

USAG-MIAMI GARRISON IN-PROCESSING CHECKLIST

WELCOME TO US ARMY GARRISON – MIAMI! WE ARE GLAD YOU ARE JOINING OUR WORK FORCE.

EMPLOYEE NAME: _____ ENTER ON DUTY DATE _____

	Purpose	Location	POC	Requirements	Initials	Date
	To use government phones: 7+1 = local, 84 = DSN, 800# = 9 + 1 + no.					
Step 1	All New Employees	Report at 0830 to USAG-Miami, Services Building, 9301 NW 33 rd St. Room B1025	Dell Cooper, Jacksonville CPAC, 305/437-0636	In processing with the Civilian Personnel Advisory Center		
Step 2	CPAC RM B1025	Services Building, First Floor Room B1025	Meet Sponsor who will escort employee through Steps 3 -14	Complete SCEMS Form & Proceed with In-processing		
	Meet Director	Assigned Office	Sponsor escorts employee to Director's Office	Meet Director		
Step 3	SCEMS and Local security In-processing	Assigned Office	Directorate SCEMS POC	Give completed SCEMS Form to Directorate POC. POC inputs SCEMS info into data base initiating SCEMS account while in processing continues		
4	Directorate of Emergency Services	Services Building, First Floor	Alfredo Richards, Security, Room A1009	Verify Security Information in JPAS and SCEMS		
Step 5	Common Access Card (CAC)	Services Building, First Floor, Customer Reception Area Room A1102-ID DEERS Window, Hours of Operation, Mon-Thurs 0730-1500; Fri 0730-1200.	Eric Munroe & Esther Rodriguez, ID DEERS 305/437-2718	Stop at this office; give them your CAC application form & contact info. They will call you to come get your card.		
Step 6	Information Manager Office	Services Building, Second Floor, Room E2097	Alex Martinez, IMO 305/437/1431	As soon as CAC is obtained sign-up for the LAN user training		
Step 7	Temporary Security Badge	Services Building, First Floor, Room 1001A (Go to Foyer of Services Bldg)	Jonathan Machado, Security Badge Office 305/437-2200	Obtain security badge or provide contact information		
Step 8	Bio-chemical Testing <u>Applicable only to Employees Drug Testing Positions</u>	Services Building, First Floor, Room B1018	Guy Drab, ADCO 305 / 437-3078	Provide Copy of DA Form 5019 Obtained from CPAC during In processing		
Step 9	Civilian Payroll & Travel Card	Services Building, Second Floor, Room E2028	Charlie Rodriguez, CSR & Travel Card 305/437-2643	Bring Voided Check SF 1199A Direct Deposit Form, W-4, DD Form 2875. Answers to pay questions		

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Step 10	Civilian Manpower Office	Services Building, Second Floor, Room E2028	Margarita Rosado, Manpower 305/437-1432	Verbally provide required information		
Step 11	Garrison Manager's Office	Services Building, Second Floor, Suite 2062, Room E2021	Gisela Bibbo 305/437-3560	Introduce new employee to Garrison Manager & Deputy Garrison Manager		
Step 12	Newcomer Orientation and Miami Tour	Services Building, Second Floor, Suite E2005 Room E2019	Vilma Lesesne 305/437-1958	Obtain information on orientation and Tour		
Step 13	Child Care & Schools	Services Building, Second Floor, Child, Youth & School Services	Mary Gomez 305/437-1141 or 3289	Assistance w/ area public schools & child care		
Step 14	Register for DTS or Reassign Existing Card	9301 NW 33rd Street Suite A1099 or B1029	Julia Mitchell 305/437-0739 305/437-2732	Register for Defense Travel System (DTS)		
	OFFICE / WORKSITE IN PROCESSING					
Step 15	Introduction to Office Mission & Job Expectations	Assigned Office	Supervisor	Discuss Mission / Organization & Job expectations		
Step 16	Explain GS System	Assigned Office	Supervisor	GS System Overview, Appointment Status, Probationary period (if applicable)		
Step 17	Get Employee Setup in MYBIZ	Assigned Office	Supervisor	As soon as CAC is obtained, get employee setup in DCPDS & have them print out their SF 50		
Step 18	Explain Duty hours, leave/overtime/comp time	Assigned Office	Supervisor	Explain expectations for requesting leave, OT/Comp time & FLSA Status.		
Step 19	Identify Time Keeper & Explain Work Schedule	Assigned Office	Supervisor	Name of time keeper/ how & when time is recorded		
Step 20	Finalize In-processing	Assigned Office	Supervisor	Complete steps 15 - 20 within 5 Days. Supervisor keeps original, gives copy to employee.		