

REPORTING INSTRUCTIONS & PRE ARRIVAL CHECKLIST

Our objective is that your reporting and in-processing at USAWC be as efficient as possible. In-processing will take place in Collins Hall, Bldg 650 from 19-21 July 2004. 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 appointment 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. Unless otherwise stated the suspense for all actions is 17 May 2004. If assistance is needed anytime prior to your arrival, contact the HRD at 717-245-3615/3362, DSN 242 or via email @ ATWC-CHR@carlisle.army.mil.

Reporting

- a. Report NET 8 July 2004 but NLT 15 July 2004.
- b. Request to report earlier than 8 July must be sent via email with justification to the HRD @ AWCC-CHR@carlisle.army.mil for Chief of Staff approval.
- c. Report to the United States Army War College, Carlisle Barracks during normal duty hours, 0800-1600, Bldg 315, 2d floor. Students 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. Students 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 is imperative that you comply with the following actions in accordance with established suspense dates.

Pre Arrival Instructions Suspense: 17 May 2004

- Officers who will be considered by the July 2004 Colonel, Operations (OP), Operational Support (OS), Information Operations (IO), and Institutional Support (IS), formerly the Army Competitive Category, promotion board, be sure to review and sign your Promotion Board Officer Record Brief (ORB) prior to departure.
- Online Student/Staff & Faculty Questionnaire (Consisting of: biographical sketch information, family medical screening, housing & nametag applications, Carlisle schools pre-registration and academic pre-assessment survey)
- Security Clearance Verification (Must complete CBKS Form 633 & fax completed form to 717-245-4433)
- Biographical Sketch Photograph, spouse photograph is optional (Head & Shoulder, no flags in background) Email to ATWC-CHR@carlisle.army.mil or mail hard copy to HRD, 315 Lovell Ave, Carlisle, PA 17013
- Establish myPay account @ <https://mypay.dfas.mil/mypay.aspx>
- Report Carlisle NET 8 Jul 04, NLT 15 Jul 04, bldg 315 2d floor to sign-in off leave and to obtain your in processing appointment.
- For your convenience, you may use the following interim mailing address until you arrive: Your Name, U.S. Army War College, Class of 2005, 122 Forbes Avenue, Carlisle, PA 17013-5203
- Send a test email to ATWC-CHR@carlisle.army.mil upon receipt of your welcome instructions by the Human Resources Director or notification of attendance to establish communication prior to arrival.

Post Arrival Instructions

- After arrival and check-in w/HRD bldg 315 you will be given an appointment for centralized in-processing. Please have the following documents with you for your in-processing appointment at Collins Hall Bldg 650.
 - 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

Uniform Requirements

The duty uniform during the academic year is your appropriate service Class B uniform or business civilian attire, i.e., suit or sport coat and tie for men and equivalent dress for women. There are occasions when military officers are required to wear the Class A uniform. **You are required to in-process in your Class B uniform or business attire for civilian students.** Height and Weight will be done for each Army student during centralized in-processing. Please bring your PT uniform to your in-processing appointment if tape required.

In-processing Login Instructions

Get **Login** and **Password** from the first page of Human Resources Director's welcome letter or contact CW3 Flowers @ ATWC-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.

*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:

Login

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). Once logged in, print "Questionnaire Completion Instructions". Link is located at the top of the page.

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 "Important Links" located on the left side of current page to access the following documents:

- AY05 Key Dates
- Newcomer's Guide "Hard copy provided upon arrival"
- Local Housing Referral Listing

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: Resident Students**' link for valuable information to help with your transition to the College.

Next go under the "**Required Forms**" column print and return the following documents to addresses provided NLT 17 May 2004:

1. Security Clearance Verification Form (CBKS 633): DA USAWC ATTN: Security, 122 Forbes Ave, Carlisle, PA 17013-9919 or fax to 717-245-4433.
2. Biographical Sketch Photographs. Photo is mandatory for all students, optional for spouses. Email photo to ATWC-CHR@carlisle.army.mil or mail hardcopy to HRD 315 Lovell Ave, Carlisle, PA 17013

Next go under the "**Academics**" column and complete the following applicable actions:

1. Graduate Assistance Program (GAP) (Optional).
2. Master of Strategic Studies Degree Information. (**Mandatory for all resident students**)