



## Appendix D-1

# USSOUTHCOM

# IN-PROCESSING CHECKLIST



INPROCESSING DATE:	DIRECTORATE:
NAME:	RANK:
Director or Dep Director:	Director or Dep Director Signature:

### USAG-MIAMI BUILDING

	TASK	LOCATION	CONTACT #	SIGNATURE
1	SECURITY SERVICE CENTER BADGE (1 <sup>ST</sup> STOP)	RM A1001	EXT 2033/2350	
2	HOUSING OFFICE (MIL only)	RM B1011	EXT 2664	
3	MILITARY PERSONNEL DIV/FINANCE (Army MIL only)	RM B1020	EXT 1717 EXT 1715	
4	DRUG & ALCOHOL SAFETY (ASAP) (MIL ONLY)	RM B1018	EXT 3085	
5	ID/DEERS (MIL/CIV)	RM A1102	EXT 2718	
6	MEDICAL (MIL/CIV) MEDICAL RECORS (MIL/CIV)	RM A1040	EXT 1188 EXT 2334	
7	DENTAL (MIL only)	RM A1040	EXT 1765	
8	PASSPORT (OFFICIAL) (MIL/CIV)	RM A1099	EXT 2750	
9	TRANSPORTATION (HHG) (IF APPLICABLE) - (MIL only)	RM A1036	EXT 1967 EXT 1727	
10	EDUCATION CENTER (IF APPLICABLE) (MIL only)	RM E2091	EXT 2287	
11	RELOCATION READINESS – SIGN UP FOR NEWCOMERS ORIENTATION (MIL/CIV)	RM E2005 (ACS)	EXT 2726	
12	FINANCIAL READINESS COUNSELOR (MIL/CIV IF APPLICABLE – O3 and below/E5 and below)	RM E2005 (ACS)	EXT 1736	
13	EXCEPTIONAL FAMILY MEMBER PROGRAM (MIL only)	RM 1040	EXT 0616	
14	CHILD AND YOUTH SCHOOL (MIL/CIV IF APPLICABLE)	RM E2091	EXT 2633 EXT 2251	
15	LEGAL ASSISTANCE (MIL/CIV IF APPLICABLE)	RM E2081	EXT 1734	
16	MOTORCYCLE RIDERS MENTOR (MIL/CIV motorcycle riders only)	RM E2061	EXT 0288	

### JOINT DIRECTORATE PROCESSING ARE LOCATED IN THE HEADQUARTERS BUILDING

J1	SCEMS & FMTS (Initial Entry by J1) (MIL and CIV)	RM 3504	EXT 1117/1261/2176/1997/1433	
	EVALUATION REPORT (MIL only)	RM 3504	EXT 1261/2176/1433/1997	
	CUSTOMER SERV REP (PAYROLL CIV ONLY)	RM 3515	EXT 0799	
	CAREER COUNSELOR (NAVY ELEMENT ONLY)	RM 3504	EXT 0736	
	EDUCATION SERVICE OFFICER (Navy Only)	RM 3504	EXT 1898/0287	
	1SG (HQ CMDT/USSOUTHCOM – Enlisted only)	RM 3535	EXT 3818	
J2	SECURITY CLEARANCE (SSO, ALL PERSONNEL)	RM 3807	EXT 2032	
	NAVY ELEMENT SEL(MIL)	RM 4515	EXT 2137	
	PERSONNEL SECURITY/ CLEARANCE VERIFICATION (SCO ONLY)	RM 4413	EXT 2032	
	Training Manager (Air Force Only)	4 <sup>th</sup> fl cub. 075	EXT 1665	
	COUNTRY INTELLIGENCE BRIEFING (SCO ONLY)	RM 4413	EXT 2032	

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J3	APACS REQUEST (MIL/CIV)	RM 4900	EXT 3364	
J4	HAND RECEIPT (if equipment issued to member)	RM 2908	EXT 1400	
J5	COUNTRY Introduction & Overview (SCO only)	RM 3900	EXT 1507	
	CULTURAL REVIEW (SCO only)	RM 3900	EXT 1507	
J6	COMPUTER ACCOUNTS HELP DESK (LAN USER VIA ITO, MIL/CIV)	RM 1519	EXT 1234	
J7/9	JOINT TRAINING MANAGER/JKO ACCOUNT/ REGISTER FOR ONBOARDING TRAINING	RM 2603	EXT 3468/0638	
J8	BUDGET BRIEFING (SCO ONLY)	RM 3504	EXT 3829/1489	
	FEML OVERVIEW (SCO ONLY)	RM 3504	EXT 3829/1489	
	GOVT TRAVEL CARD COORD DEFENSE TRAVEL SYSTEM COORD (MIL/CIV)	RM 3504	EXT 3656	
HQ CMDT	HQ CMDT SUPPLY	RM 3535	EXT 3818	
	SHARP (MIL ONLY)	RM 3535	EXT 3818	
BOSS	BOSS (ALL SINGLE SERVICE MEMBERS)	RM 3535	EXT 2801	
ALL	ISOPREP MANAGERS – IN EACH DIRECTORATE	*SEE XOs in each Directorate	For that Directorate's Primary and	Alternate ISOPREP Managers who can Update your ISOPREP.

**Prior to arriving to USSOUTHCOM, please complete the following:**

\***SPONSOR Request** - If you have not received contact from a sponsor and desire one to assist you in preparation for your move, please contact the Manpower and Personnel Directorate at (305) 437-1117.

Complete all SCO/SDO-DATT training (see attached list)

\*Obtain official passport, if required

\*Medical Clearance for Service member & Family for assigned duty location-

<http://www.health.mil/Military-Health-Topics/Health-Readiness/Immunization-Healthcare/Vaccine-Recommendations/Vaccine-Recommendations-by-AOR>

**\*\* No less than 30 days prior to reporting to USSOUTHCOM, Service Member must submit a copy of PCS orders along with a JPAS request to USSOUTHCOM J1. Please contact to your respective service component listed below.**

1. Army Desk - (305) 437-1434/1433
2. Air Force - (305) 437-2176/3773
3. Marine Desk - (305) 437-1997
4. Navy Desk - (305) 437-1261

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5. Civilian Personnel Office (305) 437-1278/3558/0799/1217)

**"RETURN COMPLETED IN/OUT PROCESSING CHECKLIST TO THE SCJ1 SERVICE DESK NLT 5 DUTY DAYS AFTER ISSUE"**

**\*\*NOTE: ALL MOTORCYCLE RIDERS MUST ATTEND THE MOTORCYCLE SAFETY BRIEFING\*\***

THIS INFORMATION IS COVERED UNDER THE PRIVACY ACT OF 1974 PRIVACY ACT OF 1974 APPLIES – THIS CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11B, AND IT IS FOR OFFICIAL USE ONLY (FOUO)



### U.S. Army Garrison- Miami Building

1. Housing Office
2. Security Badge Issue
3. Drug & Alcohol Safety
4. Legal Assistance
5. ID/DEERS
6. Education Office
7. Medical
8. Dental
9. TRICARE
10. Transportation & HHG
11. Sign up for Newcomers Orientation & Relocation Readiness
12. Financial Readiness Counselor
13. Military emergency Relief
14. Exceptional Family Member Program
15. Child Development Center
16. Installation Safety



### HQ Building

1. Evals and Reports
2. Security Clearance
3. HQ First Sergeant
4. HQ Motorcycle Mentor
5. Career Counselor
6. Training JKO Account
7. Army Schools Manager
8. SCEMS
9. Navy/Air Force/ Marine/Coast Guard MILPO

### Exchange

1. AAFES
2. Food Court