Priority 1:

* Join the Platoon Slack group chat – give the Scribe your personal email address
* Urinalysis (scheduled for you)
* Complete Language Preference Worksheet by the start of the next duty day
* Get a new CAC at DEERS (hours 0800-1300/1400-1630) – Plt leadership will assist you
  + Once this is completed inform your leadership so you can see Gunnery Sgt. Barko to certify it.
* Complete CIRRAS/Bio documents (emailed to you by scribe)
* Set up accounts for
  + Marine Net
  + Marine Online
    - Check “IMR” and schedule appointments as necessary
  + My Pay
* Complete “Drivers Awareness” on Marine Net – Show Cpl Orlando your completed certification

Priority 2:

* Complete Detachment check in sheet
  + Company in-brief with Capt/GySgt on Friday @ 1030
  + Detachment in-brief with LtCol/MGySgt on Friday @ 1300
    - Both scheduled for you
* Tape up pack straps
* IP cammies
* Make your Desert cammies serviceable
* Square away your service B’s and C’s

Priority 3:

* Tin Barn (scheduled for you)
* Building Blocks (scheduled for you)
* Complete Annual Training on Marine Net
  + Joint Anti-Terrorism Level 1
  + Semper Fit: Tobacco Cessation
  + Risk Management for Private-Lance Corporal
  + Uncle Sam’s OPSEC
  + USMC Cyber Awareness Training

Notes:

* Keep your detachment check-in sheet on you until it’s completed
* Do not crumple or fold your detachment check-in sheet
* You will always have note taking gear on you