers being separated with less than 180 days of service, and receiving a DD Form 214 (Certificate of Release or Discharge from Active Duty) get the abbreviated ACAP pre-separation briefing. At the briefing, the soldier will be provided one copy of the DD Form 2648 (Preseparation Counseling Checklist). This form is required prior to final outprocessing, and will be maintained as part of the soldier's official record.

a. The ACAP staff will provide the pre-separation briefing to AR/NG released from active duty (REFRAD) AIT and OSUT soldiers every Wednesday evening at 1900 in the 1<sup>st</sup> BDE Chapel. Unit commanders will determine which week during the training cycle their soldiers will be briefed.

b. For IET soldiers receiving a chapter discharge, the ACAP pre-separation briefing will be conducted by the BN staff IAW procedures outlined in that unit's memorandum of understanding (MOU) with ACAP.

c. For soldiers that could not attend the briefings listed above, make-up briefings are given at 0800 Monday through Friday in the ACAP Office.

2-11. Changes. Submit situation reports (SITREPs) as necessary to inform MILPO STMD of changes to the class roster (rollovers, new starts, OSUT mid-fills, etc).

### Chapter 3 PROCEDURES FOR BASIC TRAINING (BT) SOLDIERS (Also see also Appendix D)

3-1. Task # 1 (T+0 Days) – Pick-up soldiers.

a. Unit. A unit representative signs for the soldiers from the 43d AG BN on the assigned day. The unit representative will receive a commanders report and a shipping manifest from the 43d AG BN. The unit representative will ensure that these two documents get to the TNCO who will deconflict the initial shipping manifest and the final shipping manifest sent electronically from 43d AG BN. The TNCO will then investigate and resolve discrepancies, consolidate all soldier information and shipping manifests into a class roster and provide a final, accurate roster to the BN S-1.

b. 43d AG BN. When unit representatives sign for soldiers, the 43d AG BN will provide a commanders report and an initial shipping manifest and will send an electronic copy of the final shipping manifest to the gaining unit TNCO within two hours after unit pick-up.

3-2. Task # 2 (T+1 Day) – Records Transfer.

a. Unit.

(1) Send a representative to the 43d AG BN and pick up IADT orders.

(2) Conduct 100% soldier accountability and provide accurate class roster to MILPO STMD. Class rosters will be alphabetical in Microsoft (MS) Excel format, and consist of name,

rank, social security number (SSN), primary military occupational specialty (PMOS), sex, class #, component and the location soldier processed into FLW (e.g., 43d AG BN/MILPO).

b. MILPO.

(1) Receive all personnel records (201 Files) from 43d AG BN, and verify 100% accountability.

(2) Receive accurate class roster and begin processing actions.

c. 43d AG BN.

(1) Have all IADT and assignment orders ready for unit pick-up by 1500.

(2) Hand-carry personnel records to MILPO, STMD.

3-3. Task # 3 (T+4 Days) – Complete Cycle and SIDPERS Rosters.

a. Unit. BN SIDPERS clerk conducts internal personnel asset inventory (PAI) with TNCO, ensuring 100% SIDPERS accountability of soldiers and forwards correct SIDPERS roster to the company TNCO.

b. MILPO. Begin reviewing 201 Files and entering soldier data into Army Training Requirements and Resource Systems (ATRRS).

3-4. Task # 4 (G-7 Weeks) – Identify CASP Soldiers/Finalize Initial ATRRS Input.

a. Unit. To confirm that all CASP soldiers are properly identified, provide an accurate roster of all CASP soldiers to MILPO STMD for reconciliation. Immediately begin processing CASP soldiers according to the procedures in Chapter 4, Procedures For OSUT Soldiers. Begin with task #4 and complete all tasks.

b. MILPO.

(1) Complete ATRRS updates.

(2) Identify all CASP soldiers during review of 201 Files. Reconcile with CASP Roster received from TNCO. Immediately begin processing CASP soldiers according to the procedures in Chapter 4, Procedures For OSUT Soldiers. Begin with task #4 and complete all tasks.

3-5. Task # 5 (G-4 Weeks) - Provide Assignments/Begin Outprocessing.

a. Unit.

(1) After receiving soldiers' assignments from MILPO, create and submit a leave & travel roster for REFRADs & CASPs.

(a) Leave for BT Graduates – Basic trainees are not authorized leave enroute to AIT (para. 2-7d).

(b) Roster will indicate accurate travel preference (GTR or travel pay for POV) for all REFRAD and CASP soldiers.

(c) Roster will indicate accurate leave preferences for CASP soldiers, following procedures in paragraph 2-7e.

(d) When considering leave for BT Graduates enroute to an AIT of 20 weeks or more, follow guidance in paragraph 2-7f.

(2) Schedule port call with transportation.

b. MILPO. Provide soldier assignments to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-4 for basic trainees is the overall goal.

c. Directorate of Logistics (DOL). Schedule port call appointment with unit.

3-6. Task # 6 (G-2 Weeks) – Provide Orders/Finalize Travel Arrangements/SIDPERS Lose-Gain Transactions/Request Records.

a. Unit.

(1) After receiving orders from MILPO, finalize travel arrangements for soldiers. Take soldiers to appropriate travel agencies for ticketing (bus station, installation travel agency, port call).

(2) Continue to follow procedures in Chapter 4 for CASP soldiers.

(3) Soldiers that will be attending AIT of 20 weeks or more are entitled to move dependents and ship household goods (HHG's) at the "with dependent" rate, but must be counseled by their company commander on the requirements of TRADOC Reg 350-6 as it pertains to the requirement of living in the barracks until completion of 20 weeks of training. These soldiers will be identified by STMD when orders are published, and a SOU with complete counseling instructions will be forwarded to the unit commander, along with a copy of the soldier's orders. See appendix E for a copy of the SOU.

(4) At least three working days before requested pickup date, submit personnel records pickup roster to MILPO trainee records branch for all soldiers going to AIT at an installation other than FLW, or CASP soldiers with follow-on stateside assignments. Requested pickup date should be no sooner than one week prior to graduation. Pickup roster will be alphabetical by last name, and will list last name, first name, SSN, PMOS, and current unit of assignment, in that order.

(5) At least seven working days before requested pickup date, submit medical records pickup roster to United States Army Medical Command (MEDDAC) CTMC. Requested pickup date should be no sooner than three days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

(6) At least five working days before requested pickup date, submit dental records pickup roster to appropriate United States Army Dental Command (DENTAC) Dental Clinic. Requested pickup date should be no sooner than three days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

b. MILPO.

(1) Provide final soldier orders to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-2 for basic trainees is the overall goal.

(2) Identify soldiers with 20+ Week AIT and forward SOU to unit commander with orders.

(3) Begin SIDPERS lose-gain transactions and Non-Enlisted Distribution and Assignment System (EDAS) entries.

(4) Prepare 201 Files for pickup or transfer.

c. DOL. Ticket soldiers.

d. MEDDAC. Prepare requested medical records for shipment to unit.

e. DENTAC. Prepare requested dental records for shipment to unit.

3-7. Task # 7 (G-1 Week) – Outprocessing/Create DD Forms 214 and DD Forms 220 (Active Duty Report).

a. Unit.

(1) Schedule discharge appointment for REFRAD AR/NG (Split Training Option 1 (STO1)) at MILPO transition branch.

(2) Sign for 201 Files, medical records, and dental records for all soldiers going to AIT at an installation other than FLW, or CASP soldiers with follow-on stateside assignment, and put them into outprocessing packets. REFRAD (STO1) soldiers will receive their 201 Files at the MILPO transition branch during final outprocessing.

b. MILPO.

(1) After receiving proper documentation/orders, MILPO trainee records branch releases 201 Files to unit for soldiers going to AIT at an installation other than FLW, or CASP soldiers with a follow-on stateside assignment. Records branch sends 201 Files to trainee in/out processing for CASP soldiers with overseas assignments, and sends 201 Files to transition branch for AR/NG REFRAD (STO1) soldiers.

(2) Upon receipt of 201 Files, the MILPO transition branch creates DD Forms 214 and DD Forms 220 for all REFRAD (STO1) soldiers.

c. MEDDAC. Provide requested medical records to unit.

d. DENTAC. Provide requested dental records to unit.

3-8. Task # 8 (G-1 Day) – Final Outprocessing (Some of these tasks may often be accomplished on G-0).

a. Unit. Take AR/NG REFRAD (STO1) soldiers to transition branch at MILPO. Soldiers must clear CIF prior to reporting for final outprocessing.

b. MILPO. Unit will bring REFRAD soldiers (STO1) to transition branch for final outprocessing appointment.

(1) Transition branch personnel conduct thorough review of DD Forms 214 and DD Forms 220 with soldiers for accuracy. Any DD Form 214 or DD Form 220 with errors or incomplete data will be corrected on the spot.

(2) Personnel from Identification (ID) Card Facility will ensure that all REFRADs (STO1) are discharged with the correct form of military ID in hand, and brief them on their ID privileges, if any.

(3) After reviewing discharge documents and identification, transition branch will turn the briefing over to the reserve component liaison noncommissioned officer's office (RC LNO) and transportation.

c. RC LNO. Personnel from RC LNO will provide entitlement brief to the REFRAD (STO1) soldiers, and instruct them on reporting to their units of assignment.

d. DOL, Transportation Branch. Brief soldiers and distribute tickets and/or travel itineraries.

3-9. Task # 9 (G-0) - Graduation Day/HRAP Departure Roster (CASP only).

a. Unit. Complete outprocessing. Submit HRAP departure roster for CASP soldiers to MILPO to satisfy TRADOC requirement to report soldier shipment.

b. MILPO. Receive HRAP departure roster and process IAW TRADOC HRAP SOP.

3-10. Task # 10 (G+1 Day) – Finalize SIDPERS.

a. Unit BN S1 clerk completes all SIDPERS departure transactions.

b. For soldiers that did not depart as scheduled, their 201 Files must be returned to MILPO trainee records branch NLT 1200.

3-11. Task # 11 (G+2 Days) – Submit Holdover Report/Finalize ATRRS Transactions.

a. Unit.

(1) Unit forwards holdover report to BN. BN forwards completed holdover report to MILPO to clear ATRRS.

(2) Unit forwards request for revocation of orders for all soldiers retained in holdover status, signed by company commander.

b. MILPO.

(1) Submit final MILPO level ATRRS transactions for the graduating class.

(2) Revoke orders of soldiers retained in holdover status by unit, based on request from unit.

#### Chapter 4 PROCEDURES FOR ONE STATION UNIT TRAINING (OSUT) SOLDIERS (Also see Appendix F)

4-1. Task # 1 (T+0 Days) – Pick-up soldiers.

a. Unit. A unit representative signs for the soldiers from the 43d AG BN on the assigned day. The unit representative will receive a commanders report and a shipping manifest from the 43d AG BN. The unit representative will ensure that these two documents get to the TNCO who will deconflict the initial shipping manifest and the final shipping manifest sent electronically from 43d AG BN. The TNCO will then investigate and resolve discrepancies, consolidate all soldier information and shipping manifests into a class roster and provide a final, accurate roster to the BN S-1.

b. 43d AG BN: When unit representatives sign for soldiers, the 43d AG BN will provide a commanders report and an initial shipping manifest and will send an electronic copy of the final shipping manifest to the gaining unit TNCO within two hours after unit pick-up.

4-2. Task # 2 (T+1 Day) – Records Transfer.

a. Unit.

(1) Unit representative goes to 43d AG BN and picks up IADT orders.

(2) Conduct 100% soldier accountability and provide accurate class roster to MILPO STMD. Class rosters will be alphabetical in MS Excel format, and consist of name, rank, SSN, PMOS, sex, class #, component and the location soldier processed into FLW (e.g., 43d AG BN / MILPO). initial class rosters will also include losing organization or installation for inserts.

## b. MILPO.

(1) Receive all personnel records (201 Files) from 43d AG BN and verify 100% accountability.

(2) Receive accurate class roster and begin processing actions.

## c. 43d AG BN.

(1) Have all IADT and assignment orders ready for unit pick-up by 1500.

(2) Hand-carry personnel records to MILPO, STMD.

## 4-3. Task # 3 (T+4 Days) – Complete Cycle and SIDPERS Rosters.

a. Unit. BN SIDPERS clerk conducts internal PAI with TNCO, ensuring 100% SIDPERS accountability of soldiers and forwards correct SIDPERS roster to the company TNCO.

b. MILPO. Begin reviewing 201 Files and entering soldier data into ATRRS.

## 4-4. Task # 4 (T+2 Weeks) – ID Airborne and HRAP/ Finalize Initial ATRRS Input.

a. Unit. Identify all soldiers with airborne contracts, all new airborne volunteers and all HRAP volunteers. Subtasks must be completed NLT G-4 Weeks.

(1) Schedule airborne physicals and begin to compile airborne packets IAW appendix C.

(2) Create DA Form 4187 and volunteer statement for airborne volunteers.

(3) Produce DA Forms 4187 and DA Forms 31 for all HRAP volunteers, IAW TRADOC HRAP SOP and USAREC REG 601-103.

b. MILPO. Complete ATRRS updates.

## 4-5. Task # 5 (G-7 Weeks) – Entrance National Agency check (ENTNAC) Roster.

a. Unit. Final ENTNAC roster is received from MILPO STMD and forwarded to TNCO.

b. MILPO. STMD will complete final ENTNAC roster (list of soldiers that require an ENTNAC waiver) and provide list to the unit point of contact (POC) (typically BDE S2). A second copy of this roster will be provided to MILPO trainee records to identify the soldiers that need to have SF 86 (Questionnaire for National Security Positions) copied out of their 201 Files. Once the SF 86 is available, they will be immediately sent to the unit so the ENTNAC waiver packet can be produced.

4-6. Task # 6 (G-6 Weeks) – ENTNAC Waivers, Company. Unit will produce ENTNAC waiver packets. Company commander conducts interviews and forwards recommendations to BN.

4-7. Task # 7 (G-5 Weeks) – ENTNAC Waivers, BD. Unit BN commander conducts interviews and forwards recommendations to BDE.

4-8. Task # 8 (G-4 Weeks) - Submit ENTNAC waivers, airborne and HRAP requests/provide assignments/begin outprocessing.

a. Unit.

(1) BDE commander approves/disapproves ENTNAC waiver request. Submit all ENTNAC waiver packets to MILPO STMD.

(2) After receiving soldier's assignments from MILPO, create and submit a class roster with accurate leave and travel preference (GTR or travel pay for POV) for all soldiers. By default and unless otherwise specified, OSUT graduates will be authorized ten days leave if PCSing CONUS, and 14 days if PCSing OCONUS. IAW AR 600-8-10, company commanders may approve additional leave. Soldiers may decline taking any leave at all. Soldiers that take EXODUS leave during training will not be granted leave upon graduation, unless extreme conditions exist. If so, the commander will personally verify these conditions prior to approving leave. Once the orders have been produced, changes to leave and travel preferences must be made IAW paragraph 2-7 of this regulation.

(3) Submit final airborne roster with airborne volunteer packets completed IAW appendix C to MILPO.

(4) Submit HRAP roster and all HRAP DA Forms 4187 approved by BN commander to MILPO. Once the orders have been produced, HRAP preferences will not be modified unless coordinated through first LTC in soldiers' chain of command.

(5) Submit Prepare for Overseas Movement (POM) Packets (DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) to CTMC, and FLW Form 713 (Aerial Port of Embarkation Election Statement) to Transportation) and make medical appointments based on assignment.

(6) Schedule OCONUS brief with MILPO.

(7) Schedule overseas brief with Army Community Service (ACS).

(8) Schedule port call with transportation.

(9) Schedule AR/NG REFRADs with ACAP for pre-separation entitlement briefing.

b. MILPO.

(1) Verify that all necessary ENTNAC waiver packets have been submitted. Begin requesting ENTNAC waivers from TRADOC upon receipt of waiver packets from unit.

(2) Provide soldier assignments to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-4 for OSUT soldiers is the overall goal.

(3) Begin processing airborne volunteer applications.

(4) Begin processing HRAP applications.

c. CTMC. Process DA Form 4036-R.

d. DOL. Process FLW Form 713.

## 4-9. Task # 9 (G-3 Weeks) – Conduct OCONUS brief.

a. Unit. TNCO will ensure all required soldiers receive an OCONUS brief.

b. MILPO. Conduct OCONUS brief for all applicable soldiers.

## 4-10. Task #10 (G-2 Weeks)–Provide Orders/Outprocessing.

a. Unit.

(1) After receiving orders from MILPO, finalize travel arrangements for soldiers. Take soldiers to appropriate travel agency for ticketing (bus station, installation travel agency, port call).

(2) Schedule overseas outprocessing appointment with MILPO trainee in/out processing section.

(3) Submit personnel records pickup roster to MILPO trainee records branch for all soldiers with follow-on stateside assignments at least 3 working days before requested pickup date. Requested pickup date should be no sooner than 1 week prior to graduation. Pickup roster will be alphabetical by last name, and will list last name, first name, SSN, PMOS, and current unit of assignment, in that order.

(4) At least seven working days before requested pickup date, submit medical records pickup roster to MEDDAC CTMC. Requested pickup date should be no sooner than 3 days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

(5) At least five working days before requested pickup date, submit dental records pickup roster to appropriate DENTAC Dental Clinic. Requested pickup date should be no sooner than three days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

(6) After ACS Brief, collect all FLW Forms 1493 (AG Oversea Orientation Clearance) from the soldiers and ensure they are added to the outprocessing packet. Trainee in/out processing will remove the forms during final outprocessing of soldiers with overseas assignments.

b. MILPO.

(1) Provide final soldier orders to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-2 for OSUT soldiers is the overall goal.

(2) Prepare personnel records for pickup or transfer.

(3) ACAP will provide entitlement brief to AR/NG soldiers and prepare DD Form 2648, Pre-separation Counseling Checklist, for each soldier. Completed checklists will be forwarded to transition branch for inclusion in the 201 Files.

c. ACS. Provide overseas brief to soldiers.

d. DOL. Ticket soldiers

e. MEDDAC. Prepare requested medical records for shipment to unit.

f. DENTAC. Prepare requested dental records for shipment to unit.

4-11. Task # 11 (G-1 Week) – Outprocessing/Create DD Forms 214 and DD Forms 220.

a. Unit.

(1) Schedule discharge appointment for REFRAD AR/NG at MILPO transition branch.

(2) Sign for 201 Files, medical records, and dental records for those soldiers with stateside assignments, and put them into outprocessing packets. Soldiers with overseas assignments will receive their 201 Files at their overseas outprocessing appointment with MILPO trainee in/out processing section. REFRAD soldiers will receive their 201 Files at the MILPO transition branch during final outprocessing.

b. MILPO.

(1) After receiving proper documentation/orders, trainee records branch releases 201 Files to unit for soldiers with stateside assignment, sends 201 Files to trainee in/out processing for soldiers with overseas assignments, and sends 201 Files to transition branch for AR/NG REFRAD soldiers.

(2) Upon receipt of 201 Files, transition branch creates DD Forms 214 and DD Forms 220 for all REFRAD soldiers. Transition branch will also file DD Forms 2648 received from ACAP in 201 Files.

c. MEDDAC. Provide requested medical records to unit.

d. DENTAC. Provide requested dental records to unit.

4-12. Task # 12 (G-1 Day) – Final Outprocessing (Some of these tasks may often be accomplished on G-0).

a. Unit.

(1) Take AR/NG REFRAD soldiers to transition branch at MILPO. Soldiers must clear CIF prior to reporting for final outprocessing.

(2) Take soldiers with overseas assignments to MILPO trainee in/out processing section for overseas outprocessing appointment. Ensure soldiers hand-carry complete outprocessing packet. Soldiers must clear CIF prior to reporting for final outprocessing.

b. MILPO. Unit will bring REFRAD soldiers to transition branch for final outprocessing appointment.

(1) Transition branch personnel conduct thorough review of DD Forms 214 and DD Forms 220 with soldiers for accuracy. Any DD Form 214 with errors or incomplete data will be corrected on the spot.

(2) Personnel from ID Card Facility will ensure all REFRADs are discharged with the correct form of Military ID in hand, and brief them on their ID privileges.

(3) After reviewing discharge documents and identification, transition branch will turn the briefing over to the RC LNO and transportation.

c. RC LNO. Personnel from RC LNO will provide entitlement brief to the REFRAD soldiers, and instruct them on reporting to their units of assignment.

d. DOL, transportation branch. Brief soldiers and give soldiers their tickets and/or travel itineraries.

4-13. Task # 13 (G-0) - Graduation Day/HRAP Departure Roster.

a. Unit. Complete outprocessing. Submit HRAP Departure Roster to MILPO to satisfy TRADOC requirement to report soldier shipment.

b. MILPO. Receive HRAP departure roster and process IAW TRADOC HRAP SOP.

4-14. Task # 14 (G+1 Day) – Finalize SIDPERS Transactions.

a. Unit BN S1 clerk completes all SIDPERS departure transactions.

b. For the soldiers that did not depart as scheduled, their 201 Files must be returned to MILPO trainee records branch NLT 1200.

4-15. Task # 15 (G+2 Days) – Submit Holdover Report/Finalize ATRRS Transactions.

## a. Unit.

(1) Unit forwards holdover report to BN. BN forwards completed holdover report to MILPO to clear ATRRS.

(2) Unit forwards request for revocation of orders for all soldiers retained in holdover status, signed by company commander.

## b. MILPO.

(1) Submit final MILPO level ATRRS transactions for the graduating class.

(2) Revoke orders of soldiers retained in holdover status by unit, based on request from unit.

Chapter 5  
PROCEDURES FOR ADVANCED INDIVIDUAL  
TRAINING (AIT) SOLDIERS  
(Also see Appendix G)

## 5-1. Task #1 (T+0 Days) – Pick-up soldiers.

a. General. AIT Training units receive soldiers from various sources-

(1) 43d AG BN: Inprocess split option training and prior service soldiers reentering service. A reception BN representative sends an electronic copy of the shipping manifest to the gaining unit TNCO within two hours of unit pick-up.

(2) MILPO, trainee in/out processing. Inprocess reclass soldiers or soldiers being received from a BCT installation other than FLW. MILPO representative sends an electronic shipping manifest to the gaining unit TNCO within two hours of unit pick-up. Trainee in/out processing will keep the 201 Files and two copies of soldiers' orders. Trainee in/out processing will make copies of IADT orders and forward one copy of each order to transportation, finance, and the soldier's unit of assignment by T+1.

(3) Unit to Unit transfer. This is the intra-post transfer of soldiers normally accomplished by moving soldiers at the completion of BT at FLW to another FLW organization for AIT. Losing unit will provide appropriate training records in accordance with para. 2-4, and send an electronic copy of the shipping manifest to the gaining unit TNCO upon movement of the soldier.

b. Unit. Consolidate soldier information and shipping manifests into a class roster. Verify that all soldiers just arriving to FLW have inprocessed at either MILPO or 43d AG BN. Those soldiers that have not previously inprocessed through the installation must immediately be taken to MILPO for inprocessing.

## 5-2. Task #2 (T+1 Day) – Records Transfer.

## a. Unit.

(1) Unit representative goes to 43d AG BN and MILPO to pick up IADT orders.

(2) Conduct 100% soldier accountability and provide accurate class roster to MILPO STMD. Class rosters will be alphabetical in MS Excel format, and consist of name, rank, SSN, PMOS, sex, Class #, component and the location soldier processed into FLW (e.g., 43d AG BN / MILPO). Initial class rosters for AIT will also include losing organization or installation.

## b. MILPO.

(1) Receive all personnel records (201 Files) from 43d AG BN and verify 100% accountability.

(2) Receive accurate class roster and begin processing actions.

(3) Begin SIDPERS arrival transactions.

(4) Provide IADT orders.

## c. 43d AG BN.

(1) Have all IADT and assignment orders ready for unit pick-up by 1500.

(2) Hand-carry soldier 201 Files to MILPO, STMD.

## 5-3. Task #3 (T+5 Days) – Complete Cycle &amp; SIDPERS Rosters.

a. Unit. BN SIDPERS clerk conducts internal PAI with TNCO, ensuring 100% SIDPERS accountability of soldiers and forwards correct SIDPERS roster to the company TNCO.

## b. MILPO.

(1) Complete SIDPERS arrival transactions.

(2) Begin reviewing 201 Files and entering soldier data into ATRRS.

## 5-4. Task #4 (T+1 Week) – ID Airborne &amp; HRAP.

a. Unit. Identify all soldiers with airborne contracts, all new airborne volunteers and all HRAP volunteers. Subtasks must be completed NLT G-4 weeks.

(1) Schedule airborne physicals and begin to compile airborne packets IAW appendix C.

(2) Create DA Form 4187 and volunteer statement for airborne volunteers.

(3) Produce DA Forms 4187 and DA Forms 31 for all HRAP volunteers, IAW TRADOC HRAP SOP and USAREC Reg 601-103.

## b. MILPO. Continue ATRRS entries.

## 5-5. Task #5 (T+2 Weeks) – ENTNAC Roster/Finalize Initial ATRRS Input.

a. Unit. Receive Final ENTNAC roster and provide copy to TNCO.

b. MILPO (For AIT MOS courses of five weeks or less, these subtasks must be completed prior to T+2 Weeks.)

(1) Complete ATRRS updates.

(2) STMD will complete final ENTNAC roster (list of soldiers that require an ENTNAC waiver) and provide list to the unit POC (typically BDE S2). A second copy of this roster will be provided to MILPO trainee records to identify the soldiers that need SF 86 copied out of their DA 201 Files. Once the SF 86 is available, they will be immediately sent to the unit so the ENTNAC waiver packet can be produced.

## 5-6. Task #6 (G-3 Weeks) – Submit ENTNAC Waivers, Airborne and HRAP Requests/Provide Assignments/Begin Outprocessing.

## a. Unit.

(1) ENTNAC waiver packet produced.

(a) Company commander conducts interviews and forwards recommendations to BN.

(b) BN commander conducts interviews and forwards recommendations to BDE.

(c) BDE commander approves/disapproves ENTNAC waiver request.

(d) All ENTNAC waiver packets submitted to MILPO STMD.

(2) After receiving soldier's assignments from MILPO, create and submit a class roster with accurate leave and travel preference (GTR or travel pay for POV) for all soldiers. By default, these trainees will be authorized ten days leave if PCSing CONUS, and 14 days if PCSing OCONUS. IAW AR 600-8-10, company commanders may approve additional leave. Soldiers may decline taking any leave at all. Soldiers that take EXODUS leave during training will not be granted leave upon graduation, unless extreme conditions exist. If so, the commander will personally verify these conditions prior to approving leave. Once the orders have been produced, changes to leave and travel preferences must be made IAW paragraph 2-7 of this regulation.

(3) Submit final airborne roster with airborne volunteer packets completed IAW appendix C to MILPO.

(4) Submit HRAP roster and all HRAP DA Forms 4187 approved by BN commander to MILPO. Once the orders have been produced, HRAP preferences will not be modified unless coordinated through first LTC in the soldier's chain of command.

(5) Submit POM packets (DA Form 4036-R to CTMC, and FLW Form 713 to Transportation) and make medical appointments based on assignment.

(6) Schedule and execute OCONUS brief with MILPO.

(7) Schedule Overseas brief with ACS.

(8) Schedule port call with transportation.

(9) Schedule AR/NG with ACAP for entitlement briefing.

b. MILPO.

(1) Verify that all necessary ENTNAC waivers have been submitted. Begin requesting ENTNAC waivers from TRADOC.

(2) Provide soldier assignments to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-3 for AIT soldiers is the overall goal.

(3) Begin processing airborne volunteer applications.

(4) Begin processing HRAP applications.

(5) Conduct OCONUS brief for all applicable soldiers.

c. CTMC. Process DA Form 4036-R.

d. DOL. Process FLW Form 713.

5-7. Task # 7 (G-2 Weeks) – Provide Orders/Outprocessing.

a. Unit.

(1) After receiving orders from MILPO, finalize travel arrangements for soldiers. Take soldiers to appropriate travel agency for ticketing (bus station, installation travel agency, port call).

(2) Schedule overseas outprocessing appointment with MILPO trainee in/out processing section.

(3) Submit personnel records pickup roster to MILPO trainee records branch for all soldiers with follow-on stateside assignments at least 3 working days before requested pickup date. Requested pickup date should be no sooner than one week prior to graduation. Pickup roster will be alphabetical by last name, and will list last name, first name, SSN, PMOS, and current unit of assignment, in that order.

(4) At least seven working days before requested pickup date, submit medical records pickup roster to MEDDAC CTMC. Requested pickup date should be no sooner than 3 days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

(5) At least five working days before requested pickup date, submit dental records pickup roster to appropriate DENTAC Dental Clinic. Requested pickup date should be no sooner than 3 days prior to graduation. Pickup roster will be sorted numerically by last four of the SSN, and will list current unit of assignment, last name, first name, and full SSN, in that order.

(6) After ACS Brief, collect all FLW Forms 1493 from the soldiers and ensure they are added to the outprocessing packet. Trainee in/out processing will remove the forms during final outprocessing of soldiers with overseas assignments.

b. MILPO.

(1) Provide final soldier orders to unit. Although some circumstances beyond MILPO control will prevent this from happening for every soldier, completion of this task by G-2 for AIT soldiers is the overall goal.

(2) ACAP will provide entitlement brief to AR/NG soldiers and prepare pre-separation counseling checklist (DD Form 2648) for each soldier. Completed checklists will be forwarded to transition branch for inclusion in 201 Files.

c. ACS. Provide overseas brief to soldiers.

d. DOL. Ticket soldiers.

e. MEDDAC. Prepare requested medical records for shipment to unit.

f. DENTAC. Prepare requested dental records for shipment to unit.

5-8. Task # 8 (G-1 Week) - Outprocessing/Create DD Forms 214 and DD Forms 220.

a. Unit.

(1) Schedule discharge appointment for REFRAD AR/NG at MILPO transition branch.

(2) Sign for 201 Files for those soldiers with stateside assignments, and put them into outprocessing packets. Soldiers with overseas assignments will receive their 201 Files at their overseas outprocessing appointment with MILPO trainee in/out processing section. REFRAD soldiers will receive their 201 Files at the MILPO transition branch during final outprocessing.

b. MILPO.

(1) After receiving proper documentation/orders, trainee records branch releases 201 Files to unit for soldiers with stateside assignment, sends 201 Files to trainee in/out processing for soldiers with overseas assignments, and sends 201 Files to transition branch for AR/NG REFRAD soldiers.

(2) Upon receipt of 201 Files, transition branch creates DD Forms 214 and DD Forms 220 for all REFRAD soldiers.

Transition branch will also file DD Forms 2648 received from ACAP in 201 Files.

- c. MEDDAC. Provide requested medical records to unit.
- d. DENTAC. Provide requested dental records to unit.

5-9. Task # 9 (G-1 Day) – Final Outprocessing. (Some of these tasks may often be accomplished on G-0).

- a. Unit.

(1) Take AR/NG REFRAD soldiers to transition branch at MILPO. Soldiers must clear CIF prior to reporting for final outprocessing.

(2) Take soldiers with overseas assignments to MILPO trainee in/out processing section for overseas outprocessing appointment. Ensure soldiers hand-carry complete outprocessing packet. Soldiers must clear CIF prior to reporting for final outprocessing.

b. MILPO. Unit will bring REFRAD soldiers to transition branch for final outprocessing appointment.

(1) Transition branch personnel conduct thorough review of DD Forms 214 and DD Forms 220 with soldiers for accuracy. Any DD Form 214 with errors or incomplete data will be corrected on the spot.

(2) Personnel from ID Card Facility will ensure that all REFRADs are discharged with the correct form of Military ID in hand, and brief them on their ID privileges.

(3) After reviewing discharge documents and ID, transition branch will turn the briefing over to RC LNO and transportation.

c. RC LNO. Personnel from RC LNO will provide entitlement brief to the REFRAD (STO1) soldiers, and instruct them on reporting to their units of assignment.

d. DOL, Transportation Branch. Brief soldiers and give soldiers their tickets and/or travel itineraries.

5-10. Task # 10 (G-0) – Graduation Day/HRAP Departure Roster.

a. Unit. Complete outprocessing. Submit HRAP departure roster to MILPO to satisfy TRADOC requirement to report soldier shipment.

b. MILPO. Receive HRAP departure roster and process IAW TRADOC HRAP SOP.

5-11. Task # 11 (G+1 Day) – Finalize SIDPERS Transactions.

a. Unit BN S1 clerk completes all SIDPERS departure transactions.

b. For soldiers that did not depart as scheduled, their 201 Files must be returned to MILPO trainee records branch NLT 1200.

5-12. Task # 12 (G+2 Days) – Submit Holdover Report/Finalize ATRRS Transactions.

- a. Unit.

(1) Unit forwards holdover report to battalion. BN forwards completed holdover report to MILPO to clear ATRRS.

(2) Unit forwards request for revocation of orders for all soldiers retained in holdover status, signed by company commander.

- b. MILPO.

(1) Submit final MILPO level ATRRS transactions for the graduating class.

(2) Revoke orders of soldiers retained in holdover status by unit, based on request from unit.

#### APPENDIX A References

##### Section I. Required Publications.

a. AR 600-8-10, Leaves and Passes. Cited in paras 2-7c, 4-8a(2) and 5-6a(2).

b. FLW Reg 600-24, Automated Inactive Soldier Report. Cited in para 2-8.

c. FLW Reg 350-6, Training Policies and Administration. Cited in para 2-8.

d. TRADOC HRAP SOP. Cited in paras 2-6, 4-4a(3), 4-13b, and 5-4a(13).

e. TRADOC Reg 350-6. Cited in para 3-6a(3).

f. USAREC Reg 601-103, Hometown Recruiter Assistance Program. Cited in paras 2-6, 4-4a(3) and 5-4a(3).

##### Section II. Related Publications. AR 210-50, Housing Management

##### Section III. Referenced Forms.

a. DA Form 31, Request and Authority for Leave.

b. DA Form 201, Military Personnel Records Jacket.

c. DA Form 705, Army Physical Fitness Test Scorecard.

d. DA Form 4036-R, Medical and Dental Preparation for Overseas Movement.

e. DA Form 4187, Personnel Action.

f. DA Form 5286-R, Individual Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT).

g. DA Form 7349-R, Initial Medical Review – Annual Medical Certificate.

h. DD Form 214, Certificate of Release or Discharge from Active Duty.

i. DD Form 220, Active Duty Report.

j. DD Form 2648, Preseparation Counseling Checklist.

k. FLW Form 1113, Phase Counseling Record.

l. FLW Form 1275, End of Cycle Testing Scorecard.

m. FLW Form 1381, Risk Factor Counseling Checklist.

n. FLW Form 1493, AG Overseas Orientation Clearance.

o. FLW Form 713, Aerial Port of Embarkation Election Statement.

p. SF 86, Questionnaire for national Security Positions.

q. SF 88, Report of Medical Examination.

Appendix B  
EXAMPLE OF DA FORM 4187 FOR A ROLLOVER/NEW START

Copy 1

Copy 2

Copy 3

Copy 4

PERSONNEL ACTION			
For use of this form see AR 600-8-6 and DAPAM 600-8-21; the proponent agency is CDCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, Section 3012; Title 10, USC, EO 9397.			
PRINCIPAL PURPOSE: Used by soldier in accordance with DAPAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).			
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.			
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (include ZIP Code) Commander, Parent Battalion XX Battalion XX Brigade Fort Leonard Wood, MO 65473	2. TO (include ZIP Code) Military Personnel Office ATTN: ATZT-AG-ST Fort Leonard Wood, MO 65473	3. FROM (include ZIP Code) Commander, Losing Company XX Company, XX Battalion XX Brigade Fort Leonard Wood, MO 65473	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)		5. GRADE OR RANK/P/MOS/ACC GRADE: MOS: COMPONENT:	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____ 19 _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action (Check as appropriate)			
<input type="checkbox"/> Service School (thl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (thl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave- Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (thl only)	<input type="checkbox"/> Officer Candidate School	X	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		<input checked="" type="checkbox"/> INTRA-STATION TRANSFER
9. SIGNATURE OF SOLDIER (When required) Not Applicable		10. DATE Not Applicable	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
<p>Soldier is reassigned as indicated below. No travel involved.</p> <p>ASSIGNED FROM : Losing Company / UIC / Class (i.e. -D Co, 787th MP Bn, W 4K 82D, 14th MP Brigade, Class 020-01)</p> <p>ASSIGNED TO : Gaining Company / UIC / Class (i.e. -C Co, 795th MP Bn, W 4K 83C, 14th MP Brigade, Class 027-01)</p> <p>REPORTING DATE:</p> <p>MOVEMENT DESIGNATOR CODE: NZ</p> <p>ADDITIONAL INSTRUCTIONS:</p> <p>REASON: (i.e. -Rollover, New start for Values Failure)</p> <p>CODE:</p> <p>Distribution:</p> <p>(1) Parent (Losing) Company</p> <p>(1) Parent Bn S1</p> <p>(1) Gaining Company</p> <p>(1) Gaining Bn S1</p> <p>(1) MILPO, Student / Trainee Management</p> <p>(1) Finance</p>			
SECTION V - CERTIFICATION APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED
12. COMMANDER AUTHORIZED REPRESENTATIVE Losing Unit Commander or Designee		13. SIGNATURE	14. DATE

APPENDIX C  
Airborne Packed Memorandum Checklist

SUBJECT: Airborne Packet Checklist for Basic Airborne Students

1. EXECUTION: Attach this memo to the outside of the Airborne Training Packet for use as a checklist.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ MOS: \_\_\_\_\_

UNIT: \_\_\_\_\_ CLASS NUMBER / GRAD DATE: \_\_\_\_\_

When the Airborne Student arrives at Ft. Benning, he/she must report to Building 2748 (Student Accountability), hand-carrying their Airborne Training Packet which must contain the following:

ITEM	DESCRIPTION	DATE COMPLETE												
A.	For new volunteers, Volunteer Statement IAW AR 614-200													
B.	For new volunteers, DA Form 4187 signed by soldier and commander													
C.	Ten (10) copies of the orders assigning them or attaching them to the 1/507 <sup>th</sup> for Basic Airborne School. Attached personnel are those who are sister services, TDY and return, allied services, National Guard and Reserves. Assigned personnel are those who are PCSing or TDY en route to another assignment.													
D.	Copy of a Physical Fitness Test. Test date must be within 6 months of the course start date. Soldier must have been graded in the 17 to 21 age group, regardless of the age of the individual. Minimum scores are these: <table border="0" data-bbox="451 1266 997 1402"> <tr> <td></td> <td style="text-align: center;">MALE</td> <td style="text-align: center;">FEMALE</td> </tr> <tr> <td style="text-align: center;">PUSH-UPS</td> <td style="text-align: center;">42</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">SIT-UPS</td> <td style="text-align: center;">53</td> <td style="text-align: center;">53</td> </tr> <tr> <td style="text-align: center;">2 MILE RUN</td> <td style="text-align: center;">15:54</td> <td style="text-align: center;">18:54</td> </tr> </table>		MALE	FEMALE	PUSH-UPS	42	19	SIT-UPS	53	53	2 MILE RUN	15:54	18:54	
	MALE	FEMALE												
PUSH-UPS	42	19												
SIT-UPS	53	53												
2 MILE RUN	15:54	18:54												
E.	A complete copy of soldier's Physical Examination, SF 88 and SF 93. The SF 88 must state in Block 5 and Block 77 that the soldier is physically qualified for either Airborne, Special Forces, or Ranger training. If the soldier has a DA Form 7349-R, Initial Medical Review-Annual Medical Certificate, he/she must also have the Physical that it refers to. The Physical must have been given within two years of the course start date.													
F.	Soldiers over the age of 35 must also have an EKG, over 35 physical, and an age waiver.													

2. Point of contact for this appendix is the MILPO Student Trainee Management Division at 6-2587.

APPENDIX C (Cont.)  
Example Age Waiver, Airborne School

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DEPARTMENT OF THE ARMY  
XX Battalion, XXX Brigade  
Fort Leonard Wood, Missouri 65473-XXXX

(Office Symbol) (350)

Date: \_\_\_\_\_

MEMORANDUM FOR Commander, 1<sup>st</sup> Battalion (Airborne), 507<sup>th</sup> Infantry, Fort Benning,  
Georgia 31905-5560

SUBJECT: Age Waiver

1. As indicated on SF Form 88, block # 77, Airborne Physical, and by scoring \_\_\_\_ on his/her APFT taken on \_\_\_\_\_, it is my determination that Name \_\_\_\_\_, SSN \_\_\_\_\_ is physically fit to attend Airborne School.
2. Age waiver is approved/disapproved.

Signature Block  
First 0-5  
Applicant's Chain of Command

Appendix D  
BT PROCESSING EXECUTION MATRIX

#	TIME (NLT)	TASK(S)	RESPONSIBILITY		
			UNIT	MILPO	OTHER AGENCY
1	T+0	Pick-Up Soldiers	- Sign for soldiers from 43d AG BN * Receive Commanders Report * Receive Shipping Manifest - Deconflict Initial Shipping manifest with Final Shipping manifest. Consolidate into Class Roster and provide to BN S1.		43d AG BN - Provide Commanders Report, Initial Shipping Manifest, and Final Shipping Manifest (electronic)
2	T+1 Day	Records Transfer	- Pick up IADT Orders from 43d AG BN - Conduct 100% accountability - Provide accurate Class Roster to MILPO STMD	- Receive 201 Files from 43d AG BN and verify accountability - Receive accurate class roster and begin processing	43d AG BN - Have IADT Orders ready for unit pick-up by 1500 - Hand carry 201 Files to MILPO STMD
3	T+4 Days	Complete Cycle & SIDPERS Rosters	- Battalion SIDPERS Clerk conducts Internal PAI with TNCO	- Begin review of 201 Files and ATRRS entries	
4	G-7 Weeks	Identify CASP Soldiers Finalize Initial ATRRS Input	- Identify all CASP soldiers - Provide CASP Roster to MILPO - Process CASP IAW procedures in Chapter 4. Begin with task #4 and complete all tasks.	- Complete ATRRS entries - Identify all CASP soldiers during review of 201 Files, reconcile with CASP roster provided by unit	
5	G-4 Weeks	Provide Assignments Begin Outprocessing	- Create and submit Travel Roster for REFRADs and CASPs - Schedule Port Call with DOL Transportation Branch	- Provide soldier assignments to unit	DOL - Schedule Port Call
6	G-2 Weeks	Provide Orders Finalize Travel Arrangements SIDPERS Lose-Gain Transactions Request Records	- After receiving orders, take soldiers to travel agency for ticketing (Bus Station, Installation Travel Agency, Port Call) - Continue to follow Ch. 4 for CASPs - Unit commander counsels soldiers with 20+ week AIT - Submit Pickup Roster for 201 Files - Submit Pickup Roster for Medical Records - Submit Pickup Roster for Dental Records	- Provide soldiers orders to unit - ID soldiers with 20+ Week AIT and provide MOI to Unit Cdr - Begin SIDPERS Lose-Gain Transactions and Non-EDAS entries - Prepare 201 Files for pick-up or transfer	DOL - Ticket soldiers MEDDAC - Prep Records DENTAC - Prep Records
7	G-1 Week	Outprocessing Create DD Forms 214 & DD Forms 220	- Schedule Discharge Appointment at Transition Branch for REFRADs - Sign for 201 Files for designated soldiers - Sign for Medical Records for designated soldiers - Sign for Dental Records for designated soldiers	- Send 201 Files to designated locations for prepositioning - Create DD Forms 214 & DD Forms 220	MEDDAC - Provide Records DENTAC - Provide Records
8	G-1 Day	- Final Outprocessing	- Take REFRADs to Transition Branch for Final Outprocessing and Briefings	- Review DD Form 214 & DD Form 220 with soldier, perform on-the-spot corrections - Verify correct type of ID Card, and brief soldiers on their ID privileges	RC LNO - Provide Entitlement Brief DOL - Provide Trans. Brief - Give soldiers tickets/itineraries
9	G-0 Days	- Graduation Day / HRAP Departure Roster	- Complete outprocessing - Submit HRAP Departure Roster for CASP Soldiers	- Receive HRAP Departure Roster	
10	G+1 Days	- Finalize SIDPERS	- Battalion S1 completes SIDPERS Departure transactions - Unit returns 201 Files of holdovers to MILPO NLT 1200		
11	G+2 Days	- Submit Holdover Report - Finalize ATRRS Transactions	- Unit forwards Holdover Report through Battalion to MILPO to clear ATRRS - Unit requests MILPO to revoke orders of retained holdovers	- Submit final ATRRS transactions - Revoke orders of retained holdovers	

Appendix E  
SAMPLE MEMORANDUMS FOR STATEMENTS OF UNDERSTANDING (SOU)

ATZT-AG-ST

Date: \_\_\_\_\_

MEMORANDUM FOR: Commander, \_\_\_\_\_ Fort Leonard Wood, MO 65473

SUBJECT: Statement of Understanding For Soldiers Attending an AIT of 20 Weeks or More

1. Grade/name \_\_\_\_\_, SSN \_\_\_\_\_, will be attending AIT for MOS \_\_\_\_\_, which is a \_\_\_\_\_ week long course. In accordance with JFTR, soldiers attending AIT courses that are in excess of 20 weeks in total length are authorized deferred travel to move dependents and ship household goods (HHG's) to the AIT location at the "with dependent" rate, with the training AIT unit commander's approval. However, TRADOC Reg 350-6 states that all IET soldiers are required to reside in the barracks until completion of their 20<sup>th</sup> week of training. The 20<sup>th</sup> week of training includes time spent in basic training, regardless of location. Since this does not include time in holdover or holdunder status, it would equate to AIT week 11. Additionally, this soldier's dependents are authorized to drive, but not ship, their POV for their use at the AIT location. Although the POV's are authorized by JFTR, they are not authorized at AIT and there is no place for the soldier to park or store them at any of the AIT training sites. And finally, AR 210-50, Chapter 3 states that soldiers can not sign for government quarters unless they have 6 months remaining at that duty station, meaning that these soldiers will be responsible to provide adequate off-post housing.

2. As the commander, you must brief this soldier on the requirements of TRADOC Regulation 350-6 and AR 210-50 prior to his or her departure from BT. The briefing must also cover the total length of his or her AIT course and amount of time they will have remaining after their 11<sup>th</sup> week of AIT, off-post housing availability and cost, and their entitlements and how those entitlements apply to that individual's situation.

3. This briefing is necessary to prevent instances of soldiers arriving at their AIT training installations with their dependents, expecting to be provided family housing or permission to reside off-post with their families, only to find out that is not possible. Such occurrences are extreme personal, economic, and training disruptions for the soldier involved, his or her family members, and training unit personnel. This counseling will assist the soldier in making a sound decision about moving dependents. It is our responsibility to ensure that we take care of our soldiers and that neither the soldier nor the family endures any type of unnecessary hardship. Enclosed please find a copy of the soldier's orders and a copy of the BAS/Housing Availability Chart to assist you in this counseling.

2 Encls  
as

Signature Block  
Chief, Student Trainee Management Division  
Military Personnel Office

ATZT-\_\_\_\_-\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM FOR RECORD:

SUBJECT: Statement of Understanding For Soldiers Attending an AIT of 20 Weeks or More (First Permanent Duty Station)

1. The signatures below attest that the soldier named above was briefed on the TRADOC Regulation 350-6 requirement that the soldier live in the barracks until the completion of his or her 20<sup>th</sup> week of training (11<sup>th</sup> week of AIT). The soldier was also briefed on the length of his/her AIT course and amount of time remaining after his/her 20<sup>th</sup> week. By signing, the soldier further attests that he/she understands that he/she is entitled deferred travel to move dependents and ship HHG's at the "with dependent" rate, contingent on approval of the AIT unit commander, and is not authorized government quarters unless he/she has at least 6 months remaining at that duty station.

2. When signed by both the Basic Training unit commander and the soldier, this document will be placed in the soldier's Individual Training Record for shipment to the AIT unit commander.

\_\_\_\_\_  
Soldier's Signature Block / Date\_\_\_\_\_  
Commander's Signature Block / Date / Phone

Appendix F  
OSUT PROCESSING EXECUTION MATRIX

#	TIME (NLT)	TASK(S)	RESPONSIBILITY		
			UNIT	MILPO	OTHER AGENCY
1	T+0	- Pick-Up Soldiers	- Sign for soldiers from 43d AG BN * Receive Commanders Report * Receive Shipping Manifest - Deconflict Initial Shipping manifest with Final Shipping manifest. Consolidate into Class Roster and provide to BN S1.		43d AG BN - Provide Commanders Report, Initial Shipping Manifest, and Final Shipping Manifest (electronic)
2	T+1 Day	- Records Transfer	- Pick up IADT Orders from 43d AG BN - Conduct 100% accountability - Provide accurate Class Roster to MILPO STMD	- Receive 201 Files from 43d AG BN and verify accountability - Receive accurate class roster and begin processing	43d AG BN - Have IADT Orders ready for unit pick-up by 1500 hrs - Hand carry 201 Files to MILPO STMD
3	T+4 Days	- Complete Cycle & SIDPERS Rosters	- Battalion SIDPERS Clerk conducts Internal PAI with TNCO	- Begin review of 201 Files and ATRRS entries	
4	T+2 Weeks	- ID Airborne & HRAP - Finalize Initial ATRRS Input	- Identify soldiers with airborne contracts and new Airborne Volunteers * Compile Airborne Packets IAW Appendix E * Schedule airborne physicals - Identify HRAP volunteers * Produce DA Forms 31 and DA Forms 4187	- Complete ATRRS entries	
5	G-7 Weeks	- ENTNAC Roster	- Unit receive Final ENTNAC Roster and forward to TNCO	- STMD forward Final ENTNAC Roster to unit & Trainee Records - Copy SF 86 and send to unit	
6	G-6 Weeks	- ENTNAC Waivers, Company	- ENTNAC Waiver Packet produced - Company Commander conducts ENTNAC interviews, forwards recommendations to BN Cdr		
7	G-5 Weeks	- ENTNAC Waivers, Battalion	- Battalion Commander conducts ENTNAC interviews, forwards recommendations to BDE Cdr		
8	G-4 Weeks	- Submit ENTNAC Waivers, Airborne & HRAP Requests; - Provide Assignments - Begin Outprocessing	- BDE Commander approve/disapprove ENTNAC Waiver request, All packets submitted to MILPO - Create and submit Leave & Travel Roster - Submit Airborne Roster & Packets - Submit HRAP Roster & DA Form 4187 - Submit DA Form 4036-R to CTMC, make medical appointments based on assignment - Submit FLW Form 713 to DOL - Schedule MILPO OCONUS Brief - Schedule ACS Overseas Brief - Schedule Port Call - Schedule ACAP Entitlement Brief	- Provide soldier assignments to unit - Verify unit has submitted all necessary ENTNAC waiver requests - Begin requesting ENTNAC waivers from TRADOC - Process Abn Packets - Process HRAP Requests	CTMC - Process DA Form 4036-R  DOL - Process FLW Form 713
9	G-3 Weeks	- Conduct OCONUS Brief	- Ensure eligible soldiers receive OCONUS Brief	Conduct OCONUS Brief	
10	G-2 Weeks	- Provide Orders - Outprocessing	- After receiving orders, take soldiers to travel agency for ticketing (Bus Station, Installation Travel Agency, Port Call) - Schedule Overseas Outprocessing with MILPO - Submit Pickup Roster for 201 Files - Submit Pickup Roster for Medical Records - Submit Pickup Roster for Dental Records - After ACS Brief, collect FLW Forms 1493 and add to Outprocessing Packet	- Provide soldiers orders to unit - ACAP provide Entitlement Brief to REFRADs - Prepare 201 Files for pick-up or transfer	ACS - Provide Overseas Brief  DOL - Ticket soldiers  MEDDAC - Prep Records  DENTAC - Prep Records
11	G-1 Week	- Outprocessing - Create DD Forms 214 and DD Forms 220	- Schedule Discharge Appointment at Transition Branch for REFRADs - Sign for 201 Files for designated soldiers - Sign for Medical Records for designated soldiers - Sign for Dental Records for designated soldiers	- Send 201 Files to designated locations for prepositioning - Create DD Forms 214 and DD Forms 220	MEDDAC - Provide Records  DENTAC - Provide Records
12	G-1 Day	- Final Outprocessing	- Take REFRADs to Transition Branch for Final Outprocessing and Briefings - Take soldiers with overseas assignments to MILPO Trainee In/Out Processing Section for Overseas Outprocessing	- Review DD Form 214 & DD Form 220 with soldier, perform on-the-spot corrections - Verify correct type of ID Card, and brief soldiers on their ID privileges	RC LNO - Provide Entitlement Brief  DOL - Provide Trans. Brief - Give soldiers tickets/itineraries
13	G-0 Days	- Graduation Day / HRAP Departure Roster	- Complete outprocessing - Submit HRAP Departure Roster	- Receive HRAP Departure Roster	
14	G+1 Days	- Finalize SIDPERS	- Battalion S1 completes SIDPERS Departure transactions - Unit returns 201 Files of holdovers to MILPO NLT 1200		
15	G+2 Days	- Submit Holdover Report - Finalize ATRRS Transactions	- Unit forwards Holdover Report through Battalion to MILPO to clear ATRRS - Unit requests MILPO to revoke orders of retained holdovers	- Submit final ATRRS transactions - Revoke orders of retained holdovers	

Appendix G  
AIT PROCESSING EXECUTION MATRIX

#	TIME (NLT)	TASK(S)	RESPONSIBILITY		
			UNIT	MILPO	OTHER AGENCY
1	T+0	- Pick-Up Soldiers	<ul style="list-style-type: none"> <li>- AIT Unit receive soldiers from various sources</li> <li>- Sign for Split Option and Prior Service Soldiers from 43d AG BN               <ul style="list-style-type: none"> <li>* Receive Commanders Report from 43d AG BN</li> <li>* Receive Shipping Manifest from 43d AG BN</li> </ul> </li> <li>- Receive Reclasse soldiers and soldiers that did BT at installation other than FLW               <ul style="list-style-type: none"> <li>* Receive Shipping Manifest from MILPO</li> </ul> </li> <li>- Receive Interpost Transfer soldiers from FLW BT units               <ul style="list-style-type: none"> <li>* Receive ITR, weapons &amp; PT cards from losing unit</li> <li>* Receive Shipping Manifest from losing unit</li> </ul> </li> <li>- Deconflict all Shipping Manifests, consolidate into Class Roster and provide to BN S1.</li> <li>- Verify that all soldiers just arriving to FLW have inprocessed at either MILPO or 43d AG BN</li> </ul>	<ul style="list-style-type: none"> <li>- Inprocess reclass trainees and/or BCT grads from installations other than FLW               <ul style="list-style-type: none"> <li>* Send electronic copy of Trainee Manifest to the receiving unit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>43d AG BN</li> <li>- Split Ops and/or Prior Service               <ul style="list-style-type: none"> <li>* Provide Commanders Report, Initial Shipping Manifest, and Final Shipping Manifest (electronic)</li> </ul> </li> <li>Losing BT Unit</li> <li>- Provide Tng. Records &amp; Shipping Manifest</li> </ul>
2	T+1 Day	- Records Transfer	<ul style="list-style-type: none"> <li>- Pick up IADT Orders from 43d AG BN and MILPO</li> <li>- Conduct 100% accountability</li> <li>- Provide accurate Class Roster to MILPO STMD</li> </ul>	<ul style="list-style-type: none"> <li>- Receive 201 Files from 43d AG BN and verify accountability</li> <li>- Receive accurate class roster and begin processing</li> <li>- Begin SIDPERS Arrival Transactions</li> <li>- Provide IADT orders</li> </ul>	<ul style="list-style-type: none"> <li>43d AG BN</li> <li>- Have IADT Orders ready for unit pick-up by 1500</li> <li>- Hand carry 201 Files to MILPO STMD</li> </ul>
3	T+5 Days	- Complete Cycle & SIDPERS Rosters	<ul style="list-style-type: none"> <li>- Battalion SIDPERS Clerk conducts Internal PAI with TNCO</li> </ul>	<ul style="list-style-type: none"> <li>- Complete SIPERS Arrival Transactions</li> <li>- Begin review of 201 Files and ATRRS entries</li> </ul>	
4	T+1 Week	- ID Airborne & HRAP	<ul style="list-style-type: none"> <li>- Identify soldiers with airborne contracts and new Airborne Volunteers               <ul style="list-style-type: none"> <li>* Compile Airborne Packets IAW Appendix E</li> <li>* Schedule airborne physicals</li> </ul> </li> <li>- Identify HRAP volunteers               <ul style="list-style-type: none"> <li>* Produce DA Forms 31 and 4187</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Continue ATRRS entries</li> </ul>	
5	T+2 Weeks	- ENTNAC Roster - Finalize Initial ATRRS Input	<ul style="list-style-type: none"> <li>- Unit receive Final ENTNAC Roster and forward to TNCO</li> </ul>	<ul style="list-style-type: none"> <li>- STMD forward Final ENTNAC Roster to unit &amp; Trainee Records</li> <li>- Copy SF 86 and send to unit</li> <li>- Complete ATRRS entries</li> </ul>	
6	G-3 Weeks	- Submit ENTNAC Waivers, Airborne & HRAP Requests; - Provide Assignments - Begin Outprocessing	<ul style="list-style-type: none"> <li>- ENTNAC Waiver Packet produced               <ul style="list-style-type: none"> <li>* Company Commander conducts ENTNAC interviews, forwards recommendations to BN Cdr</li> <li>* Battalion Commander conducts ENTNAC interviews, forwards recommendations to BDE Cdr</li> <li>* BDE Commander approve/disapprove ENTNAC Waiver request,                   <ul style="list-style-type: none"> <li>* All packets submitted to MILPO</li> </ul> </li> </ul> </li> <li>- Create and submit Leave &amp; Travel Roster</li> <li>- Submit Airborne Roster &amp; Packets</li> <li>- Submit HRAP Roster &amp; DA Forms 4187</li> <li>- Submit DA Form 4036-R to CTMC, make medical appointments based on assignment</li> <li>- Submit FLW Form 713 to DOL</li> <li>- Schedule MILPO OCONUS Brief</li> <li>- Schedule ACS Overseas Brief</li> <li>- Schedule Port Call with Transportation</li> <li>- Schedule ACAP Entitlement Brief</li> </ul>	<ul style="list-style-type: none"> <li>- Provide soldier assignments to unit</li> <li>- Verify unit has submitted all necessary ENTNAC waiver requests</li> <li>- Begin requesting ENTNAC waivers from TRADOC</li> <li>- Process Abn Packets</li> <li>- Process HRAP Requests</li> <li>- Conduct OCONUS Brief</li> </ul>	<ul style="list-style-type: none"> <li>CTMC</li> <li>- Process DA Form 4036-R</li> <li>DOL</li> <li>- Process FLW Form 713</li> </ul>
7	G-2 Weeks	- Provide Orders - Outprocessing	<ul style="list-style-type: none"> <li>- After receiving orders, take soldiers to travel agency for ticketing (Bus Station, Installation Travel Agency, Port Call)</li> <li>- Schedule Overseas Outprocessing with MILPO</li> <li>- Submit Pickup Roster for 201 Files</li> <li>- Submit Pickup Roster for Medical Records</li> <li>- Submit Pickup Roster for Dental Records</li> <li>- After ACS Brief, collect FLW Forms 1493 and add to Outprocessing Packet</li> </ul>	<ul style="list-style-type: none"> <li>- Provide soldiers orders to unit</li> <li>- ACAP provide Entitlement Brief to REFRADs</li> <li>- Prepare 201 Files for pick-up or transfer</li> </ul>	<ul style="list-style-type: none"> <li>ACS</li> <li>- Provide Ovs. Brf.</li> <li>DOL</li> <li>- Ticket soldiers</li> <li>MEDDAC</li> <li>- Prep Records</li> <li>DENTAC</li> <li>- Prep Records</li> </ul>
8	G-1 Week	- Outprocessing - Create DD Forms 214 and DD Forms 220	<ul style="list-style-type: none"> <li>- Schedule Discharge Appointment at Transition Branch for REFRADs</li> <li>- Sign for 201 Files for designated soldiers</li> <li>- Sign for Medical Records for designated soldiers</li> <li>- Sign for Dental Records for designated soldiers</li> </ul>	<ul style="list-style-type: none"> <li>- Send 201 Files to designated locations for prepositioning</li> <li>- Create DD Forms 214 and DD Forms 220</li> </ul>	<ul style="list-style-type: none"> <li>MEDDAC</li> <li>- Provide Records</li> <li>DENTAC</li> <li>- Provide Records</li> </ul>
9	G-1 Day	- Final Outprocessing	<ul style="list-style-type: none"> <li>- Take REFRADs to Transition Branch for Final Outprocessing and Briefings</li> <li>- Take soldiers with overseas assignments to MILPO Trainee In/Out Processing Section for Overseas Outprocessing</li> </ul>	<ul style="list-style-type: none"> <li>- Review DD Form 214 &amp; DD Form 220 with soldiers, perform on-the-spot corrections</li> <li>- Verify correct type of ID Card, and brief soldiers on their ID privileges</li> </ul>	<ul style="list-style-type: none"> <li>RC LNO</li> <li>- Provide Entitlement Brief</li> <li>DOL</li> <li>- Provide Trans. Brief</li> <li>- Give soldiers tickets/itineraries</li> </ul>
10	G-0 Days	- Graduation Day / HRAP Departure Roster	<ul style="list-style-type: none"> <li>- Complete outprocessing</li> <li>- Submit HRAP Departure Roster</li> </ul>	<ul style="list-style-type: none"> <li>- Receive HRAP Departure Roster</li> </ul>	
11	G+1 Days	- Finalize SIDPERS	<ul style="list-style-type: none"> <li>- Battalion S1 completes SIDPERS Departure transactions</li> <li>- Unit returns 201 Files of holdovers to MILPO NLT 1200</li> </ul>		
12	G+2 Days	- Submit Holdover Report - Finalize ATRRS Transactions	<ul style="list-style-type: none"> <li>- Unit forwards Holdover Report through Battalion to MILPO to clear ATRRS</li> <li>- Request MILPO to revoke orders of retained holdovers</li> </ul>	<ul style="list-style-type: none"> <li>- Submit final ATRRS transactions</li> <li>- Revoke orders of retained holdovers</li> </ul>	

## Glossary

ACAP Army Career and Alumni Program	GTR Government Transportation Request
ACS Army Community Service	HHG Household Goods
AG Adjutant General	HRAP Hometown Recruiter Assistance Program
AIT Advanced Individual Training	IADT Initial Active Duty for Training
APFT Army Physical Fitness Test	IAW In Accordance With
AR Army Regulation	ID Identification
AR/NG Army Reserve / National Guard	IET Initial Entry Training
ATRRS Army Training Requirements and Resource Systems	JFTR Joint Federal Travel Regulation
BDE Brigade	LTC lieutenant colonel
BN Battalion	MANSCEN United States Army Maneuver Support Center
BCT Basic Combat Training	MEDDAC United States Army Medical Command
BT Basic Training (same as BCT)	MEPCOM United States Army Military Entrance Processing Command
CASP Civilian Acquired Skills Program	MILPO Military Personnel Office
CIF Central Issue Facility	MOS Military Occupational Specialty
CONUS Continental United States	MOU Memorandum of Understanding
CTMC Consolidated Troop Medical Clinic	MS Microsoft
DA Department of the Army	NLT not later than
DD Department of Defense – find first	OCONUS Outside of the Continental United States
DENTAC United States Army Dental Command	OSUT One Station Unit Training
DOL Directorate of Logistics	PAI Personnel Asset Inventory
EDAS Enlisted Distribution and Assignment System	PCS Permanent Change of Station
ENTNAC Entrance National Agency Check	PMOS Primary MOS
FLW Fort Leonard Wood	POC Point Of Contact
G Graduation day	POM Prepare for Overseas Movement

POV  
Privately Owned Vehicle

RC LNO  
Reserve Component Liaison NCO's Office

REFRAD  
Released From Active Duty

SIDPERS  
Standard Installation Division Personnel Reporting System

SITREP  
Situation Report

SOP  
Standing Operating Procedure

SOU  
statement of understanding

STO1  
Split Training Option, Phase 1

SSN  
Social Security Number

STMD  
Student Trainee Management Division

T  
Training Day Zero

TNCO  
Training NCO

TRADOC  
United States Army Training and Doctrine Command

UIC  
unit identification code

USAREC  
United States Army Recruiting Command

XO  
executive officer