



**United State Army Garrison  
HHC, USAG Fort Polk – Reception Company  
“Headhunters”**

# **PCS In-Processing Required Documents**

## **Ensure the following documents are available when reporting:**

- Orders (and applicable amendments)
- Hometown Recruiting Memorandum/Orders (if applicable)
- Approved IPPS-A Absence Request(s)
- Flight Itinerary
- DA 1610 (SM TDY Enroute)
- Personnel Record Review (PRR), SGLV (Servicemembers' Group Life Insurance) and DD93 (Record of Emergency Data)
- Medical and Dental Records
- Birth Certificate(s)
- Marriage Certificate (if applicable)
- DD Form 1172-2, Application for Identification/DEERS Enrollment (milConnect)
- Divorce Decree (if applicable)
- Adoption Paperwork (if applicable)

