



US ARMY GARRISON-MIAMI 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: |
| PP-SERIES-GRADE: | POSITION TITLE: | TDA PARA & LN: |
| SPONSOR/SUPERVISOR NAME: | | PHONE: |

SPECIAL INSTRUCTIONS: Sponsor/Supervisor will: (1) personalize this form, including listings of all Directorate POCs, and transmit to the incoming employee; (2) if new employee has existing CAC, prior to first duty day call x2347/2677 and provide name of new employee to facilitate installation access; (3) if employee is new to federal service, ensure CPAC submits HSPD-12 at least 72 hours prior to the Installation Visitor Control Center, x3483/3484, to facilitate installation access; (4) ensure completion of Army Required Training as listed in AR 350-1, Army Training and Leader Development (<https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx>). Links below include local requirements.

| 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 33 rd Street, Doral, FL 33172, arrival time 0800 | | | | |
| Garrison Website: https://www.southcom.mil/USAG-Miami/ | | | | | | |
| 2 | In-process w/CPAC In-process w/DHR | a. Oath of Office (new empl.) b. HR logs new employee in | Suite E2066 Rm E2067/9 | CPAC Representative, x0636 DHR Representative, x1987 | | |
| 3 | 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 | | | | | | |
| 4 | SCEMS Alert ADPAAS MilConnect J-1 Muster | a. Input Employee into SCEMS b. Create Profile in ALERT c. Verify ADPAAS Profile d. Verify/Update MilConnect e. Add to J-1 Muster | Rm E2060 | <i>Directorate POC</i> | | |
| 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) ADAPAAS Website: https://adpaas.army.mil (CAC Card required) MilConnect Website: https://milconnect.dmdc.osd.mil/milconnect (CAC Card required) | | | | | | |
| 5 | Personnel Security | a. Review JPAS/DISS b. Validate Investigation c. Receive Security Brief 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 | Resource Management | a. Civilian Payroll b. Defense Travel Svc c. Gov. Travel Card (APF/NAF) | Suite E2028 | APF Employees: Carlos Rodriguez, x2643 carlos.f.rodriguez12.civ@mail.mil | | |
| Pay (DCPS): Email W4, SF1199A, & scan of voided check (or bank memo with account # and routing #) to POC. Time and Attendance (ATTAPS): Email EDIPI# (back of CAC), official email address, team/roster you belong on, and LOA to POC. Travel (DTS): Email name, SSN, and DTS 101 training certificate to POC. Travel Credit Card (GTCC): Email GTCC #, Statement of Understanding, and Travel Card 101 certificate to POC. SF1199A: https://www.gsa.gov/reference/forms# DTS 101 and Travel Card 101: https://www.defensetravel.dod.mil/neoaccess/login.php GTCC SOU: https://www.defensetravel.dod.mil/Docs/GTCC_SoU.pdf | | | | | | |
| | FMWR | NAF Payroll (E-Pay) | Rm E2111 | Missy Martin, x3149 | | |

| Step | Task | Requirements | Location | POC | Initials | Date |
|--|--|---|--|--|---|------|
| 8 | Safety | Safety Briefing | Rm E2061 | Jose Melendez, x1143 | | |
| | Safety Site: https://intranet.ent.southcom.mil/sites/usag/ISO/pl01/Home.aspx . Complete Risk Management & Safety Course. | | | | | |
| 9 | Installation Legal Office | a. OGE 450 (Financial Disclosure) b. Ethics Training | Rm E2081 | Michael McGovern, x1734 | | |
| | Update/initiate OGE 450 Report (if applicable): https://www.fdm.army.mil/ Ethics Training: https://www.jagcnet2.army.mil/ethicstraining is required for all new federal employees, and is an annual requirement for OGE 450 Report filers. | | | | | |
| 10 | 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. | | | | | |
| 11 | Office Setup | a. Employee Signs for Keys b. Setup Office Phone/Msg c. Issue Gov't Cell Phone d. Issue Gov't Laptop/VPN | | <i>Directorate Key Custodian Directorate Hand Receipt Holder</i> (If req. Phone Maint., x1919) | | |
| | DPMAP Plan | Discuss Performance Standards | | <i>Supervisor/Employee sign</i> | | |
| | DPMAP: https://compo.dcpds.cpms.osd.mil/ . Must log in with CAC and select "My Performance". | | | | | |
| | Individual Development Plan | Complete IDP using Army Career Tracker (ACT) | | <i>Supervisor/Employee</i> | | |
| | ACTEDS Training Catalog is available through ACT: https://actnow.army.mil/ – Select "Communities", "Communities", "Civilian", "Army Civilian Training and Leader Development". PDF file at bottom of page. | | | | | |
| | CES Status | Review level of CES training | | <i>Supervisor/Employee</i> | | |
| | Register for required Civilian Education System training: https://www.atrrs.army.mil/channels/chrtas/student/main.aspx CES Training: _____ Supervisor Approval: _____ Supervisor: _____ | | | | | |
| | COVID-19 | Review procedures and protocols | | <i>Supervisor/Employee</i> | | |
| | Complete and return to your supervisor COVID-19 Procedures and Protocols (attached): https://intranet.ent.southcom.mil/sites/usag/DHR/dl03/COVID-19 | | | | | |
| | 12 | LRC-Miami Property Book Office | a. Hand Receipt Holder Appointment Letter b. Perform 100% Inventory c. CHRH Briefing | 8900 NW 35 th Lane, Doral, FL 33172 | <i>Supervisor provides to: Lissy Jean-Pierre, x2703</i> ** Waiver required for <GS12 | |
| 13 | DFMWR/ACS | Sign up for Newcomers Orientation | Rm E2005 | Tony Randall, x2726 https://www.southcom.mil/Newcomers/ | | |
| 14 | In Brief with Director | Review of Checklist | | <i>Director/Employee</i> Coordinated by sponsor | | |
| 15 | In Brief with Garrison Manager | Schedule with Executive Officer | Rm E2044 | Gisela Bibbo, x3560 | | |
| 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. | | | | | | |
| <ul style="list-style-type: none"> Sexual Harassment/Assault Response and Prevention Program (SHARP): http://www.sexualassault.army.mil OPSEC Training: https://jkodirect.iten.mil/html/COI.xhtml?course_prefix=EUC&course_number=-ECJ6-110-N Cyber Awareness (Course #US1364-20): https://jko.iten.mil/southcom Suicide Prevention Awareness (Course # JS-US006C): https://jko.iten.mil/southcom Substance Abuse (Course # JS-US011): https://jko.iten.mil/southcom Anti-Terrorism: https://jkodirect.iten.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 | | | | | | |