

## **ACTIVE COMPONENT IN-PROCESSING INSTRUCTIONS**

Briefings are held **Tuesday and Thursday** in room 371B at 1000. You must bring a hard copy of all orders (with any amendments) and absence request.

## **RESERVE COMPONENT IN-PROCESSING INSTRUCTIONS**

(USAR and ARNG on Active Duty Orders)

Briefings are held **Monday, Tuesday, and Thursday** in room 371B at 0900. You must bring a hard copy of all orders and amendments, along with any hotel / airline receipts.

## **ACCESSIONS AND CONVERSIONS**

**Accession** - an individual coming from ROTC, inter-service transfer, or prior service from MEPS.

**Conversion** - a Soldier converting from Commissioned to Warrant Officer.

Additional documents that will be required are:

Orders to Active Duty

Enlistment Contract / Oath of Office (Reserve and Active)

Direct Deposit Information

Marriage License / Birth Certificates

Prior DD 214 (Inter-Service Transfers)

In addition to the briefing, Accession and Conversion Soldiers will complete documents to establish an Active Duty pay account.

