

USAG STUTTGART CENTRAL PROCESSING FACILITY JOINT IN-PROCESSING NEEDS ASSESSMENT (AE REG 612-1)

Data required by the Privacy Act of 1974

AUTHORITY: 5USC 552a

PRINCIPAL PURPOSE: To verify that an individual has obtained clearance from the Army Staff Agency or installation facilities and has accomplished his/her personal and official obligations.

ROUTINE USES: Used as appropriate, to process Central Processing Facility and if required to assist Finance, Personnel, Child and Youth Services Housing and Transportation.

DISCLOSURE AND EFFECT ON INDIVIDUAL: The disclosure of this information is voluntary. Failure to provide the information will result in a delay in your in processing.

ESTIMATED DATE OF ARRIVAL: (dd-mmm-yyyy)		FULL NAME: (Last, First, MI)	
SEX: MALE FEMALE	RANK/GRADE:	FIRST DUTY ASSIGNMENT? (ARMY Only) YES NO	
BRANCH OF SERVICE: ARMY AIR FORCE COAST GUARD NAVY MARINES OTHER		MILITARY STATUS: ACTIVE DUTY GUARD RESERVES	CIVILIAN STATUS: ARMY CIVILIAN DoD CIVILIAN CONTRACTOR
UNIT/AGENCY:	TRANSIENT/PERSONAL E-MAIL:	PHONE:	
MARITAL STATUS: MARRIED SINGLE	TOUR: ACCOMPANIED UNACCOMPANIED	HOW MANY FAMILY MEMBERS WITH YOU? ADULTS: _____ CHILDREN: _____	FAMILY MEMBERS W/ SPECIAL NEEDS (EFMP): YES NO
DO YOU HAVE ANY PETS? YES NO	DO YOU HAVE SCHOOL AGE CHILDREN? YES / HOW MANY? _____ NO	DO YOU HAVE A SPONSOR? YES NO	
DO YOUR DEPENDENTS HAVE "OFFICIAL/NO FEE" PASSPORTS? (Military Only) YES NO	DO YOU AND YOUR DEPENDENTS HAVE "NO FEE /OFFICIAL" PASSPORTS? (Civilians Only) Member YES NO Dependents YES NO		

UNIT/AGENCY SPONSORSHIP INFORMATION

SPONSOR'S NAME:	E-MAIL:
LAST CONTACT WITH SPONSOR DATE?	DID YOU HAVE A SPONSOR PRIOR TO ARRIVAL? YES NO
	DID YOU DECLINE A SPONSOR? YES NO

ANY ADDITIONAL QUESTIONS, COMMENTS, CONCERNS OR NEEDS?

NEWCOMER'S SIGNATURE:	DATE: (dd-mmm-yyyy)
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