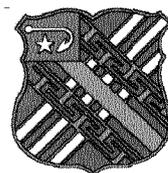
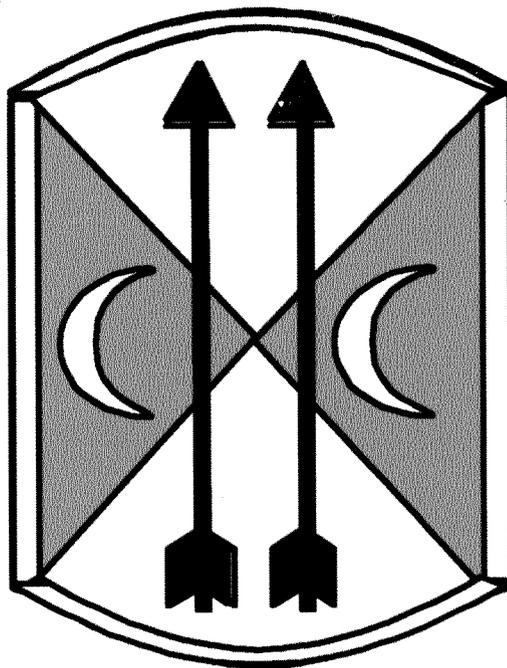
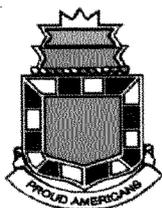
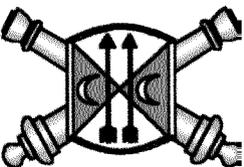


***212th Field Artillery Brigade
Inprocessing Checklists***



“Courage and Command”

FOUO

PURPOSE: To Maintain reference and Location of Assigned Individual

ROUTINE USE: Normal Office Use. To obtain current information as needed in performance of administrative operations.

DISCLOSURE: Voluntary

PERSONNEL DATA SHEET (Bn PAC)

TODAY'S DATE _____

NAME _____ GRADE _____ SSN _____

BASD _____ ETS DATE _____ DATE OF RANK _____

PEBD (if not prior service, same as BASD) _____ NEW COMPANY OF ASSIGNMENT _____

PREVIOUS UNIT OF ASSIGNMENT _____

PREVIOUS AWARDS _____

E-4 and above only

PROMOTABLE (Y/N) _____ THROUGH DATE OF LAST NCOER _____

PERSONAL INFORMATION

DOB _____ HEIGHT _____ in _____ WEIGHT _____ lbs. EYES _____ HAIR _____

GLASSES (Y/N) _____ BLOOD TYPE _____ RACE _____

RELIGION _____

MARITAL STATUS _____ SPOUSE'S NAME _____

CHILDREN/AGES _____

FAMILY CARE PLAN FILED _____ EXEPTIONAL FAMILY MEMBER? Y/N _____

A Family Care Plan is only required to be filed if: 1) You are the sole Guardian of a dependent, or 2) Your spouse is serving on active duty
An Exceptional Family Member is one of your dependents (spouse included) that requires special medical care that may not be available in all areas.

PRESENT (NEW) ADDRESS: _____

Present Phone Number _____

Alternate Contact Means (ie. Pager Number, Cell Phone Number, E-mail Address, ICQ Number, et

STATE OF LEGAL RESIDENCE _____

Next of Kin Information:

Your next of kin will be informed in the event of untimely demise or severe injury/medical condition which causes you to be unable to care for yourself or your dependents (Usually your spouse or a parent)

Name _____ Relationship _____

Address _____

Phone Number _____

HOME OF RECORD

(A separate home of record address is only required if it differs from your next of kin address, this address may be used to Forward important documents to you up to 1 year after you have departed the unit)

PERSONALLY OWNED VEHICLE INFORMATION

Driver's License Number _____

Driver's License State of Issu _____

Battery Inprocessing

Name: _____ Rank: _____ Today's Date: _____

Task	Initial when Completed	Remarks
<u>Battery Admin</u>		
Turn in APFT Card		All
Turn in copy of orders		All
Turned in Weapons Card		All
Assigned Room		Select Soldiers
Family Care Plan (FCP) Updated		Select Soldiers
SRP File Generated		All
Added to NCO Rating Scheme		NCOs only
1SG In-brief		All
Battery Commander In-brief		All
Safety Briefs on: <i>Safety Training</i>		All
<i>Safety Insp. Program</i>		All
<i>Accident Rpts/Invest</i>		All
<i>Safety Awards</i>		All
<i>Safety Files/Admin.</i>		All
Meet Section Chief		E1 – E5
Turned in Medical Records to Hosp.		All
Turned in Dental Records to Clinic		All
Update Recall Roster		All
Inprocess Re-Up Btry Re-up NCO		All Enlisted
<u>Battery Supply</u>		
Issued Unit Patches/Crest		All
Issued Weapon		All
Issued NBC Gear		All
BDU Hat Size:		All
Boot Size:		All
BDU Shirt Size:		All
BDU Trouser Size:		All

Turned in CIF Record		All
<u>Battery Motorpool</u>		
Review 348		All

Battalion Inprocessing

Name:

Rank:

Today's Date:

Task	Initial when Completed	Remarks
<u>Battalion PAC</u>		
Receive copy of orders from soldier		All
Enter Soldier Arr/Dep Log		All
Assign Soldier to Battery		All
Soldier given a copy of orders		All
Issue soldier Meal Card		Select soldiers
Arrive soldier on SIDPERs		All
Contact gaining Unit for pick-up		All
Create SMIF File on Soldier		All
Complete 2 DA 3955 Cards (Mailrm)		All
Complete 1 DA 647-1 (Per Register)		All
Add to BN Roll Up		CSM and Above
Add to BN Rating Scheme		CSM and Above
Add to Social Roster		CSM and Above
Collect For Cup and Flower Fund		CSM and Above
Complete HTNR		All
<u>BN S2</u>		
Add to SCAR		All
Verify Clearance		All
Issue Courier Card		All
Given Intell Oversight Brief		All
<u>BN SIGO</u>		
Initiate Email Account		Select Soldiers
<u>BN S1 (Officers Only)</u>		
Added to Officer Roll Up		HHB 212 officers only
Added to Rating Scheme		HHB 212 officers only
Added to Cup and Flower Fund		HHB 212 officers only
Added to Social Roster		HHB 212 officers only
Create 3X5 Card for H & F		HHB 212 officers only
Give BN S1 copy of orders		HHB 212 officers only

Brigade Inprocessing

Name:

Rank:

Today's Date:

Task	Initial when Completed	Remarks
<u>Brigade PAC</u>		
Receive copy of orders from		ALL
Enter Soldier Arr/Dep Log		ALL
Assign Soldier to BN		ALL
Soldier given a copy of orders		ALL
Issue soldier Meal Card		HHB 212 soldiers only
Read/Sign Lautenberg Amend.		ALL
Arrive soldier on SIDPERs		ALL
Is the Soldier Promotable??		ALL
Contact gaining Unit for pick-up		ALL
<u>BDE S2</u>		
Add to SCAR		HHB 212 soldiers only
Verify Clearance		HHB 212 soldiers only
Issue Courier Card		HHB 212 soldiers only
Given Intell Oversight Brief		HHB 212 soldiers only
<u>BDE SIGO</u>		
Initiate Email Account		HHB 212 soldiers only
<u>BDE S1 (Officers Only)</u>		
Set Up Appt w/ BDE CDR		All Officers/CSMs
Added to Officer Roll Up		HHB 212 officers only
Added to Rating Scheme		HHB 212 officers only
Added to Cup and Flower Fund		HHB 212 officers only
Added to Social Roster		HHB 212 officers only
Create 3X5 Card for H & F		HHB 212 officers only
Give BDE S1 copy of orders		HHB 212 officers only