

## **In-Processing New Soldiers**

When a new Soldier comes to the Battalion, he/she will fill out a Soldier and Family Readiness Group (SFRG) survey while in with the CFRR. The incoming soldier should come to your office to inprocess. Pass information to the proper Key Contact Volunteer on the included sample form to make sure the Soldier and/or Spouse is welcomed in a timely manner. The welcome contact should really be a phone call. A welcome call script is inserted following. At a minimum, the newcomer should be given the next SFRG meeting information, the next spouses' orientation and tour, Fort Carson Resource numbers, ACS brochure (highlighting Volunteer and Soldier & Family Readiness Programs), and if Spouse is seeking employment, information on how to register for Spouse preference.

The newcomers' information is emailed to the key contact and cc'd to the commander, first sergeant and battalion advisor. Battalion advisors can then handle the information on the spouses to add to the social rosters.

Unit Welcome Packets are not currently in place in all of our units especially since Fort Carson has the ACS Relocation Readiness Program where Welcome Packets can be picked up. If this is something that you would like to start some ideas of items to include for married Soldiers are:

- Welcome Letter from Commander
- Job sources for their spouse
- Ft Carson Phone Book
- List of the P/X and Commissary hours
- Map of Ft Carson
- Schedule of next Newcomers Orientation/ Spouses Tour
- Tour book of the surrounding areas
- Tickets and Tours price list
- School phone numbers
- CYS contact numbers
- Food Venues hours of operation

For the single Soldiers, ideas for their packets are:

- Welcome Letter
- Current BOSS schedule of upcoming events
- Tickets and Tours price list
- Outdoor Recreation price list
- Tour guides of surrounding areas to visit
- Post Map
- List of businesses that offer military discounts

Get a current ACS welcome packet to reference so the information is not duplicated.

Attached is an example of the in-processing information sheet that they will fill out when they come in. Single soldiers must also fill this out as well.

What is not yet in place and should be established is obtaining out-going Soldiers' names and providing this to the key contacts as well. It is very helpful in keeping their chains of concern updated.