

Ivy 'People First' Integration Checklist



Pre-PCS (D-120 to Day 0):

- BDE and BN Unit Sponsorship Coordinator (USC) assigns sponsor to Service Member (SM) within three (3) working days of notification
- Sponsor completes section 3 of DA 5434 within 24 hours
- BN/Co USC forwards **Family Care Packet** to inbound SM
 - SM completes Quick Reference Sheet and submits to unit sponsor
 - Sponsor updates unit SFRG and First Line Leader of Quick Reference info
- SFRG/CFRR initiates contact with SM family
 - Update SFRG Roster
- SM and Family view **Pre-PCS to the Mountain Post Brief: Know Before You Go, 4ID Town Hall, and Community Information Exchange (CIE)**

Installation In-Processing (Day 0-3):

- IRC screens SM resiliency factors
- Soldier receives 4ID Green Book and PCS Guide
- Soldier completes:
 - Personnel Data Sheet
 - ACS Intake Sheet
- Sponsor conduct initial in-person contact with SM and Family
 - Conducts daily in-person checks until Integration Day 1
 - Report daily communication to USC and IRC
- SFRG / CFRR contact family for support during transition (continuous during phase)
- Mountain Post Resource Briefs**
- DIV Newcomer's Brief** scheduled
- Readiness and Squad Day**
- CIF and SRP dates scheduled
- Sponsor-led hand-off to unit

Arrival to Unit (24 hrs):

- Provide unit **Welcome Packet** to Soldier and Family
 - Welcome Letter
 - Unit Contact Info Sheet
 - SFRG Form
 - CFRR/SFRG update contact roster as necessary
 - Confirm information by attempting to contact POCs
 - Provide POC with access to unit Google Drives and social media sites (Facebook, Twitter, Etsy, vSFRG, etc.)
 - Annotate 'Do Not Contact' personnel and attempt to identify justification
 - Identify and attempt to remedy issues family is experiencing
- Conduct First Line Counseling:
 - Incorporate effective use of 4ID Yellow Book and ENGAGE
 - Green Book review and explanation
 - Define position Roles & Responsibilities
 - Provide Unit Contact Roster
 - Review in detail 'People First'
 - 'This is My Squad'
 - 'Golden Triangle' completed

Arrival to Unit (24 hrs, cont'd):

- S1 updates DD 93 and SGLV
 - Ensure SM completes accurately and understands role of DD 93 / SGLV
- POW and motorcycle rider identification, and education & responsibility briefing
- Update Family Care Plan (FCP) (if applicable; must be completed within 30 days)
 - DD 93 validated in conjunction with Golden Triangle
 - First line leader initiates contact and introduction with POCs on DD 93
 - Sponsor with Soldier when calling the Next of Kin explaining safe arrival at the unit

Arrival to Unit (48 hrs):

- Assigned a Battle Buddy within the same element
- Aid Station and Sick Call Procedures tour/explained
- Introduces SM and Family to unit and Fort Carson
 - Unit and Fort Carson Footprint
 - Battle Rhythm
 - Senior Leader(s) and SFRG Advisor(s) introduction scheduled
 - New SM meets with Leader two levels up
 - BOSS introduction (if applicable)
 - Provide Event Calendar and POC information
 - Chaplain introduction and information exchange
 - Schedule inspections: POV, POM
 - R2

Arrival to Unit (72 hrs):

- Schedule next **Unit Welcome Brief**
 - Sponsor updates first line leader if SM and/or family are unable to attend Welcome Brief
 - C/T/B/D Leadership and SFRG Advisor(s) introduction
 - Update POC with SRTC/LRTC and provide clarity on schedules
 - Unit 90-day training event calendar review
 - Impact to SM and Family explained and understood
- Complete scheduled inspections
- Sponsor provides first line leader update on unit integration process of SM and Family
 - Alibis are scheduled for completion at the next available opportunity

Arrival at Unit (7 days):

- Introduction to SHARP/EO representatives and location
- Sponsor closes out Section 3 of DA 5434
- Driver's Training scheduled
- Entry into DTMS

Arrival at Unit (30 days):

- Family Care Plan finalized
- SM and Family participate in **Unit Welcome Brief**
- Receive CIF OCIE
- Conduct SRP
- Attend **DIV Newcomer's Brief**

Feedback (D+30 to D+45)

- Complete Newcomer's Survey
- Unit AAR
- Sponsor AAR