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.

FULL NAME: (Last, First, MI)

SEX: ☐ MALE ☐ FEMALE

RANK/GRADE:

DATE OF ARRIVAL: (dd-mmm-yyyy)

ARRIVAL UNIT/AGENCY:

BRANCH OF SERVICE (MILITARY PERSONNEL):
☐ ARMY ☐ AIR FORCE ☐ MARINES
☐ OTHER ☐ SPACE FORCE ☐ NAVY
☐ COAST GUARD

MILITARY STATUS:
☐ ACTIVE DUTY
☐ GUARD
☐ RESERVES

CIVILIAN STATUS:
☐ ARMY CIVILIAN
☐ DoD CIVILIAN

MARITAL STATUS:
☐ MARRIED
☐ SINGLE

TOUR:
☐ ACCOMPANIED
☐ UNACCOMPANIED

HOW MANY FAMILY MEMBERS ARE WITH YOU?
ADULTS: _____
CHILDREN: _____

If no family members with you, skip the next row of questions and proceed to email row.

DO YOU HAVE FAMILY MEMBERS W/ SPECIAL NEEDS (EFMP)?
☐ YES
☐ NO

DO YOU HAVE SCHOOL AGE CHILDREN?
☐ YES / HOW MANY? _____
☐ NO

OFFICIAL or PERSONAL E-MAIL:
(add the email address you want to receive the in-processing checklist)

WORK OR PERSONAL PHONE NUMBER:

MODE OF TRANSPORTATION TO STUTTGART (Army Service Members Only):
☐ FREEDOM BIRD (Ramstein) ☐ COMMERCIAL

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)