

## *Welcome Packet*



### **“From The Beginning”**

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(Please fill out for your day one of in-processing BN)
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#### **\*\*\*Note\*\*\***

You **MUST** in process post (Marne Reception Center)  
before in-processing Battalion



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 63D EXPEDITIONARY SIGNAL BATTALION  
1917 WEST 15<sup>TH</sup> STREET, BUILDING 3017  
FORT STEWART, GA 31314

To our newest member,

Beth and I along with Mavis and CSM Smith would like to extend a warm welcome to you and your family and we are excited to add you to the 63d Expeditionary Signal Battalion (ESB) Team. There is no doubt that you will grow and learn as we continue to write the lineage of this outstanding organization.

The 63d ESB was constituted in July 1940. Our mission is to rapidly deploy Signal forces to engineer, install, operate, maintain, and defend communication networks across the US Northern Command's operating environment in support of homeland security response. The 63d ESB performs in cooperation with US Army North and other service components and is directly committed to the achieving the following priorities:

- Maneuver like Calvary
- Innovate like MIT
- Lead Like Servants

We are within the footprint of the 3rd Infantry Division, "Rock of the Marne", at Fort Stewart, GA. The base is geographically set in a premier location that offers you a multitude of activities for single Soldiers and Families alike. Within a radius of three hours you can tour the surrounding areas of Savannah, GA, Jacksonville, FL, Charleston, SC, and beautiful Hilton Head, SC.

Our motto, AB INITIO, means "From the Beginning!" marking the battalion's participation at the start of US operations during World War II. Your Sponsor will be appointed and available to assist with your arrival. If you have additional questions, feel free to contact us at (912) 435-2183/2155 (FT Stewart Battalion Staff Duty NCO).

Again, welcome to the Battalion and we look forward to you and your family joining Team 63!

Warm Regards,

A handwritten signature in black ink, appearing to read "J. Sanders", is positioned above the printed name and title.

JOHN L. SANDERS  
63d ESB Commander

A handwritten signature in black ink, appearing to read "Dennis Smith III", is positioned above the printed name and title.

DENNIS SMITH III  
63d ESB Command Sergeant Major

# 63rd Expeditionary Signal Battalion

## Personnel Data Sheet

NAME: _____		RANK: _____		DOR: _____		SSN: _____	
BASD : _____		ETS: _____		DOB: _____		MOS: _____	
TIG: _____		TIS: _____		PROMOTABLE: YES / NO		POINTS: _____	
WEIGHT : _____		HEIGHT : _____		HAIR : _____		EYES: _____	
AGE: _____							
MARITAL STATUS: MARRIED / SINGLE				ANNIVERSARY DATE: _____			
SPOUSE'S NAME/E-MAIL: _____				DOB: _____		EFMP: YES / NO	
CHILD'S NAME: _____		DOB: _____		AGE: _____		MALE / FEMALE	
EFMP: YES / NO							
CHILD'S NAME: _____		DOB: _____		AGE: _____		MALE / FEMALE	
EFMP: YES / NO							
CHILD'S NAME: _____		DOB: _____		AGE: _____		MALE / FEMALE	
EFMP: YES / NO							
CHILD'S NAME: _____		DOB: _____		AGE: _____		MALE / FEMALE	
EFMP: YES / NO							
HOME PHONE: _____				ADDRESS : _____			
RELIGION: _____		BLOOD TYPE: _____		WEAPON #: _____		WEAPON SERIAL #: _____	
MASK #: _____		INSERT REQUIRED: YES / NO		DATE NBC PROF: _____		CONF: _____	
DATE WEAPON QUAL: _____		TYPE: _____		QUALIFIED: MARK / SHARP / EXPERT			
DATE LAST APFT: _____		SCORE: _____		PUSH-UP : _____		SIT-UP: _____	
RUN: _____							
DATE WEIGH-IN: _____		BODY FAT %: _____		PROFILE: T / P _____			
DATE CTT TEST: _____		GO / NOGO		DATE DRIVERS TRAINING: _____			
DATE QUALIFIED CREW SERVED WEAPON: _____				TYPE/S: _____			
NBC SUIT SIZE : _____		MASK SIZE : _____		ACU COAT SIZE : _____		TROUSER SIZE : _____	
HAT SIZE : _____		BOOT SIZE : _____		WLC : _____		ALC : _____	
SLC : _____							
AWARDS: _____							
DATE LAST GCM: _____		DATE LAST NCOER: _____		NOK: _____			
ADDRESS: _____				PHONE NO. : _____			
POV MAKE : _____		MODEL : _____					
YEAR : _____		COLOR : _____		LIC PLATE # : _____			
POST DECAL # : _____		INS COMPANY : _____		EXP DATE : _____			
REMARKS							

# 63<sup>rd</sup> ESB IN/OUT-PROCESSING CHECKLIST

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **NEW UNIT:** \_\_\_\_\_ **ARRIVAL DATE:** \_\_\_\_\_  
(Last Name, First Name MI) (Gaining Unit) (DD MMM YR ie. 27 Apr 05)  
**SPONSOR:** \_\_\_\_\_ **SOLDIER'S AKA EMAIL ADDRESS:** \_\_\_\_\_ @ **SUSPENSE DATE:** \_\_\_\_\_  
(Rank and Last Name) (Write in your Email address – legibly)

(Complete and return checklist to S1 NLT the above date)

You (Soldier) must in-process all sections listed below completely and return this checklist to the Battalion S1 no later than the suspense date above. You're First Sergeant and Commander will be called if you do not comply. You must stop by and see all sections listed below and have the appropriate representative initial in the appropriate block on the checklist. If you have any questions, feel free to call the S1.

## BATTALION S1 Section

<b>Personnel Register</b> (Have soldier sign in/out on 647/647-1) _____	<b>AKO</b> (Provide copy of AKA Instructions) _____	<b>BAH</b> (Start BAH – DA 5960, Lease, Non-Avail statement) _____
<b>Orders</b> (Get a copy of the soldier's PCS and Intra-Div/Bde/Bn/Replacement Orders) _____	<b>Gains Roster</b> (Add name to the Internal Gains/Loss Tracker) _____	<b>BAS</b> (Start soldier's BAS – Do a DA 4187) _____
<b>NCOER/OER</b> (Get a copy of NCOER/OER – Do not clear if Eval is incomplete) _____	<b>Loss Roster</b> (Ch Code to D on Internal Gains/Loss Roster) _____	<b>Leave</b> (Fix all leave issues to incl Hometown Recruiting PTDY) _____
<b>Rating Scheme</b> (Add to the working Rating Scheme) _____	<b>C10</b> (If promotable, add name to working C10) _____	<b>PACIDIN Change</b> (Change to current unit) _____
<b>File</b> (Create file for soldier within 24 hours/Move from active to inactive if clearing) _____	<b>AAA 117</b> (Add all non-promotables to the working 117) _____	<b>MyPay</b> (Create if soldier doesn't have one) _____
<b>AAA 162</b> (Update 162 in EMILPO to include slotting soldier on UMR within 24 hours) _____	<b>Adjutant</b> (Have all officers stop by and see the Adjutant) _____	<b>Advance Pay</b> (Ask soldier if he needs one) _____
<b>Mail Room</b> (Fill out DA 3955s and provide soldier with New Mailing Address) _____	<b>Mail Roster</b> (Add soldier's name to the working Mail Roster) _____	

## Battalion Chaplain

<b>Bn Chaplain</b> (Brief soldier IAW SOP) _____
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## Battalion S2 Section

<b>Security Brief</b> (Brief soldier IAW SOP) _____	<b>SAEDA Brief</b> _____	<b>Computer Brief</b> _____
<b>SF 312</b> (Have soldier fill out SF 312 for file) _____	<b>AR 381-10</b> _____	<b>AT/FP Brief</b> _____

## Battalion S3 Section

<b>Schools NCO</b> (Add to OML if eligible) _____	<b>Master Gunner</b> _____	<b>I/O</b> _____
<b>BCE</b> _____	<b>NBC</b> _____	<b>Training</b> _____

## Battalion S4 Section

<b>Gov Travel Card</b> (Transfer existing cards to the local hierarchy)	<b>Report of Survey</b> (Only for out-processing)	
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## Battalion S6/Automation's Section

<b>Email Account</b> (Primary Staff and Key Personnel Only)		
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## Battalion CSM and Commander

<b>CSM In-Brief</b> (NCOs Only)	<b>BN CDR In-Brief</b> (Officers Only)	
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# 63<sup>rd</sup> ESB IN/OUT-PROCESSING CHECKLIST

## Company Orderly/Training Room

<b>File</b> (Indiv, Trng and SRP File within 24 hours/Give files to soldier if clearing)	<b>A Roster</b> (Add name to the Internal A Roster)	<b>Alert Roster</b> (Add to the Alert Roster)
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<b>SRP</b> (Accept and File SRP/Create if missing)	<b>Social Roster</b> (Ch Code to D on Internal Gains/Loss Roster)	<b>APFT Card</b> (Take/File soldier's latest APFT Card)
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<b>Weapon Qualification</b> (Take/File latest Weapon Qualification)	<b>Family Care Plan</b> (Refer to the ISG if soldier needs one)	<b>Rating Scheme</b> (Take/File soldier's latest APFT)
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<b>ISG's Welcome Brief</b>	<b>Training Database</b> (Add to Training Database)	
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## Company Supply Room

<b>File</b> (Create File within 24 hours)	<b>Clothing Record</b> (Accept and File record ASAP)	<b>Hand Receipt</b>
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<b>Linen</b> (Have barracks personnel sign for linen)	<b>Room Key</b> (If staying in the barracks, issue key on hand receipt)	<b>CIF Record</b> (Take/File copy of soldier's CIF record)
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## Company Arms Room

<b>Update MAL</b> (Add soldier to the working MAL, Must be updated within 48 hours)	<b>Issue Weapon</b>	<b>Weapons Card</b> (Must be issued to soldier 72 hrs)
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## Company NBC Room

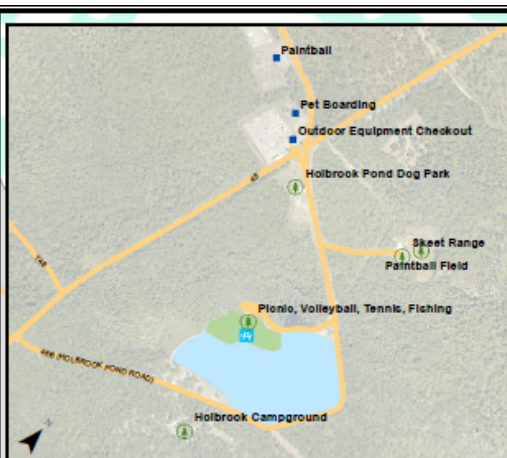
<b>Mask</b> (Must be issued within 24 hours of soldier reporting)		
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## Company Reenlistment NCO

<b>Re-Enlistment</b> (Must be issued within 24 hours of soldier reporting)		
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Date Turned in to S1: \_\_\_\_\_

Accepted by: \_\_\_\_\_



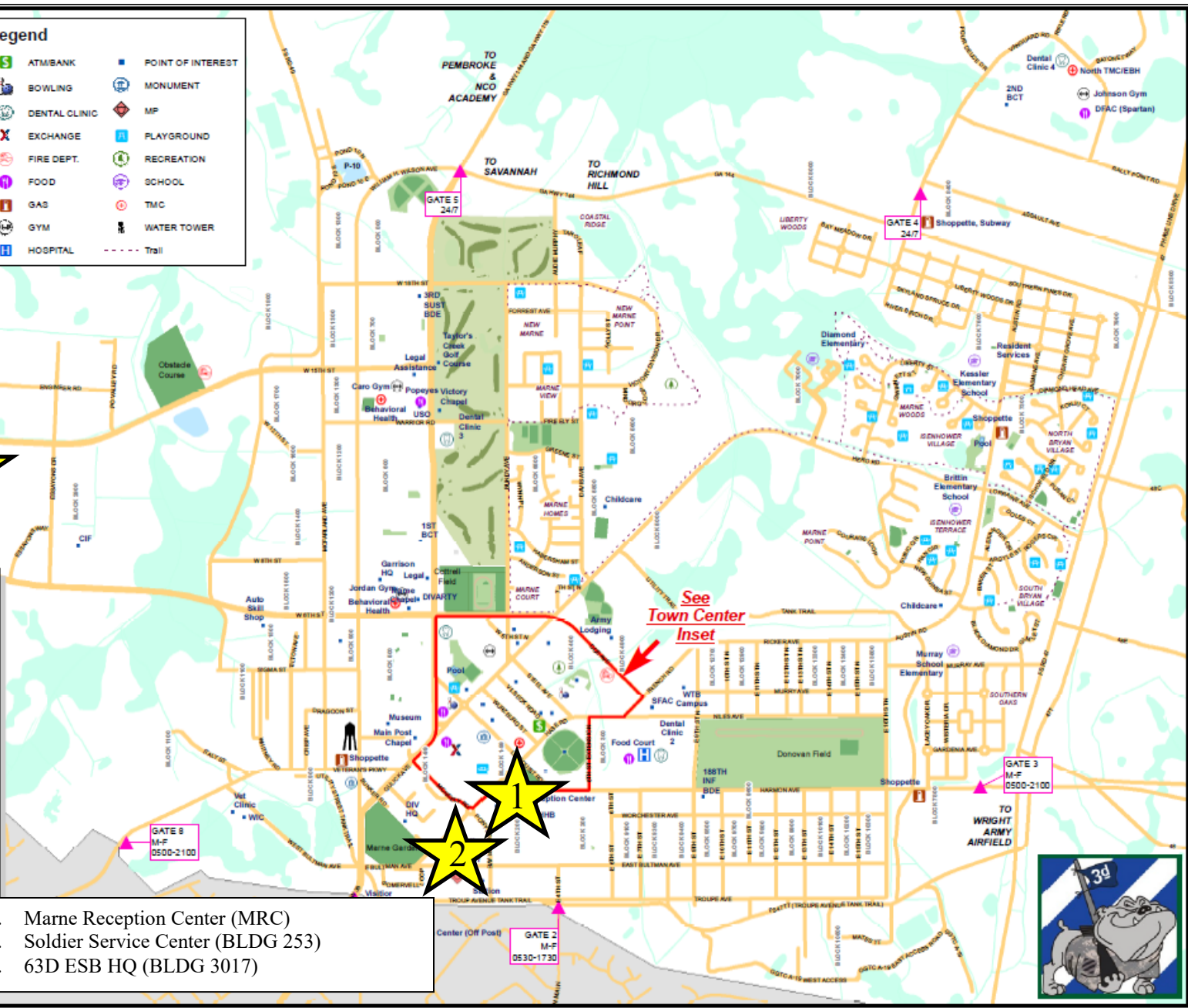
**Legend**


# HOLBROOK POND RECREATION



# TOWN CENTER

1. Marne Reception Center (MRC)
2. Soldier Service Center (BLDG 253)
3. 63D ESB HQ (BLDG 3017)







# Helpful Links and Apps

1. Fort Stewart Mobile app
  - Search “Stewart-Hunter Army Airfield” on the Apple App store or Google Play and download the app to gain access to phone numbers, building locations, and websites all in one place. This is Fort Stewart’s version of the popular “Guidon” app and works just as well.
2. Fort Stewart Newcomer’s guide:  
[https://www.stewart.army.mil/application/files/9315/4143/7687/Newcomers\\_Guide\\_5Nov2018.pdf](https://www.stewart.army.mil/application/files/9315/4143/7687/Newcomers_Guide_5Nov2018.pdf)
3. Post information:  
<https://www.stewart.army.mil/my-fort/newcomers-1>
4. 63D ESB website:  
<https://www.stewart.army.mil/units/tenant-units/63rdSignal>