



Department of the Army  
USAG-D Civilian



## IN-PROCESSING CHECKLIST—New Civilian Employee (PAGE 1 of 5)

New USAG Daegu employee must complete all applicable in-processing requirements within **30 days of arrival**, including all in-person mandatory appointments/briefings. Both employee and Supervisor will sign and date the checklist when all actions have been completed. **Welcome to USAG-Daegu and “Make a Difference”!**

### SECTION 1—CIVILIAN INFORMATION

1. EMPLOYEE NAME: (Last, First, Middle Initial)		2. ARRIVAL DATE: (YYYY/MM/DD):	
3. GRADE/SERIES:		4. TITLE:	
5. STATUS: (X one): <input type="checkbox"/> GS <input type="checkbox"/> NAF <input type="checkbox"/> AF			

### SECTION 2— DIRECTORATE INFORMATION

1. DIVISION/BRANCH:	2. SECTION:
3. SUPERVISOR'S NAME:	4. TELEPHONE:

### SECTION 3— INPROCESSING REQUIREMENTS

ACTION ITEM	INITIAL	DATE
Obtain Letter of Employment (Bldg. 1621, Camp Henry, CPAC)		
Complete DoD Information Assurance (IA) Awareness Training ( <a href="https://ia.signal.army.mil/login.asp">https://ia.signal.army.mil/login.asp</a> )		
Initiate /Obtain Required Signatures on System Authorization Access Request (SAAR) (DD FORM 2875)		
Obtain DoD Common Access Card (CAC). Installation Access (DBIDS) and Ration Control (Bldg. 330, Camp Walker)		
Housing Office (Bldg. 330, Camp Walker; Bldg. T127, Camp Carroll)		
Career Counseling —Visit Workforce Development (Bldg. 1211)		



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### SECTION 3 —INPROCESSING REQUIREMENTS

ACTION ITEM	INITIAL	DATE
Tour work facility (copier/fax/scanner, break room) and review of fire escape plan procedures		
Obtain GTC Training and Travel Card Issued (travel.dod.mil) and/or notify GTC Manager to transfer account		
File Travel Voucher - (Required within <b>5 days</b> of arrival) <b>Website:</b> <a href="https://dtsproweb.defensetravel.osd.mil/dts-app/pubsites/all/view">https://dtsproweb.defensetravel.osd.mil/dts-app/pubsites/all/view</a>		
“Service Now” Portal Website for uploading TQSA; NTS; Advance Pay; Post Allowance; LQA and TQSA. <b>Website:</b> <a href="https://service.chra.army.mil">https://service.chra.army.mil</a>		
Obtain Training from Supervisor on how to complete the following: <ul style="list-style-type: none"><li>• ATAAPS Time Card — <a href="https://ataaps.csd.disa.mil/">https://ataaps.csd.disa.mil/</a></li><li>• Completion/Reporting/Overtime Submission (ATAAPS)</li><li>• Create Email Signature Block (USAG format must be followed)</li><li>• Calendar Dates of Mandatory Events (All Hands, Staff Meetings)</li></ul>		
Discuss with Supervisor work schedule, hours, payroll, labor accounting & leave / absence policies and procedures.		
Read USAG Commander’s Mission, Vision, and Value Statements <b>Website:</b> <a href="https://home.army.mil/daegu/index.php/about/mission">https://home.army.mil/daegu/index.php/about/mission</a>		
Meet with Noncombatant Evacuation Operation (NEO) Branch Representative. Prepare NEO Binder by visiting the <b>NEO SharePoint Site:</b> <a href="https://army.deps.mil/army/cmds/imcom_pac-usag/daegu/dptms/Pages/USAG_Daegu_NEO.aspx">https://army.deps.mil/army/cmds/imcom_pac-usag/daegu/dptms/Pages/USAG_Daegu_NEO.aspx</a> <ul style="list-style-type: none"><li>• Issue of Protective Mask (s) - Including Dependents</li><li>• Update Accountability in Garrison DPTMS NEO SharePoint Site</li><li>• Prepare NEO Kit/Bag</li></ul>		
Postal Services Center — Mail Box Registration/Key (Camp Walker, Bldg. S409 or Camp Carroll, Bldg. 203).		
Obtain Office Safety Information from unit Safety Officer— Review Building Fire Escape Plan, Work Hazards Safety Information		



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### SECTION 3 —INPROCESSING REQUIREMENTS

ACTION ITEM	INITIAL	DATE
Obtain SOFA Stamp in Passport (Bldg. S-1805, Camp Henry, Legal)		
Establish Bank Account (DoD Community Bank, Navy Federal Credit Union) (Camp Carroll, Camp Henry, or Camp Walker locations) ( <b>Note:</b> You must have bank account to receive LQA).		
Emergency Essential Civilian (if applicable): <ul style="list-style-type: none"><li>• Sign DD Form 2365 EEC acknowledgement form from CPAC</li><li>• Obtain DA Form 3078 from DPTMS (Bldg. 1621, Camp Henry</li><li>• Visit Military Clothing Sales (Camp Walker, Bldg. S371). Bring signed DA Form 3078 accompanied by the unit GPC cardholder to purchase your military clothing items.</li><li>• Visit Central Issuing Facility (CIF) to receive all Individual Protective Equipment (Camp Carroll, Bldg. S502). Call 765-8954 for appointment). Bring Letter of Employment.</li></ul>		
Add name to all relevant email distribution lists for job position.		
Defense Travel System—update contact information on <b>DTS Website</b> : <a href="https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/">https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</a>		
* Veterinarian Services for Pets (Bldg. S-341, Camp Walker) - Ensure registration of your pet under the NEO Program.		
Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training ( <b>GS Employees Only</b> ). <b>IMCOM Academy Website Training Requirements</b> : <a href="https://www.mwr.army.mil/">https://www.mwr.army.mil/</a> ( <b>NAF/APF Employees Only</b> )		
Meet with Supervisor to set development goals for IDP with employee in ACT ( <b>GS Employees Only</b> ).		
Review all USAG Command policy letters. <b>Policy Letter SharePoint Site</b> : <a href="https://army.deps.mil/army/cmds/imcom_pac-usag/daegu/SitePages/Home.aspx">https://army.deps.mil/army/cmds/imcom_pac-usag/daegu/SitePages/Home.aspx</a>		
ADPAAS and ALERT - <a href="https://adpaas.army.mil">https://adpaas.army.mil</a>		
CYS (if applicable) <a href="https://daegu.armymwr.com">https://daegu.armymwr.com</a> (Select childcare).		
School Registration for Teens—Camp Walker DoDEA Middle/High School - <a href="https://www.dodea.edu/DaeguMHS/">https://www.dodea.edu/DaeguMHS/</a> School Registration for Children—Camp George DoDEA Elementary School - <a href="https://www.dodea.edu/DaeguES/">https://www.dodea.edu/DaeguES/</a>		



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## IN-PROCESSING CHECKLIST—New Civilian Employee (PAGE 4 of 5)

### SECTION 3 —INPROCESSING REQUIREMENTS

ACTION ITEM	INITIAL	DATE
Add contact information to Organizational Directory.		
Watch USAG Daegu Welcome Video: <a href="https://home.army.mil/daegu/index.php/my-fort/newcomers">https://home.army.mil/daegu/index.php/my-fort/newcomers</a>		
Notify Organization Defense Travel System Administrator (DTS)		
<b>Security Clearance.</b> Employees who have a security clearance <b>Must in process through the Garrison Security Manager</b> (Camp Henry Bldg. 1211, Rm 217).		
Obtain IT Equipment As Required (i.e., laptop, blackberry, cellular phone) (if applicable).		
Obtain Government Vehicle License (TMP) for job position (if applicable).		
Obtain Privately Owned Vehicle (POV) Driver's License (if applicable)		
Complete all initial ancillary annual reoccurring training (Sexual Harassment, EEO, OPSEC, SHARP, Antiterrorism, all applicable seasonable safety training)		
Tricare (if applicable). Change Tricare Prime to Tricare Overseas <a href="http://www.tricare-overseas.com/">http://www.tricare-overseas.com/</a>		
Complete the SF-813 (if you are new to federal service) - Bldg. 1621, Camp Henry, CPAC) (Retired military only)		
Meet with Supervisor to review and finalize performance objectives, standards, and sign performance plan		
Complete Excellence (OPEX) Customer Service Training: ( <i>Note: Availability of classes may prevent this from being completed within 30 days</i> )		
DATE: _____ TIME: _____		



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## IN-PROCESSING CHECKLIST—New Civilian Employee (PAGE 5 of 5)

### SECTION 3 —INPROCESSING REQUIREMENTS

ACTION ITEM	INITIAL	DATE
Schedule Command / Organization Onboarding Briefings with Workforce Development/Army Community Services (ACS) (Bldg. 330, Camp Walker)  DATE: _____ TIME: _____		
Arrange to meet your Supervisor's Rater: (Senior Rater)  DATE: _____ TIME: _____		
Arrange to meet with Deputy Garrison Commander (Note: Final meeting <b>after</b> you have completed all other initial meetings with your Chain of Command: Rater and Senior Rater).  DATE: _____ TIME: _____		

### SECTION 4—CERTIFICATIONS (Sign and return completed checklist to the Camp Henry, DHR Administrative Office, Bldg. 1211, Rm. 129, within 30 days of arrival to USAG-Daegu)

New Arrival Signature:	Date Signed: (YYYY/MM/DD)
Supervisor Signature:	Date Signed (YYYY/MM/DD)

**HELPFUL LINKS:** U.S. Army Garrison Daegu Website <https://www.army.mil/Daegu>; Army Civilian Personnel Online (CPOL): <http://cpol.army.mil/> ; Army Career Tracker (ACT): <https://actnow.army.mil/>; United States Force Korea <http://www.usfk.mil/>; NAF Employees—<https://www.mwr.army.mil/>; Child and Youth Services Site: <https://daegu.armymwr.com>