**HQ TRADOC IN/OUT-PROCESSING** Judy\_\_\_\_\_

Pam\_\_\_\_\_

**LAST NAME:**   **FIRST NAME:**  Jodi\_\_\_\_\_\_

**RANK:**  **SSN:**

**DUTY SECTION/POSITION:** **OFFICE PHONE:**

**HOME ADDRESS:**  **CITY:** **ZIP:**

**HOME PHONE:**  **CELL PHONE:**

**START DATE:**  **DEPARTURE DATE:**

|  |  |  |
| --- | --- | --- |
| **SECURITY** | IN  *INITIALS OF WHO COMPLETED* | OUT  *INITIALS OF WHO COMPLETED* |
| SF312 & Clearance (Check in JPAS to ensure a SF 312 is signed) |  |  |
| JPAS (In-/Out-Process) (Take Ownership & Grant Access Level) |  |  |
| Security/OPSEC In-Briefing |  |  |
| Send Link to Initial Security Training (30 days to complete) |  |  |
| Courier Card (Issue/Turn-in if required) |  |  |
| Enter Badge Request & Access Controls for Buildings |  |  |

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| **DEFENSE TRAVEL SYSTEM** |  |  |
| **Receive** or **Detach** |  |  |
| Check for any outstanding vouchers before Detaching |  |  |

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| --- | --- | --- |
| **GOVERNMENT TRAVEL CARD** |  |  |
| Transfer **In/Out** Hierarchy |  |  |
| Do they have a Balance |  |  |

|  |  |  |
| --- | --- | --- |
| **ROSTERS** |  |  |
| **Add/Delete** to Sharepoint Database |  |  |
| **Add/Release** inDTMS |  |  |
| **AtHOC**  Want to contact personal phone?  Do you want to receive text messages? |  |  |

|  |  |  |
| --- | --- | --- |
| **TIMECARD** (civ) |  |  |
| **Add/Release** in ATAAPS |  |  |