DEPARTMENT OF THE ARMY
BRAVO COMPANY, TRAINING SUPPORT BATTALION
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO ATTENTION OF:

ATSG-SB-B 27 October 2009

MEMORANDUM FOR RECORD

SUBJECT: POLICY STATEMENT #10 In/Out-Processing

1. IN-PROCESSING:

a. All Soldiers will be given a sponsor and directed to report to the Strom Thurmond Building and the TSB to receive instructions for Installation and Battalion in-processing.

b. Soldiers will then return to Bravo Company Operations to initiate company in-processing.

c. Once Installation, Battalion, and company in-processing sheets are complete, the Soldier will report back to Bravo Company Operations with all three forms.

2. OUT-PROCESSING:

a. As soon as the Soldier receives notification of PCS/ETS/RET they must notify Bravo Company Operations.

b. Once orders are received the Soldier must provide Bravo Company Operations with a copy and initiate plans for leave/PTDY.

c. Upon receipt of orders, the Soldier's supervisor will be notified to initiate an award and OER/NCOER.

d. All Soldiers are allowed 10 working days prior to sign-out date for PCS leave to begin clearing. Soldiers will be directed to report to Strom Thurmond Building and the TSB for Post and Battalion out-processing. All sections on the Bravo Company out-processing form must be complete (initialed and dated) by all sections. Bravo Company Operations will be the last station visited.

3. The point of contact for this memorandum is 1SG Alford at 751-8769.

PAUL A. NOCE
CPT, AG
Commanding