



# New Guy Checklist

New Member Name	CVMA #	Area	Sponsor

Event	POC	Suspense	Completed	Remarks
Initial Contact	XO b/u Adj	2 days		
Attend CVMA Event	Member			
Provide Application	XO/ADJ	2 days		
DD214/Service Records	Individual			
Application/DD214 Submitted	Adj			
@ Approval Commander Welcome	CO	2 days		
Sponsor assigned	Adj	4 days		
Welcome letter// materials	XO	4 days		
Add to google group	Adj	4 days		
Meeting/Call with CO		Within 1 Month		
Meeting/Call with XO		Within 1 Month		
Meeting/Call with Adjutant		Within 1 Month		
Meeting/Call with SAA		Within 1 Month		
Safety brief (Safety officer)		Within 1 month		
Area Rep Intro Meeting – in person desired		Within 2 weeks		

Event	POC	Suspense	Completed	Remarks
Sponsor provided overview of CVMA 27-2 <ul style="list-style-type: none"> <li>- Mission</li> <li>- Key events</li> </ul> Google group (comms)		Within 2 Weeks		
Vest layout discussion <ul style="list-style-type: none"> <li>- show example layout</li> </ul> ensure they know how to order patches				
Review of group riding SOP				
New guy check out ride				