

Fielding Key Events

Pre-Site Visit	Site Visit (#1)	VTC/DCO (#2)	VTC/DCO (#3)	Site Visit (#4)	Deployment (Final Prep)
D – 180 – (Telecom)	D – 120 – (Onsite 2-3 Days)	D - 90 – (DCO /Telecom 1 Day)	D - 60 – (DCO /Telecom 1 Day)	D – 30 – (Onsite 2-3 Days)	D - 14
<ul style="list-style-type: none"> • Send Army G3 Letter to Fielded organization • Arrange Site Visit facilities with G3/S3 for subsequent visits • Send Data Cleansing / preparation document • Coordinate SARSS backup schedule submission procedures before site visits • Coordinate Advance Lead User Attendance (between D-160-150) <p>Provide Finance/Supply pre-site visit D-180 Checklist</p>	<ul style="list-style-type: none"> • Sign Fielding MOA (06/Installation DOL handshake) • Conduct Town Hall & Leadership Awareness, Conversion Readiness Briefings • Coordinate onsite Lead User Sessions for remaining Site Visit, including WBT • Coordinate with G3/S3/DPTMS to get on training calendar for Warehouse/FI personnel • Coordinate facilities for future Lead User events and classroom instruction & Site Survey Classrooms • Make initial infrastructure check • Disseminate Audience Analysis worksheets • Conduct required data template training 	<ul style="list-style-type: none"> • Coordinate with leadership • Assess data cleansing / preparation progress (Supply & Finance) • Conduct Lead User Session #1 • Check on classroom / Training facilities / Contracts for Classroom Trailer Support • Validate communications (VSAT/CAISI/NEC) • Assess WBT Progress • Review Audience Analysis • Brief Conversion Readiness Scorecard to Leadership • Validate Structure (DoDAACs & UICs) 	<ul style="list-style-type: none"> • Coordinate with leadership • Continue to assess data cleansing / preparation progress (Supply & Finance) • Conduct Lead User Session #2 • Lock-in Classroom / Training facilities • Verify communications (VSAT/CAISI/NEC) • Report WBT Progress • Refine Audience Analysis • Brief Conversion Readiness Scorecard to Leadership • Validate Structure (DoDAACs & UICs) 	<ul style="list-style-type: none"> • Coordinate with leadership • Conduct Decentralized User Administration (DUA) Training and On-Board Access Administrators • Conduct Cutover (ROC Drill) Briefing • Continue to assess data cleansing progress (Supply & Finance) • Conduct Lead User Session #3 • Finalize classroom / Training facilities • Finalize communications (VSAT/CAISI/NEC) • Report WBT Progress • Brief Conversion Readiness Scorecard to Leadership • Review Final templates 	 <ul style="list-style-type: none"> • Final Data Cleansing/Preparation Activities • Classroom Setup • Prep Communications • Report WBT non-compliance • Finalize Audience Analysis • Brief Conversion Readiness Scorecard to Leadership (Site Preparedness) • Conduct Cutover (ROC Drill) Refresher