



Appendix D-1

USSOUTHCOM IN-PROCESSING CHECKLIST



INPROCESSING DATE:	DIRECTORATE:
NAME:	RANK:

USAG-MIAMI BUILDING

Phone: (305)437-####

	TASK	LOCATION	CONTACT #	SIGNATURE
1	SECURITY SERVICE CENTER BADGE (1 ST STOP MIL/CIV)	RM A1001	EXT 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 A1018	EXT 3085	
5	ID/DEERS (MIL/CIV)	RM A1102	EXT 2718	
6	MEDICAL (MIL/CIV) MEDICAL RECORDS (MIL/CIV)	RM A1040	EXT 1188 EXT 2334	
7	DENTAL (MIL only)	RM A1040	EXT 1765	
8	TRICARE	RM A1040	1-800-TRICARE	
9	PASSPORT (OFFICIAL) (MIL/CIV)	RM A1099	EXT 2750	
10	TRANSPORTATION (HHG) (IF APPLICABLE) - (MIL/CIV)	RM A1031	EXT 1967 EXT 1727	
11	EDUCATION CENTER (IF APPLICABLE) (MIL only)	RM E2091	EXT 2287	
12	RELOCATION READINESS – SIGN UP FOR NEWCOMERS ORIENTATION (MIL/CIV)	RM E2005 (ACS)	EXT 2726	
13	FINANCIAL READINESS COUNSELOR (MIL/CIV IF APPLICABLE – O3 and below/E5 and below)	RM E2005 (ACS)	EXT 1736	
14	EXCEPTIONAL FAMILY MEMBER PROGRAM (MIL only)	RM 1040	EXT 0616	
15	CHILD AND YOUTH SCHOOL (MIL/CIV IF APPLICABLE) PARENT CENTRAL SERVICES	RM E2091	EXT 2633 EXT 2251	
16	LEGAL ASSISTANCE (MIL/CIV IF APPLICABLE)	RM E2081	EXT 1734	
17	MOTORCYCLE RIDERS MENTOR (MIL/CIV motorcycle riders only)	RM E2061	EXT 0288	

JOINT DIRECTORATE PROCESSING LOCATIONS ARE IN THE HEADQUARTERS BUILDING

J1	SCEMS & FMST (INITIAL ENTRY BY J1) (MIL and CIV)	RM 3504	EXT 1117/1278/3558	
	EVALUATION REPORT (MIL only)	RM 3504	EXT 1117	
	CUSTOMER SERV REP (PAYROLL CIV ONLY)	RM 3515	EXT 1278/3558	
	CAREER COUNSELOR & COMMAND FITNESS LEADER (NAVY ELEMENT ONLY)	RM 4413	EXT 0909	
	EDUCATION SERVICE OFFICER (MIL/CIV)	RM 1903	EXT 3631	
	ISO PREP COORDINATOR (MIL/CIV)	RM 3504	EXT 1277	
	1SG (HQ CMDT/USSOUTHCOM – Enlisted only)	RM 3535	EXT 3818	
J2	SECURITY CLEARANCE (SSO, ALL PERSONNEL)	RM 3807	EXT 2032	
	OFFICE CALL (SCO ONLY)	RM 4413	EXT 2003	
	PERSONNEL SECURITY/ CLEARANCE VERIFICATION (SCO ONLY)	RM 4413	EXT 2003	
	COUNTRY INTELLIGENCE BRIEFING (SCO ONLY)	RM 4413	EXT 2003	

Appendix D-1



USSOUTHCOM IN-PROCESSING CHECKLIST



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 1489/3829	
	FEML OVERVIEW (SCO ONLY)	RM 3504	EXT 1489/3829	
	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	

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, submit a copy of PCS orders along with a JPAS request to USSOUTHCOM J1. Please contact to your respective service component listed below.**

Army Desk - (305) 437-1268
Air Force - (305) 437-2176
Marine Desk - (305) 437-1997
Navy Desk - (305) 437-1261
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****

Appendix D-1

USSOUTHCOM IN-PROCESSING CHECKLIST



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