

**Project Safe Guard
S/T/DC Implementation Guide: POC Responsibilities**

STEP 1: Initial Contact with USU

Action	Narrative
Initial Contact with USU	<ul style="list-style-type: none"> • Email csts-ng-psg-team-ggg@usuhs.edu • Provide contact information • Schedule a virtual meeting
Engage IPPW	<ul style="list-style-type: none"> • Engage IPPW/invite to virtual meeting
Receive Information Packet	<ul style="list-style-type: none"> • Receive Information Packet from USU (one pager, flow chart, FAQ guide, LOS) • Review prior to introductory meeting

STEP 2: Attend Introductory Meeting

Action	Narrative
Attend Virtual Meeting	<ul style="list-style-type: none"> • Attend Virtual Meeting with USU • USU will: Lead a S/T/DC Introduction Presentation; Review Information Packet; Answer questions
After the Meeting	<ul style="list-style-type: none"> • USU will send a follow-up email with presentation slides and LOS template • Follow-up with IPPW if they weren't at the meeting

STEP 3: Obtain & Share Signed LOS

Action	Narrative
Obtain Letter of Support (LOS)	<ul style="list-style-type: none"> • Obtain signature on the LOS. Signature at the lowest level leadership is required for approval (i.e., Company/Squadron Commander), but S/T/DC is advised to inform higher leadership as well • Reach out to USU with any questions or concerns
Send LOS to USU	<ul style="list-style-type: none"> • Share signed LOS with USU 90+ days prior to projected training date(s)

STEP 4: Schedule Training

Action	Narrative
Schedule Training	<ul style="list-style-type: none">● Send training date(s) and number of sessions requested to USU● USU will coordinate with trainers and staff for coverage● USU will send a confirmation email
Implementation Checklist and Advertising Flyer	<ul style="list-style-type: none">● USU will send Implementation Checklist for completion● USU will send a flyer that can be used to advertise the training

STEP 5: Promote Training (Ongoing)

Action	Narrative
Promote Training	<ul style="list-style-type: none">● Promote training and recruit participants● Option to use Advertising Flyer from USU

STEP 6: Submit Implementation Checklist

Action	Narrative
Submit Implementation Checklist to USU	<ul style="list-style-type: none">● Send completed Implementation Checklist to USU within 10 days of receipt / 60+ days prior to training● USU will confirm receipt, review, and provide feedback/questions, if any● USU will prepare and ship printed materials● USU will order lock boxes

STEP 7: Receive Printed Materials

Action	Narrative
Receive Printed Materials	<ul style="list-style-type: none">● Printed materials will arrive 14+ days prior to training● Inform USU when printed materials arrive● Bring to training room on Training Day

Step 8: Finalize Day-Of Logistics

Action	Narrative
Pre-Training Call (if needed)	<ul style="list-style-type: none"> ● Review final logistics with USU on a Pre-Training Call if needed
Finalize Day-Of Logistics	<ul style="list-style-type: none"> ● Receive pre-training logistics email from USU 7+ days prior to training ● Prepare printed materials and lock boxes for distribution ● Update USU with estimated participant head count ● Inform USU if there have been any changes to logistics

STEP 9: Training Day

Action	Narrative
Check-in at Training Site	<ul style="list-style-type: none"> ● PSG Training Team will check-in with S/T/DC upon arrival
Training Set-up	<ul style="list-style-type: none"> ● Prepare training room for slideshow presentation ● Distribute lock boxes and printed materials (PSG Training Team can assist) ● Have one lockbox ready for the trainer for demonstration
Training Administration	<ul style="list-style-type: none"> ● Attend training session ● Inform trainers when all participants have arrived and session may begin ● Encourage participants to attend entire session, and complete pre- and post-surveys ● Assist PSG Training Team with technology, if needed
Post Training	<ul style="list-style-type: none"> ● PSG Training Team can assist with clean-up, if needed ● Inform PSG Training Team if additional lock boxes are needed ● Participants who completed both surveys will receive compensation within 3 business days
Feedback	<ul style="list-style-type: none"> ● Please provide any feedback to the PSG Training Team ● USU will reach out via email to solicit additional feedback after the training

STEP 10: Participant 1-Month Survey

Action	Narrative
Remind Participants to Complete Survey	<ul style="list-style-type: none"> ● Send participants a reminder email to complete the 1-month post-training survey the day before the survey is sent ● Participants who complete the survey will receive compensation within 3 business days
Receive Evaluation Report	<ul style="list-style-type: none"> ● USU will share results of evaluation for your S/T/DC 3 months after the training ● A meeting can be scheduled to discuss the results if requested

STEP 11: Distribute Locking Devices (if available)

Action	Narrative
Receive Locking Devices	<ul style="list-style-type: none">• If available, locking devices will be purchased for training participants• Inform USU when locking devices arrive
Distribute Locking Devices	<ul style="list-style-type: none">• Distribute locking devices to training participants