U.S. Army Center for Initial Military Training
In-Processing Checklist
(March 2022)

EMPLOYEE NAME:		**REPORT DATE:**	
POSITION:		**SERIES/GRADE:**	
DIRECTORATE:	**DIVISION:**		
OFFICE/CUBICLE LOCATION:	**PHONE:**	**PARKING #:**	
AKO ADDRESS:			

ITEM	ACTION	POC	INITIAL
Military Personnel Documentation	Verify G1/4/8 has required documentation (Orders, Last NCOER/OER date, SRB)	**G1**	
Military Personnel	DA Form 705 (PT Test) and briefing on PRT schedule and expectations	**G1**	
Position Description (Civ only)	Provide civilian employee with copy of position description	**G1**	
Time and Attendance System (Civ only)	Once you and your supervisor have agreed upon your work schedule, notify G1/4/8 to add you in the time and attendance system. You will be trained on entering time and attendance in ATAAPS.	**G1**	
Social Roster (ALL)	DOB: _____ Phone #: _____ Spouse's Name: _____ Spouse's Phone #: _____ Spouse's DOB: _____ Anniversary: _____ Child(ren)'s Name: _____ Address: _____	**G1**	
Review and Update SMs Records	PRR/DD93/SGLV/ADPAAS update	**G1**	
Parking (ALL)	Employee will be provided parking instructions and/or reserved parking number	**G1**	
Key Control (ALL)	Ensure any keys required for the building (private offices without badge readers) are issued.	**G4**	
Travel Card (ALL)	New employees apply for Government Travel Card. Transfer employees request old duty station Travel Card Administrator transfer existing card to new duty station hierarchy.	**G8**	
Defense Travel System (DTS) (ALL)	New employees provide home address, bank routing number, account number, and emergency POC information. Transfer employees request old duty station DTS Administrator detach you for transfer to new duty station.	**G8**	
Security Clearance/Alert Roster (ALL)	1. Take owning relationship in DISS of new employees. 2. New employees will sign an SF 312 and NATO form. 3. Add new employee to IMT Alert Roster.	**G3**	

ITEM	ACTION	POC	INITIAL
Security Badge (ALL)	TRADOC Security Badge must be worn above the waist at all times in TRADOC facilities. Badges may be obtained in Building 950 at the Security Desk after 0800 hours. OPS must submit information before you will be issued a badge.	**G3**	
Network Access (ALL)	New employees needing access to the network must complete the Army's Information Assurance Awareness training or provide a copy of thier IA certificate, **https://ia.signal.army.mil/login.asp** to G-6 and complete the FE Acceptable Use Policy and Account Request for Network Access; DD2875, System Authorization Access Request (SAAR). If needing a classified e-mail account, employee will also need to complete another DD2875. Forms can be obtain from the G-6.	**G6**	
Access to Shared Directories (ALL)	Request employee be added to appropriate shared directories/files.	**G6**	
Alpha Roster, Distribution Lists (ALL)	Add employee to appropriate USACIMT distribution lists and the USACIMT Alpha Roster.	**G6**	
Office Communicator (ALL)	Request employee be added to TRADOC's Office Communicator/ Skype	**G6**	
Telephone Number (ALL)	Request employee be associated with the phone located on their desk and request a new voice mail password	**G6**	
Records Management (ALL)	Receive records management brief	**G6**	
Access to SharePoint Portal (ALL)	Add employee to appropriate USACIMT SharePoint group(s).	**KM**	
IT Equipment (ALL)	IT equipment will be issued by the owning Directorate after the employee has signed the FE AUP from G-6 and been given a network account.	**Directorate's Sub-hand Receipt Holder**	
Common Access Card (CAC) (ALL)	CAC cards may be obtained in Building 650 Mon-Fri from 0730-1600 Mon-Fri. Bring 2 forms of ID and allow 45 minutes.	**New Employee**	*NA*
Update DMDC (ALL)	The Army's Enterprise e-Mail Global Address Listing is populated by the DMDC database. User's needs to update thier contact information (Personnel Statue, Duty Address, , Phone Numbers, etc). Contact G-6 if you have problems. **https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afrLoop=4398233920228023&_afrWindowMode=0&_adf.ctrl-state=d5u2qadfq_4**	**New Employee**	
Office Calls (ALL)	Schedule employee for office calls with DCG/CoS/CSM, as required. *Schedule appts through CIMT SGS.*	**CIMT SGS**	
Staff Officer Orientation Brief (ALL)	Employee sign-up for the next available SOOB - mandatory 1/2 day training for all incoming TRADOC staff personnel. *Sign up through CIMT SGS.*	**CIMT SGS**	

MANDATORY TRAINING - Upon receipt of network access, employees have 30 days to complete <u>all</u> applicable training before submitting your in-processing checklist. As training is completed, please forward all certificates to G3 Operations Division so they can be annotated in the CIMT Training Tracker.

CLASS	ASSIGNED TO	NOTES	WEBSITE
Annual Awareness Managing Personnel w/Clearances	M, C	*Personnel that supervise employees with clearances must complete this training.*	https://www.lms.army.mil/Saba/Web/Main
Antiterrorism Level 1	M, C		https://atlevel1.dtic.mil/at/
Controlled Unclassified Information	M, C		https://www.archives.gov/cui/training/awareness/mainmenu/mainmenu/index.html
Derivative UIC	M, C	*Recommended for those with SIPR access.*	https://securityawareness.usalearning.gov/derivative/index.htm
EEO/Anti-Harrassment/ No Fear	C	*Recommended for military personnel who supervise civilians.*	https://www.lms.army.mil/Saba/Web/Main
EO	M	*Completed quarterly w/HHC*	
Information Security	M, C		https://www.lms.army.mil/Saba/Web/Main
Insider Threat	M, C		https://securityawareness.usalearning.gov/itawareness/index.htm
OIP Evaluator	M, C		https://www.lms.army.mil/Saba/Web/Main
SHARP	M, C	*Completed face-to-face w/CIMT POC*	https://www.lms.army.mil/Saba/Web/Main
Threat Awareness Response Program	M, C		https://www.lms.army.mil/Saba/Web/Main
LEGEND: M - Military, C - Civilian			
FINAL MANDATORY ACTION: Return this form to G1/4/8 (Hunter/Angel/Cook). A copy must be kept on file for audit purposes.			