

NAME- \_\_\_\_\_

RANK- \_\_\_\_\_ SSN- \_\_\_\_\_

INITIALS

**S-1** FOUR COPIES OF ALL ORDERS (W/ ALL AMENDMENTS)  
 LEAVE FORM  
 ARRIVAL TRANSACTION (DATE)  
 PERSTEMPO FROM LAST UNIT  
 RATION CARD-SM AND SPOUSE  
 LAST NCOER/OER  
 AWARD  
 ERB/ORB  
 PROMOTION/REDUCTION ORDERS (IF RANK IS DIFFERENT FROM ORDERS)  
 ARRIVE IN EMILPO  
 ARRIVE IN MODS


**1SG** INBRIEF

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**PSG** ASSIGNED SQUAD LEADER DATE- \_\_\_\_\_  
HOUSING INSPECTION (IAW Frago 16)


**SQL** SQUAD LDR. NAME- \_\_\_\_\_  
 SQUAD LDR. CONTACT INFO- \_\_\_\_\_  
 HANDBOOK/ PHONE ROSTER/ INITIAL COUNSELING  
 ENTER SOLDIER IN CTP DATABASE  
 COPY OF PROFILE  
 INITIAL COUNSELING  
 APPT/CONDUCT COUNSELING  
 CLOTHING AND TA-50 INVENTORY  
 PREVIOUS UNITS TRAINING RECORDS TURNED IN  
 APFT 

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 BLS 

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 AT LVL I 

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 H/W 

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 MOS 

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 WEAPON 

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 WT&D 

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**MR. LINDER** UPDATE WTU SPREADSHEET  
ENROLL IN MODS-WT


**S 4** HOUSING OR BILLETS- \_\_\_\_\_  
KEY ISSUED  
RECONCILE CIF RECORDS


**FINANCIAL** FINANCE BRIEF (CIP, Special Duty pays, TSGLI, TSP, SDP, etc.)  
MEAL CARD TURN-IN START BAS


**NCM** APPT. W/ NURSE CARE MANAGER- \_\_\_\_\_  
ESTABLISH MEDICAL GOAL


**BEH. HEALTH** SUICIDE RISK ASSESSMENT w/ SWS\* must be done in first 24hr  
ESTABLISH BEHAVIORAL GOAL


**CLINIC** UPDATE MEDICAL RECORDS

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TRICARE DEERS

**PCM** APPT. W/ PRIMARY CARE MANAGER- \_\_\_\_\_  
Appointment/ Initial enrollment (must be reconciled w/ Medical appt.)

**SFAC** Mr. Miller  
SFAC SPECIALIST  
ESTABLISH CAREER GOAL

**OMBUDSMEN** Mr. Figueroa

**FRSA** Mrs. Parker

**OT TECH** JOB ASSIGNMENT

**Commander** INBRIEF

**S-1** INPROCESSING COMPLETE  
PROVIDE CADRE WITH COPY OF CHECKLIST

**Above complete within 14 days of arrival**

**Training Specialist** Composite Risk Management  
Accident Avoidance  
Anti Terrorism/Force Protection  
SAEDA Brief  
SAPR  
Suicide Prevention I&II

**Note- Soldier may not take leave until inprocessing complete.**

**Soldier's squad leader or sponsor will take Soldier to all stations during inprocessing.**