

SOCKOR ONBOARDING CHECKLIST PHASE I

(Sponsor Led Tasks)

As of 7 December 2016

RANK/NAME _____

SECTION _____

SPONSOR _____

PROJECTED ARRIVAL DATE _____

SOJ3/OPERATIONS DIRECTORATE – BLDG 1260, RM 118 (JOC FLOOR)

INITIAL/DATE

1. Submit Antiterrorism Training Level I certificate

SOJ6/COMMUNICATIONS DIRECTORATE – BLDG 1232, RM 204 (HELP DESK)

1. Submit Annual Computer User Training certificate

(<https://ia.signal.army.mil/DoDIAA/default.asp>)

2. Establish NIPRNET, RIPRNET, and SIPRNET accounts

SORM/RESOURCE MANAGER – BLDG 1255, RM 102 (SOJ8 OFFICE)

1. Submit Certificates for DTS Training (<https://www.defensetravel.dod.mil/Passport/>)
(DTS (Basic)-About DTS, DTS 101, Programs and Policies-Travel Policies)

2. Complete Submit Government Travel Card Statement of Understanding

3. Submit Certificate of Government Travel Card training (Travel Card 101) completion

4. Apply for Government Travel Card (if required)

SPONSOR/ INBOUND SERVICE MEMBER

1. Send/receive inbound SM onboarding package

2. Sponsor completes Section 3 of DA Form 5434 in ACT (*Army personnel only*)

3. Issue SOCKOR user account request form

4. Ensure losing unit releases ISOPREP from PRMS program hierarchy

5. Complete transfer in status for SCI (*SCI indoctrination personnel only*)

6. Schedule CIF/TA50 Issue/BLDG 2402 (South Post) phone #736-7492
(Service/tour dependent)

7. Coordinate with HHC for billeting (E6 and below)

8. Verify/reserve lodging (Army E7 and above, all for other services)

9. Sponsor provides HHC/SOJ1 with itinerary for inbound SM

10. Submit USFK 350-2 training certificate to SOJ1

11. Review /update Individual Medical Readiness (IMR)

12. Ensure losing unit releases DTS and Government Travel Card account from their hierarchy
