DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT # 15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

27 APR 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #16, Sponsorship, Inprocessing, and Integration

1. This policy letter rescinds and supersedes Policy Letter #16, General Order Regarding Sponsorship and Inprocessing, dated 11 July 2006, and all other 2ID policy letters relating to Sponsorship, Inprocessing, Certification and Integration of new Soldiers. This policy is effective immediately and remains in effect until rescinded and/or superseded.

2. References:

a. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.

b. USFK Reg 614-2, Inprocessing Orientation Program, 11 January 2007.

c. USFK Reg 350-2, Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK.

d. USFK Command Policy Letter #16, Sponsorship and Inprocessing, 20 June 2006.

3. This policy applies to all 2ID Military Personnel, Civilian Employees, and their Spouses.

4. Readiness never takes a day off on freedom's frontier. Every Soldier entering the Warrior Division must be prepared to train or fight as quickly as possible. If we fail to properly and effectively sponsor and integrate newly arriving Soldiers, we are failing in our most important responsibility-taking care of our people. Inbound and newly assigned personnel develop lasting impressions of the unit and installation based on how well they are sponsored and received. We must ensure we have a solid sponsorship, inprocessing, and integration program for our Soldiers.

5. The 2ID command intent is to ensure that all new arrivals meet administrative requirements, complete fundamental training requirements, receive orientations and briefings on military member and family support programs, and that they are introduced to the host-nation culture and language. Done correctly, sponsorship and integration minimize the time Soldiers spend away from their units, while ensuring Soldiers and Families quickly understand the 2ID mission, and services available in the community.

6. Sponsorship is a commander's program that helps military personnel and civilian employees during reassignment to 2ID. It improves unit cohesion, retention, morale, and readiness by providing Korea, 2ID and installation specific information to inbound personnel. This helps to decrease distractions that hamper performance and mission accomplishment. Successful

programs depend on focused leadership and the commitment of highly motivated and well-trained sponsors.

7. Inprocessing begins when a Soldier arrives in Korea and is assigned to 2ID. While the responsibilities of Sponsorship do not end when a Soldier arrives in Korea, inprocessing overlaps and enhances Sponsorship in assisting the new arrival to become part of the Warrior team.

8. Integration is the final step of Soldier inprocessing, but actually begins with the Sponsor's first contact, and ends once the Soldier leaves the unit at the end of his tour in 2ID. The primary purpose of Soldier integration is ensuring Soldiers are an effective member of the unit, yet it also positively influences the unit as a whole. An effective program strengthens the chain of command while providing support to the Soldier and Family.

9. The Sponsorship, Inprocessing, and Integration process begins long before a Soldier is assigned to 2ID.

a. In coordination with (ICW) the 2ID PAO, Commanders will maintain unit specific pages on the 2ID website, with information that will assist incoming Soldiers, and ensure that the information remains up to date. Helpful information includes correct phone numbers, mailing addresses, and a short unit history that includes recent training events. It will also list a link to the unit's virtual Family Readiness Group (vFRG) website. Other online resources for information on a Korea assignment include:

(1) The 2ID website, http://www-2id.korea.army.mil/, contains a wealth of information about the 2ID command and units, upcoming events, policy letters, off-limits areas, and links to Family Readiness Group websites.

(2) The USFK website, http://www.usfk.mil, contains information on Korea, as well as the mandatory training personnel being assigned to Korea are required to complete prior to arrival.

(3) The Army Standard Installation Topic Exchange System (SITES), http://www.dmdc.osd.mil/sites, is the official DoD website to assist military members and their families with all the details connected with a government ordered Permanent Change of Station (PCS). PCS is always complex; SITES provides information to manage the process and it provides Quick Links to other DoD websites that allow for on-line transactions in such areas as household goods and housing.

b. Commanders will ensure that every newly assigned Soldier and civilian is assigned a sponsor and that sponsors receive adequate training and materials. Unfortunately, in many cases the first notification of inbound personnel is when a Soldier arrives in the community. When this happens a "no-notice sponsor" must be assigned immediately. Commanders must create a pool of motivated, well-trained, and properly equipped "reactionary sponsors" that enable the unit to properly welcome and in-process new arrivals, including family members. In this regard, it is important to engage with and empower the unit Family Readiness Group or appropriate Spouse Group to assist both command and non-command sponsored arrivals.

10. Sponsorship begins when a Soldier is identified as inbound to a specific unit. Inbound Soldiers are identified through several means, including an RFO on TOPMIS, showing on an

EDAS or G1 gains roster, the Soldier making contact with the unit, or in extreme cases, the Soldier arriving at the Warrior Replacement Company.

a. Sponsorship is more than just information sharing. It is providing a welcoming presence that assists the newly assigned Soldier and Family to quickly become a capable member of the Warrior Team. It is essential that sponsors reach out to newly assigned personnel and families long before they arrive in theater.

(1) In addition to phone and email contact, sponsors should direct all inbound personnel to the official USFK website at www.usfk.mil for information.

(2) They must point out the procedures and training requirements to be accomplished prior to arrival in Korea as noted in USFK Reg 350-2. This mandatory training is accessed through the USFK website (www.usfk.mil) and clicking on the "Required Training" tab.

(3) Additionally, inbound personnel should be referred to the 2ID website at www-2id.korea.army.mil. This website contains a wealth of information about the 2ID command and units.

(4) It is necessary that sponsors reinforce the requirements for incoming military members regarding immigration, customs, and pet quarantine requirements, as applicable.

b. Sponsors will provide Welcome Packets to the incoming Soldier and Family. Welcome Packets are produced by each Area (i.e. Area I, Area II, or Area III) Army Community Services (ACS). Sponsors will pick-up the latest Welcome Packet from ACS and mail it to the incoming Soldier.

(1) Welcome packets should be sent out approximately 60 days prior to arrival in Theater to allow the Soldier and family member to review the packets, ask questions, and plan their arrival.

(2) A Family whose Sponsor will work in an Area different from where the Family will reside will be provided with Welcome Packets from both the Area where the Soldier will work, and where the Family will reside.

11. Once a Soldier and/or Family arrives in Korea, inprocessing begins. All personnel will process through the 1st Replacement Company (1RC) on Yongsan. This is critical to ensure the Soldier is arrived to Korea in eMILPO, his leave form is closed out, and he is properly assigned to 2ID.

a. The 2ID LNO at 1RC will notify the 2ID G1 of the Soldiers arrival. The 2ID G1 will then confirm the assigned unit based on strength, and notify that unit of the Soldiers arrival.

b. Soldier/Civilian arrivals with Family Members.

(1) If a Soldier arrives at 1RC with Command Sponsored Family members, the 2ID LNO will also notify the 2ID Yongsan Family Readiness Group (FRG).

(2) If a Soldier arrives with non-command sponsored Family members the 2ID LNO will notify the 2ID G1 who will notify the assigned unit.

(3) The Unit FRG and the 2ID Yongsan FRG will conduct Welcoming Activities per the 2ID Warrior Country Family Readiness Guide and internal SOPs.

c. Newly arriving personnel are not available to their units of assignment for training exercises, physical training, or other work-related duties while inprocessing. Inprocessing activities are mandatory and will not be superseded for any reason other than a crisis identified by me, the 2ID Commanding General.

d. Centralized inprocessing will be utilized. 2ID Soldiers and Civilians process through the Warrior Readiness Center enroute to their assigned unit. USFK Regulation 614-2 provides the checklist of mandatory training events for newcomer orientation for Soldiers, Civilians and Spouses (see enclosures 1 and 2).

e. Spouse orientation seminars are mandatory for 2ID Spouses and will be completed within 30 days of arrival in Korea.

(1) Spouse orientations are centralized at the Area level (i.e. Area I, Area II, and Area III each run Area specific spouse orientation seminars conducted by the Area Army Community Services (ACS)). Only those Spouses who have completed inprocessing orientations are eligible for a permanent ration plate.

(2) Spouses will attend the orientation seminars in the Area they live, and are encouraged to attend the orientation seminars in the Area where their Sponsor works. For example, a Soldier is assigned to 3-2 GSAB on Camp Humphreys in Area III, but the Spouse resides on Yongsan in Area II. The Spouse will attend the Area II orientation, and is encouraged to attend the orientation in Area III.

(3) In order to enable Spouses to attend inprocessing training, I allow 2ID Soldiers to remain at home on the day of the Spouse's inprocessing to provide child-care for their children, or if they have no children, to attend the training along with the Spouse. In no case should this be considered a day off; the Soldier's place of duty is with the children, at the inprocessing training, or at the Soldier's normal place of duty.

(4) In the event a Soldier marries while a member of 2ID, if the new Spouse is in Korea, the new Spouse is also required to attend the training within 30 days of the marriage. The only exceptions to this are marriages between dual military couples, or marriage to a DA Civilian who has already attended the inprocessing orientation.

12. Upon completion of the Warrior Readiness Company inprocessing, Soldiers will move to their assigned units.

a. The Brigade S1, ICW the Brigade Commander and CSM, will assign the Soldier to the subordinate Battalion. This assignment should be completed prior to arrival, and is assisted by proper Sponsorship.

b. The Brigade S1 will collect an original copy of the Soldiers DD93 and SGLV and ensure they are placed in the Soldiers personnel file maintained at the brigade S1 office. If the Soldier does not have an updated copy, the S1 will update in eMILPO, print, have the Soldier sign the forms and place them in the file.

c. The Soldier will then move on to the assigned Battalion. Again, the S1, ICW the Battalion Commander and CSM, will assign the Soldier to the subordinate Company.

13. There are many things new Soldiers must accomplish shortly after their arrival to ensure readiness. In order for the Soldiers of the 2d Infantry Division to be properly integrated into their units, this policy requires each Company/Battery/Troop Commander to establish a Soldier certification program that ensures each new Soldier has accomplished. At a minimum the steps outlined in Enclosure 3 of this policy will be completed; Commanders can add to this checklist and alter the order of steps, but will not delete steps.

a. Within 30 days of arrival, newly arriving Soldiers will complete unit inprocessing and integration. Commanders may restrict off-post pass privileges until all of these tasks are completed.

(1) 2ID units will utilize inprocessing checklists to ensure a new arrival completes all unit specific training, receives unit specific equipment, is assigned quarters, has been welcomed by unit leadership, and has zeroed his assigned weapon.

(2) Inprocessing checklists are generally started at the unit S1 and company orderly room. Units will review and update checklists quarterly to ensure tasks, building numbers, telephone numbers, and points of contact are accurate and up to date.

b. Effective integration is correctly interpreted by subordinates as an act of care and concern and solidifies the command climate. An effective integration program is a key tool in establishing and maintaining quality Soldiers in support of the unit mission.

(1) Integration provides subordinates an excellent opportunity to seek clarification on policies, procedures, standards, duty requirements and priorities.

(2) Integration provides an opportunity for leaders to confirm subordinates' understanding and perceptions of the same. It also enables proactively identifying issues before they arise and providing guidance when and where needed.

14. Effective sponsorship and a positive inprocessing experience are keys to welcoming personnel to Korea. These activities are an important command priority. When we take care of our military members and their families, they will take care of our mission.

15. The ACofS, G1 will exercise staff oversight of the 2ID Inprocessing Orientation Program. Questions regarding this policy should be directed to the G1, DSN 732-6131.

James A. Coggin

JAMES A COGGIN
Major General, USA
Commanding

Encls
1. Soldier Inprocessing Training
2. Spouse Inprocessing Training
3. Soldier Integration Checklist

DISTRIBUTION:
A

Enclosure 1 (Required Training for newly assigned 2ID Soldiers and Civilians) to 2ID Policy Letter # 16 Sponsorship, Inprocessing, and Integration.

1. All arriving personnel (Military and Civilian Employees) will receive the following training:

a. Sources of Command Information including the USFK website, Bell Sends, Public Service Announcements (PSAs) etc.

b. Noncombatant Emergency Evacuation. All immediate family members of United States (U.S.) military members and U.S. Department of Defense Civilians, and Department of Defense civilians themselves, if they are not in "emergency essential" positions, are eligible noncombatants. All Noncombatant Evacuation Operations (NEO) eligible personnel shall comply with the requirements outlined in USFK PAM 600-300. Minimum requirements include registration in the USFK Defense Biometric Identification System (DBIDS), have an assigned NEO warden, and have a complete NEO packet in accordance with Appendix B, USFK PAM 600-300.

c. Base support agencies that are applicable, Defense Commissary Agency (DECA), Army Air Force Exchange Service (AAFES), Medical, Dental, United Services Organization (USO), Morale Welfare and Recreation (MWR), Red Cross, Education Office, Child and Youth Services, Department of Defense Dependent Schools-Korea (DODDS-K). Any other relevant topics, such as on-post/off-post transportation, on-post/off-post child care, sexual assault and sexual harassment, and process for obtaining VISA/Status of Forces Agreement (SOFA) Stamp.

d. Status of Forces Agreement (SOFA). The briefing is to cover aspects of the US-ROK SOFA pertaining to application of foreign criminal jurisdiction to USFK personnel. Items briefed will include rules on ROK pretrial custody for serious crimes, relevant laws such as those addressing prostitution and human trafficking issues, USFK off-post authority, and the official duty concept (e.g, when a service member involved in a traffic accident operating a government vehicle while performing official government duties) and other currently relevant topics (e.g., hiring third country national nannies or SOFA member employment restrictions).

e. Consumption of alcohol. The briefing is to cover the 2ID alcohol consumption policy (2ID policy letter #8) and will further provide information on how off-duty alcohol abuse incidents could jeopardize the relationship we have built with our host country. In addition, the briefing is to cover the legal drinking age (on and off post).

f. Ration Control/Black Marketing. The briefing is to stress the importance of protecting the privilege of persons authorized access to duty free goods under the US-ROK SOFA, monthly commissary limits, controlled items, and monthly alcohol purchase limits.

g. Safety. Emphasize the Safety Program objective of accomplishing the mission without unnecessary loss of personnel and equipment. The briefing is to include, as a minimum, the following:

(1) Wearing of reflective vests and helmets while operating or using bicycles/recreational conveyances (in-line skates, coaster, skateboards, and sleds)

(2) Use of running vests while doing physical training

(3) Driving in Korea

(4) Minefield safety

(5) Winter and summer seasonal safety requirements

(6) USFK Safety web site

h. Family Housing Policies. The briefing is to cover the visitation privileges, rules and conduct of spouses and dependents in family housing areas and guests in Soldier barracks areas that assure the privacy, well-being, and property rights of all personnel residing in family housing and Soldier barracks.

i. Health, Morale, and Welfare Calls. Personnel are to be briefed on authorized calls that can be made to family members using the Defense Switch Network service, Voice over internet Protocol (VOIP), and other newer technologies.

j. Electronic Communication. The briefing is to cover authorized official and unofficial internet access and electronic mail using Government resources, to include applicable restrictions. To include on-base family housing. Youth/Teen centers and other on-post community centers ability to access the internet.

k. Antiterrorism/Force Protection. The briefing is to include instructions on the terrorist threat, the vulnerabilities of personnel and their family members to terrorist acts, defensive measures that can be employed to deter such acts, and off-limits establishments and areas directed by the local Area Support Commander.

l. Korea Cultural Awareness. The briefing is to cover the USFK Good Neighbor Program (USFK Reg 600-55).

m. Policy and procedures for access to USFK installations by designated country personnel (DCP) as stated in USFK Reg 190-7.

n. Appropriate and relevant subjects unique to the organization or installation.

o. Mandatory Theater Specific Training. All arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK will complete mandatory theater specific training per USFK 350-2 prior to arrival. Commanders shall verify completion of this training. Access the training through the USFK web-site.

p. Equal Opportunity. Reemphasize the Command's Equal Opportunity policy stressing the command's zero tolerance for incidents of sexual misconduct including sexual harassment and sexual assault. Explanations of what constitutes each must be included in the brief. The briefing also must cover Prostitution and Human Trafficking (PHT) to include Visible indicators. Hotline Number, and Reporting Process (refer to the USFK PHT Core Curriculum).

q. Sexual Assault Prevention and Response (SAPR). SAPR training is to focus on prevention education, risk factors awareness, reporting procedures, how to avoid becoming a victim, appropriate dorm/barracks behavior, correlation between sexual assault and alcohol abuse, and victim support. All assigned personnel will be provided the name of their Area Sexual Assault Response Coordinator. Access the USFK SAPR program at http://www.usfk.mil/old/sa/index.htm.

r. Barracks/Dormitory Policies. The briefing is to cover the policies concerning conduct of personnel in the barracks/dormitory that assures the privacy, well-being, and barracks/dormitory visitation privileges and rules.

s. Non-tactical Vehicles. Personnel are to be briefed on the official use of non-tactical vehicles and common violations such as stopping at Burger King, Post Exchange (PX), commissary, unauthorized domicile-to-duty transportation, etc.

t. Combined Forces Relationships. The briefing is to cover relationships between United States Forces, Republic of Korea Forces, and Korean Augmentees to the United States Army (KATUSA).

2. Point of contact for this Enclosure is the ACofS, G1, 732-6131.

Enclosure 2 (Required Training for newly assigned 2ID Spouses) to 2ID Policy Letter # 16 Sponsorship, Inprocessing, and Integration.

1. All arriving 2ID Spouses will receive the following training:

a. Sources of Command Information including the USFK website, Bell Sends, public service announcements (PSAs) etc.

b. Noncombatant Emergency Evacuation. All immediate family members of United States (U.S.) military members and U.S. Department of Defense Civilians, and Department of Defense civilians themselves, if they are not in "emergency essential" positions, are eligible noncombatants. All Noncombatant Evacuation Operations (NEO) eligible personnel shall comply with the requirements outlined in USFK PAM 600-300. Minimum requirements include registration in the USFK Defense Biometric Identification System (DBIDS), have an assigned NEO warden, and have a complete NEO packet in accordance with Appendix B, USFK PAM 600-300.

c. Base support agencies that are applicable, Defense Commissary Agency (DECA), Army Air Force Exchange Service (AAFES), Medical, Dental, United Services Organization (USO), Morale Welfare and Recreation (MWR), Red Cross, Education Office, Child and Youth Services, Department of Defense Dependent Schools-Korea (DODDS-K). Any other relevant topics, such as on-post/off-post transportation, on-post/off-post child care, sexual assault and sexual harassment, and process for obtaining VISA/Status of Forces Agreement (SOFA) Stamp.

d. Status of Forces Agreement (SOFA). The briefing is to cover aspects of the US-ROK SOFA Pertaining to application of foreign criminal jurisdiction to USFK personnel. Items briefed will include rules on ROK pretrial custody for serious crimes, relevant laws such as those addressing prostitution and human trafficking issues, USFK off-post authority, and the official duty concept, i.e. service member involved in a traffic accident operating a government vehicle while performing official government duties. Other currently relevant topics (hiring third country national Nannies and SOFA member employment restrictions).

e. Consumption of alcohol. The briefing is to cover how off-duty alcohol abuse incidents could jeopardize the relationship we have built with our host country. In addition, the briefing is to cover the legal drinking age (on and off post).

f. Ration Control/Black Marketing. The briefing is to stress the importance of protecting the privilege of persons authorized access to duty free goods under the US-ROK SOFA, monthly commissary limits, controlled items, and monthly alcohol purchase limits.

g. Safety. Emphasize the Safety Program objective of accomplishing the mission without unnecessary loss of personnel and equipment. The briefing is to include, as a minimum, the following:

(1) Wearing of reflective vests and helmets while operating or using bicycles/recreational conveyances (in-line skates, coaster, skateboards, and sleds)

(2) Use of running vests while doing physical training

(3) Driving in Korea

(4) Minefield safety

(5) Winter and summer seasonal safety requirements

(6) USFK Safety web site

h. Family Housing Policies. The briefing is to cover the visitation privileges, rules and conduct of spouses and dependents in family housing areas and guests in Soldier barracks areas that assure the privacy, well-being, and property rights of all personnel residing in family housing and Soldier barracks.

i. Health, Morale, and Welfare Calls. Personnel are to be briefed on authorized calls that can be made to family members using the Defense Switch Network service, Voice over internet Protocol (VOIP), and other newer technologies.

j. Electronic Communication. The briefing is to cover authorized official and unofficial internet access and electronic mail using Government resources, to include applicable restrictions. To include on-base family housing. Youth/Teen centers and other on-post community centers ability to access the internet.

k. Antiterrorism/Force Protection. The briefing is to include instructions on the terrorist threat, the vulnerabilities of personnel and their family members to terrorist acts, defensive measures that can be employed to deter such acts, and off-limits establishments and areas directed by the local Area Support Commander.

l. Korea Cultural Awareness. The briefing is to cover the USFK Good Neighbor Program (USFK Reg 600-55).

m. Policy and procedures for access to USFK installations by designated country personnel (DCP) as stated in USFK Reg 190-7.

n. Appropriate and relevant subjects unique to the organization or installation.

2. Point of contact for this Enclosure is the ACofS, G1, 732-6131.

Enclosure 3 (Required Soldier Integration Steps) to 2ID Policy Letter # 16 Sponsorship, Inprocessing, and Integration.

1. All newly arriving Soldiers will receive the following briefings and orientations. By completing these items the Soldier will be an effective part of the unit, fully prepared to complete any and all assigned tasks in support of the 2ID mission.

a. Battalion Commander's/CSMs In-Brief. This will include a review of 2ID/EUSA/USFK Policies to include 2ID Policy Letter #8, Responsible Alcohol Consumption and 2ID Readiness.

b. Company Commander's/1SG's Welcome/In-Briefing Brief on KATUSA program.

c. First line supervisor will:

(1) Walk through barracks room, identifying deficiencies and safety hazards, and opening work orders to correct deficiencies.

(2) Ensure Soldier signs for all NBC equipment, and has Pro-Mask fitted.

(3) Assign individual weapon.

(4) Demonstrate unit SOP for TA-50 and uniform requirements.

(5) Orient new Soldier to unit area, motor pools, dining facility, mailroom, aid station, etc.

(6) Brief Soldier on alert procedures and packing lists.

(7) Conduct initial counseling, including review of job expectations, additional duties assigned, Warrior Tasks, and Training Calendar/schedule, and proper government cell phone and TMP vehicle use.

(8) Conduct Off-post familiarization/orientation tour to include identifying off-limits areas. USFK Pam 190-2 has an off post security checklist.

(9) Conduct APFT if Soldier arrived without PT Card, or conduct a diagnostic APFT within 30 days of arrival.

(10) Ensure completion of Periodic Health Assessment (PHA). The PHA replaces the routine physical exam that is performed every 5 years. As of 1 November 2006, Soldiers are required to complete a self assessment and see a provider annually to determine current health condition and deploy ability status.

(11) Ensure Soldier's records are turned-in to the appropriate place (e.g., education, training, medical, dental).

d. Soldiers with Family Members will be briefed on Family Readiness and non-combatant evacuation requirements. Single Soldiers will be briefed on the requirement to notify the chain of command prior to marrying a non-US citizen.

e. If Soldier is assigned as a military vehicle or TMP vehicle driver all driver qualifications (SF 46, DD 348, Driver's testing, etc.) must be completed.

2. The checklist below or one developed by the company/battery/troop will be used to ensure all requirements for integration are met. Units can add to this checklist, but can not delete any items. If a unit adds items, they should notify the G1 of the added items for possible inclusion in this policy letter.

NEW SOLDIER INTEGRATION CHECKLIST

EVERY SOLDIER WILL COMPLETE ALL ITEMS WITHIN 30 DAYS

SOLDIER'S NAME			
FIRST LINE SUPERVISOR			
PERSONAL DATA			
DATE ASSIGNED:		DUTY POSITION PARA/LINE#:	
COMPANY BRIEFINGSBRIEFS			
CDR IN BRIEF		1SG IN BRIEF	
PLATOON BRIEFINGSBRIEFS			
PLT LDR IN BRIEF		PLT SGT IN BRIEF	

AREAS OF ATTENTION	Soldier Initial	Leader Initial	Date of Completion
A. Check room for deficiencies, work orders			
B. Review TA 50 set-up/uniform requirements			
C. Sign for NBC Equipment and pro-mask fitted			
D. Assigned individual weapon			
E. Unit area familiarization/orientation			
F. Alert procedures / packing lists			
G. Initial counseling / ERB-ORB review			
H. Job expectations			
I. Additional Duties assigned			
J. Review Warrior Training tasks, confirm mandatory training completed			
K. Review Training calendar/schedule			
L. Review proper Gov't Cell Phone / TMP use			
M. Off-post familiarization/orientation			
N. KATUSA program			
O. Completed Drivers Training			

P. Medical, dental, education (etc.) Records turned in.			
Q. Family support requirements			
Leader Signs and dates when complete: Signature _____ Date_____			