


FORT SILL IN-PROCESSING CHECKLIST				DATE STARTED:		
NAME:		LAST 4 SSN:		GRADE:		
Term				1st		
MONDAY thru FRIDAY, Newly Arriving Soldiers (all ranks)				DATE COMPLETED:		
				BRIEFING DATE:		
				PHONE		
				SIGNATURE		
0730-0800	Sponsor/Soldier Link Up Roll Call	Bldg 4700, Room G-29		442-3217		
0800-0830	In-Processing Briefing			442-4579		
<b>GENERAL ADMINISTRATIVE IN-PROCESSING - MONDAY MORNING</b>						
0830-0845	USO Pathfinder Program	Welcome Center B4700 Room G-29		442-2812		
0845-0900	Safety			442-4215		
0900-0910	Education Center			442-3201		
0910-0925	Directorate of Emergency Services (DES)			558-6002		
0925-0935	** BREAK **					
0935-0950	SHARP			558-0115		
0950-1005	ASAP			442-2016		
1005-1015	Installation Religious Support			442-5003		
1015-1100	MWR/ACS Community Briefing			442-4916		
1100-1110	** BREAK **					
1110-1120	Housing Services Office (Off Post & Barracks)			442-5190		
1120-1135	Housing Services Office (On Post Housing)			442-3478		
1135-1150	Welcome (Garrison CDR and CSM)			442-5122		
1150-1210	BOSS Program			442-6455		
<b>GENERAL ADMINISTRATIVE IN-PROCESSING - (Throughout week as schedule permits)</b>						
Throughout week - as schedule permits	Records Update: DD93 SGLI	B4700 (1st Floor) In/Out-Processing (No Record Reviews after 1500)		442-4579		
	Records Review: LES/SRB			442-0112		
	ID Cards (Optional)	B4700 (1st Floor)		442-5010		
	CYSS (Dependents 18 yrs or younger)	B4700 (1st Floor, Suite 100)		442-3486		
	Education Center (Non 1st-term Soldiers)	B4700 (5th Floor) (M-F 0800-1600)		442-3201		
	Dental Records Drop Off	B605 (Cowan Dental Clinic)		442-2991		
	Medical Records Drop Off	B4301 (RACH Basement)		558-2103		
	Medical In-Processing (PDHRA)	B4301 (RAHC, 2nd Floor) Tue- Fri 0700-1045, 1300-1430		558-8473		
	CIF	B2120 (0830-1000 Mon - Thur)		442-3377		
Drill Sergeant's Only/Mrs. Wallace	B455 (McNair Hall, Rm 303) (3rd Floor)		442-4439			
<b>MONDAY, WEDNESDAY, THURSDAY, &amp; FRIDAY</b>						
1250-1600	Travel Settlement - Finance In-Processing	B4700, Room G-29		442-4907/9164		
<b>TUESDAY</b>						
1000-1200	RAHC Briefing: Orientation, Medical Services Overview, Health Readiness Center, TRICARE	B4700, Room G-29		558-8274/ 558-2800		
1300-1500	Education Brief (Sill 1st Duty Station or 2nd Duty Station after Korea only)	B3281, Classroom # 9 (Truman Education Center)		442-3201		
<b>WEDNESDAY</b>						
<i>Mandatory for all E1-E7, W1-W2, &amp; O1-O3</i>						
0800-1200	CSF2, Resiliency Training	B4700, Room 216		442-0680		
1300-1430	CSF2, Resiliency Training	B4700, Room 216				
1430-1530	Army Wellness Center	B4700, Room 216				
1530-1545	Sergeant Audie Murphy Club (SMC)	B4700, Room 216				
<b>THURSDAY</b>						
<i>First Termers Only - Fort Sill is first permanent duty station</i>						
1300-1500	ACS Financial Management	B4700, Room 216		2-3080/4916		
ACT Sponsorship Survey: Go to <a href="https://actnow.army.mil/">https://actnow.army.mil/</a> Select "Sponsorship" and complete survey. Print out final page of survey. Mandatory for E1-E6, WO1-CW2, and O1-O3. If survey is not available, sponsor must complete "Date of Physical Contact" on DA 5434. (SEE BN COORDINATOR)				How was the service? Let us know at <a href="http://ice.disa.mil">http://ice.disa.mil</a>		
Completing In-Processing: Report to Staff Duty at BLDG 4700 with Sponsorship Survey and completed checklist. Staff Duty Desk will stamp "Date Completed". Return original and copy of Checklist to In-Processing. The original will be retained and copy will be stamped complete.						
Ensure newly arrived Soldiers complete the in-processing survey in the TASP Module in ACT. Copy will be maintained with Soldier's checklist. (E1-E6, O1-O3, W1-W2)						