

In-Processing: Reporting Instructions, Required Documents, Map and Address to Phoenix RBN

REPORTING INSTRUCTIONS

- 1) Report to your Station Commander at your assigned station, also give your company 1SG a courtesy call. If you have not received your assignment call BN S1 @ 602-254-1739 for your assignment.
- 2) Once you report to your station, call BN S1 @ 602-254-1739 to sign in.
- 3) In-processing is conducted each Wednesday beginning at 0800 at the Battalion HQs. Uniform is ACUs, bring a set of PTs with you. Park in the all day parking, do NOT use metered parking.
- 4) Bring required documents, as listed below, with you.

TRAVEL

- 1) DA 31
- 2) Orders
 - a. Amendments if applicable
- 3) Temporary Lodging Expenses (TLE): Hotel/Motel/Lodging Receipts (Dates that fall BEFORE the sign-out date on the PCS leave form, and AFTER the sign-in date on the PCS leave form.)
- 4) DITY (partial/full): Entire packet given by the transportation office –
 - a. Checklist
 - b. DA 1351-2
 - c. DD 2278
 - d. Weight receipts (EMPTY AND FULL for all vehicles used, to include rentals)
 - i. Also the receipt for payment to the facility to weigh the vehicle.
 - e. Registration for any privately owned vehicles (POV)
 - f. Rental equipment contracts showing payment (i.e. U-Haul receipt/contract for the vehicle and associated items like hand trucks.)
 - g. ALL gas receipts (originals)
- 5) Dependant Travel – if traveling separate from sponsor:
 - a. If travel was paid at own expense, sponsor must provide a receipt & itinerary for the travel
- 6) If Family SEP hasn't been settled for the ARC, it may be settled here but must have 1610 or DTS orders, and the PAID travel voucher

RECORDS

- 1) Personnel File (aka 201 File)
 - a. Enlistment contract for current enlistment
 - b. DD214's for prior services (if applicable)
 - c. ALL re-enlistment contracts to include extensions
- 2) SGLI
 - a. Have beneficiaries addresses and contact information (i.e. phone number)
- 3) ERB (Bring Copy of your ERB, especially important for AGR Soldiers)
 - a. Supporting Docs
 - i. Awards
 - ii. Schools (i.e. 1059 or certificate)
 - iii. Army Recruiter Course Certificate (diploma)

PROMOTIONS

- 1) If promotable –
 - a. Junior (E4/E5):
 - i. Promotion packet complete with all supporting documents
 - ii. Board proceedings
 - iii. DA Form 3355
 - b. Senior (E6 and above)
 - i. Sequence number

MISCELLANEOUS

- 1) Evaluation (NCOER/OER)
- 2) Accident Avoidance Course certificate (required to be completed before starting of recruiting duty)
 - a. Course located at: www.crc.army.mil
- 3) Must be meet HT/WT requirements IAW AR 600-9.
- 4) Anti-Terrorism Level 1 certificate of completion (must be current with-in one year)
- 5) GOV Credit Card and/or your personal bank information to start/change GOVCC.
- 6) Please get with your S2 and ensure your Recruiter Background Investigation (RBI) has been initiated and that ensure you will qualify for a security clearance.

ADDRESS AND MAPS OF BATTALION

US ARMY RECRUITING BATTALION PHOENIX
1 N. 1ST ST., STE 400
PHOENIX, AZ 85004



N 1st St / E Washington St / S 1st St

[Street View Help](#) [Full-screen](#)

