

Documents needed for Administrative Inprocessing:

- Identification Tags
- Identification Card
- 10 Copies of TDY/PCS orders and any amendments
- 5 Copies of Oath of Office Certificate
- DA Form 31 for leave (if applicable)
- Building and room number of your billeting, and phone extension
- Civilian driver's license
- Vehicle Registration
- Military driver's license, DA Form 348 (if applicable)
- Safety DDC/AAC Card print out of course completion certificate (if applicable)
- Medical and Dental Records
- Current Profiles. (if applicable) No temporary profiles
- Prescription glasses if required, no contact lenses. Military glasses will be provided for those that require them.

Documents needed for Finance Inprocessing:

- Copies of Marriage Certificate and Dependent Birth Certificates (if applicable)
- Divorce Decree (Copy)
- Social Security Card (Copy)
- Spouse Contact Info
- 5 Copies of Current DD93 SGLI
- Home Station/Mortgage/Lease Documentation (USAR/ARNG Only)
- Separation Documents (if applicable)
 - 5 Copies of DD Form 4/1, 4/2 and 4/3
 - 5 Copies of DD214 for Active Duty or NGB Form 22 for National Guard
- ROTC Contracts (if applicable)
 - DD Form 4/1, 4/2 as a Cadet
 - DA Form 597 (ROTC Contract)
- DA Form 4824 for Reserve SMP (if applicable)
- NGB 594-1 for National Guard SMP (if applicable)
- Any proof of additional Active Duty
 - DD Form 220 (Active Duty Report) (if applicable)
 - DA Form 1380 Record of Individual Performance of Reserve Duty Training) (if applicable)
 - Active Duty orders with certification of performance of duty (if applicable)
- AHRC Form 249-2-E (Chronological Statement of Retirement Points) (if applicable)

- NGB Form 23 (Army National Guard Retirement Points History Statement (if applicable))