NTC & FORT IRWIN INPROCESSING INSTRUCTIONS

AG REPLACEMENT: You are given two to five working days to complete in-processing, however you can complete in-processing in as little as one day. The day after your initial sign in is your Day One of in processing. All in-processing Soldiers are under the control of the Replacement Detachment until completion of in-processing and shipment to gaining unit. Any concern or issues will be addressed by the NCOIC/Shift NCO and/or the HHC, 1916th Support Battalion Company Commander or 1SG. If you have any questions during in-processing, please contact the AG Replacement Detachment 24 hours a day at (760) 380-4747.

ALL E-6 AND BELOW ARE REQUIRED TO ATTEND ALL ACCOUNTABILITY FORMATIONS. The formation times for E-6 and below are 0600, 0900, 1300 and 1600 daily in the AG Replacement conference room located in BLDG 312. On your day one of in-processing you will report to the conference room of BLDG 312 at 0600 in ACUs for an in-processing brief.

UPON COMPLETION OF IN PROCESSING: All Soldiers must return to AG Replacement, BLDG 312, to turn in your completed DA form 5123-1 and to be officially released to your gaining unit. Failure to do so will result in notification to your command that your installation in-processing was not complete. Once released from the Replacement Detachment Soldiers must immediately report to their BDE level S1’s. Soldiers in the rank of E-6 and below will be taken to the BDE S1 by the Replacement Detachment Cadre. Soldiers will not go from the Replacement Detachment directly to their company/troop.

BLOCKS 1-3: Personnel Records, DEERS (ID Cards), and Promotions/Evaluations – ERB/ORB, SGLV (Life Insurance), DD 93(Emergency notification) updates. In-processing is done Mon, Tues, Wed, Fri, from 0800-1200 and Thu from 1300-1600 in Bldg 312. You will receive a Personnel Records in-processing brief prior to the Finance Briefs listed in the next paragraph. Please bring all source documents and any personnel records you have in your possession for your record updates. All CAC Cards and ID Tags will be verified by personnel office. If no updates are required they will sign your checklist. If updates are required, you will report to Bldg 563 during the hours listed above. (760) 380-3103/3408/8901.

BLOCK 4: Military Pay Office – A Finance brief will be held on Mondays and Fridays at 0830, Tuesdays at 1030, Wednesday at 1430 and Thursday at 1330 in the Conference room of Bldg 312. This is when you will process your travel settlement and be able to get answers to any finance related questions. If your day one falls on a Tuesday or Thursday your priority will be to attend medical in-processing first. (760) 380-3103/3408/8901

BLOCK 5 & 6: Post New Comer’s Briefing - (The Post Commander & CSM, Garrison CSM, CHP, ACS and the Garrison Safety Office) Held every Wednesday from 0900 to 1200 in the AG Replacement Conference Room of Bldg 312. This briefing is mandatory for in-processing Soldiers of ALL RANKS. Please be on time and at least 15 minutes prior. The Post Commander and the Post Command Sergeants Major will be your first speaker. SPOUSES are highly encouraged and welcome to attend.

BLOCK 7: NTC Welcome Videos- (Various Fort Irwin Agencies) The Welcome videos can be watched in the computer lab located in BLDG 312 or from your personal computer at home by going to http://www.irwin.army.mil/Newcomers/Pages/WelcomeBriefs.aspx. For use of the computer lab see the personnel Office in Bldg 312 during normal business hours.

BLOCK 8: Tricare On Line Registration- Register for Tricare online by following the attached instructions. Tricare online allows Soldiers and family member to make and cancel appointments, order prescriptions and receive many other services on line. AG Replacement Cadre will sign off on this block of your checklist.
BLOCKS 9-11: Medical - (Tricare, Preventative Medicine, MEDPROS, Records, Behavioral Health): Medical in-processing is ONLY DONE on Tuesday and Thursday in Bldg 172. Soldiers must report between 0700 and 0715. If any Soldier reports later than 0715 they will be turned away and told to return the following Tue or Thur. Bring any medical and immunization records in your possession. You will receive a TRICARE briefing and will update your TRICARE benefits for your family members if they are here with you; you must have their names, DOB, SSNâ. (760) 380-3235

BLOCK 12: Dental - Dental in-processing is done at the Shuttleworth Dental Clinic located in Bldg 171 from 0700-1100 daily. You must have your dental records. (760) 380-3166

BLOCK 13: Provost Marshal – All Soldiers with or without privately owned vehicles (POV)/privately owned Weapons (POW) will in process with the Provost Marshal located in Bldg 312. Registration of POV/POW is required to be completed within 72hrs of arrival on post; failure to do so is subject to UCMJ. POV Requirements: Drivers license, proof of insurance, vehicle registration, ID Card. All out of state vehicles older than five years will require a California Smog Test. POW Requirements: Model, make, serial number, barrel length, overall length, and Gaining Unit Commanders signature is required for all personnel E6 and below. Hours of operation are Mon-Fri, 0730-1600, closed for lunch from 1200-1300. (760) 380-7227

BLOCK 14: Financial Management Readiness Training (FMRT) - All first term Soldiers will attend the FMRT on Mondays, from 0800-1600, NO EXCEPTIONS! Training will be conducted in the conference room of Bldg 563. POC is the ACS Financial Adviser at (760) 380-8381/8422.

BLOCK 15: Transportation Office – Transportation is located in Bldg 312. In Processing can be done from 0730-1630 Mon thru Fri. In-bound property briefings are given every Tuesday at 1400. Moves from your home of record will require a copy of your DD Form 4/1, Enlistment Contract.

BLOCK 16: Barracks Management: Single Soldiers in the rank of SGT/E-5 will report to Barracks Management inside Bldg 312 for assignment of an NCO room. Hours of operation are 0700-1530. (760) 380-3220. This is only for single E-5/SGTs.

BLOCK 17 & 18: RCI & Pinnacle (Housing) - All military personnel seeking on or off post housing must report to the RCI Housing Service Office located in Bldg 4553 Tippecanoe St. (in the Sandy Basin housing area) prior to applying for Pinnacle Family Housing or off post housing. Pinnacle Family Housing is also located in Bldg 4553. Soldiers applying for family housing need to bring a copy of their orders, DA Form 31, Marriage Certificate, and all children’s birth certificates. Hours of operation are Mon-Fri 0800-1700. (760) 380-3577/6824. If you have already been to housing prior to your sign in at AG Replacement you must return to have your checklist signed off.

BLOCK 19: Child and Youth Services (CYS) - All Soldiers with children must in processes with CYS. Central Enrollment for CYS is located on the corner of Goldstone Rd and Pork Chop Hill in building 1323. Hours of operation are 0730-1630. (760) 380-2257.

BLOCK 20: School Liaison – All Soldiers with school age children ages 5 to 18 (Kindergarten to 12th Grade) must in process with the School Liaison. The School Liaison officer will be available for in processing from 1300-1600 Mon thru Fri and is located on the corner of Goldstone Rd and Pork Chop Hill in Building 1323. (760) 380-6880.

BLOCK 21-23: Sponsorship/Validation/Final Out: These blocks are for use by AG Replacement and the Personnel Office only. Soldiers do not need to get any signatures in these blocks.
**ADDITIONAL INFORMATION**

**Emergencies:** Soldiers having any kind of emergency (i.e. car accident, hospitalization, involvement with law enforcement) must inform the duty NCO at AG Replacement as soon as possible. Replacement is open 24 hours a day including weekends and holidays. (760) 380-4747.

**Sick Call:** AG Replacement does not have routine sick call for in processing Soldiers. If a Soldier is sick or injured they will obtain medical attention at the Emergency Room of Weed Army Community Hospital located on the corner of Inner Loop Road and 4th Street in Building 166. Soldiers can call or go to the AG Replacement front desk for help.

Note: Soldiers looking for routine appointments or trying to update profiles will wait until they have in processed their gaining unit.

**Spouses Welcome:** For all newly arriving spouses. A Spouses Welcome is held the first Wednesday of every month from 0800-1200 at Reggie's. We encourage you and your spouse to attend this very informative and exciting event. For more information call the ACS Relocation Program Manager at (760) 380-3598.

**Army Accident Avoidance Course (AAAC)/Army Traffic Safety Training Program (ATSTP):** All Soldiers must have a valid AAAC Certificate to obtain a Government Driver License. If you have taken the AA Course within the last four years through AKO, you can obtain a copy of your certificate through your AKO. If you do not have a valid certificate you can take the course on line utilizing the computer lab located in Bldg 312. Instructions are located on the desk. See the personnel section for access.

**Landmark Inn (Lodging):** Rate is $63 per day for standard room/ $69 per day for a suite (Soldiers must check in with a copy of their PCS orders in order to obtain this special rate). Contact number is (760) 386-4040.

**Road Closure:** Every morning from 0630-0730, from the intersection of Barstow Road and Langford Lake Road to the Intersection of B Avenue & Langford Lake Road back to North/South Loop Road and all roads in between will be closed for PT. This area is highlighted in yellow on your map.

**Permissive TDY:** PTDY is will not be taken once you have signed into AG Replacement. Soldiers can request PTDY once they arrive to their unit of assignment. Soldiers with approved Permissive TDY (PTDY) on their DA Form 31 must report to the housing office, Bldg 4553, to have their leave form stamped and signed by an authorized RCI representative to begin house hunting. Soldiers should not sign into AG Replacement until their approved PTDY is over. NOTE: PTDY must be approved by a LTC or above per AR 600-8-10.

**Central Issue Facility (CIF):** CIF will be completed when you arrive to your unit. You must have orders, a DA Form 4187 assigning you to your gaining unit and CAC Card. Issuing hours are Mon-Fri (1300-1530) (760) 380-3633, Bldg 342.

**Range Safety Briefing:** Is held Mondays and Tuesdays from 1300-1500 in Bldg 6100 (Corner of Barstow Road and North Loop Road). This training is MANDATORY for all SFC and above. You can attend the class after you report to your unit!