



UNITED STATES ARMY RECRUITING BATTALION MILWAUKEE
 11100 W LIBERTY DR. SUITE 200
 MILWAUKEE, WI 53224

IN-PROCESSING CHECKLIST

NAME: _____ RANK: _____ SSN: _____

DATE: _____ COMPANY: _____

1	PERSONNEL/S1	INITIALS	DATE
	Complete Personnel Data		
	Sign Personnel Register(DA 647-1)		
	Finance		
	Update DD93/SGLV	_____	_____
	Complete RFO SDAP Change/Start	_____	_____
	PCS Orders/Amendments	_____	_____
	Permissive TDY/Leave	_____	_____
	EFMP Query worksheet (DA 7415)	_____	_____
	Copy of last Evaluation (NCOER/OER)	_____	_____
	Weapons Card		
	Verify Army ID Card		
2	SUPPORT SERVICE/TCCO		
	Cell Phone/Brief/Issue Cell Phone		
	Government Leased Housing Program		
3	INFORMATION MANAGEMENT SECTION	_____	_____
	USAAC FORM 101	_____	_____
4	SOLDIER-FAMILY ASSISTANT/SFA		
	Tri-care Prime Remote Enrollment		
5	RESOURCE MANAGEMENT/BUDGET		
	Government Travel Card		
6	SUPPLY- GSA/S4		
	Issue Patches	_____	_____
	Driver Qualification	_____	_____
	Safety	_____	_____
7	RECRUITER TRAINER/RT	_____	_____
	Issue New Recruiter Handbook		
	Issue Evidence Book		
	Turn-in APFT, Weigh-in		
	Copy of Profile		

Orientation Scheduled For: _____