



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

IMSE-GOR-HRM-C

OCT 13 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 8 - Arrival Transactions for Incoming Student/Trainee Personnel (Enlisted)

1. This memorandum supersedes eMILPO Memorandum Number 8, subject as above, dated 24 Mar 08.
2. Reference: Soldier Record Data Center – functional proponent Army Human Resources Command.
3. The purpose of this memorandum is to explain the local procedures for processing arrival transactions for enlisted students and trainees.
4. Upon arrival, students and trainees are inprocessed by Trainee/Student In/Out Processing and the arrival transaction is submitted regardless of whether the Soldier is properly departed from the losing unit. In doing so, this action supports eMILPO's "sign-of-life" concept.
5. **ALL eMILPO users must be cautious of the default dates on the entry screen and ensure that correct dates are inserted.** The first arrival date and departure date to be displayed are equal to the system date. The user must edit these dates to agree with the correct arrival date and obtain the departure date from a copy of the Soldier's leave form or by personal interview.
6. Each week, Trainee/Student In/Out Processing will compile a listing of students and trainees that arrive to the 15th Signal Brigade and a copy will be provided to the appropriate users. This list will include the name, social security number, rank, Military Occupational Specialty (MOS), Military Training Service Support (MTSS), Unit Identification Code (UIC), and remarks.
7. Attachment transactions for National Guard, Reserve Soldiers, and Soldiers that are TDY Enroute and TDY Return will be submitted and processed by the Trainee/Student In/Out Processing Section. This section will also provide a listing of students that inprocess to appropriate users. This list will include the name, social security number, rank, MOS, MTSS, UIC, and remarks.

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8. This memorandum will be maintained on file by each Fort Gordon unit/activity.



JOHN MCINTYRE
Director of Human Resources/
Adjutant General

DISTRIBUTION:

Project Manager, AKIMA

POB

PSB

Str Mgt Br

Transition Point

TSPB

Cdr, U.S. Army Garrison

Cdr, 116th MI Gp

Cdr, 442d Sig Bn

Cdr, 15th Sig Bde

Cdr, 73d Ord Bn

Cdr, 35th Sig Bde

Cdr, 67th Sig Bn

Cdr, 513th MI Bde

Cdr, 297th MI Bn

Cdr, 35th MP Det

Cdr, EAMC

ADL

DENTAC

Cmdt, NCO Academy

Cdr, 3d Region

Cdr, 249th Med Hosp

Cdr, 206th MI Bn

Cdr, 369th Sig Bn

Cdr, 447th Sig Bn

Cdr, 551st Sig Bn

Cdr, 63d Sig Bn

Cdr, 56th Signal

Cdr, 202nd MI Bn

Cdr, 56th SC HQs

Cdr, 7th Signal Command