**SOCKOR ONBOARDING CHECKLIST PHASE I**

**Sponsor Led Tasks**

**(As of 1 June 2020)**

**RANK/NAME SECTION**

**SPONSOR PROJECTED ARRIVAL DATE**

**SOJ6/COMMUNICATIONS DIRECTORATE – BLDG 7626, RM 101C INITIAL/DATE**

1. Submit Annual Computer User Training certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Establish NIPRNET, CENTRIX-K, and SIPRNET accounts

(<https://sockor.sof.socom.mil/svc/sd/Lists/Account%20Requests/open.aspx>) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ8/RESOURCE MANAGER – BLDG 7628, RM 1113D INITIAL/DATE**

1. Submit Certificates for DTS Training (<https://www.defensetravel.dod.mil/Passport/>) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DTS (Basic)-About DTS; DTS (Basic) - Travel Documents (DTS 101); Programs & Policies-

TDY Travel Policies 101; Programs & Policies- Travel Card 101 [Mandatory]

1. Complete Submit Government Travel Card Statement of Understanding \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Apply for Government Travel Card (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPONSOR & INBOUND SERVICE MEMBER COORDINATION**

1. Send/receive inbound SM onboarding package \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* SOCKOR Welcome Letter
* SOCKOR user account request forms
* COVID19 Quarantine Info
* Onboarding Package (<https://www.socom.mil/sockor/newcomers/newcomer-forms>)

1. Review copy of SOCKOR packing list, and ensure SM ships TA-50

(i.e. Body Armor, Helmet, Cold Weather Gear, etc.) via unaccompanied baggage \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sponsor completes Section 3 of DA Form 5434 in ACT *(Army personnel only)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ensure losing unit releases ISOPREP from PRMS program hierarchy \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Complete transfer in status for SCI (*SCI indoctrination personnel only)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Coordinate with 1SG for billeting and barracks request submission (E6 and below) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Reserve lodging (Families should expect to start 1500 on day 15 of COVID19 Quarantine) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

<http://army.dodlodging.net/propertys/Camp-Humphreys> , From USA 011-82-31-692-0825

1. Sponsor provides HHC/SOJ1 with itinerary for inbound SM \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Submit USFK 350-2 training certificate to SOJ3/ check PCS ORDERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. SM update Individual Medical Readiness (IMR) prior to arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ensure losing unit releases SM from DTS & places GTC in a Mission Critical/PCS status \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Post Office Box; Cowan Post Office (BLDG 6809) Phone: 755-1154 or 755-1402 \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Welcome basket/bag from SFRG (POTFF) obtained by sponsor prior to SM arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Ensure losing unit releases military vehicle license (i.e. DA 348) to SM prior to departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCKOR ONBOARDING CHECKLIST PHASE II**

**Tasks Upon Arrival**

**(As of 1 June 2020)**

**RANK/NAME SECTION SUSPENSE**

**SPONSOR ARRIVAL ON-PEN**

**DIRECTORATE INITIAL/DATE**

1. Add member to directorate distro list on NIPR, CENTRIX-K and SIPR \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Provide cell phone# and home phone# for phone roster \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Issue Recall Roster to member \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJO/COMMAND DIRECTORATE – BLDG 7621 (Sponsor responsible for ensuring) INITIAL/DATE**

1. In-brief with CMC and Service Element Commander/NCOIC (E8 and above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In-brief with Service Element NCOIC/OIC (E7 and below) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HHC – BLDG 7628, RM 109 INITIAL/DATE**

1. 1SG in brief and validation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Bring copy of Fight Tonight Gear issue hand receipt
* Provide date of scheduled CIF draw
* Validate barracks assignment and floor manager

1. Provide Readiness Certificates (SHARP, TARP, APFT Card, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Update Readiness Tracker \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Report to the VMF (First Monday 0900 – 1100)

Fight Tonight Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

CBRN Mask \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. TMP Drivers Memo & Testing (SOCKOR Portal – Directorates/SOJ4/Mobility/Driver’s License Info)
2. Report to HHC Master Driver (Mondays 0900-1100) with a copy of previous DA Form 348 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ1/PERSONNEL AND ADMINISTRATION DIRECTORATE – BLDG 7626 RM 121 INITIAL/DATE**

1. Provide PCS orders with amendments to SOJ1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Provide copy of SGLI/DD93 \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Provide last evaluation or proof that previous unit completed an evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SOJ1 updates EVAL Tracker)

1. Provide documents for special/hazardous duty pay (FLPP, jump, dive, demo, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Complete SOCKOR Personnel Data Sheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Update EDRE Board, receive copy of DSOP packing list w/J1 NCOIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Reminder to return completed in-processing checklist to SOJ1 upon Phase II completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ2/INTELLIGENCE DIRECTORATE – BLDG 7621 INITIAL/DATE**

1. Provide copy of orders to SSO \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Security indoctrination/briefing \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Security/Access Badge as required \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **(SM will receive visitor badge once completed with phase I and II checklists)**
5. Provide JSOU SOC1210 Introduction to Special Operation Forces Training Certificate. ­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(<https://www.socom.mil/JSOU/_layouts/15/jsou.public/pages/Courses.aspx>).

**SOJ3/OPERATIONS DIRECTORATE – BLDG 7621 INITIAL/DATE**

1. ALERT! Registration [SOCKOR\_AT/FP\_Office@socom.mil](mailto:SOCKOR_AT/FP_Office@socom.mil) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Submit the following certificates: AT Level 1; SERE 100.2; OPSEC;

to [SOCKOR\_AT/FP\_Office@socom.mil](mailto:SOCKOR_AT/FP_Office@socom.mil) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Update SOCKOR Master Authorization List (MAL) and Issue weapons card \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Check in w/ J3 Air (schedule BAR/next jump) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ6/COMMUNICATIONS DIRECTORATE – BLDG 7626, RM 101C INITIAL/DATE**

1. Establish passwords for NIPRNET, CENTRIX-K and SIPRNET accounts \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Issue SIPR token \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Issue unit cell phone (Directors and special staff members) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ8 RESOURCE MANAGER – BLDG 7626, RM 115C INITIAL/DATE**

1. Gain to SOCKOR GTC hierarchy \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Gain to SOCKOR DTS hierarchy \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Issue Training for DTS AO or GOVCC BO/ABO (if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESERVE AFFAIRS OFFICE BLDG 7626 ROOM 121 INITIAL/DATE**

1. Provide orders to include amendments, and complete travel voucher (Reserve Personnel Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Schedule reserve management back brief (Directors/NCOICs of SOJ1, SOJ2, SOJ3, SOJ4, SOJ6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEGAL OFFICE BLDG 7621 INITIAL/DATE**

1. Issue SOFA Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Power of Attorney for NEO if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTORATE NEO WARDEN (IF ON PEN W/ DEPENDENTS) INITIAL/DATE**

1. Receive NEO Binder from directorate NEO Warden \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Complete NEO Binder (Submit Strip Map and Contact Information to Warden) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Certify Binder status with SOCKOR NEO warden (Mr Campbell 7626, RM 109) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Review INITIAL/DATE**

1. NCOIC review (before turning into J1). \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Return completed in-processing checklist to SOJ1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCKOR ONBOARDING CHECKLIST PHASE III**

**Follow-On Tasks**

**(As of 1 June 2020)**

**RANK/NAME SECTION ARRIVAL DATE**

**SPONSOR SUSPENSE**

**DIRECTORATE OIC/NCOIC INITIAL/DATE**

1. Knowledge Management and Hands-On Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pick up CIF items (to include gas masks for dependents for accompanied members) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ0/COMMAND GROUP – BLDG 7621 INITIAL/DATE**

1. Schedule Check-In with Service Element Commander/SEA (Except DIR/DEP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Schedule Check-In with COS (DIR/DEPs only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Schedule Check-In with DCO (DIR/DEPs only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ2/INTELLIGENCE DIRECTORATE – BLDG 7621 INITIAL/DATE**

1. Courier card issued (DD FORM 2501) if required \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SCI Brief (Schedule and complete SCI brief (as required by billet) (SSO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOJ3/OPERATIONS DIRECTORATE – BLDG 7621 INITIAL/DATE**

1. Schedule and complete ACCM read on with (Mr. Tae Kim) (Director verified need to know) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Send request via SIPR and follow up with phone call)

**SURG/COMMAND SURGEON CELL – BLDG 7626 RM 114A INITIAL/DATE**

1. Issue/refill Individual First Aid Kit (IFAK) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Verify In-process Dental Clinic \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Verify In-process Medical Clinic/Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRESERVATION OF THE FORCE AND FAMILY TEAM– BLDG 7626 INITIAL/DATE**

1. Check-In with Chaplain (CH Chan Ham) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Check-In with Behavioral Health (Dr. Sohn) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Initial Suicide Prevention Counseling with Immediate Supervisor

Printed Name of Supervisor

Signature/Date

1. Check-In with Human Performance Athletic Trainer (Juliette Kim) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Schedule Human Performance Baseline Assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(**[**https://sockor.sof.socom.mil/potff/human\_performance/SitePages/Home.aspx**](https://sockor.sof.socom.mil/potff/human_performance/SitePages/Home.aspx)**)**

1. Social Performance/Peer Network Coordinator (Monica Menser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_