



# Ivy Integration Process – SM In-Processing Guidance



## In-Processing

- All inbound Soldiers, colonel and below, must sign in at the Replacement Center CQ, building 1456, located at 1783 Nelson Blvd., Fort Carson, Colorado, 80913.
- To ensure installation in-processing is quick, simple and convenient, all in-processing requirements are completed while the Soldier is at the Replacement Detachment.
- In-processing: Report to building 1456 and sign in with the CQ desk. Be sure that you have a copy of your DA31 and orders in hand.
- If reporting during duty hours, Soldiers must be in uniform. Soldiers are authorized to report in civilian clothes after 1500 and on weekends; however, you must be clean shaven and in accordance with AR 670-1.

**Transportation to Replacement Detachment:** Soldiers arriving to the Colorado Springs Airport are to use local transportation, such as ride shares or taxis. Soldiers will be reimbursed for local transportation costs on Day Zero once they meet with finance personnel. Receipts are not required for expenses under \$75. Soldiers arriving to the Denver International Airport who need directions or assistance en route should call the Replacement Detachment CQ at 719-526-6961 or 719-524-4475.

[Map of Fort Carson](https://www.carson.army.mil/assets/docs/newcomermap_2020.pdf) (https://www.carson.army.mil/assets/docs/newcomermap\_2020.pdf)

## Lodging

Unaccompanied (SGT and below) - Lodging will be provided at barracks building 1367.  
Accompanied Soldiers, SSG and above - Please make your own lodging arrangements.

## Schedule

All in-processing personnel will complete a three-day in-processing schedule that includes finance (as part of reception) and scheduled SRP and CIF dates, as well as orientation to Family and Soldier resources on the Mountain Post.

## Required documents

When you report to the Replacement Detachment, you must have the following documentation with you:

- 5 copies of all assignment orders and amendments
- 5 copies of DA Form 31 (leave form)
- Copies of profiles (P3 and above only)
- Medical record (If given to you by losing command)
- Dental record (If given to you by losing command)

Please attempt to bring all copies on your own. We can assist with making copies if needed, by exception.

## Finance

Within 72 hours of reception all Soldiers will meet with finance for assistance with filling out travel vouchers and entitlement documents. Visit the [Fort Carson Defense Military Pay Office](https://www.carson.army.mil/organizations/dmpo.html) (https://www.carson.army.mil/organizations/dmpo.html) page for more information.

[Army Community Service Newcomers Assistance - Relocation Readiness](https://carson.armymwr.com/programs/newcomers) (https://carson.armymwr.com/programs/newcomers)

[Newcomer Briefings](https://www.carson.army.mil/newcomers.html#briefing) (https://www.carson.army.mil/newcomers.html#briefing)