NAME:_____ DATE:_____

DUTY STATION:_____

INPROCESSING PACKET CHECKLIST

☐ PCS ORDERS W/AMENDMENTS_____

☐ PCS LEAVE FORM_____

☐ COPY of DRIVER LICENSE_____

☐ ACCIDENT/AVOIDANCE CARD_____

☐ PT/WEAPON CARD_____

☐ RECENT NCOER/EER/ or OER_____

☐ ARC CERTIFICATE/RECRUITER BADGE_____

☐ MEMO AWARDING RECRUITER PTS FROM SCHOOL HOUSE_____

☐ PROMOTION PKT _____

☐ QTRs TERMINATION/ASSIGNMENT DOCS_____

☐ IF RECENTLY MARRIED or DIVORCED – NEED DOCS_____

☐ CPLS: NEED 4187 LATERAL PROMOTION FROM THE SCHOOL HOUSE_____

☐ CAC and PIN____

☐ CLASS A's for the first day and ACU/BDU's after_____

201 FILE

☐ 1ST ENLISTMENT/ALL REENLISTMENT CONTRACT

☐ LAST GOOD CONDUCT ORDERS

☐ 2 Original of SGLI/DD form 93

☐ ADDRESSES OF PARENTS/FAMILY MEMBERS THAT WILL BE ANNOTATED ON SGLI/DD FORM 93