Welcome Packet

"From The Beginning"

Table of Contents

1. Welcome Letter
2. In-processing Questionnaire

(Please fill out for your day one of in-processing BN)

3. In-processing Checklist
4. Maps
5. Helpful Links/Apps

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

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

To our newest member,

Beth and I along with Tammy and CSM Duke 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,

JOHN L. SANDERS
63d ESB Commander

THOMAS W. DUKE III
63d ESB Command Sergeant Major

63rd Expeditionary Signal Battalion

Personnel Data Sheet

NAME: _____ AKO/: _____	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				

63rd 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 AKO 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

Personnel Register (Have soldier sign in/out on 647/647-1) _____	**AKO** (Provide copy of AKO Instructions) _____	**BAH** (Start BAH – DA 5960, Lease, Non-Avail statement) _____
Orders (Get a copy of the soldier's PCS and Intra-Div/Bde/Bn/Replacement Orders) _____	**Gains Roster** (Add name to the Internal Gains/Loss Tracker) _____	**BAS** (Start soldier's BAS – Do a DA 4187) _____
NCOER/OER (Get a copy of NCOER/OER – Do not clear if Eval is incomplete) _____	**Loss Roster** (Ch Code to D on Internal Gains/Loss Roster) _____	**Leave** (Fix all leave issues to incl Hometown Recruiting PTDY) _____
Rating Scheme (Add to the working Rating Scheme) _____	**C10** (If promotable, add name to working C10) _____	**PACIDN Change** (Change to current unit) _____
File (Create file for soldier within 24 hours/Move from active to inactive if clearing) _____	**AAA 117** (Add all non-promotables to the working 117) _____	**MyPay** (Create if soldier doesn't have one) _____
AAA 102 (Update 162 in EMILPO to include slotting soldier on UMR within 24 hours) _____	**Adjutant** (Have all officers stop by and see the Adjutant) _____	**Advance Pay** (Ask soldier if he needs one) _____
Mail Room (Fill out DA 3955s and provide soldier with New Mailing Address) _____	**Mail Roster** (Add soldier's name to the working Mail Roster) _____	

Battalion Chaplain

Bn Chaplain (Brief soldier IAW SOP) _____		

Battalion S2 Section

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

Battalion S3 Section

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

Battalion S4 Section

Gov Travel Card (Transfer existing cards to the local hierarchy)	_____	**Report of Survey** (Only for out-processing)	_____				_____

Battalion S6/Automation's Section

Email Account (Primary Staff and Key Personnel Only)	_____		_____				_____

Battalion CSM and Commander

CSM In-Brief (NCOs Only)	_____	**BN CDR In-Brief** (Officers Only)	_____				_____

63rd ESB IN/OUT-PROCESSING CHECKLIST

Company Orderly/Training Room

File (Indiv, Trng and SRP File within 24 hours/Give files to soldier if clearing)	_____	**A Roster** (Add name to the Internal A Roster)	_____	**Alert Roster** (Add to the Alert Roster)	_____		
SRP(Accept and File SRP/Create if missing)	_____	**Social Roster** (Ch Code to D on Internal Gains/Loss Roster)	_____	**APFT Card** (Take/File soldier's latest APFT Card)	_____		
Weapon Qualification (Take/File latest Weapon Qualification)	_____	**Family Care Plan** (Refer to the 1SG if soldier needs one)	_____	**Rating Scheme** (Take/File soldier's latest APFT)	_____		
1SG's Welcome Brief	_____	**Training Database** (Add to Training Database)	_____				_____

Company Supply Room

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

Company Arms Room

Update MAL (Add soldier to the working MAL, Must be updated within 48 hours)	_____	**Issue Weapon**	_____	**Weapons Card** (Must be issued to soldier 72 hrs)	_____		

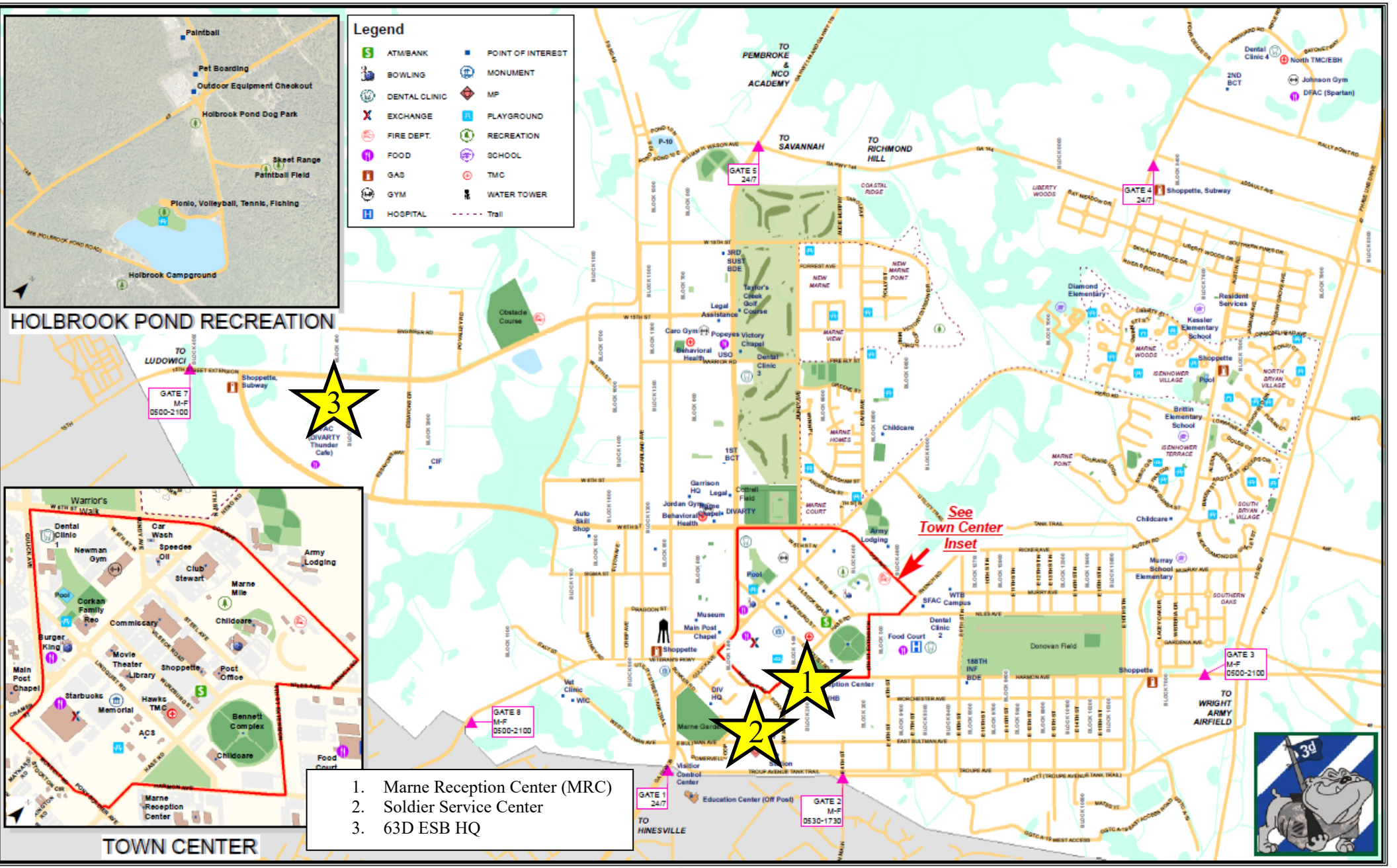
Company NBC Room

Mask (Must be issued within 24 hours of soldier reporting)	_____		_____				_____

Company Reenlistment NCO

Re-Enlistment (Must be issued within 24 hours of soldier reporting)	_____		_____				_____

Date Turned in to S1: _____ Accepted by: _____



For comments about this map please contact the Fort Stewart Public Affairs Office at (912) 435-9614. Map created by DPW Master Planning. Last updated 2018.

63D ESB Motorpool
N
83rd CBRN Motor Pool
Mill Creek
Engineer
Essayons Dr
W 15th St
5-7 Cav, Motor Pool
Network Enterprise Center
HHC COF
EOD Shop
Barkley Rd
92nd Engineer Battalion
Alpha, Bravo, Charlie COF
Central Issue Facility
W 6th St
63D ESB HQ
Barracks
Thunder Cafe DFAC
Subway Restaurants
FS-90
Google

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

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