

# Handover Home Page

Saturday, July 7, 2018 3:01 PM

## Discussion Points

| Topic               | Sub-topic   | Incoming Leaders RFIs [insert as needed and we'll discuss] |
|---------------------|---|--|
| CoC                 | <input type="checkbox"/> Inventories<br>Bios for Programs<br><input type="checkbox"/> CoC Ceremony Rehearsals<br><input type="checkbox"/>   |  |
| MISC                | <input type="checkbox"/> Data Drop from H-Drive (prior SIRs, awards, counseling statements, investigations, DEROGs, etc.)<br><input type="checkbox"/> Best Practices<br><input type="checkbox"/> Signatures - once in the CDR seat within the first week (Policy Letters, Signature Cards, FCPs, Driver's Licenses, etc.)         |  |
| Battle Rhythm       | <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly<br><input type="checkbox"/> Quarterly<br><input type="checkbox"/> Daily/Routine   |  |
| Special Soldiers    | <input type="checkbox"/> MEBs<br><input type="checkbox"/> SUDCC/ASAP (Need CRRD Account)<br><input type="checkbox"/> High Risk - BH   |  |
| FLAGS               | <input type="checkbox"/> Pending Separation<br><input type="checkbox"/> Investigations<br><input type="checkbox"/> Legal<br><input type="checkbox"/> ABCP<br><input type="checkbox"/> APFT Failures   |  |
| Programs            | <input type="checkbox"/> ASAP<br><input type="checkbox"/> Family Care Plans<br><input type="checkbox"/> CSDP (Need G-Army Account)<br><input type="checkbox"/> GPC (Need Account)<br><input type="checkbox"/> UCFR (Need Access)<br><input type="checkbox"/> FRG<br><input type="checkbox"/> EO - schedule Command Climate Survey |  |
| Medical Readiness   | <input type="checkbox"/> MODS Overview (Need Access)<br><input type="checkbox"/> Integrated Disability Evaluation System (IDES) to view MEB info  |  |
| Personnel Readiness | <input type="checkbox"/> OERs/NCOERs<br><input type="checkbox"/> Awards   |  |
| Training            | <input type="checkbox"/> Co/BN Training Meetings<br><input type="checkbox"/> QTB<br><input type="checkbox"/> Exercise AVENGER NEXUS II  |  |

## CoC Inventory and Handover Schedule

- Recommend executing handover in the morning IOT focus on inventories the rest of the day (including PHR scrub)

| MONDAY                | TUESDAY            | WEDNESDAY            | THURSDAY                | FRIDAY                     | SATURDAY |
|-----------------------|--------------------|----------------------|-------------------------|----------------------------|----------|
| 9                     | 10                 | 11                   | 12                      | 13                         | 14       |
|                       |                    | 0600 - Co APFT       |                         |                            |          |
| Begin CoC Inventories | HQ @ 1000 - 1200   | BN M9 Range          | ARMS ROOM @ 1000 - 1200 | ARMS ROOM @ 0900 - 1200    |          |
| SIGINT @ 0900 – 1200  | HQ @ 1300 - 1500   | SUPPLY @ 1300 - 1700 | ARMS ROOM @ 1300 - 1700 | ARMS ROOM @ 1300 - 1500    |          |
| SIGINT @ 1300 - 1700  | 1430 - BN R2 Brief |                      |                         |                            |          |
|                       |                    |                      | 1700 - FRG KL Meeting   | After Inventory - Handover |          |
| MONDAY                | TUESDAY            | WEDNESDAY            | THURSDAY                | FRIDAY                     | SATURDAY |

| 16                       | 17                        | 18                       | 19                      | 20                         | 21                  |
|--------------------------|---------------------------|--------------------------|-------------------------|----------------------------|---------------------|
|                          |                           | 0600 - Co Family PRT     | 0630 - BN OPRT          |                            |                     |
| ARMS ROOM @ 0900 - 1200  | ARMS ROOM @ 0900 - 1200   | CHASE / RM @ 0900 - 1200 | SIGINT MP @ 0900 - 1200 | SIGINT MP @ 0930 - 1200    |                     |
| ARMS ROOM @ 1300 - 1700  | ARMS ROOM @ 1300 - 1700   | 1200 - BN OPD            | SIGINT MP @ 1300 - 1700 | SIGINT MP @ 1300 - 1700    |                     |
|                          |                           | CBRN @ 1300 - 1700       |                         |                            |                     |
| Turn-in GOV Phone        |                           | A Co M4/16 Range         | 1800 - BN H&F           | After Inventory - Handover |                     |
| MONDAY                   | TUESDAY                   | WEDNESDAY                | THURSDAY                | FRIDAY                     | SATURDAY            |
| 23                       | 24                        | 25                       | 26                      | 27                         | 28                  |
| TTX Staff Planner (T)    | TTX Staff Planner (T)     | 0500 - Co PT Competition | 0900 - Co Admin MTG     | BN Org Day                 | 1800 - Trivia Night |
| Ops @ 0900 - 1200        | MOTORPOOL @ 1000 - 1200   | GEOINT @ 0900 - 1200     | 1000 - Handover         | ALIBIS                     |                     |
| 1300 - BDE OPD           | *ALL SECTIONS             | GEOINT @ 1300 - 1500     | GEOINT @ 1300 - 1500    |                            |                     |
|                          |                           |                          | * Only Connex on TA-37  | After Org Day - Handover   |                     |
| 1430 - Handover          | 1300 - Handover           | TBD - CoC KL Walkthrough | [1SG Pass]              | [1SG Pass]                 |                     |
| MONDAY                   | TUESDAY                   | WEDNESDAY                | THURSDAY                | FRIDAY                     | SATURDAY            |
| 30                       | 31                        | 1                        | 2                       | 3                          |                     |
|                          | 0630 - CoC Full Dress RXL | 1000 - ASAP Training     |                         | 0930 - SOBA                |                     |
| ALIBIS                   | 0830 - CoC Ceremony       |                          |                         |                            |                     |
| All Day - Final Handover | 1000 - BN C&S             |                          |                         |                            |                     |
| Sign for Office Keys     | 1200 - BN Steering        |                          |                         |                            |                     |
| TBD - CoC KL RXL         |                           |                          |                         |                            |                     |

**Legend:**

- Yellow = For awareness, CPT X attends
- Green = CPT Y and CPT X attend
- Pink = Extended Handover Opportunity
- Teal = CPT X attends as the new Co CDR

# Battle Rhythm

Saturday, July 7, 2018 2:13 PM

## Weekly Battle Rhythm

| MON   | TUE   | WED  | THU  | FRI  |
|---|---|--|--|--|
| <input type="checkbox"/> 0730 Co Calendar Scrub - Print T to T+5<br><input type="checkbox"/> 0900 BN CMD Maintenance and Leaders Huddle<br><input type="checkbox"/> COB | <input type="checkbox"/> 0830 Ops Update<br><input type="checkbox"/> 1000 BN Meeting (BTM or C&S)<br><input type="checkbox"/> 1600 Weekly Update input due from Sections to Co XO | <input type="checkbox"/> 1300 Co STT<br><input type="checkbox"/> 1600 Co F2F Training<br><input type="checkbox"/> COB Consolidate and send Weekly Update to BN CDR/CSM et al | <input type="checkbox"/> 0900 Co Meeting (Training Meeting or Admin Meeting) | <input type="checkbox"/> 0830 Ops Update<br><input type="checkbox"/> 0930 Co Closeout Formation<br><input type="checkbox"/> 1300 Co BTM slides due to S3 |

## Monthly Battle Rhythm

| 1st Week   | 2nd Week  | 3rd Week   | 4th Week   | MISC  |
|--|---|--|--|---|
| <input type="checkbox"/> Certify UCFR <b>NLT 10th</b><br><input type="checkbox"/> Monthly Reports <b>NLT 10th</b><br><input type="checkbox"/> Cyclic Inventory schedule sent to SHRHs <b>NLT 7th</b> | <input type="checkbox"/> BDE SDO Exemptions due to BN S3 <b>NLT 15th</b><br><input type="checkbox"/> Review Profiles on MODS - Provide MEB data to 1SG<br><input type="checkbox"/> Co APFT<br><input type="checkbox"/> BDE Co CDR Lunch | <input type="checkbox"/> Non-Available Input due to S1<br><input type="checkbox"/> Receive SI Inventory<br><input type="checkbox"/> Scrub Primary Hand Receipt<br><input type="checkbox"/> Log on to SIPR<br><input type="checkbox"/> BN OPD/OPRT (Send 5Ws to Co Officers NLT week prior) | <input type="checkbox"/> Send Cyclic Inventory, SI Inventory, and PHR to PBO <b>NLT 25th</b><br><input type="checkbox"/> Co and Family PRT | <input type="checkbox"/> ASAP Drug Test(s) - minimum 10% random and rehab<br><input type="checkbox"/> FRG Informal Funds scrub - receive ledger excel from Treasurer<br><input type="checkbox"/> Co SoM/NCOoM |

## Quarterly Requirements

| 1st Month   | 2nd Month  | 3rd Month                                      | MISC  |
|---|--|--|---|
| <input type="checkbox"/> BN R2 Brief<br><input type="checkbox"/> BN Hail and Farewell<br><input type="checkbox"/> FRG Key Leaders Meeting | <input type="checkbox"/> Quarterly Training Brief (QTB)<br><input type="checkbox"/> BN FRG Steering Committee<br><input type="checkbox"/> Co FRG Meeting<br><input type="checkbox"/> BDE Council<br><input type="checkbox"/> State of the BDE Address (SOBA) | <input type="checkbox"/> BDE Fitness Challenge | <input type="checkbox"/> 1SG Counseling<br><input type="checkbox"/> XO Counseling |

## Daily/Routine Requirements

| Co CDR Signature Priorities  | Links to Share Drive Folders and GEARS   |
|--|--|
| 1. Labeled "HOT"<br>2. Finance/Personnel Actions<br>3. Awards (Co CDR Comments/Signature)<br>4. RFOs for TDY AUTHS | Need CDR Signature:<br><a href="#">Link:</a> _____<br><br>COMPLETE:<br><a href="#">Link:</a> _____<br><br>GEARS:<br><a href="#">Link:</a> _____<br>*Click "My Actions" tab<br>*Co CDR typically uses this for awards (comments and signatures) |

# BDE Legal Team

Saturday, July 7, 2018 5:17 PM

Name:

Building:

Email:

Phone number:

# ASAP and SUDCC

Saturday, July 7, 2018 3:51 PM

## ASAP vs. SUDCC

**Army Substance Abuse Program** - Think Unit Prevention Leader (UPL) and Drug Tests

**Substance Use Disorder Clinical Care** - Think rehab, command-/self-referred

### Key Contacts

|  |   |
|--|---|
| <b>Installation ASAP -</b><br><i>Co Unit Risk Inventory</i><br><i>Coordinates stats with BDE/BN</i>  | Name:<br>Building:<br>Email:<br>Phone number: |
| <b>Installation ASAP -</b><br><i>Primary POCs for Drug Tests</i><br><i>Co UPLs turn in UA sample here</i>  | Name:<br>Building:<br>Email:<br>Phone number: |
| <b>Installation SUDCC -</b><br><i>Primary POC for Soldiers in the SUDCC program</i><br><i>Rehabilitation Team Meetings (RTMs)</i><br><i>Enrollment/Removal</i> | Name:<br>Building:<br>Email:<br>Phone number: |
| <b>Installation SUDCC -</b><br><i>Alternate POC</i><br><i>Sits at the front desk of SUDCC</i>  | Name:<br>Building:<br>Email:<br>Phone number: |
| <b>Co UPLs -</b><br><i>Lead and facilitate drug tests (aka UAs)</i><br><i>Liaison to ADCO</i>  | Name:<br>Building:<br>Email:<br>Phone number: |

Name:  
Building:  
Email:  
Phone number:

# Special Soldiers

Saturday, July 7, 2018 3:54 PM

List names, brief history, current status, and way ahead

- MEB (Medical Evaluation Board)
- SUDCC
- FLAGs
- Legal/Investigation
- ABCP
- APFT Failure
- Pending Separation

# Family Readiness Group (FRG)

Saturday, July 7, 2018 4:25 PM

| <b><u>Key Leader Position</u></b>                                      | <b><u>Name</u></b> |
|--|--------------------|
| FRG Leader   |                    |
| FRG Treasurer  |                    |
| FRG Secretary  |                    |
| Co FRLs<br><i>*FRL = Family Readiness Liaison</i>                      |                    |
| Co BOSS Rep<br><i>*BOSS = Better Opportunities for Single Soldiers</i> |                    |

| <b>Discussion Points</b>   | <b>Notes</b> |
|--|--------------|
| <input type="checkbox"/> Share Drive Folder<br><input type="checkbox"/> BN Steering Committee vs BDE Council<br><input type="checkbox"/> Informal Funds<br><input type="checkbox"/> Account Transfer<br><input type="checkbox"/> Fundraisers<br><input type="checkbox"/> Appointment Orders<br><input type="checkbox"/> Best Practices |              |

# Best Practices

Saturday, July 7, 2018 5:16 PM

## Lessons Learned/Best Practices - these are recommendations

| Topic                  | Comment  |
|------------------------|--|
| First 30 Days          | <input type="checkbox"/> Initial counsel 1SG and XO - Division of Labor<br><input type="checkbox"/> Introduce yourself to/address the Company/Leaders - share your approach/philosophy<br><input type="checkbox"/> Issue Co Vision, Mission, and Priorities<br><input type="checkbox"/> Assess the company and implement necessary improvements<br><input type="checkbox"/> Address the FRG  |
| Communication/Presence | <input type="checkbox"/> 1SG and XO<br><input type="checkbox"/> Leaders (PSGs and Mission Managers) - develop and maintain the relationships<br><input type="checkbox"/> Soldiers - presence at formations, PRT, enhancing events<br><input type="checkbox"/> Higher HQ - provide routine relevant updates - best time to engage the BN CDR is before 0630 and 0730-0900. He is an early bird and does a good job of getting home around 1830.<br><input type="checkbox"/> HOT info via timely in-person/phone call engagement followed by email if needed<br><input type="checkbox"/> Use the Company email DISTRO<br><input type="checkbox"/> Weekly Update - a tool to communicate to BN and BDE; pictures say a lot; assess/refine the format by writing it yourself<br><input type="checkbox"/> Recognize Soldiers - it means a lot to Soldiers/families when the Co CDR does so; do the research with the PSGs/OICs prior<br><input type="checkbox"/> Engage the BN Staff - develop and maintain the relationships |
| Balance                | <input type="checkbox"/> Work and personal/family life<br><input type="checkbox"/> Operational vs. Organizational  |
| Battle Rhythm          | <input type="checkbox"/> Have one for self/HQ/Company. Deliberately enforce them! Do routine things routinely. The Battle Rhythm provides predictability and mitigates chaos.  |
| OER Tracking           | <input type="checkbox"/> Recommend the Co CDR becomes a delegate for Mission Managers/Opn DIR on EES to view status of OERs<br><input type="checkbox"/> Perhaps create an accurate OER tracker - requires constant engagement with Mission Managers/ Opn-DIR   |
| HAVE FUN!!!            | <input type="checkbox"/> Be creative with enhancing events<br><input type="checkbox"/> Intramural sports<br><input type="checkbox"/> Reenlistments and promotions<br><input type="checkbox"/> Competitions   |
|                        |  |
|                        |  |



# Key Links

Friday, April 14, 2017 4:18 PM

|   |  |
|---|--|
| Co Printer  | <ol style="list-style-type: none"> <li>1. Start &gt; Search programs and files</li> <li>2. Type in</li> <li>3. Search ""</li> <li>4. Double-click "" to add the printer</li> </ol>   |
| Global Electronic Approval Routing System (GEARS) | <a href="https://army.deps.mil/netcom/sites/GEARS5/Live/web/Home.aspx">https://army.deps.mil/netcom/sites/GEARS5/Live/web/Home.aspx</a><br>*Click "My Actions" tab<br>*Co CDR typically uses this for awards (comments and signatures)   |
| UCFR  | <a href="https://livecyclepriv.dfas.mil/workspace/Main.html?login_result=0&amp;ap=1">https://livecyclepriv.dfas.mil/workspace/Main.html?login_result=0&amp;ap=1</a><br>*Click "Start Process" to Pull UCFR - SPC Smith is the delegate who can pull the UCFR and input comments (i.e. "SM PCS'd")<br>*Click "To Do" to Certify UCFR - digitally sign at the bottom; save a copy to the share drive; click "Submit" on lower right corner of screen |
| MODS (Medical Operational Data System)            | <a href="https://www.mods.army.mil/">https://www.mods.army.mil/</a><br>*Medical Readiness Portal ><br>*Commander Portal (REQUIRES ACCESS) ><br>*Resources > IDES [for MEB data]  |
| GCSS-Army   | <a href="https://www.gcss.army.mil/ContentControls/MenuTemplates/TemplatePages/GCSSArmyPortalPage.aspx">https://www.gcss.army.mil/ContentControls/MenuTemplates/TemplatePages/GCSSArmyPortalPage.aspx</a> (REQUIRES PROGRAM ON COMPUTER)   |
| Commanders' Risk Reduction Dashboard (CRRD)       | <a href="https://crrd.army.mil">https://crrd.army.mil</a><br>*View Soldier Risk Events for previous DUIs, SUDCC enrollments, Illicit Positive Drug Tests, BH Profiles  |
| Army PUBs   | <a href="http://www.apd.army.mil/">http://www.apd.army.mil/</a>  |
| Co Homepage                                       | <hr/>  |
| Calendars<br>Connect these to your Outlook        |  |
| Defense Travel System                             | <a href="https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/">https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</a>  |
| US Bank Online                                    | <a href="https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login">https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login</a><br>*Certify GPC transactions   |
| DODIIS One-way Transfer Service (DOTS)            | <a href="https://dots.dodiis.mil/webtransfer/#/">https://dots.dodiis.mil/webtransfer/#/</a><br>*transfer digital files from NIPR to higher   |
| Army Training Network (ATN)                       | <a href="https://atn.army.mil/">https://atn.army.mil/</a>  |
| Army Evaluation Entry System (EES)                | <a href="https://evaluations.hrc.army.mil/index.html">https://evaluations.hrc.army.mil/index.html</a>  |