

# 44<sup>th</sup> ESB S-1

## In- Processing Check Sheet

Incoming Soldiers and Sponsors please ensure that each item on this sheet has been completed and initialed by the appropriate authority as indicated on each line. Do not initial items yourself. Once the entire sheet is completed, please return it to the S1.

Company in –processing, Company Ops Room
Sponsorship Training, Staff Duty Desk
Para/line number for duty positions, Company Ops Room
Sign-in to the Unit, S1
Duty Appointment Memo, S1
Sponsorship Survey DA Form 7274, S1
Social Roster Information Sheet (All Officers, Warrant Officers and E7 and above), S1
Orders and Amendments, S1
Last OER/NCOER, S1
ORB/ERB Update, S1
Leave Form, S1
DD 93 Update, S1
SGLI Update, S1
Meal Card, DA Forms 4809-R and 5672-R, S1
Rations Card, S1
FRSA, Ms. Messer
Retention, SSG Hughes
Security, S2
Create DTS Account, S3 Training
Create Email Account, S6
Add to Company PERSTAT per Duty Appointment Memo, S1
201 File (See MILPER Message for authorized items.), S1
<b>BN In- Processing Complete, RETURN CHECKLIST TO S1</b>

# 44<sup>th</sup> ESB S-1

## Out-Processing Check Sheet

Soldiers please ensure that each item on this sheet has been completed and initialed by the appropriate authority as indicated on each line. Do not initial items yourself. Once the entire sheet is completed, please return it to the S1.

Sign out of the Unit, S1
Company out-processing, Company Ops Room
Remove from Company PERSTAT, S1
Sponsorship DA Form 5434, S1
Remove from Social Roster, S1
Leave Form, S1
Return Meal Card, DA Forms 4809-R and 5672-R, S1
Return Rations Card, S1
Return 201 File to SM (See MILPER Message for authorized items.), S1
Return Promotion Packet to SM, S1
FRSA, Ms. Messer
Security, S2
Close DTS Account, S3 Training
Close Email Account, S6
<b>Out-Processing Complete, RETURN CHECKLIST TO S1</b>