

## Initial Interview Checklist

Name: \_\_\_\_\_ Rank (Midn/OC): \_\_\_\_\_

Date Completed: \_\_\_\_\_

<b>ITEM</b>	<b>IMMEDIATE SUPERVISOR INITIALS</b>	<b>INDIVIDUAL INITIALS</b>
<b>TO BE COMPLETED</b>		
Personnel Data Sheet		
Class Schedule Turn-in		
Midterm Counseling Sheets (Top of Counseling Sheet and Eval Form)		
E-group Sign-up (battalion-subscribe@yahoogroups.com)		
<b>INFORMATIONAL</b>		
Muster Days/Times		
Watchstanding Procedures		
Chit Routing Procedures		
PT Program		
Proper PT Gear		
Correct Uniform Wear		
Volunteer List		
Recall Change Notification Requirements		
Proper Use of E-groups		
<b>FOR DISTRIBUTION</b>		
General Orders		
Chain of Command		
Volunteer Activity/Club Sheet		

CO/PLT/SQD \_\_\_\_\_ IMMED SUPERVISOR \_\_\_\_\_

ADMIN INSPECTION BY \_\_\_\_\_ DATE \_\_\_\_\_