

Married Army Couples Program

Upon receipt of request S1 will generate a DA Form 4187, check for accuracy and ensure that spouse signature and marriage certificate is attached. The PD verifies the information and type a memorandum. A copy of request will be sent to soldier's branch.

Official Name Change

Upon receipt of the request at the PAC a DA Form 4187E will be generated, a copy of marriage certificate or divorce decree birth certificate (males with wrong name on SIDPERS) must be included in the packet.

Military Naturalization Program

After receipt of complete naturalization packet the PAC should screen and review it using the naturalization checklist provided at www.perscom.army.mil/tagd/pssd/inns/htm. Service member must have at least 3 years of honorable active service at the time of the application and not less than 6 months remaining in service prior to ETS. The PD will schedule an appointment for the applicant for fingerprints by calling 1888 557-5398. The applicant is responsible for attending or rescheduling his appointment.

Regimental Affiliation

Upon receipt of the request the PAC will type a DA Form 4187 using table 7-9 in AR 600-82. The complete application will be further mailed from the PD to:

Commander PERSCOM
ATTN: TAPC-EPS-A
2461 Eisenhower Ave
Alexandria, VA 22331-0456

Corporal Recruiting

Upon receipt of the request the PAC clerk will follow the requirements of MILPER Message 99-242 (ext. 00-83), and AR 601-1 para 2-4. PD will mailed it to:

Commander PERSCOM
ATTN: TAPC-EPM-A
2461 Eisenhower Ave
Alexandria, VA 22331-0456

Drill Sergeant Application

Upon receipt of the request the PAC will review the requirements provided at www.perscom.army.mil/epinf/dscdrlist.htm, and AR 614-200, Chapter 8. Complete application will be further mailed to:

Commander PERSCOM
ATTN: TAPC-EPK-ID
2461 Eisenhower Ave
Alexandria, VA 22331-0456

Drop from the Rolls

AWOL transaction must be processed through SIDPERS 3 once the soldier is absent without leave for a period of **24 hours**. PAC clerk will prepare a DFR packet using the 3rd Personnel Group official checklist (**No exceptions**). DFR packet must be processed within **48 hours of the 31st day** that the soldier is AWOL. The PAC will do a DFR transaction in SIDPERS 3 and will attach a copy of the DA Form 4187E to the soldier' packet. S1 must monitor the AAA-160 on a weekly basis to stay on top of the AWOL soldiers. The PD will further mail the application to:

Law Enforcement
ATTN: USADIP
Building 1481
Fort Knox, KY 40102

Chapters and Separations

All request for chapters must be turned in to the immediately after they are approved, a copy of the soldiers leave (DA Form 31) must be included in the packet. PD will insure all documentation are attached and will input it into ISMS to create the "draft order" or original order (officers) which ever is the case. After the draft order is generated from ISMS it will be hand carry along with the soldier's 201 file, dental, and medical records to building 121 (ATTN: Mr.Addigton or Mrs. Kattie). PD clerk will allow the transition Center 48 hrs to finalize orders. Final orders will be printed and the unit legal will be called for pick up.