

UCA In-brief Checklist

- ✓ **Review previous UCA report and be prepared to discuss contents of the report.**
- ✓ **Gather unit specific EO related information.**
- ✓ **Notify the commander of the requirement 30 days prior to scheduling the in-brief.**
- ✓ **Establish date, time, and location of in-brief.**
- ✓ **In-brief the commander and provide a description of each UCA option along with each main area that will be assessed.**
- ✓ **Solicit from the commander their desire to include employees other than military members in the UCA. If desired, explain the necessary requirements.**
- ✓ **Explain the web-based program and how unit members will complete the survey on-line or by paper.**
- ✓ **Explain how the survey data and final report will be maintained and secured.**
- ✓ **Provide a copy of the Commander/Director Notification Letter.**
- ✓ **Provide a copy of the survey and explain the opportunity to add locally developed questions.**
- ✓ **If applicable, establish a date to retrieve the questions.**
- ✓ **Solicit from the commander any occurrences that could be impacting the unit.**
- ✓ **Request the commander identify a point of contact to assist with the process.**
- ✓ **Establish the timeframe for completing the survey.**
- ✓ **Obtain a unit alpha roster from MILPDS or from the unit.**