

AG REPLACEMENT DETACHMENT  
Instruction for self inprocess  
SFC AND ABOVE

*You are given 5 working days to complete inprocessing through all stations based on DA Form 5123-I-R (Personnel Inprocessing Record Checklist). Make sure all stations sign your DA 5123-I-R, your checklist. Once you complete your inprocessing return to AG Replacement Detachment with the checklist to officially release you to your gaining unit. (NO EXCEPTIONS!). If you have any questions at anytime during inprocessing, contact our office at 4-3570/4747/4195 or stop by anytime, we are open 24 hours. If you require transportation assistance while inprocessing, please notify our office for a ride at the earliest time possible. Check with the Replacement daily for any messages, you may do this by phone or stop by anytime at the customer Service Desk.*

FINANCE BRIEFING, 0800: The first inprocessing day (day after your initial sign in) is your Day One and is important. Report to this office at 0750 hours to check in. Proceed across the street, Bldg. 312 (In/Out Processing Bldg.) Conference Room for your Finance Briefing (travel settlement) at 0800. In this building, you can also do your POV/Weapons Registration, Housing Referral (Mary Martz) and Transportation (Inbound).

IOP (In/Out Processing) is located in bldg. 312, on the 3rd 4th 5th cubicle as soon as you enter the bldg. Inprocessing must be done in the afternoon (1300 - 1500), on your second inprocessing day. Do not go on the first day.

POV/WEAPONS REGISTRATION: Bldg. 312, Mon -Fri, 0800-1600/closed for lunch, 1200 - 1300

Private Own Vehicle Registration requirements:

- Driver's License
- Proof of Insurance
- Vehicle Registration
- All out-of-state vehicles with 1996 model or older must require California Smog Test. Vehicle Registration is MANDATORY on Fort Irwin.

Weapons Registration requirements:

- Model, make, serial number, and barrel length
- Commander's signature is required for all personnel residing in the barracks and the weapon(s) will be stored in the Unit Arms Room.

HOUSING REFERRAL: Bldg. 312, Mon -Fri, 0730-1600. Bring a copy of your orders and DA 31.

TRANSPORTATION OFFICE: Bldg. 312, South end of the bldg., Mon - .Fri, 0730-1600

MANDATORY WEDNESDAY BRIEFINGS: Post Theater, corner of Langford Lake and Barstow Road. Spouse is welcome to attend.

EDUCATION BRIEFING: Wednesday, Bldg. 412A, 0725 —0745. Optional for SFC & up.

RANGE SAFETY BRIEFING: **MONDAYS**, 1300-1500, Bldg. 6100, G3 Range Control (Corner of Barstow Road and North Loop Road). Mandatory for all SSG and above.