

DEPARTMENT OF MILITARY INSTRUCTION INPROCESSING CHECKLIST

DATE ARRIVED:	DIVISION ASSIGNED:	MS	MT	ACC	DSS	OTHER:
SOLDIER INFORMATION						
NAME:						SSN:
AKO E-MAIL ADDRESS:						
RANK:	DOB:	BR:	YG:			
CONTACT INFORMATION						
ADDRESS LINE 1:						
ADDRESS LINE 2:						
STATE:						ZIP CODE:
HOME PHONE:						CELL PHONE:
FAMILY INFORMATION						
RELATIONSHIP	NAME					BIRTHDAY(DAY/MONTH)
SPOUSE						
CHILD 1						
CHILD 2						
CHILD 3						
CHILD 4						
CHILD 5						
PLEASE TURN IN THE COPIES OF THE FOLLOWING ITEMS						
FOR OFFICE USE ONLY						
ORDERS	<input type="checkbox"/>	UPDATE DATABASE		<input type="checkbox"/>		
LEAVE FORM	<input type="checkbox"/>	RATING SCHEME		<input type="checkbox"/>	Y	N
RECENT EVAL/AER	<input type="checkbox"/>	SOCIAL ROSTER		<input type="checkbox"/>	Y	N
APFT CARD	<input type="checkbox"/>	CUP & FLOWER FUND (\$110)		<input type="checkbox"/>	Y	N
ORB / ERB	<input type="checkbox"/>	T-SHIRT & HAT		<input type="checkbox"/>	Y	N
PROFILE (if applicable)	<input type="checkbox"/>	APPT W/COL GOLDMAN ()		<input type="checkbox"/>		
		DEPARTMENT PHOTO & BIO		<input type="checkbox"/>		
		USCC G-1 COMPUTER ISSUE		<input type="checkbox"/>		
		PROMOTION BOARD		<input type="checkbox"/>	Y	N
INPROCESSED BY: _____						