

HQ TRADOC IN/OUT-PROCESSING

Judy

Pam

Jodi

LAST NAME: _____ FIRST NAME: _____

RANK: _____ SSN: _____

DUTY SECTION/POSITION: _____ OFFICE PHONE: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

START DATE: _____ DEPARTURE DATE: _____

DOORS FOR ACCESS CONTROL: _____

SECURITY	IN <small>INITIALS OF WHO COMPLETED</small>	OUT <small>INITIALS OF WHO COMPLETED</small>
SF312 & Clearance (Check in JPAS to ensure a SF 312 is signed)		
DISS (In-/Out-Process) (Take Ownership)		
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		

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

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

ROSTERS		
Add/Delete to Sharepoint Database		
Add/Release in DTMS		
AtHOC Want to contact personal phone? Y N		
Do you want to receive text messages? Y N		

TIMECARD (civ)		
Add/Release in ATAAPS		