SPECIAL TROOPS BATTALION
INPROCESSING CHECKLIST

Rank _____ Last Name _____ First Name _____ MI _____

SSN _____ MOS _____ Unit Assigned _____

S-1   **240-0295**

- ⭘ Assignment Orders
- ⭘ SGLI/DD93
- ⭘ Promotable Y/N
- ⭘ ORB/ERB update/submit
- ⭘ Meal Card

- ⭘ Copy of last NCOER/OER; Add to Rating Scheme
- ⭘ SRP packet
- ⭘ Meeting w/ BC
- ⭘ Permissive TDY Settled
- ⭘ BAH started

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OIC/NCOIC initials

Family Readiness Support Assistant   **240-2506**

- ⭘ Added to FRG Roster
- ⭘ Additional Checklist/info as necessary

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Tricia Verschage

EO/SHARP   **785-307-9445**

- ⭘ Briefing Roster

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NCOIC

S-2 (Call ahead or knock if door is closed)   **240-0282**

- ⭘ Verified Clearance, granted access, and added to SCAR
- ⭘ Completed clearance application (if needed)
- ⭘ Read OPSEC/SAEDA Slide Presentation
- ⭘ Obtain 1 SUS BDE secure area Badge

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OIC/NCOIC Initials

S-3   **240-0297**

- ⭘ Training Package turned in to training room
- ⭘ Skills certificates licenses
- ⭘ NCOES School orders
- ⭘ ETS date
- ⭘ CAO/ CNO CRS Enrolled
  (E7-E9, O3-O5, CW2)

- ⭘ DTS account
- ⭘ Added to DTMS account
- ⭘ SAMS1-E Course enrolled
  (92A and 91B)
- ⭘ Permissive TDY Settled
- ⭘ GTC Verification

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OIC/NCOIC Initial

S-4   **240-0284/4406**

- ⭘ Travel Card/Initial Training

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OIC/NCOIC Initials

S-6   **240-0279**

- ⭘ Account Set Up

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OIC/NCOIC Initials

HHC Orderly Room   **240-0094**

- ⭘ Inprocessing

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OIC/NCOIC Initials