

FRR/PRR must be completed upon return of In-Processing Personnel Record

IN-PROCESSING PERSONNEL RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure the proper in-processing of soldiers into their gaining installation units.
ROUTINE USES: To in-process soldiers into their gaining installations and units, to report any non-deployable conditions identified during in-processing to their gaining commanders, and to provide historical dates for after action reports and reviews. 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-processing.

INSTRUCTIONS

This form will be initiated on every in-processing soldier at the Processing Control Station. All soldiers are required to in-process through the activities marked with an asterisk (*). The Processing Control Station will designate which additional activities each soldier is required to in-process through, based on the applicable Army Regulations, installation instructions, and information in the soldier's records/furnished by the soldier. Each required activity will sign or initial this form and annotate any non-deployable conditions (deficiencies) identified that could not be remedied during in-processing, if any. The soldier will clear all required activities and then report back to the Processing Control Station. The Processing Control Station will verify by signing this form that all required installation/community level in-processing has been completed and release the soldier to the Replacement Activity for clearance and movement to the gaining unit. The gaining unit will then ensure the completion of the soldier's battalion/unit level in-processing.

1. NAME (Last, First, MI)	2. RANK	3. MOS/AOC
SECTION A – INSTALLATION/COMMUNITY LEVEL IN-PROCESSING ACTIVITIES (West Point Updated 20160711)		
4a. INSTALLATION/COMMUNITY ACTIVITY	4b. CLEARANCE SIGNATURE	4c. DEFICIENCIES NOTED (If any)
PLEASE RETURN COMPLETED FORM WITHIN 5 WORKING DAYS TO THE MPD		Location (Bldg/Room #) / Phone #
(1) Personnel Management *		Bldg 622, x4507 MPD
(2) Personnel Information/Sponsorship *		Bldg 622, x8489 MPD
(3) Voting Assistance *EVERYONE*		622 Swift Road, Room 113 x4324
(4) West Point Veterinary Treatment Facility		Bldg 630 Hodges Place, x3817 0900-1600 M,T,W,F Closed 1200-1300 Closed Thursdays
(5) Army Community Services Center *		Bldg 622 – Heritage Room, x4621/x0233 (M/T1300-1400 & W/Th 0900-1000)
(6) Occupational Health (MEDDAC & DENTAC Soldiers Only)		Bldg 606, Floor 3M Must Call x3055 for appointment
(7) Military Pay Office-Amt of SGLI\$ _____ *		Bldg 626, Suite 5, DMPO call x6134 for appointment (M, TH 0830-0915 & 1030-1115) (W 0830, 1030, 1330)
(8) Transportation Office		Bldg 626, 1 st Floor, x4051
(9) Provost Marshal Office (Required for all Soldiers with personally owned weapons or vehicles)		Bldg 616, x2208 (Mon-Fri 0900-1500)
(10) Security Office *		Bldg 621, Room 112, x2971/x7118
(11) Housing Office (RCI Housing Services Office)* UPH Unaccompanied Personnel Housing		Bldg 695 Buckner Loop, x2500/x6205 M, T, W, F 0800-1130, 1230-1630 Closed Thurs
(12) Dental Facility *		Bldg 606, Dental Clinic, x3121
(13) Education Center *		Bldg 683, x3464/x5389
(14) Soldier for Life*		Bldg 626, 2 nd Floor, x0634 Wed 0930-1130 or Fri 0800-1000
(15) Child and Youth Services/School Liaison Officer (Required for all Soldiers with accompanying children up to age 18)		Bldg 140, x4458/3921
(16) Medical Facility (Keller Army Hospital) Change PCM to Keller Army Hospital		www.dmdc.osd.mil/app/bwe or 877-874-2273 KACH, Bldg 900 Outpatient Records
(17) Exceptional Family Member Program EFMP*(only Soldiers with dependents)		KACH, Bldg 900, 4 th Fl, Rm 4C11, x6881 Open: 0800-1200 & 1300-1530 Hrs
(18) HIMS *HR Personnel Only*		Bldg 622, x3811 & 8463 MPD
(19) HHC *Staff and Faculty Personnel Only*		Bldg 622, x 6962/8450
(20) Government Travel Card/DTS		Bldg 626, x6107/7677 (USMA) Bldg 681 x 6243 (GARRISON) KACH Bldg 900 x6651 (MEDDAC/DENTAC)