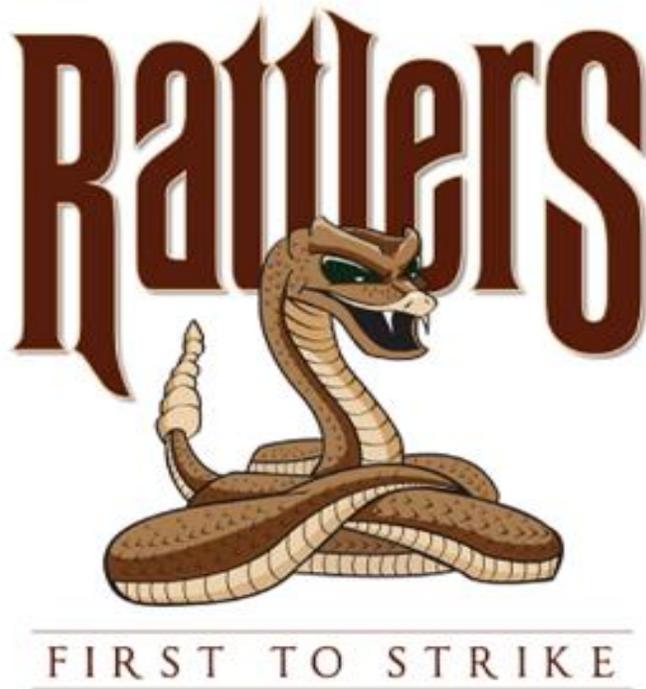


**U. S. ARMY RECRUITING
BATTALION
BATON ROUGE**



**WELCOME PACKET
FOR
SOLDIERS AND FAMILIES**

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Welcome to the U. S. Army Recruiting Battalion, Baton Rouge

On behalf of the Rattler Family, we are very pleased to welcome you to the Baton Rouge Recruiting Battalion. We are a team of outstanding, professional and dedicated Soldiers committed to recruiting the highest quality young men and women into today's Army.

This welcome packet will assist you and your Family upon arrival. We are fortunate to have military installations near some of our recruiting centers and company headquarters, but unfortunately, some of you will be stationed away from military facilities. It is important that you become familiar with services available in your new civilian community. This packet is a first step toward your initiation into the world of recruiting. We hope you will find it a valuable aid in your PCS move.

Again, welcome to the Rattler Battalion, we pride ourselves on providing the strength for America's Army and taking care of each other and Families. We are confident your stay will be a memorable one.

LTC ERIC M. SAULSBURY
Battalion Commander

CSM BRIAN HEFFERNAN
Battalion Command Sergeant Major

Baton Rouge Recruiting Battalion

The Baton Rouge Recruiting Battalion's mission is to conduct recruiting operations with integrity in our assigned area of responsibility to meet combined Regular Army, Army Reserve, and Special Mission requirements. The field recruiting force is responsible for enlisting quality Soldiers and processing them through the four Military Enlistment Processing Stations (MEPS) in Shreveport, LA, New Orleans, LA, Memphis, TN, and Jackson, MS.

The battalion is responsible for Army recruiting in the states of Louisiana, Mississippi, and western Tennessee. The recruiting area is made up of 44 recruiting stations that cover nearly 103,874 square miles. The recruiting stations are located in urban, suburban, and rural areas within each company boundary.

The battalion is comprised of a 254 member Active Army and Army Reserve recruiter field force. The battalion is divided into eight recruiting companies: Tupelo Company, Jackson Company, Memphis Company, Baton Rouge Company, New Orleans Company, Hattiesburg Company, Lafayette Company, and Shreveport Company.

RATTLER VISION STATEMENT



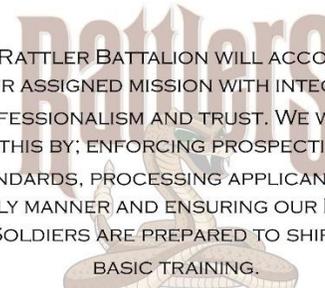
THE RATTLER BATTALION WILL CREATE A CULTURE OF EXCELLENCE THAT RESULTS IN A STRONG COHESIVE TEAM FOCUSED ON BUILDING; TRUST, UNITY AND TEAMWORK WITH OPEN LINES OF COMMUNICATION IN ORDER TO RECRUIT AMERICA'S BEST OF THE BEST.

THINK, BE, DO

FIRST TO STRIKE

Army Recruiting Battalion - Baton Rouge

RATTLER MISSION STATEMENT



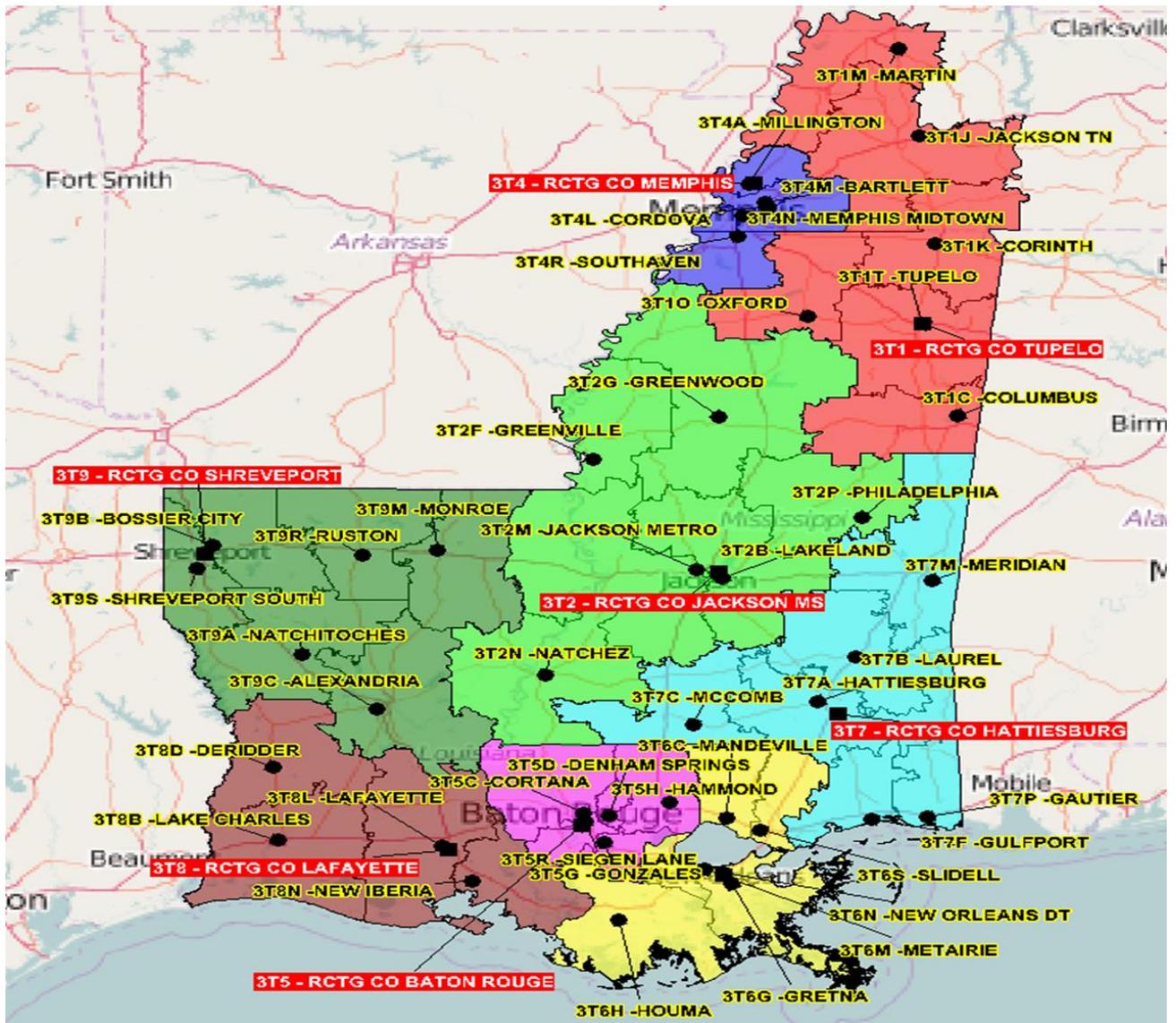
THE RATTLER BATTALION WILL ACCOMPLISH OUR ASSIGNED MISSION WITH INTEGRITY, PROFESSIONALISM AND TRUST. WE WILL DO THIS BY; ENFORCING PROSPECTING STANDARDS, PROCESSING APPLICANTS IN A TIMELY MANNER AND ENSURING OUR FUTURE SOLDIERS ARE PREPARED TO SHIP TO

BASIC TRAINING.

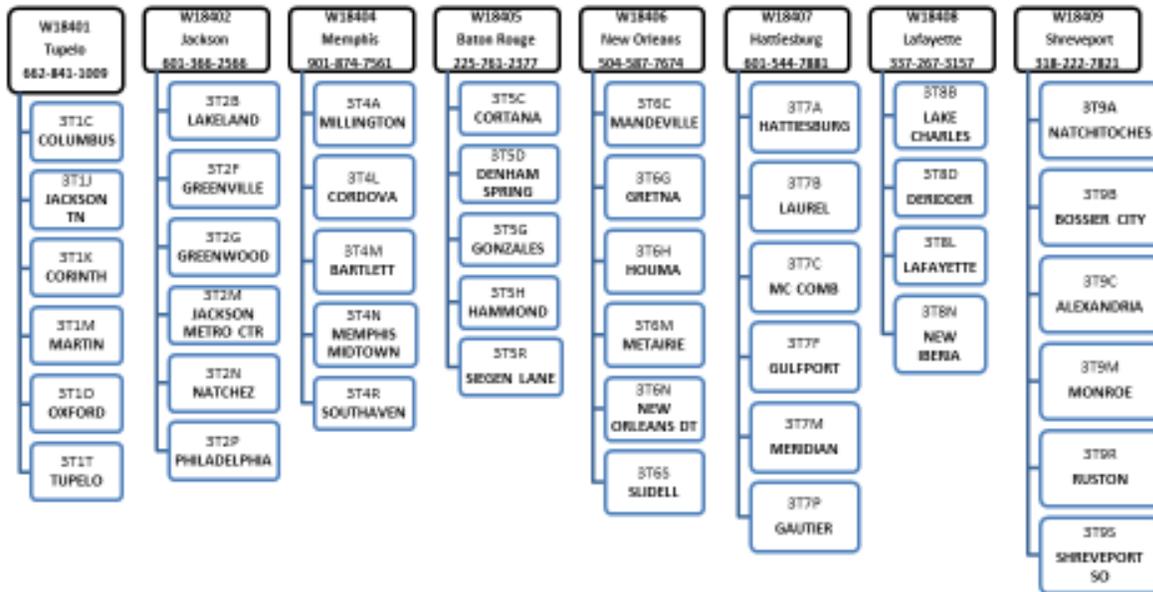
THINK, BE, DO

FIRST TO STRIKE

Army Recruiting Battalion - Baton Rouge



Baton Rouge Battalion



44 Centers

Should you have questions or desire assistance, please do not hesitate to call.

Commander (225) 768-0841

Executive Officer (225) 768-1685

Command Sergeant Major (225) 768-0841

Adjutant (225) 767-9641

Soldier & Family Assistance (225) 767-3079

Operations Officer (225) 761-2714

Master Trainers (225) 767-9529

Education Specialist (225) 769-1038

Budget (225) 767-9629

Advertising & Public Affairs (225) 769-8175

Supply (225) 767-4075

IMO (225) 767-8408

Career Care

Since your assignment is away from the Army installation that maintains your military records, you may want to take certain steps at your current duty station, if possible, to eliminate any unnecessary hardships upon your arrival.

FINANCE: Allotments can be done at any time via <https://mypay.dfas.mil/mypay>

If you are planning any allotments, do them NOW. The delay in the battalion having to scan financial forms may delay your allotment starting on time.

MEDICAL: If your physical needs updating within a year, you should do it before leaving since you may not be near any Army installation. Fill any prescriptions for your dependents that may a refill covering six months if possible. Schedule your annual dental check if you will need it within three months of arrival. You should also consider your dependents having an annual dental check and any other dental work completed prior to departing your installation since most dental care is space available only.

DON'T FORGET TO MAKE SURE ALL FAMILY MEMBERS ARE ON DEERS

(CALL 1-800-538-9552 for verification)

Baton Rouge Recruiting Battalion

In-processing

Before arriving at the Baton Rouge Battalion, you will be assigned a sponsor to assist you throughout the integration process both prior to arrival and post arrival.

The duty hours for the battalion headquarters are 0900-1700, Monday through Friday. You will be given a number of forms to complete all of which are vital to your in-processing. In-processing will be done at Battalion Headquarters, so please bring any military personnel documents required for in-processing.

Just a reminder, it is better not to lease or purchase housing until you have in-processed. At times, assignments must be changed and we want to ensure you are not caught in any legal struggles concerning lease or purchase.

S1	S4
PCS Orders (all amendments)	-Clothing Records (Get copy from AKO)
Marriage License	-ERB (79R only for supplemental issue)
NCOER/ORB	-PCS Orders
Current LES	-Driver's License
DA 31	-DA Form 348 (automated copy)
Current ERB/ORB	-Accident Avoidance Certificate
SGLI/DD93	-Composite Risk Management Certificate
Current MEDPROS	-15 Passenger Van Certificate
Profile (if applicable)	-Cdr's Safety Crs Cert (<i>E8 and above; all Cntr Ldrs</i>)
	-Motorcycle Riders (license with "M" endorsement, insurance, registration and Experience/Sports Rider Course and Commander's counseling. Intermediate Driver Training Certificate (Soldiers under 26 years of age))

IMO IN-PROCESSING CHECKLIST

- 1. A DIGITALLY completed DD2875 signed by the supervisor and with the Soldiers SSN in the SSAN field and the RSID.
 - a. Soldier Completes Part I and box 13 to the best of their knowledge.
 - b. Supervisor completes box 17 through 20b.
 - c. Send digitally signed copy to IMO shop.
- 2. Register with the Army Training and Certification Tracking System (ATCTS) at <https://atc.us.army.mil/iastar/login.php> with Enterprise email address "mail.mil"
- 3. Do the DOD Cyber Awareness at <https://ia.signal.army.mil/>
- 4. View and sign Acceptable Use Policy (AUP) at <https://ia.signal.army.mil/>
- 5. Do the following WNSF/OPSEC Training at <https://iatraining.us.army.mil/index.html> also register with your Enterprise email "mail.mil"
 - A. WNSF- Safe Home Computing Course
 - B. WNSF-Personally Identifiable Information (PII) Course v2.0
 - C. WNSF-Portable Electronic Devices and Removable Storage v2.0
 - D. WNSF-Phishing Awareness v2.0
 - E. OPSEC for external official presence

This is the only one we need copies of and we need them DIGITALLY.

- 6. OPSEC Training must be completed at <http://cdsetrain.dtic.mil/opsec/>
(We need to see the certificate for this as well as it will need to be uploaded to DTMS)

Soldier Family Assistance

Providing health care in today's environment of continuing budget constraints and reduction of military forces is a challenge. We realize these circumstances cause some members of our military family to experience difficulty in obtaining care. That is why we are excited about TRICARE, the Department of Defense's health care program. It will improve your ability to obtain health care in a timely manner while decreasing our out-of-pocket costs.

Many of you have relied on military medical treatment facilities (MTFs) for most--if not all—of your health care. Our MTFs certainly remain an integral part of TRICARE. This new health care program just expands your options to include a new civilian provider network. These providers have been carefully selected to participate in TRICARE because of their high quality care standards.

There are three different TRICARE plans from which you can choose: Prime, Extra, and Standard. Each plan has different cost shares and degrees of freedom for choosing your health care providers. Please refer to the TRICARE website at www.tricare.mil or TRICARE South Region at 1-800-444-5445 or contact your Beneficiary Counselor and Assistance Coordinator, Sharon Joseph at (225) 767-3079.

Family Readiness

A Family Readiness Group (FRG) is an organization of Family members, volunteers, and Soldiers belonging to a unit, who provide an avenue of mutual support and assistance, and a network of communication among the family members, the chain of command, and community resources.

FRGs are just people helping people. FRGs provide a vehicle for Families to develop friendships while they gain information about the unit and community. In addition, they provide information, referral, and share support as needed to communicate commanding caring, integrity, and honest communication. A good FRG can contribute to unit cohesion and help families overcome problems that are likely to impact adversely on Soldier performance.

Every Soldier and Family member is encouraged to become active in our Family Readiness Groups. This is a Commander supported program established at every level of command. Our goal is to establish and maintain an open channel of communication between the unit chain of command and all members of the FRG.

We want to provide opportunities to Family members to mutually support and assist one another, share information, welcome and orient new Families. Family members are encouraged to interact with other military Families to help prevent isolation. Family needs that cannot be met by the local FRG are referred to the appropriate community resource or the Battalion Soldier & Family Assistance Program Manager Sharon Joseph at (225) 767-3079, sharon.e.joseph5.civ@mail.mil

VOLUNTEER TODAY

Your FRG depends on volunteer energy.

Offer your time and talents.

Attend meetings and activities regularly.

Share ideas.

Find out about your FRG.

Get Involved!

USAREC Family Programs Overview Link: <http://youtu.be/UYWYS-PuYPY>

USAREC Family Resource Guide Link:

http://www.usarec.army.mil/downloads/hq/HRD/SFA/USAREC_FamilyResourceGuide.pdf

Family Readiness

DEERS 1-800-538-9552

TRICARE Claims Services 1-800-403-3950

TRICARE Pre-Authorization 1-800-333-4040

TRICARE Beneficiary Services 1-800-444-5445

METLIFE 1-855-638-8371

UNITED CONCORDIA (Dental) 1-800-866-8499

AL-ANON FAMILY GROUP HEADQUARTERS 1-800-356-9996

ALCOHOL AND DRUG ABUSE HELPLINE 1-800-ALCOHOL

NATIONAL INSTITUTE ON DRUG ABUSE 1-800-662-HELP

NATIONAL COCAINE HOTLINE 1-800-COCAINE

AMERICAN MENTAL HEALTH FUND 1-800-433-5959

NATIONAL CHILD ABUSE HOTLINE 1-800-422-4453

MISSING CHILDREN CENTER 1-800-USA-KIDS

NATIONAL RUNAWAY HOTLINE 1-800-231-6946

NATIONAL ADOLESCENT SUICIDE HOTLINE 1-800-621-4000

NATIONAL PREGNANCY HOTLINE 1-800-852-5683

ASPO-LAMAZE 1-800-368-4404

CHILD NUTRITION HOTLINE 1-800-523-6633

AIDS INFO HOTLINE 1-800-342-AIDS

VD HOTLINE 1-800-227-8922

Military Family Checklist

Document Location

Marriage Certificate _____

Birth Certificate _____

Shot Record(s) _____

Citizenship Papers _____

Adoption Papers _____

ID Cards _____

Insurance Policies _____

Last Leave & Earning Statement _____

Power of Attorney _____

Copy of Wills _____

Bank Books _____

Check Books _____

Tax Records _____

Payment Books _____

Car Registration and Titles _____

Home Deed and/or Mortgages _____

Spare Car Keys _____