**SOCKOR OUT-PROCESSING CHECKLIST**

**(As of 1 June 2020)**

**RANK/NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECTION\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOJ1/PERSONNEL DIRECTORATE – BLDG 7626, RM 121 INITIAL/DATE**

1. Obtain PCS orders with amendments \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Annotate Flight Date, Lodging info, and contact number on PCS orders. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Obtain/Issue leave control # (Army Personnel Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Award Ceremony is scheduled for : \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Verify Evaluation/Rating Reports are complete. (if incomplete, make note of status) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Obtain Air Force/Navy Element out processing checklist, or Army Installation clearing form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Terminate Hazardous Duty Orders. (only if gaining unit is a non-airborne unit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ2/INTELLIGENCE DIRECTORATE – BLDG 7621, RM INITIAL/DATE**

1. Security Out brief (SSO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Turn in Courier Card (DD Form 2501) if required \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Turn in Security/Access Badges are required (SOCKOR, SWC, CP Tango) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ3/OPERATIONS DIRECTORATE – BLDG 7621, JOC INITIAL/DATE**

1. Pick up individual jump log \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Out-process ACCM Program Control Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Knowledge Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ4/LOGISTICS DIRECTORATE – BLDG 7626, RM 139 INITIAL/DATE**

1. Transfers property 30 days prior to departure. (Directorate Sub-Hand Receipt Holder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ6/COMMUNICATIONS DIRECTORATE – BLDG 7626, RM 101C INITIAL/DATE**

1. Delete VPN account, if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Delete NIPRNET and SIPRNET/RIPRNET accounts \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Clear COMSEC office/DACAP (723-3011) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMAND SURGEON CELL – BLDG 7626, RM 114A** **INITIAL/DATE**

1. Turn-in IFAK (Individual First Aid Kit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Review/Update Individual Medical Readiness (IMR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Clear POTFF (RM 115B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Complete the AQI/SF 600 (Chronological Record of Medical Care) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ1 (/RESERVE AFFAIRS (reserve personnel only) – BLDG 7621, RM 110 INITIAL/DATE**

1. Reserve Awards Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Obtain DD Form 214 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DTS – BLDG 7626, RM 115C INITIAL/DATE**

1. Government Travel Card Out-brief \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Detached from SOCKOR DTS Hierarchy \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Transfer over GOVCC Billing Official/Alternate Billing Official duties (if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HHC – BLDG 7628, RM 109B:**  **INITIAL/DATE**

1. Turn in CIF and receive copy of cleared receipt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Central Issue Facility (CIF) BLDG #1646

M/W/F. 0800 – 1100/1300 – 1600

T/TH. 0800 – 1100

1. 30 days out: HHC Supply Vault (Mondays 0900 – 1100)

Turn in Fight Tonight equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Turn in CBRN Mask \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Report to HHC Master Driver (Monday 0900 – 1100) to pick up DA Form 348 \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pick up Individual Training records (Weapons qualifications, APFT card) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Out-Briefings – (Directorate OIC/NCOIC is responsible for ensuring): INITIAL/DATE**

1. Schedule for CG Out-Brief (Officers Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Schedule for CMC Out-Brief (Sr. Enlisted) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Schedule Out-brief with service Sr. Enlisted Leader (Jr. Enlisted) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Schedule 1SG Out-Brief \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Barracks Out-processing
* Fight Tonight Gear HR
* SOFA Rep

**AT/FP Office – BLDG 7621, JOC INITIAL/DATE**

1. AtHOC, AT Level 1 (Mr. Duke) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Barracks Floor Manager INITIAL/DATE**

1. Coordinate for a barracks inspection with your respected floor manager. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ1 NCO– BLDG 7621, RM 121 INITIAL/DATE**

1. Transfer Data on the Database to Departed spreadsheet. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **\*Return this form, and Service specific checklists, after final out-processing!\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received/Completed: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_