

Your First 100 Days

There Is No Standard Day, Week, Month – It Depends on YOU and Your Unit!

0-30 Days (PL or Staff)

- In-Processing – Complete all required Training!
- If PL, Conduct property inventories to Standard (Command Supply Discipline)
- Get to know your Peers, Subordinates, NCOs—Learn Who Does What
- Learn what your unit does, their capability, who and how they support.
- Understand where your unit is in the training cycle—upcoming major training events
- Observe how the unit/staff section operates—annotate friction points
- Establish Goals with your Rater and Senior Rater
- Counsel your subordinates—Morning Meeting & Evening Close-outs

31-60 Days (PL or Staff)

- Build the Team—Empower your Subordinate Leaders
- Identify training/schooling gaps (e.g. UMO, HAZMAT, License Instructor/Examiner,etc.)
- Set the Standard
- Build Collaborative Relationships—You Can't Do It All
- Get Your PLT/Section on the Training Glidepath—Time and Task Management
- Work with your Team to fix bottlenecks/friction points

61-100 Days (PL or Staff)

- Prepare your quarterly assessment (quarterly counseling for NCOs)
- Delegate and Empower Subordinates—Trust but Verify
- Maintain the Battle Rhythm—Begin Planning Further Out; Balance Support Tasks with Training