



HEADQUARTERS AND HEADQUARTERS BATTALION
UNITED STATES ARMY WESTERN HEMISPHERE COMMAND
4745 KNOX STREET, BLDG 1-1460
FORT LIBERTY, NORTH CAROLINA 28310-5100

IN-PROCESSING CHECKLIST

Date: _____

RANK: _____ NAME: _____ EMPLID: _____ DODID: _____

.MIL EMAIL/PHONE NUMBER: _____

DIRECTORATE: _____ STATUS: AC _____ AGR _____ IRR _____ DIMA/IMA _____ TPU on ADOS _____

SERVICE MEMBER MUST BE IN DUTY UNIFORM

SERVICE MEMBER MUST HAVE SPONSOR PRESENT

****STEP ONE: BEFORE IN-PROCESSING THE UNIT PLEASE ENSURE THE SM HAS IN-PROCESSED AT THEIR RESPECTIVE LOCATION****

- **ACTIVE AND AGR SERVICE MEMBERS:** IN-PROCESS INSTALLATION AT THE XXVIII ABN CORPS REPLACEMENT COMPANY AT 4-1437 NORMANDY DR., PHONE # 910-396-4250
- **TPU on ADOS SERVICE MEMBERS:** IN-PROCESS AT THE MOB/DEMOB STATION LOCATED AT 397 MAVERICK STREET, PHONE # 910-432-4526

****STEP TWO: REPORT TO UNIT AFTER FINISHING WITH INSTALLATION IN-PROCESSING****

- The following documents need to be provided to the BN S1 representative for record keeping:

Current Assignment / Mobilization Orders and
Amendments (3 copies)

ATIS

PCS Leave Form (AC / AGR)

OCIE Hand Receipt

Family Care Plan (Single or Dual Military)

DISS- Security Manager

Secret

TS/SCI

- **SIGNATURE OF S1 REPRESENTATIVE:** _____
- The BN S2 representative will verify the SM's security clearance and fill out and complete the FORSCOM / USARC PERMANENT BADGE REQUEST on the back of this document.

****STEP THREE:** SM WILL PROCEED WITH THIS CHECKLIST AND REPORT TO THE BADGING OFFICE LOCATED AT THE BACK ENTRANCE TO MARHSALL HALL. SM WILL NEED TO CONTACT THEIR DIRECTORATE / SPONSOR TO ASSIST.

****THE BN S1 REPRESENTATIVE WILL ENSURE THE SM HAS BEEN ARRIVED, SLOTTED, AND ATTACHED ACCORDINGLY. A SOLDIER MANAGEMENT INFORMATION FILE WILL BE CREATED TO FILE A COPY OF ALL IN-PROCESSING CHECKLIST DOCUMENTS AND ADDITIONAL DOCUMENTS PERTAINING TO THE SM ****