

Welcome Packet



“From The Beginning”

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*** Note ***

You **MUST** in process post (at the 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 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 achieving the following priorities:

- Family Readiness is Soldier Readiness
- Provide Ready and Available Communications
- Maintain the Force


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


DENNIS SMITH III
63d ESB Command Sergeant Major

A message about the *new normal*. Due to the COVID-19 Pandemic, many preventive measures have been implemented to protect our force around the world. During your transition we ask that you and your family remain diligent in protecting our force by practicing proper hygiene, social distancing, and wearing protective equipment in accordance with Army and CDC guidance. You should expect upon your arrival that you will receive a Restriction on Movement (ROM) order to your quarters for 14 days from the Marne Reception Center (MRC) Commander. This means that 14 days from when you arrive, you must follow the guidelines set out in the ROM order, which will include an order to remain in your residence until cleared by the MRC commander. Please plan accordingly and remain safe!

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							

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 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

Personnel Register (Have soldier sign in/out on 647/647-1) _____	AKO (Provide copy of AKA 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 162 (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) _____		
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Battalion CSM and Commander

CSM In-Brief (NCOs Only) _____	BN CDR In-Brief (Officers Only) _____	
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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) _____	
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Company Supply Room

File (Create File within 24 hours) _____	Clothing Record (Accept and File record ASAP) _____	Hand Receipt _____
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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) _____
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Company NBC Room

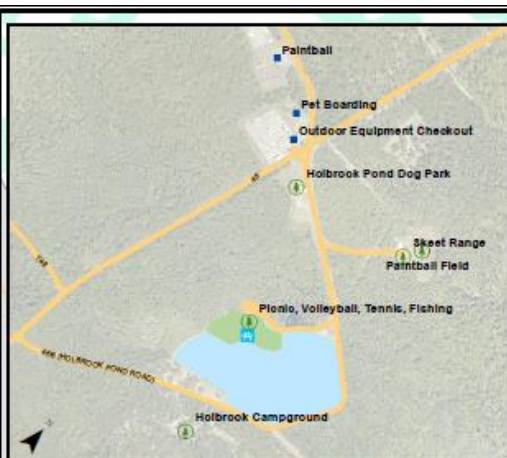
Mask (Must be issued within 24 hours of soldier reporting) _____		
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Company Reenlistment NCO

Re-Enlistment (Must be issued within 24 hours of soldier reporting) _____		
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Date Turned in to S1: _____

Accepted by: _____



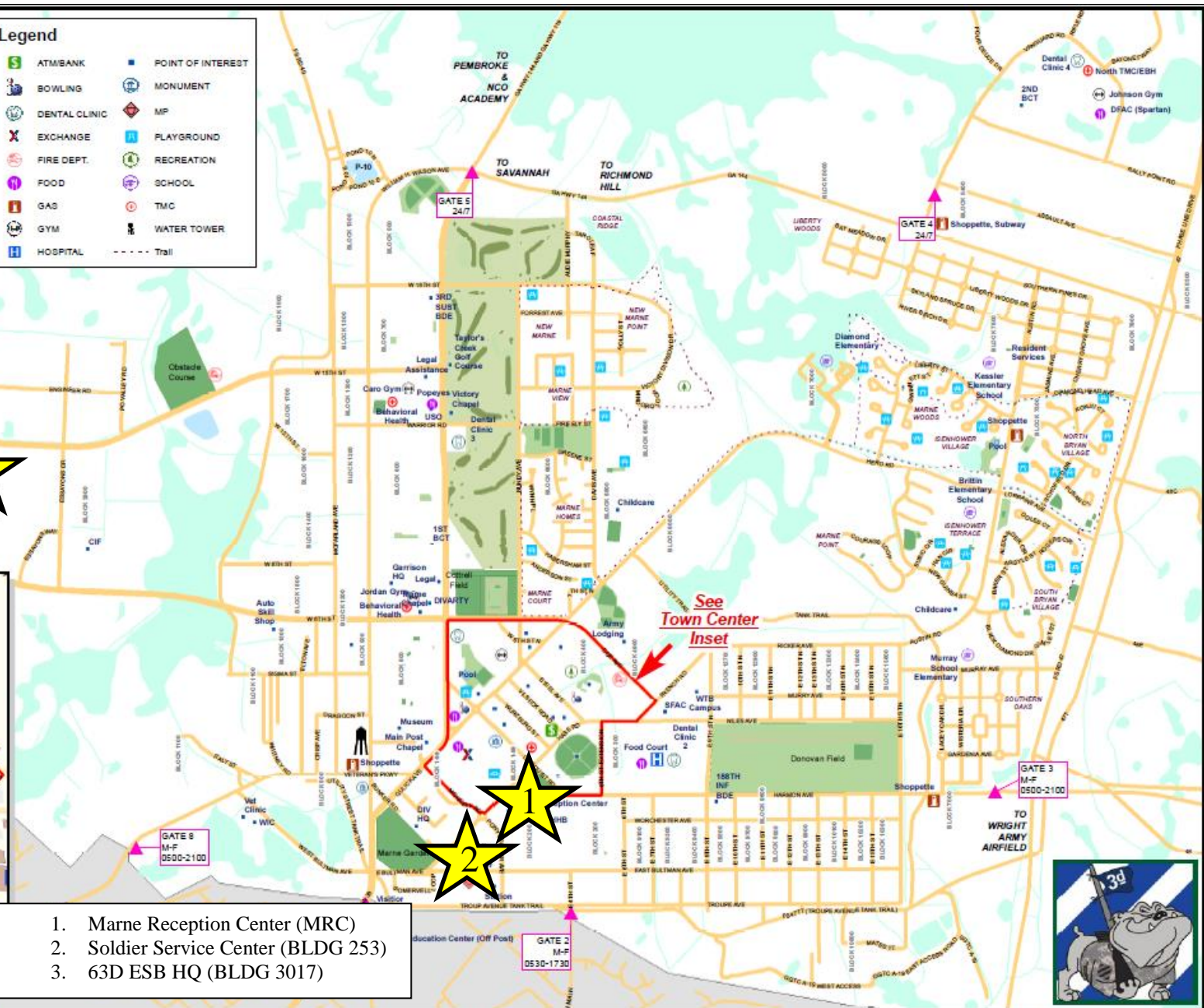
Legend

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 guides:
<https://home.army.mil/stewart/index.php/my-fort/newcomers-1/newcomers-guides>
3. Post information:
<https://home.army.mil/stewart/index.php/my-fort/newcomers-1>
4. 63D ESB website:
<https://home.army.mil/stewart/index.php/units/tenant-units/63rdSignal>