

EIS Message 07-01(C2)

21 June 2007

Subject: EIS POC's and Categories

1. In an effort to standardize processing and provide tracking of EIS actions, the Policy and Eligibility Inquiries Section (EIS) will process all actions via RETAIN hotlines.
2. Use the below hotline categories when submitting requests to EIS. All hotlines must be accompanied by a hardcopy packet. All packets consist of as a minimum a DA Form 4187 and ERB in the packet unless noted in corresponding EIS Message. Supporting documents must be scanned, legible and emailed to AHRCEPFP@conus.army.mil, or faxed to DSN 221-9543. PDF is the preferred file format for emailing documents.

<u>ACTION</u>	<u>CATEGORY</u>	<u>HOTFORM</u>	<u>PROCESSING TIME</u>
MSG Shepard (DSN 221-6999)	Eligibility and Inquiries Section NCOIC		
SFC Greggs (DSN 221-6807)	AC/RC and Retiree Recall Analyst		
RCP Exceptions (E-8 and below Only)	RCPEXCP	EIS	10 Days
DCSS Removals	DCSSREM	EIS	10 Days
Enlistment Grade Validations/ Enlistment MOS Validations	ENLVAL	EIS	10 Days
Defective / Unfulfilled/ Fraudulent / Erroneous	DUFE	EIS	15 Days
Waivers - AWOL	WAVAWOL	EIS	10 Days
EIS Miscellaneous	EISMISC	EIS	10 Days

3. DA Form 4187 "To" block reads: Commander, HRC, ATTN: AHRC-EPF-P, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450. Change all regulatory references to EIS office codes TAPC-EPR-P or AHRC-EPR-P to AHRC-EPF-P.
4. Hotlines sent without a hardcopy packet or missing information and/or supporting documents will be returned. For inquires on a case status email AHRCEPFP@conus.army.mil before calling.
5. POC for this message is MSG Shepard DSN 221-6999 or EIS email account AHRCEPFP@conus.army.mil

END EIS Message 07-01(C2)

Mr. Bragg, Chief RMB