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Welcome Packet

Headquarters Detachment, First Army



POC: 1SG Daniel Ramirez, (309) 782- 9453
Email: Daniel.R.Ramirez34.mil@mail.mil

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As of: 141600JUN19



DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST ARMY
1 ROCK ISLAND ARSENAL, BUILDING 68
ROCK ISLAND, ILLINOIS 61299-8100

AFKA-HHD-CDR

14 June 2019

Congratulations on your assignment to Headquarters, First U.S. Army located at Rock Island Arsenal, Illinois! On behalf of the proud and professional Officers, Non-Commissioned Officers, and Soldiers- welcome to our team! We're confident that you will find your tour of duty with Task Force Deed both challenging and rewarding.

The shared vision of our command is to be a Team of Fit Army Professionals Enabling Total Force Readiness.

First Army is FORSCOM's designated coordinating authority for implementation of the Army Total Force Policy. We partner with Reserve and National Guard leadership to advise, assist, and train their formations to achieve Department of the Army directed readiness requirements using multi-component integrated collective training. The outcome is that Combatant Commanders have trained and ready forces that support worldwide requirements. You may view a short video of our rich history by visiting www.youtube.com/watch?v=nppkcl8golk

A sponsor is assigned to you and will reach out to you soon, if they haven't already. Their job is to help ease your transition and assist you before, during and after your arrival. Our goal is to ensure that you have a smooth reception and integration into Task Force Deed and the Quad Cities area. Important information to discuss with your sponsor is local Soldier and Family support services; Rock Island Arsenal is small and lacks some of the amenities you may be used to.

My office phone number is (309) 782-9693 and e-mail address is allen.r.chrans.mil@mail.mil. Please don't hesitate to reach out to me if you have a question or a situation that your sponsor is having trouble resolving.

FIRST
IN
DEED!

ALLEN R. CHRANS
Captain, AG
Commanding



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In-Processing Expectations

No later than 1030 on your report date, meet your sponsor at the entrance of Building 68 on Rodman Avenue; report to the HHD Office (309-782-9465) prior to 1030 to begin in-processing

Be prepared to provide the following information to HHD First Army at the start of in-processing:

- Copy of PCS Leave (DA Form 31)
- Copy of PCS Orders (for early reporting, it must be authorized on PCS orders)
- Copy of Birth Certificate for children and Marriage Certificate if married
- Copy of last Record APFT Card (DA 705) & Body Fat Worksheet (DA 5500/5501)
- Copy of last Weapons Qualification
- Copy of Family Care Plan (as required)
- Copy of Exceptional Family Member Program Approval (as required)
- Copy of transferable Suspension of Favorable Personnel Action, or flag (as required)
- Copy of all Motorcycle Safety Information (as required)

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In-Processing Training

There are initial training requirements to ensure you meet the minimum standards of training readiness during your integration into the Headquarters Detachment, First Army. The following training must be complete within 30-days (before or after) of arrival:

- OPSEC (Military / DA Civilian)
 - Login to JKO / Course Catalog / Prefix: JS; Course #US009
 - “Joint Staff Operations Security”

- Anti-terrorism Level 1 (Military / DA Civilian)
 - Login to JKO / Course Catalog / Prefix: JS; Course #US007
 - “Level 1 Antiterrorism Awareness Training”

- Information Security Refresher (Military / DA Civilian)
 - Login to ALMS / Search / “Information Security Refresher Training”

- DOD Cyber Awareness Challenge (Military / DA Civilian)
 - Login to Cyber Security Training Center/ Complete Cyber Awareness Training

- SHARP Online Training (Military / DA Civilian)
 - Login to ALMS / Search / “SHARP Standing Strong Training”

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In-Processing Training (cont.)

There are initial training requirements to ensure you meet the minimum standards of training readiness during your integration into the Headquarters Detachment, First Army. The following training must be complete within 30-days (before or after) of arrival:

- SHARP Online Training
 - Login to ALMS / Search / “SHARP Standing Strong Training”

- Equal Opportunity Online
 - Login to JKO / Course Catalog / Prefix: JS; Course# US013
 - “Joint Staff Equal Opportunity Policy Basic Training (1hr)”

- Army Suicide Prevention
 - Login to ALMS / Search / “Suicide Awareness Prevention Course”

- Global Assessment Tool
 - Login to ARMYFIT / Click on GAT

- DTS Basic-About DTS *One time in your career
 - Login to defense travel / Training / “DTS (Basic) – About DTS”

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In-Processing Training (cont.)

There are initial training requirements to ensure you meet the minimum standards of training readiness during your integration into the Headquarters Detachment, First Army. The following training must be complete within 30-days (before or after) of arrival:

- DTS Basic- DTS Travel Documents (DTS 101) *One time in your career
 - Login to defense travel / Training / “DTS (Basic) – DTS Travel Documents (DTS 101)”
- DTS Program & Policies-City Pair Program *One time in your career
 - Login to defense travel / Training / “Program & Policies-City Pair Program”
- DTS Program & Policies-US Government Rental Car Program *One time in your career
 - Login to defense travel / Training / “Program & Policies- US Government Rental Car Program”
- DTS Program & Policies-Travel Policies *One time in your career
 - Login to defense travel / Training / “Program & Policies- Travel Policies”
- DTS Program & Policies-Travel Card Program (Travel Card 101) *Every 3 years
 - Login to defense travel / Training / “Program & Policies-Travel Card Program (Travel Card 101) (Mandatory)”
- GTCC Statement of Understanding (SoU) *Every 3 years
 - See G-8 Travel Team

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Dental Appointments & Updates

Rock Island Arsenal does not have a military dental clinic. The following are instructions on 'how to' receive authorization to visit a local dentist and update dental statuses in MEDPROS:

- ❑ Locate a local dental provider. You may do so at the following website, but please note that at times the list of providers is out dated: <https://secure.addp-ucci.com/ddpddw/adsm/care-remote.xhtml>. If you are unsure about a provider you have located, you may call the following number to validate: 1-866-984-2337.
- ❑ To coordinate your routine dental care, you must first obtain an Appointment Control Number (ACN). You can do that by calling 1-866-984-2337 or visiting to <https://secure.addp-ucci.com/ddpddw/adsm/care-remote.xhtml>
 - This must be obtained prior to receipt of all dental care. This includes initial, annual, and continuation of dental care. Upon submission, you will receive an Appointment Control Number that you should print for your records.
- ❑ Ensure you have a DD Form 2813 printed and ready for completion by your dental office prior to your dental appointment. At the end of your visit, ensure all information is filled in by you and the provider's office.
- ❑ Once your appointment is complete, e-mail a copy of your DD Form 2813 to the HHD mailbox (usarmy.ria.first-army-hq.mbx.hhd@mail.mil) to update your dental readiness status

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HHD Key Points of Contact

During your integration you may have questions or concerns. The next pages provide points of contact to assist you.

- ❑ Commander, CPT Allen Chrans; office: 309-782-9693; allen.r.chrans.mil@mail.mil
- ❑ First Sergeant, 1SG Daniel Ramirez; office: 309-782-9251; daniel.r.ramirez34.mil@mail.mil
- ❑ Senior HR NCO, *vacant (expected July 2019)*; office: 309-782-9465
- ❑ Finance NCO, SSG Daniel Koss; office: 309-782-9746; daniel.j.koss.mil@mail.mil
- ❑ Senior Supply NCO, SFC Daniel Lopez; office: 309-782-9295; daniel.lopezperez.mil@mail.mil
- ❑ Supply NCO, SSG Jared Jackson; office: 309-782-9227; jared.l.jackson.mil@mail.mil

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Staff Key Points of Contact

- ❑ G1, Mr. Jack Belme; office: 309-782-9483; john.j.belme.civ@mail.mil
 - Chief of Military Strength, Ms. Janice Brown; office: 309-782-9328; janice.r.brown.civ@mail.mil
 - Chief of Personnel Actions, Mrs. Veda Farley; office: 309-782-9492; veda.r.farley.civ@mail.mil

- ❑ G2, Mr. Roland Butler; office: 309-782-9102; roland.s.butler.civ@mail.mil
 - Supervisory Security Specialist: Mr. Carl Pfeiffer; office: 309-782-9250; carl.a.pfeiffer3.civ@mail.mil

- ❑ G3, COL David Sanders; office: 309-782-9426; david.l.sanders46.mil@mail.mil

- ❑ G4, COL Edward Hausknecht; office: 309-782-9104; edward.j.hausknecht.mil@mail.mil

- ❑ G6, COL Vanessa Ragsdale; office: 309-782-9724; vanessa.k.ragsdale.mil@mail.mil

- ❑ G8, Mr. David Cannon; 309-782-9108; david.m.cannon.civ@mail.mil
 - Defense Travel System (DTS) Manager / Government Travel Card, Mr. Andrew Hanson; office: 309-782-9406; andrew.j.hanson22.civ@mail.mil

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MPD Key Points of Contact

- ❑ Mrs. Kimberly Birdsong; kimberly.birdsong.civ@mail.mil
 - Chief, Military Personnel Directorate
 - In/Out Processing (TLE, Travel Vouchers, DD93)
 - Records Updates (ERB, ORB, DD93)
 - iPERMs Updates

- ❑ Mrs. Lisa Rathjen; office: 309-782-2696; lisa.l.rathjen.civ@mail.mil
 - In/Out Processing (TLE, Travel Vouchers, DD93)
 - Records Updates (ERB, ORB, DD93)
 - iPERMs Updates

- ❑ Mr. Lafayette Ausborn; office: 309-782-4799; lafayette.ausborn.civ@mail.mil
 - Retirement Orders, PCS Orders, ETS Orders
 - Records Updates (ERB, ORB, DD93)
 - iPERMs Updates

- ❑ Mrs. Sharon Lampert; office: 309-782-8780; sharon.lampert.civ@mail.mil
 - Installation Sponsorship Program
 - Installation Voting Assistance Program

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Resources

- ❑ First U.S. Army, <http://www.first.army.mil/>

- ❑ RIA Garrison
 - Rock Island Garrison: <http://www.usagria.army.mil/default.aspx>
 - Rock Island Newcomer/Visitor Resources: <http://www.usagria.army.mil/newcomers/>
 - Rock Island Relocation: <http://www.acsnewcomers.riamwr.com/>
 - Rock Island Contacts: <http://www.riamwr.com/home/contact-us/>

- ❑ On Post Housing
 - Army Housing: <https://www.housing.army.mil/#>
 - RIA Housing, Bldg. 102, Rodman Avenue; 309-782-2376/0605
 - Hours of Operations: Mon-Fri 0700-1600
 - Offers home-inspection services free of charge

- ❑ Off Post Housing
 - homes.mil: <https://www.homes.mil/homes/DispatchServlet/HomesEntry>
 - AHRN.com: <https://www.ahrn.com/>
 - Realtor.com: <http://www.realtor.com/>
 - Zillow: <http://www.zillow.com/>

- ❑ Temporary Lodging & Local Services
 - The Rock Island Arsenal does not have a temporary lodging facility
 - Find local hotels, dining, fun, shopping, auto repair and more at <https://localsloveus.com/quad-cities/>

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Resources (cont.)

- ❑ Lending Locker, Bldg. 110
 - Army Community Services operate a Lending Locker that stocks basic household items that can be borrowed for 2-week increments as needed. For more information contact the RIA Relocation Program Manager, Chassity Morse at 309-782-0816.

- ❑ RIA School Liaison, Bldg. 110
 - Hours of Operations, Mon-Fri 0800-1500
 - 309-782-6515

- ❑ Quad Cities School Districts
 - Bettendorf Community School District: <http://bettendorf.k12.ia.us/>
 - 3333 18th Street, Bettendorf, IA
 - 563-332-6224
 - Davenport Community School District: <http://www.davenportschools.org/>
 - 1606 Brady Street, Suite 100, Davenport, IA
 - 563-336-5000
 - Moline Community School District: <http://www.molineschools.org/>
 - 1619 11th Avenue, Moline, IL
 - 309-736-2100
 - Rock Island School District: <http://rockislandschools.org/risd/>
 - 2101 6th Avenue, Rock Island, IL
 - 309-793-5900

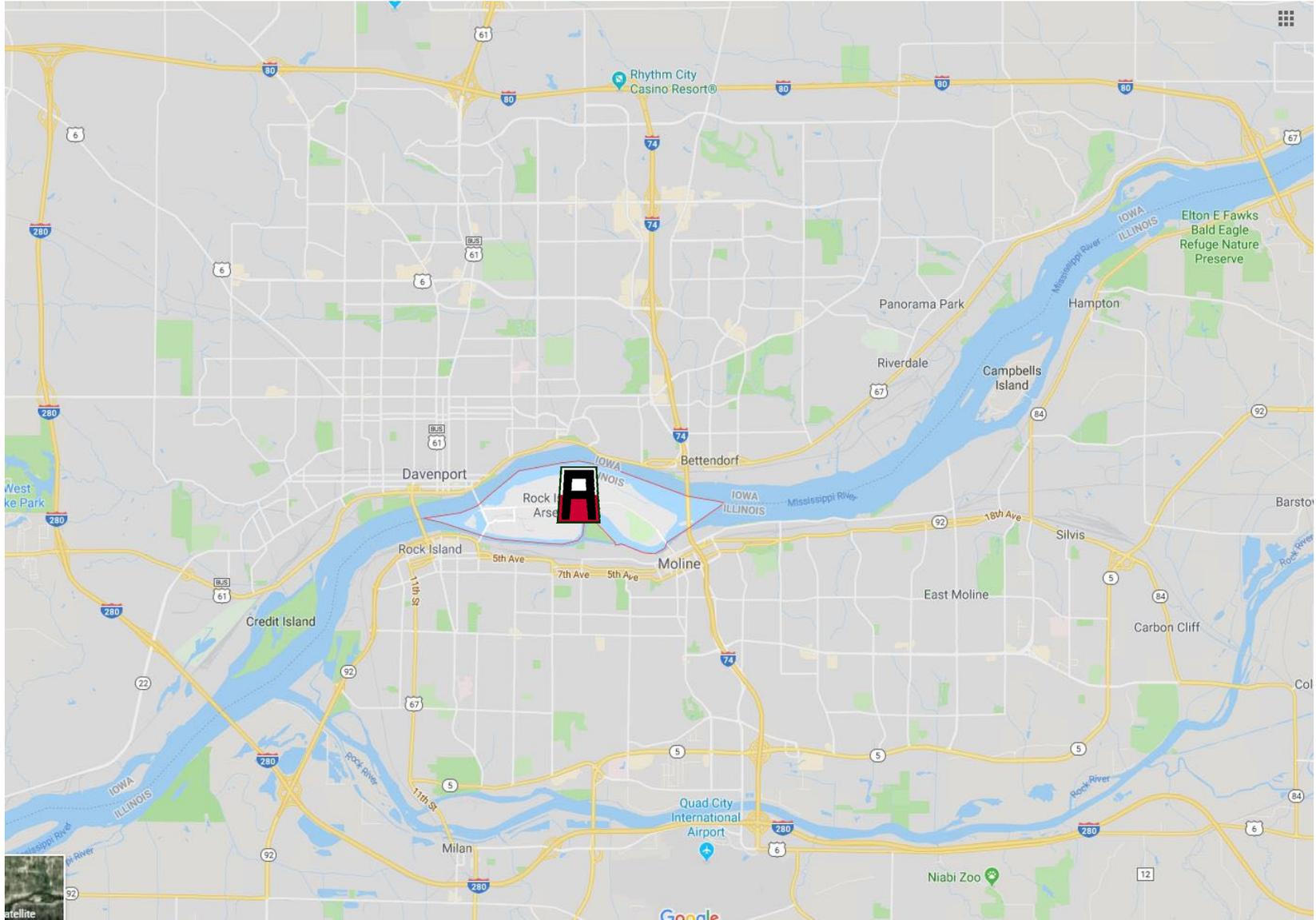
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Map Orientation (Quad Cities)



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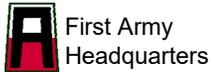
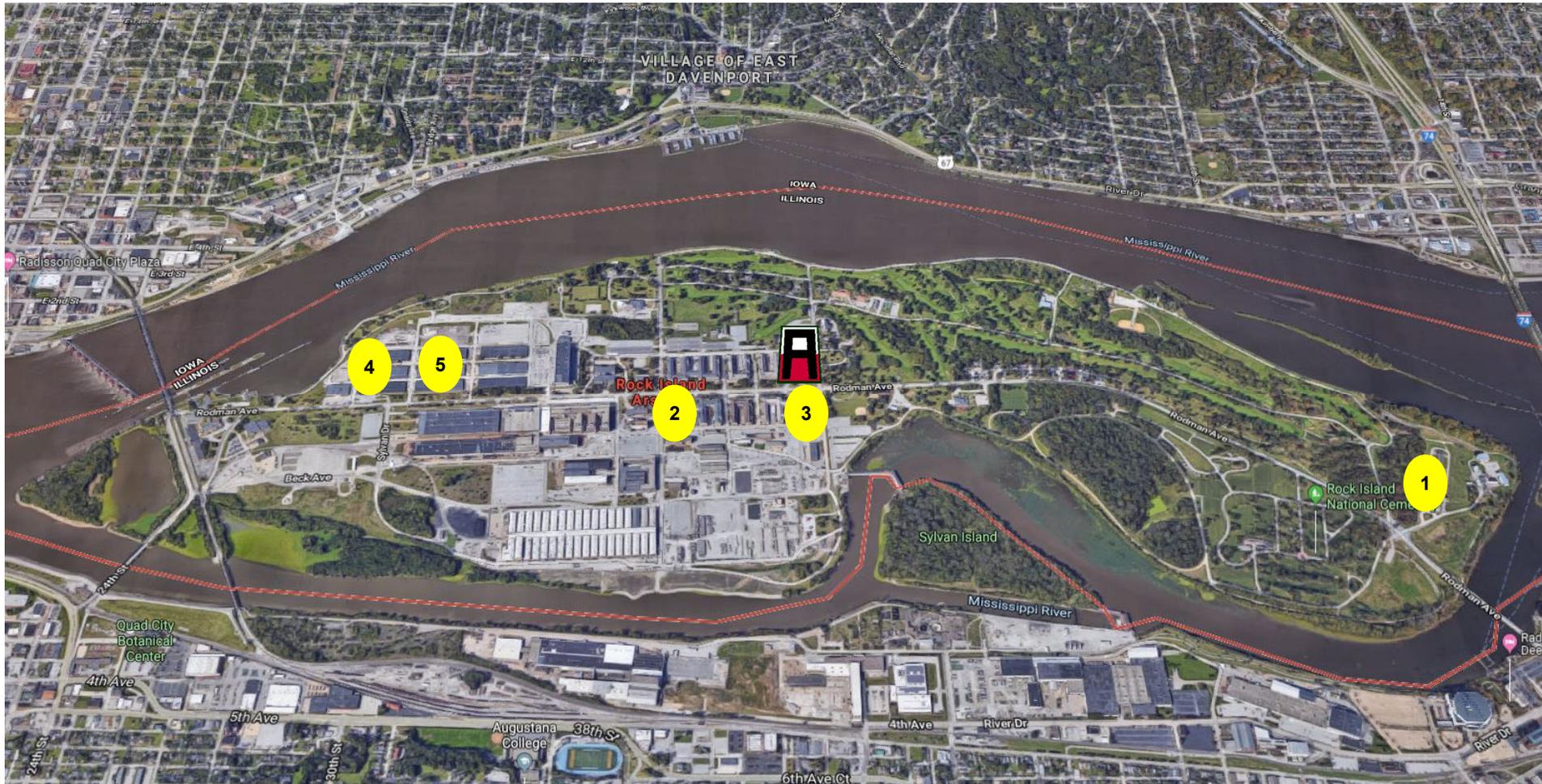
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Map Orientation (Rock Island Arsenal)



1. Visitor's Center/Gate, the only 24-hour access gate
2. Housing Office
3. Health Clinic / Army Community Services / USO
4. Commissary
5. AAFES (no fuel)

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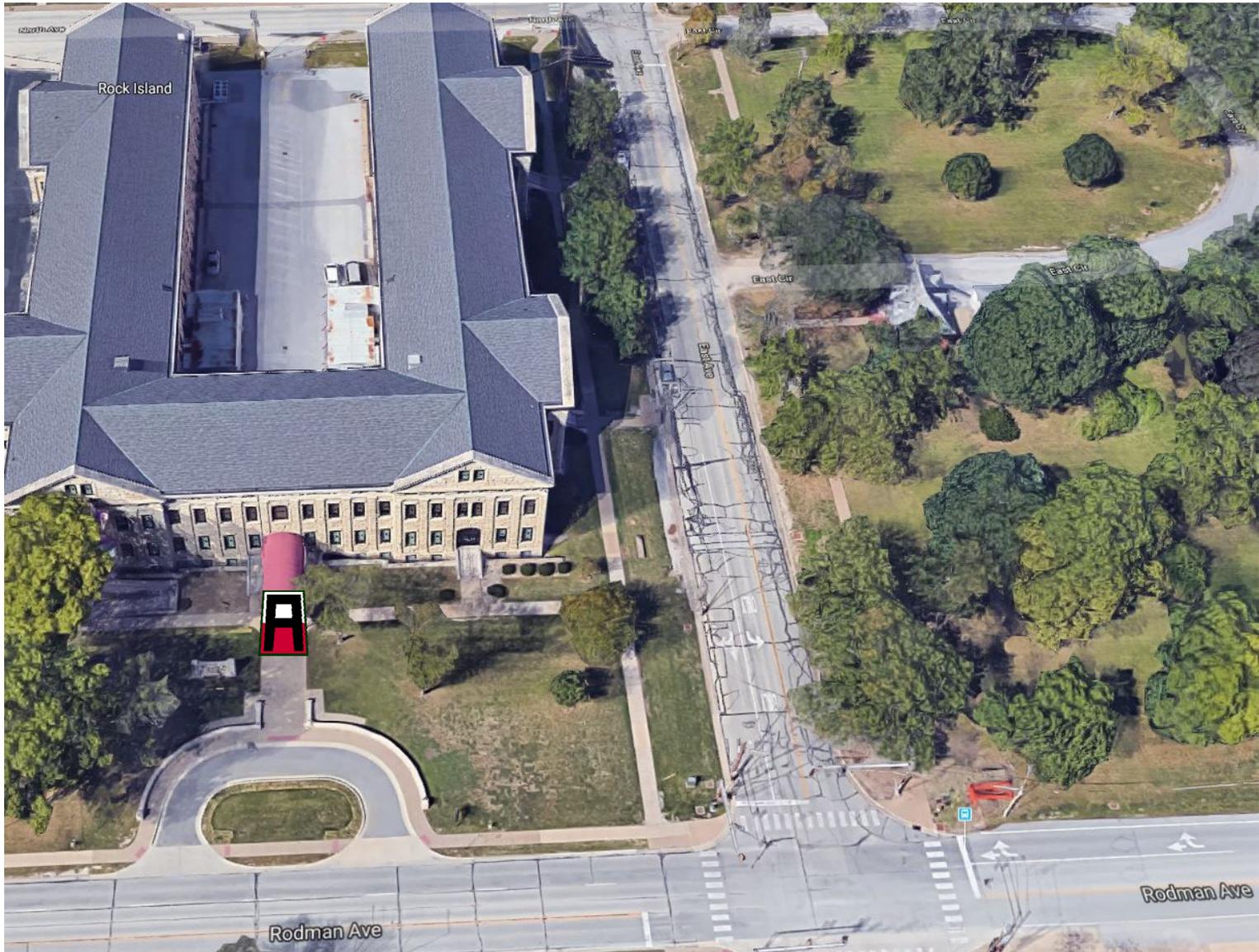
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Map Orientation (First Army HQ)



POC: 1SG Daniel Ramirez, (309) 782- 9453
Email: Daniel.R.Ramirez34.mil@mail.mil

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