



## Inclusive Team Building Checklists

*Cultural Champion Network*

### Overview

Team building is essential to fostering inclusiveness and maintaining a healthy command climate. Each command is responsible for ensuring a Sailor’s growth. The Command Sponsor and Indoctrination (INDOC) Program – comprised of Command Sponsorship activities and Command Indoctrination activities – is essential to helping Sailors feel empowered at their command. Additionally, commands must place deliberate focus on Career Development Boards (CDBs). The command only gets one shot at a first impression with a new team member. These processes associated with onboarding new Sailors are fundamental to building a successful team. Checklists for Command Sponsorship, Command Indoctrination and CDBs are outlined in this document.

### Command Sponsorship

Command sponsor and indoctrination programs are designed to facilitate the adaption of Sailors and their families into new working and living environments. It is important for sponsors to be enthusiastic, supportive and maintain a positive attitude toward the Navy, command and local community. Sponsors should foster a welcoming environment by escorting new check-ins to visit locations such as the local Fleet and Family Support Center, Ombudsman, housing, commissary, exchange, fitness center and personal support detachment.

Sponsorship – Pre-arrival		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Assign a sponsor to each prospective gain (i.e., Sailor) and annotate assignment in the Career Information Management System (CIMS). Criteria for Sponsor assignments are outlined in OPNAVINST 1740.3C – Command Sponsor and Indoctrination Program.	
<input type="checkbox"/>	Ensure sponsors complete training prior to assignment as a sponsor. Criteria for Sponsor assignments are outlined in OPNAVINST 1740.3C – Command Sponsor and Indoctrination Program.	
<input type="checkbox"/>	Advise command ombudsman of the arriving Sailor and family.	
<input type="checkbox"/>	Advise the command’s Family Readiness Group (FRG) president of new arrivals.	
<input type="checkbox"/>	Ensure sponsor and command ombudsman contact the arriving Sailor and their family.	
<input type="checkbox"/>	Verify sponsor by writing a personal letter to the inbound Sailor within 10 days of assignment as a sponsor and provide a copy to the command sponsor coordinator.	



Sponsorship – Pre-arrival		
<input type="checkbox"/>	Inform Sponsor to encourage spouse to communicate with the gaining member's spouse (if married).	
<input type="checkbox"/>	Remind Sailors to complete change of address forms and inform them of their new command mailing address.	
<input type="checkbox"/>	Refer Sailor to the command's digital resources (e.g., command webpage, command social media pages).	
<input type="checkbox"/>	Help Sailor with any immigration issues, if applicable (e.g., passports, driver's licenses, importation of vehicles).	
<input type="checkbox"/>	Refer Sailor to web-based relocation resources (e.g., Military OneSource).	
<input type="checkbox"/>	Refer arriving Sailor to the Fleet and Family Support Center (FFSC) page on the Commander, Navy Installations Command (CNIC) website. Provide point of contact for FFSC programs or similar programs offered by other military services.  <i>Programs may include: (1) Relocation Assistance; (2) Family Employment Readiness; (3) Exceptional Family Member; (4) Financial Education and Counseling; (5) Family Advocacy; (6) Personal and Family Clinical Counseling; (7) New Parent Support; (8) Deployment Readiness; (9) Ombudsman Support; (10) Volunteer Services.</i>	
<input type="checkbox"/>	Provide contact information for the School Liaison Officer for information concerning schools in the area. <i>If a School Liaison Officer is not available, research and provide as much information as possible about schools in the local area. This is often a high priority for families with school-age children.</i>	
<input type="checkbox"/>	Provide information about the Exceptional Family Member Program.	
<input type="checkbox"/>	Provide any other special information that would be helpful to a new arrival such as pets, utility information, power voltage conversion, driver license, banking information, telephone, Internet or other special conditions.	
<input type="checkbox"/>	Check on housing availability and inform members whether housing will be available upon reporting, or if temporary lodging arrangements will be needed and for how long. Provide a list that includes a range of cost, amenities, size, and relative location to work.  <i>If necessary, help members with arrangements or make reservations per the Sailor's desires at military temporary lodging facilities or local motel or hotel, as applicable.</i>	
<input type="checkbox"/>	Confirm flight arrival time by contacting the airlines, if applicable.	
<input type="checkbox"/>	Request incoming Sailors to acknowledge receipt of forwarded materials and keep Sponsor informed of itinerary, emergency numbers, reporting date and special needs. Keep the chain of command and Command Sponsor Coordinator updated on any changes.	



Sponsorship – Arrival		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Ensure transportation (e.g., government vehicle, base shuttle service) is available from place of arrival to the command and temporary lodging.	
<input type="checkbox"/>	Meet incoming Sailors and their family at the point of arrival. Escort the new arrivals to temporary lodging, if necessary.	
<input type="checkbox"/>	Escort the new arrivals to temporary lodging, if necessary.	
<input type="checkbox"/>	Facilitate notification to Sailor's family of their arrival, as appropriate.	
<input type="checkbox"/>	Aid new arrivals in finding local and base dining facilities.	
<input type="checkbox"/>	Give Sailors and their families a base map, indicating specific areas of interest and core base facilities. Provide new arrivals with physical tour of central base facilities and areas of personal interest.	
<input type="checkbox"/>	Contact the Fleet and Family Support Center (FFSC) to inquire about what necessities are available for loan while awaiting arrival of household goods (e.g., bedding, linens, dishes, small appliances).	
<input type="checkbox"/>	Ensure the Sailor still has Sponsor contact information.	
<input type="checkbox"/>	Aid in the arrangement for temporary transportation, if required.	
<input type="checkbox"/>	Aid member in locating the exchange or commissary for immediate needs.	
<input type="checkbox"/>	Aid new arrivals with check-in procedures, to include processing of travel claim and verification of the Sailor's pay account.	
<input type="checkbox"/>	Ensure the Sailor and their family is familiar with local medical and dental procedures.	
<input type="checkbox"/>	<p>Ensure Sailor and their family have visited <a href="http://www.tricare.mil/moving">www.tricare.mil/moving</a> to review instructions on transferring their TRICARE Prime option, if necessary.</p> <ul style="list-style-type: none"> <li>▪ <i>Transfer of TRICARE Prime coverage should be made within 30 days of arriving at the Sailor's new duty station.</i></li> <li>▪ <i>Prior to transferring TRICARE enrollment, the Sailor must update the Defense Enrollment Eligibility Reporting System (DEERS) with their new home address and contact information. Sailors and their family can visit <a href="http://www.tricare.mil/Plans/Eligibility/DEERS">http://www.tricare.mil/Plans/Eligibility/DEERS</a> to learn more about how to update their contact information in DEERS.</i></li> <li>▪ <i>Sailors and their family can contact their respective regional or overseas TRICARE contractor for information regarding TRICARE coverage options, whose contact information can be found at <a href="http://www.tricare.mil/contactus/callus.aspx">http://www.tricare.mil/contactus/callus.aspx</a>.</i></li> </ul>	
<input type="checkbox"/>	Provide information on options available to satisfy the religious denominational needs of the Sailors and their family.	
<input type="checkbox"/>	Introduce the new arrival to personnel in the command.	
<input type="checkbox"/>	Provide information on childcare.	
<input type="checkbox"/>	Provide information on legal assistance resources.	
<input type="checkbox"/>	Provide information on volunteer services.	



Sponsorship – Post-Arrival		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Continue to help members with their needs during the first few weeks (e.g., registering a car, moving into permanent housing).	
<input type="checkbox"/>	Develop and implement a plan to check in with Sailor to ensure they are settling in and have everything they need to feel comfortable and succeed.	
<input type="checkbox"/>	Ensure new arrivals to the command are enrolled in the Command Sponsor and Indoctrination program within 30 days of reporting.	

Sponsorship – Detaching Command		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Ensure that personnel transferring to another command are assigned sponsors by the prospective gaining command.	
<input type="checkbox"/>	Ensure that all detaching personnel (including students detaching from a training command) have contacted their sponsor at the gaining command.	

## Command Indoctrination

New arrivals will be enrolled in the command indoctrination program within 30 days of reporting (or within 3 drill weekends for Reserve Component personnel). Command indoctrination will be tailored to command-specific requirements such as location, mission and vision. Command indoctrination should be modified to meet the command’s needs and must include the topics contained in the command indoctrination portion of the checklist below, when applicable.

Command Indoctrination		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Ensure that personnel transferring to another command are assigned Sponsors by the prospective gaining command.	
<input type="checkbox"/>	Ensure that all detaching personnel (including students detaching from a training command) have contacted their sponsor at the gaining command.	
<input type="checkbox"/>	Ensure that new arrivals are enrolled in the Command Sponsor and Indoctrination Program (INDOC) within 30 days of reporting or within three drill weekends for Reserve Component personnel.	
<input type="checkbox"/>	Maintain INDOC rosters and attendance.	
<input type="checkbox"/>	Maintain documentation of training conducted during INDOC.	
<input type="checkbox"/>	Tailor indoctrination to support the command mission, vision, location, etc.	
<input type="checkbox"/>	Introduce command leadership to all new arrivals. The CO, XO, CMC, COB, or SEL will deliver the welcome aboard address to new arrivals.	
<input type="checkbox"/>	Introduce all Command Resilience Team (CRT) members to new arrivals.	
<input type="checkbox"/>	Review command specific policies and procedures with all new arrivals.	
<input type="checkbox"/>	Discuss personal behavior, to include social media conduct.	
<input type="checkbox"/>	Discuss mandatory stress management guidelines with all new Sailors.	



Command Indoctrination		
<input type="checkbox"/>	Provide financial literacy education. (Mandatory for all first duty station or Navy Reserve activity and arrival at subsequent duty stations for personnel in paygrades E-5 and below and O-3 and below)	
<input type="checkbox"/>	Provide housing options and home finding assistance brief (e.g., buying, selling, renting), when applicable.	
<input type="checkbox"/>	Provide brief on local childcare, when applicable.	
<input type="checkbox"/>	Provide Exceptional Family Member Programs brief (services for family members with special medical or educational needs), when applicable. The Exceptional Family Member Program coordinator should be a course presenter.	
<input type="checkbox"/>	Provide spouse employment brief, when applicable.	
<input type="checkbox"/>	Provide brief on schools and education, when applicable.	
<input type="checkbox"/>	Provide cultural adaptation brief, when applicable.	
<input type="checkbox"/>	Provide brief on immigration issues, when applicable.	
<input type="checkbox"/>	Provide community orientation brief, when applicable.	
<input type="checkbox"/>	Solicit feedback from new check-ins on INDOC program in the form of written critiques. Present critiques to chain of command and acquire signature from CO. Retain critiques onboard for the Command Information Program Review (CIPR).	

## New Check-In Career Development Boards

New check-in CDBs should be conducted within 60 days of reporting (or within 4 drill weekends for Reserve Component personnel). CDBs are the primary delivery method to ensure Sailors are provided the necessary guidance to make informed career decisions based on current Navy policies, programs and procedures. The first CDB is the most critical interaction between the Sailor and immediate chain of command. This provides Sailors with the opportunity to express their goals and further understand command expectations and available resources. It is imperative that CDBs are conducted at the command and department level to ensure each Sailor is afforded an opportunity to interact within their respective chain of command.

New Check-In Career Development Boards (CDBs)		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Schedule command CDB for Sailors within 60 days of reporting (or within 4 drill weekends for Reserve Component).	
<input type="checkbox"/>	Discuss the Check-in/Indoctrination Process.	
<input type="checkbox"/>	Discuss Sailor goals at the command, identifying potential barriers, strengths and weaknesses to professional growth and develop a customized plan for success.	
<input type="checkbox"/>	Discuss service member expectations, and then align with command expectations.	
<input type="checkbox"/>	Identify resources available to the service member to assist with concerns or issues.	



New Check-In Career Development Boards (CDBs)		
<input type="checkbox"/>	Establish timelines and set deadlines for benchmarks and deliverables.	
<input type="checkbox"/>	Assign a mentor if not already assigned.	
<input type="checkbox"/>	Monitor progress and provide feedback to the Sailor.	

All Career Development Boards (CDBs)		
Checklist	Task Description	Date (if required)
<input type="checkbox"/>	Familiarize yourself with the Sailor's background and personal history.	
<input type="checkbox"/>	Discuss command's mission, vision and guiding principles.	
<input type="checkbox"/>	Discuss the Division/Department and Sailor goals and expectations. Align with command goals.	
<input type="checkbox"/>	Discuss how to contribute to the Navy's Culture of Excellence.	
<input type="checkbox"/>	Establish an individual career development plan.	
<input type="checkbox"/>	Discuss advancement requirements. Provide study resources, tips, and techniques. Discuss selection board preparations if applicable.	
<input type="checkbox"/>	Discuss Career Waypoints.	
<input type="checkbox"/>	Discuss Rating or "A" School selection / Processional Apprenticeship Career Track (PACT).	
<input type="checkbox"/>	Discuss Warfare Qualification Familiarization.	
<input type="checkbox"/>	Discuss Physical Readiness Program.	
<input type="checkbox"/>	Discuss personal financial management. Invite Command Financial Specialist as a CDB member, if necessary.	
<input type="checkbox"/>	Discuss Thrift Savings Plan (TSP). .	
<input type="checkbox"/>	Discuss MyNavy Assignment (MNA).	
<input type="checkbox"/>	Discuss My Navy Portal and MyNavy Career Center.	
<input type="checkbox"/>	Discuss United Services Military Apprenticeship Program (USMAP). .	
<input type="checkbox"/>	Discuss Reserve Component obligations and opportunities.	
<input type="checkbox"/>	Discuss career intentions at Planned Rotation Date (PRD) and/or End of Active Obligated Service (EAOS).	
<input type="checkbox"/>	Discuss Voluntary Education Programs.	
<input type="checkbox"/>	Discuss collateral duties.	
<input type="checkbox"/>	Discuss commissioning programs.	

## Reporting Questions to Ask First Tour Sailors

The following questions are highly recommended during CDBs with first tour Sailors. When asking these questions, remember the feelings and potential confusion associated with being a new arrival. Strive to be as helpful as possible to the Sailor and their family. These questions and resulting conversations will help ensure the Sailor feels integrated in their new team and confident in their new role.



1. Tell us a little about yourself – where you are from, your age, who raised you (e.g., both parents, single parent, grandparents), what did you do before you joined the Navy and why did you join the Navy?
2. How was Bootcamp (if applicable)? Did you have a leadership position in Bootcamp?
3. Tell us about Battle Stations. How did the ceremony after Battle Stations make you feel?
4. Did anyone visit you for boot camp graduation?
5. How was “A” school (if applicable)? Did you take leave after “A” School/ATD?
6. Did you receive a Welcome Aboard package from the command? If so, when?
7. Did you hear from your sponsor? How often did you connect?
8. Tell me about your first day onboard.
9. Did you receive blankets, sheets, pillow, pillowcase and curtains when you reported on board the ship?
10. When did you have your first meal onboard?
11. Who showed you the way to the mess decks?
12. Do you have an email account established?
13. Did you meet the Commanding Officer?
14. Do you know when you make “E2-E3-E4”?
15. Do you have any short-term goals that you would like to establish or some that you already have which you would like to share?
16. Do you know and understand the command policy on underage drinking?
17. Do you know what the Navy’s policy is on drug use?
18. Do you have a car? Do you ride a motorcycle?
19. How are your finances? Do you know what the Blended Retirement System (BRS) is? Are you making the required contributions via the Thrift Savings Plan (TSP) to maximize service-matching contributions?
20. Do you understand the importance of building now for the future?
21. Are you married? Where is your spouse located? If not with you, when is your spouse moving here?
22. Are you on the housing list? How long is the wait?
23. Where do you see yourself in 24 months?
24. What do you like most about the command?