



**Department of the Army Student Volunteers  
NEW STUDENT EMPLOYEE IN-PROCESSING CHECKLIST**



**INSTRUCTIONS**

**Student:** Please make sure every item on this checklist pertaining to you is complete. Once every item has been completed, please sign on pg.2 and return it to the Civilian Personnel Office NLT 45 days after your start date.

**NEW EMPLOYEE INFORMATION**

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Position #:** Student Volunteer

**Supervisor's Name:** \_\_\_\_\_ **Assigned Sponsor:** \_\_\_\_\_ **Directorate:** \_\_\_\_\_

**WITHIN 3 DAYS OF ACCEPTANCE OF FINAL JOB OFFER**

- Receive welcome email or letter from sponsor

**AT LEAST 1 WEEK BEFORE START DATE**

- The SOUTHCOM Civilian Personnel Office will send you security in-processing forms to complete and return to them NLT than the Thursday before your start date
- Complete HSPD-12 and provide two forms of identification to gain access to installation
- Complete COVID-19 questionnaire

**FIRST DAY**

- Report to SOUTHCOM's Badging Office in the United States Army Garrison-Miami (USAG-M) at 0830 to meet J14 POC for in-processing (bring two forms of ID)
- Security in-processing and badging
- USAG-M & SOUTHCOM HQ's Tour
- Review documents that need to be completed
- Review Key Policies:

<input type="checkbox"/> Parking & Driving Standards Memorandum Policy Maps
<input type="checkbox"/> Work Schedule
<input type="checkbox"/> Wireless Communication & Portable Electronic Devices (PED)
<input type="checkbox"/> Training Day Schedule/Holiday Schedule
<input type="checkbox"/> Uniform Insignia & Civilian Attire Policy
<input type="checkbox"/> USSOUTHCOM Cellphone Usage While Operating a Motor Vehicle Policy
<input type="checkbox"/> Civilian Fitness/Wellness Program

- Discuss USSOUTHCOM's Organizational Structure, Mission & Lines of Effort
- Complete TASS application to receive CAC
- Pick up DoD Common Access Card (CAC) from DEERS office

**WITHIN FIRST& SECOND WEEK**

- Meet with your Directorate Executive Office (XO) or Information Technology Officer (ITO) to complete directorate in-processing in the SOUTHCOM Enterprise Management System (SCEMS)
- Meet with directorate senior leadership
- Complete Cyber Awareness Training
- Once you have a CAC meet with your XO to request a LAN account, telephone access and a SIPRnet Token
- Discuss work schedule & hours with supervisor
- Register for Joint Knowledge Online Account (JKO) (required for all command training)
- Provide the J14 with signed copies of the Work Schedule
- Visit Passport Office to order official passport (if applicable)
- Request Government Travel Card/Defense Travel System account (if applicable)
- Complete Survival, Evasion, Resistance and Escape (SERE) Training (SCO Personnel)
- Make an appointment with Personnel Recovery Mission Software (PRMS) Manager to complete an Isolated Personnel Report (ISOPREP)



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**WITHIN FIRST 30 DAYS**

- Attend Newcomers Orientation
- Complete mandatory Onboarding Training
- Meet & Greet with Admiral Faller
- Review position description, work assignments, performance expectations, training & education requirements with your supervisor
- Initiate a DPMAP/DCIPS Performance Plan with supervisor
- Complete all required command Computer Based Training (AT/FP, Human Rights, Derivative Classification, etc)

**PLEASE SIGN AND DATE:** \_\_\_\_\_

**INSTALLATION SERVICE BUILDING**

1	SECURITY BADGE	RM A1001	(305) 437- 2350
2	DRUG AND ALCOHOL SAFETY (ASAP)	RM A1018	(305) 437- 3085
3	ID/DEERS	RM A1102	(305) 437-2717
4	TRANSPORTATION (HHG)	RM A1036	(305) 437- 1965
5	EDUCATION CENTER	RM E2091	(305) 437- 2287
6	FINANCIAL READINESS COUNSELOR	RM E2005 (ACS)	(305) 437- 1736
7	RELOCATION READINESS – SIGN UP FOR NEWCOMERS ORIENTATION	RM E2005 (ACS)	(305) 437- 1735
8	CHILD AND YOUTH SCHOOL IF APPLICABLE	RM E2091	(305) 437- 1141
9	LEGAL ASSISTANCE	RM E2081	(305) 437- 1734
10	MOTORCYCLE RIDERS MENTOR	RM E2051	(305) 437- 1143
11	PASSPORT OFFICE	RM A1099	(305) 437-2750

**SOUTHCAM HEADQUARTERS BLDG**

1	Civilian Personnel Office	3 <sup>RD</sup> FLOOR RM 3515	(305) 437-3558, 1278,0799
2	FMTS	3 <sup>RD</sup> FLOOR RM 3515	(305) 437-1278,0799, 1217
3	SSO - SECURITY CLEARANCE	3 <sup>RD</sup> FLOOR RM 3807	(305) 437-
4	JOINT TRAINING MANAGER/LMS ACCOUNT	2 <sup>ND</sup> FLOOR RM 2603H	(305) 437-1115
5	Help Desk (LAN ACCESS VIA ITO)	1 <sup>ST</sup> FLOOR	(305) 437-1234
6	SCEMS	3 <sup>RD</sup> FLOOR RM 3515	(305) 437-1278,0799, 1217
7	Customer Service Rep (Payroll)	3 <sup>RD</sup> FLOOR RM 3515	(305) 437-1129
8	Defense Travel System/Government Travel Card Coordinator	3 <sup>RD</sup> FLOOR RM 3515	(305) 437- 3658
9	PRMS Manager (ISO PREP)	3 <sup>RD</sup> FLOOR RM 3504D	(305) 437-1277
10	APACS REQUEST	4 <sup>th</sup> Floor	(305) 437- 3364

**\*\*For additional information and assistance please reach out to the Civilian Personnel Office\*\***