



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL SUPPORT COMMAND, KOREA
UNIT 15384, APO AP 96260-5384

EANC-MS-C-Z

08 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MSC-K Command Policy # 24, "Fast-Track In-processing"

1. REFERENCES:

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle), 19 February 2015

b. FM 1-0, Human Resources Support, 1 April 2014

2. PURPOSE. To establish procedures for Senior Leadership In-Processing (Fast-Track) at the Theater Reception Center-Korea.

3. SCOPE. This policy applies to Service members (Active Duty, Reserve and National Guard) with the rank of (CSL O-5/LTC and E-9/CSM&SGM) and (O-6 and above).

4. POLICY.

a. The 19TH HR Co. has been appointed to execute excellent and effective Theater Reception operations for a seamless integration of newly assigned Soldiers/Leaders and their Families into Korea.

b. Unit Liaisons (LNO)/Sponsors will ensure that all inbound "Fast-Track" personnel are contacted and receive the following information prior to arrival:

1. Incoming Soldier's Rank & Full Name:
2. Last Four of SSN:
3. Arrival Date:
4. Position:
5. Arrival Time:
6. Number of Dependents (Command Sponsored):
7. Name/Organization/Phone Number of Sponsor:

c. Reception leadership will verify the arrival date of inbound "Fast-Track" personnel on a weekly basis, and coordinate with supporting agencies in order to expedite In-Processing.

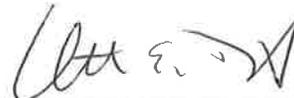
EANC-MSC-Z

SUBJECT: MSC-K Command Policy # 24, "Fast-Track In-processing"

d. All "Fast-Track" personnel must accomplish the following during in-processing: HTWT screening, PRT, Defense Biometric Identification System (DBIDs), SGLI, Record of Emergency Data, Finance, Medical immunization and Eighth Army (8A) Welcome brief.

5. REQUIREMENTS. All exceptions to this policy will be approved by the MSC-K Brigade Commander.

6. POC for this action is 19TH HR Company Commander, CPT Cezar at DSN 723-5477 or katrina.p.cezar.mil@mail.mil.



CHRISTOPHER E. DEXTER
COL, LG
Commanding