For use of this form, see unit's standard operating procedures (SOP); the proponent agency will be the unit's appropriate staff sections.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Applicable Army publications and organization's Standard Operating Procedures (SOP).

PRINCIPAL PURPOSE: To ensure the proper in-processing of Soldiers into their gaining units and the proper out-processing of Soldiers from their losing units.

ROUTINE USES: To ensure that Soldiers have all the documents for both in- and out-processing and to ensure the identification of certain legal conditions that could preclude Soldiers from deployment, if present, during in- and out-processing. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to disclose the requested information could result in improper in- and out-processing.

INSTRUCTIONS

This form will be initiated at the losing unit during out-processing and provided to the Soldier along with the documents listed below. The gaining unit will complete this form by checking for the presence of each document. Confirm whether each document is present by checking **"Yes"** if the document is present and **"No"** if the document is absent. **Blocks marked with an "X" indicates no actions required for that specific item**. Prepare this form in two copies: One copy remains at the losing unit, and the Soldier hand carries the other copy to the gaining unit as a reference document.

1. NAME (Last, First, Middle): LI HON CHING	2. RANK: SPC	3. MOS/AOC: 09B - Trainee Unassigned
4. DODID#: 1643003372	5. SECTION/PLATOON: IET	

6. HOME ADDRESS: 970 41st ST APT 6i BROOKLYN NY 11219

7. MOBILE PHONE #: 646/589-2769

8. MILITARY EMAIL: HON.C.LI.MIL@USA.ARMY.MIL

9. PERSONA EMAIL: HONSPACECHING@GMAIL.COM

IN-PROCESS YES	IN-PROCESS NO	INITIALS	10. ADMINISTRATIVE RECORD DOCUMENTS / REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS	OUT-PROCESS YES	OUT-PROCESS NO	INITIALS
✓		DGF	Assignment Order w/ any amendments (Forward to higher for processing)			
✓		DGF	DD Form 93 (Record of Emergency Data) (Self-service thru IPPS-A)			
✓		DGF	VA Form SGLV 8286A (Family coverage election and certificate) (Self-service thru MILCONNECT).			
			Check Security Clearance Expiration Date in RCMS			
			Latest Evaluation (OER/NCOER), (if applicable)			
✓		DGF	IPPS-A Update (Modify Person)			
✓		DGF	MYPAY (Direct Deposit -SF 1199)			
			DA Form 5960 (Basic Allowance for Quarters/Housing)			
			Initiate/Verify Personnel/Finance Records Review			
			Marriage Certificate and/or Divorce Decree (if applicable)			
			Birth Certificates (if applicable)			

IN-PROCESS YES	NO	INITIALS	REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS	OUT-PROCESS YES	NO	INITIALS
☐	☐		USAR Form 107-R *(Family Information Data Worksheet)*	☐	☐	
☐	☐		Family Care Plan Questionnaire	☐	☐	
☐	☐		Family Care Plan Packet *(if applicable)*	☐	☐	
☐	☐		Total Sponsorship Assignment (*ACT – Army Career Tracker*)	☐	☐	
☐	☐		DA Form 31 (AGR Soldier Only) *Forward to G1 for processing*	☐	☐	
☐	☐		ADPAAS Registration (*ADPAAS Web Portal*)	☐	☐	
☐	☐		DD Form 1351-2 (Travel Voucher) **AGR Soldier Only**	☐	☐	
☐	☐		TLE Claim Form (if applicable) **AGR Soldier Only**	☐	☐	
☐	☐		Finance Briefing (Nearest military installation, if available and application) **AGR Soldier Only**	☐	☐	
☐	☐		**QTC Health Services** Account Setup (TPU Soldier) / *Tricare PCM changed (AGR Soldiers Only)*	☐	☐	
☐	☐		DD Form 3349 (Physical Profile) is up to date?	☐	☐	

IN-PROCESS		INITIALS	11. SUPPLY RECORD DOCUMENTS	OUT-PROCESS		INITIALS
YES	NO		REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS	YES	NO	
☐	☐		Lodging in Kind (LIK) Statement of Understanding (SOU) completed?	☒	☒	
☐	☐		LIK Request Form for upcoming Battle Assemblies (BA) received?	☒	☒	
☐	☐		DA 4886 for the Clothing statement inventoried.	☐	☐	
☐	☐		OCIE/Clothing Memo for Annual Inventory (E-5's and above only)	☒	☒	
☐	☐		CIF Initial Issue? *(If applicable)* **(Self-service thru ISM Web Portal)**	☐	☐	
☐	☐		Unit Patch Received?	☒	☒	
☐	☐		Issued CBRN mask and assigned weapon card?	☐	☐	
☒	☒		Does this Soldier required OCIE Turn-in and is it scheduled?	☐	☐	
☐	☐		Has the Hand Receipt Holder (HRH) inventoried the HR and cleared supply section?	☐	☐	

IN-PROCESS		INITIALS	12. MAINTENANCE RECORD DOCUMENTS	OUT-PROCESS		INITIALS
YES	NO		REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS	YES	NO	
☐	☐		Is Soldier enrolled into GCSS-A Registration? **(Self-service thru GCSS-A Web Portal)**	☒	☒	
☐	☐		Does the Soldier require a **Re-Issue of their Military Driver's License**?	☒	☒	
☐	☐		Is the Soldier On/Off Boarding into unit? *(In-processing Onboard/ Out-processing Offboard)*	☐	☐	
☐	☐		Does the Soldier require any system accesses, privileges, or requires revocation? • **License Instructor/License Examiner (LI/LE)** *(E-5 & above only)*	☐	☐	

IN-PROCESS		INITIALS	13. OPERATIONS/TRAINING/SCHOOLS RECORD DOCUMENTS	OUT-PROCESS		INITIALS
YES	NO		REQUIRED RECORDS, DOCUMENTS, OR OTHER ITEMS	YES	NO	
☐	☐		Is the **Soldier DMOSQ** (if not initiate packet)?	☒	☒	
☐	☐		Is the **Soldier current on next PME** (if not initiate packet)?	☒	☒	
☐	☐		Provide the Soldier a copy of **Yearly Battle Assembly Schedule**	☒	☒	
☐	☐		**DA Form 705** (Army Combat Fitness Test Scorecard) up to date?	☒	☒	
☐	☐		**DA Form 5500/5501** (Body Fat Content Worksheet) up to date?	☒	☒	
☐	☐		**DA Form 348** (Equipment Operator's Qualification Record) up to date?	☒	☒	
☐	☐		**Weapons Card** up to date?	☒	☒	
☐	☐		**Government Travel Charge Card (GTCC)** Application (**Citimanager**)	☒	☒	
☐	☐		Check GTCC **Balance/Active/Expiration Date/Information** up to date?	☐	☐	
☐	☐		**DTS Profile** enrolled/released/pulled into correct hierarchy?	☐	☐	
☐	☐		Verify **DTS Profile** is up to date?	☒	☒	
☐	☐		**CBA Memo** Required (If Applicable)?	☒	☒	
☐	☐		Does the Soldier require any system accesses, privileges, or requires revocation? • **ATRRS Operator** • **DTMS Operator** • **TAMIS Operator** • **DTS Role** • **Citimanager Agency Program Coordinator (APC)**	☐	☐	

After each staff section completes processing, the ARA or administrative personnel will verify the completion status of both In-processing and Out-processing procedures.

INPROCESSING VALIDATION	OUTPROCESSING VALIDATION
FOECKING.DAVID.GEORG EGERARD.1050432382 Digitally signed by FOECKING.DAVID.GEORGEGERARD.1050432382 Date: 2025.07.17 11:28:26 -04'00'	
Signature of ARA or admin personnel	*Signature of ARA or admin personnel*