

STAFF & FACULTY REPORTING INSTRUCTIONS & PRE ARRIVAL CHECKLIST

Our objective is that your reporting and in-processing at USAWC be as efficient as possible. Upon your arrival, immediately check-in with the Human Resources Directorate (HRD), located in Bldg 315 2d floor during the hours of 0800-1600, at which time you will be provided an in-processing checklist and additional in-processing instructions. If you respond to the following items listed below, you and your family will experience minimal delays upon arrival. Please review this information completely and comply with all suspense dates. If assistance is needed anytime prior to your arrival, contact the HRD at 717-245-3615/4163, DSN 242 or via email @ AWCC-CHR@carlisle.army.mil.

Reporting

a. Report to the United States Army War College, Carlisle Barracks: during normal duty hours, 0800-1600, Bldg 315, 2d floor. All personnel arriving after normal duty hours must report to the HRD, the following duty day to begin in-processing. The HRD will sign you in off leave effective the date you arrived to Carlisle Barracks. Sister service students (Air Force, Marine, Navy & Coast Guard) must also report to the Senior Service Representative office located in bldg 122, room C332 upon arrival. If you arrive after 1800 M-F or 1600 Sat-Sun and have made reservations with the local billeting office the keys can be picked up from the Military Police desk sergeant located in Bldg 400, which is located directly behind the Fire Station.

d. You must first check with the Carlisle Barracks billeting office to obtain a statement of non-availability before filing TLE travel settlement for off post lodging. Contact the Carlisle Barracks lodging office at 717-245-4245 or DSN 242 early to make reservations. Carlisle Barracks lodging does not accept pets.

e. To further assist your transition to Carlisle Barracks it's imperative that you comply with the following actions in accordance with established suspense dates.

Pre Arrival Instructions

- Officers who will be considered by a DA Promotion board should review and sign your Promotion Board Officer Record Brief (ORB) prior to departure. If unable to do so, alert your records clerk of your eligibility during centralized in-processing.
- Complete Online Student/Staff & Faculty Questionnaire consisting of:

Officers & Civilians GS-11 & above:

- Complete your Questionnaire which includes biographical sketch information, family medical screening, housing & nametag applications, Carlisle schools pre-registration and academic pre-assessment survey). (Allow 45 minutes to an hour to complete entire questionnaire). A sample biographical sketch is enclosed in your welcome packet. Once logged in, print "Questionnaire Completion Instructions". Link is located at the top of the page. **See login instructions below.**
- Biographical Sketch Photograph, spouse photograph is optional (Head & Shoulder, no flags in background) Email to AWCC-CHR@carlisle.army.mil or mail hard copy to HRD, 315 Lovell Ave, Carlisle, PA 17013

Enlisted Soldiers:

- Complete your Questionnaire, which includes, family medical screening, housing application, Carlisle schools pre-registration. (Allow 45 minutes to an hour to complete entire questionnaire). A sample biographical sketch is enclosed in your welcome packet. Once logged in, print "Questionnaire Completion Instructions". Link is located at the top of the page. **See login instructions below.**

Post Arrival Instructions

- After arrival and check-in w/HRD bldg 315 you will be given an in-processing checklist. The following documents are needed to complete your in-processing.
 - 10 copies of orders and amendments assigning you to the Army War College
 - Leave Form, DA 31 (Army Only)
 - Army Physical Fitness Score Card (Army Only)
 - Military Personnel Records Jacket (Army Only)
 - Finance Records and copies of travel advances (Army Only if applicable)
 - Dental Records
 - Medical Records (families members also)
 - Shot records, birth certificates or passport (dependents)
 - Personal data i.e. DOB & SSN for all dependents

In-processing Login Instructions

Get **Login** and **Password** from the first page of Human Resources Director's welcome letter or contact CW3 Flowers @ AWCC-CHR@carlisle.army.mil or 717-245-3615 or DSN 242.

Go to <http://www.carlisle.army.mil/usawc/hrd/inprocessing.html>

Human Resources Directorate
>> In-Processing

[Home](#)

- **Overview of Web In-Processing for all Personnel**
Note: All resident students, SSC Fellows and AWC Permanent Party personnel must complete "First Step" of Web In-processing.
- **First Step: [Web In-Processing Questionnaire](#)**
- **What's Next:**
 - [Resident Students](#)
 - [Senior Service College Fellows](#)
 - [Staff & Faculty / Enlisted](#)

Customer Comments

Please provide your comments to Chief Warrant Officer Shirley Rosencutter via e-mail:
Shirley.Rosencutter@carlisle.army.mil

Next Go to "**Overview of Web In-Processing for all Personnel**" link and review web instructions.

Next Go to "**First Step to Web In-Processing Questionnaire**", link located in the middle of the above page (Sample page is below). Allow 45 minutes to an hour to complete this questionnaire.

U.S. Army War College
In-Processing System



Login to the AWC In-Processing System

To login, you must provide your Login Name and Password. If you have forgotten your Login Name and/or password, please contact the [HRD-Webmaster](#).

Login Name:

Password:

Next go to “**Hometown News Release**” link located on the left side of current page to complete optional Hometown News Release using the **Username: USAWC** and **Password: PASSWORD** using the following instructions:

1. Select “Submit DD Form 2266” located in the middle of page.
2. Select “DD Form 2266 HTML Version”
3. Enter requested data and submit form

Next go to “**HRD Homepage**” link located on the left side of current page then select “**In-processing**” link located on the left side of page.

Next go to “**What’s Next: Staff & Faculty / Enlisted**” link for valuable information to help with your transition to the College.