



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
4325 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015

FJ REGULATION  
NUMBER 612-4

OCT 19 2010

Personnel Processing  
PROCESSING OF NEWLY ASSIGNED AND DEPARTING SOLDIERS

1. Purpose. This publication prescribes policies for in/out-processing of Soldiers assigned to Fort Jackson.

2. General.

a. In-Processing.

(1) All newly assigned Soldiers in the rank of private through colonel will in-process through the In/Out-Processing Section at 5450 Strom Thurmond Boulevard, Room 200.

(2) The In/Out-Processing Section is the focal point in the in-processing cycle and will maintain close liaison with other activities to project and merge workloads.

(3) The Installation In-Processing Checklist includes only mandatory agencies listed in AR 600-8-101, paragraph 2-3c. All other agencies should be included on the Unit In-Processing Checklist.

b. Out-Processing.

(1) All departing Soldiers will out-process through the In/Out-Processing Section. Controls are instituted to ensure Soldiers properly clear all installation agencies.

(2) The In/Out-Processing Section will maintain close liaison with the losing unit to ensure Soldiers correctly out-process and depart the installation as scheduled.

(3) The Installation Clearance Record (DA Form 137-2) includes only mandatory agencies listed in AR 600-8-101, paragraph 3-5b. All other agencies should be included on the Unit Out-Processing Checklist.

3. In-Processing Responsibilities.

\* This regulation supersedes FJ Regulation 612-4, dated 1 June 2005.

a. Directorate of Human Resources (DHR).

(1) Personnel Strength Management Work Center (PSMWC) will:

(a) Verify Soldiers' unit of assignment and annotate gaining unit of assignment (brigade level unit) on Soldiers' assignment orders.

(b) Receive and maintain promotion documents for enlisted Soldiers in the ranks of specialist and sergeant on Standing Promotion Lists.

(2) Personnel Services/Processing Work Center (PSPWC) will:

(a) Sign-in Soldiers and terminate leave.

(b) Collect Soldiers' Military Personnel Files (MPF).

(c) Obtain and/or verify assignments and notify units.

(d) In-process Soldiers in the Installation Support Module (ISM) and ensure that eMILPO arrival transactions are submitted.

(e) Process Soldiers and their Families for enrollment in Defense Enrollment Eligibility Reporting System (DEERS).

(f) Issue Common Access Cards and identification cards.

(g) Provide Soldiers a DA Form 5123-1, In-Processing Personnel Record, and release Soldiers to in-process the installation.

(3) Army Continuing Education Services (ACES) will receive and maintain Soldiers' education records.

b. Transportation Division.

(1) Obtain orders and any required documents from Soldiers.

(2) Process requests for shipment of unaccompanied baggage and household goods.

(3) Process requests for storage of household goods.

c. Family Housing Division.

- (1) Provide Soldiers with on and off-post housing information.
- (2) Process applications for government housing and issue statements of quarter's availability.

d. Army Community Services (ACS), Relocation Services.

- (1) Assist Soldiers and their Families with transition and make referrals as required.
- (2) Assist Soldiers and their Families with financial plans, etc.
- (3) Enroll children in the Child Care Program, if desired.
- (4) Afford Soldiers and Families the opportunity to use the ACS Lending Closet.
- (5) Initiate commercial telephone accounts and services.
- (6) Schedule first-term Soldiers for personal financial readiness training, if required.
- (7) Provide information and assistance with Family and Morale, Welfare, and Recreation (FMWR) activities.

e. Defense Military Pay Office (DMPO).

- (1) Process claims for reimbursement of travel for Soldiers and their Family Members.
- (2) Collect and maintain all required pay-related documents and records.

f. Dental Facility. Dental facility will receive and maintain all dental records.

g. Medical Facility.

- (1) Receive and maintain all medical records.
- (2) TRICARE will initiate/update enrollment of Soldiers and their Families in the program, as required.

h. Directorate of Plans, Training, Mobilization, and Security (DPTMS).

(1) Security Office will verify and update security clearances, as required.

(2) Soldier Readiness Processing (SRP) station will verify Soldier readiness for deployment/mobilization.

i. Provost Marshal. Provost Marshal will assist Soldiers with vehicle and weapons registration, as required.

4. In-Processing Procedures.

a. During normal duty hours (0730 - 1700), newly assigned active duty permanent party Soldiers (officer and enlisted) will report to the Strom Thurmond Building, 5450 Strom Thurmond Boulevard, Room 200, for in-processing. After duty hours (1700 - 0730) and on federal holidays and weekends, Soldiers desiring to sign-in will report to the Welcome Center, located at 7550 Benning Road. The Welcome Center personnel will inform all Soldiers arriving after duty hours to report to the In/Out-Processing Section at 0730 the following duty day.

b. The DA Form 5123-1, Personnel In-Processing Record, is used to guide Soldiers through the in-processing program and determine readiness. Soldiers will hand-carry the form during in-processing. Activity representatives will clear Soldiers and update the ISM and sign the block provided. Upon completion of in-processing into the unit, the Soldier will give the completed DA Form 5123-1 and DA Form 5123 (In/Out-Processing Records Checklist) to the battalion S1/unit for filing into the Soldier's Personnel Readiness File per AR 25-400-2, under the Army Records Information Management System file number 600-8-101e, In-Processing Outputs.

c. Soldiers will complete installation and community level in-processing and turn-in the in-processing checklist to the In/Out-Processing Section and the battalion S1 within the standard of five duty days. Deviations from this standard require prior approval of the Garrison Commander.

d. Newly assigned MEDDAC Soldiers arriving after duty hours must report to MEDDAC's Staff Duty Officer for instructions, billeting, etc. MEDDAC Soldiers will in-process the In/Out-Processing Section the first duty day after arrival.

e. Reserve Component and National Guard Soldiers will report to the Directorate of Plans, Training, Mobilization, and Security (DPTMS), located at Anderson Hall, 2464 Anderson Street, for in/out-processing, as required.

f. Soldiers arriving with Families should report to the Welcome Center for referral to the Palmetto Lodge for temporary lodging. Single enlisted Soldiers arriving after duty hours will report to the Welcome Center. Soldiers assigned to the 17<sup>th</sup> Military Police (MP) Detachment will report to the MP Station for housing assignment and instructions.

g. All Soldiers will be in MILITARY UNIFORM and comply with standards of AR 670-1 when in-processing.

#### 5. Out-Processing Responsibilities.

##### a. Directorate of Human Resources.

(1) All departing Soldiers will out-process through the In/Out-Processing Section. Controls are instituted to ensure Soldiers properly clear all installation agencies.

(2) The In/Out-Processing Section will maintain close liaison with the losing unit to ensure Soldiers correctly out-process and depart the installation as scheduled.

(3) The Installation Clearance Records includes only mandatory agencies listed in AR 600-8-101, paragraph 3-5b. All other agencies should be included on the Unit Out-Processing Checklist.

##### b. Major Subordinate Commanders.

(1) Soldiers are authorized 10 duty days to clear the installation. (MEDDAC Soldiers will receive 5 calendar days to clear the installation due to mission/patient requirements).

(2) Soldiers arrange for shipment of household goods prior to reporting to the In/Out-Processing Section.

(3) All Suspensions of Favorable Personnel Actions (DA Forms 268) are either transferred to gaining command or finalized in accordance with AR 600-8-2.

(4) Soldiers arrange to out-process government quarters prior to reporting to the In/Out-Processing Section to final out-process.

6. Agencies Pre-Clearing Responsibilities.

a. The following agencies/activities are authorized to pre-clear Soldiers for scheduled permanent change of station (PCS) moves and transitions from active duty using the Installation Support Module (ISM):

Army Community Services (ACS)  
Army Emergency Relief (AER)  
Army Continuing Education Service (ACES)  
Family and Morale, Welfare and Recreation (FMWR)  
Provost Marshal  
Installation Security Office

b. To request an ISM account, Soldiers and DoD civilians of the above agencies must forward a request to <https://ism.army.mil>. Users must log onto the system at least every 15 days for the account to remain active.

7. Out-Processing Procedures.

a. Soldiers will out-process the Central Issuing Facility (CIF ) before reporting to the In/Out-Processing Section for final out-processing.

b. Soldiers will out-process their assigned unit before reporting to the In/Out-Processing Section for final out-processing.

c. Soldiers transitioning from active duty must out-process the Army Career and Alumni Program (ACAP), Building 4600, 2<sup>nd</sup> Floor, and obtain a DD Form 2648 (Pre-Separation Counseling Checklist For Active Component Service Members). In accordance with DA Pam 635-4, all transitioning Soldiers will be issued the DD Form 2648 no later than 180 days prior to their scheduled separation date. The Soldier must complete the DD Form 2648 prior to reporting to the In/Out-Processing Section for final out-processing.

d. Soldiers will report for a medical screening at Moncrief Army Community Hospital, as per the instructions on the Installation Clearance Record, within the first five days of out-processing.

e. DHR, AG, In/Out-Processing Section will:

(1) Electronically or manually clear Soldiers from installation activities, except those who have outstanding accounts and alleged debts.

(2) Ensure that Soldiers complete their out-processing not later than one day prior to the date that their leave starts.

(3) Stamp the Installation Clearance Record (DA Form 137-2) indicating installation clearance has been completed.

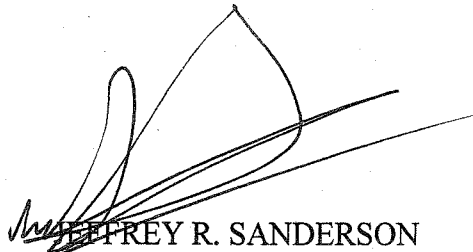
(4) Instruct Soldiers to report to their respective units to sign out from their units on the Unit Personnel Register.

(5) Provide Soldiers with two copies of the completed Installation Clearance Record if they are on a permanent change of station move. Provide three copies of the Installation Clearance Record to transitioning Soldiers.

(IMSE-JAC-HRM-P/751-2753)

FOR THE COMMANDER:

OFFICIAL:



JEFFREY R. SANDERSON  
COL, GS  
Chief of Staff

PATRICIA KELLY-JOHNSON  
DHR, Administrative Services Division

DISTRIBUTION:  
C