US ARMY GARRISON-MIAMI CONTRACTORS
IN-PROCESSING CHECKLIST
WELCOME TO USAG-MIAMI! WE ARE GLAD YOU ARE JOINING OUR WORKFORCE.
All Phone extensions are commercial (305) 437-#### or DSN 567-####

EMPLOYEE NAME:		EOD DATE:
CONTRACT #:	POSITION TITLE:	COR NAME & PHONE:
SPONSOR/SUPERVISOR NAME:		PHONE:

SPECIAL INSTRUCTIONS: Sponsor/Supervisor will: (A) personalize this form and review what portions the contractor does not need to accomplish based on scope of role. Official will legibly mark this form accordingly with initials and date. (B) Validate by Contract if the new employee requires Issuance of DoD-CAC Card. Prior to first duty day call x2347/2677 and provide name of new employee to facilitate Installation access. (C) Applicant may be required to submit HSPD-12 through Sponsor or COR at least 72 hours in advance, to Installation Visitor Control Center, X-3483/3484.

Step	Task	Requirements	Location	POC	Initials	Date
1	Arrive at USAG-Miami	Employee: Bring all paperwork/certificates and TWO government issued forms of photo ID to: 9301 NW 33rd Street, Doral, FL 33172, arrival time 0800 – meet with Sponsor				
	Garrison Website: https://www.southcom.mil/USAG-Miami/					
2	In-Processing Checklist	Sponsor – download In-Processing checklist from SharePoint @		Sponsor		
	Link to In-Processing Checklist: https://intranet.ent.southcom.mil/sites/usag/DHR/dl03/In-Out%20Processing%20Checklists					
3	SCEMS Alert MilConnect J-1 Muster	a. Input Employee into SCEMS b. Create Profile in ALERT c. Verify/Update MilConnect d. Add to J-1 Muster		Directorate Representative		
	SOUTHCOM NIPR/SIPR Account: Sponsor will download and fill out forms. https://intranet.ent.southcom.mil/sites/usanec/o/o-c/SitePages/USSOUTHCOM%20ACCOUNT%20REQUEST%20PROCEDURES.aspx ALERT Website: https://alert.csd.disa.mil (CAC Card must be issued first) MilConnect Website: https://milconnect.dmdc.osd.mil/milconnect (CAC Card required)					
4	ID/DEERS Receive CAC	Employee must already have an AKO account established	Rm A1102 x2718	ID/DEERS (Sponsor makes appointment prior to arrival)		
	AKO: https://www.us.army.mil					
5	Personnel Security	a. Determine Network and Badging Requirements b. Validate Investigation c. Receive Security Brief & Update SCEMS profile d. Schedule SCI Indoctrination	DES	Joe Bourguignon, x1183		
	Badging Office	Receive SOUTHCOM Badge	Badging Office			
6	Information Management Office (IMO)	a. Cyber Awareness Training b. Set up Email (NIPR/SIPR) c. Add to Distro Lists	Rm E2060	Alex Martinez, x1431		
7	Emergency Manager	Discuss emergency conditions and roles of accountability recording in an emergency event	Rm E2079	Jaret Mats, x2570		
8	Equal Employment Opportunity (EEO)	Anti-Harassment / No FEAR Training	Rm E2095	Cesar Vargas, x1826		
	Anti-Harassment No-FEAR Training: https://www.atrrs.army.mil/selfdevctr - Course #: 203A – Non-supervisors; 203B – Supervisors – must be completed within 30 days for new employees and is a mandatory annual requirement.					

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9	Office Setup	a.	Employee Signs for Keys		*Directorate Key Custodian*		
		b.	Setup OfficePhone/Msg		*Directorate Hand Receipt Holder*		
		c.	Issue Gov't Cell Phone				
		d.	Issue Gov't Laptop/VPN				
	COVID-19	Review procedures and protocols			*Supervisor/Employee*		
	Complete and return to your supervisor COVID-19 Procedures and Protocols (attached): https://intranet.ent.southcom.mil/sites/usag/DHR/dl03/COVID-19						
10	In Brief with Director	Review of Checklist			*Director/Employee* Coordinated by sponsor		

EMPLOYEE SIGNATURE:		**DATE:**	
SUPERVISOR SIGNATURE:		**DATE:**	
***Submit completed In-Processing checklist to the DHR (Rm E2066) where it should be retained on file.			
DHR SIGNATURE:		**DATE:**	

TRAINING LINKS: For ALMS classes, login to AKO (http://www.us.army.mil). Use navigation headers on your home page.

- Sexual Harassment/Assault Response and Prevention Program (SHARP): http://www.sexualassault.army.mil
- OPSEC Training: https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=EUC&course_number=-ECJ6-110-N
- Cyber Awareness (Course #US1364-20): https://jko.jten.mil/southcom
- Suicide Prevention Awareness (Course # JS-US006C): https://jko.jten.mil/southcom
- Substance Abuse (Course # JS-US011): https://jko.jten.mil/southcom
- Anti-Terrorism: https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US007
- Safety: https://safety.army.mil/TRAINING-COURSES/Online-Training
- Ethics: https://www.jagcnet2.army.mil/ethicstraining
- No FEAR: https://www.atrrs.army.mil/selfdevctr
- OPEX (Customer Service Excellence Training): https://intranet.ent.southcom.mil/sites/usag/pl01/USAG-Miami%20Event%20Tracker.aspx