



**JOINT BASE MYER-HENDERSON HALL
IN-PROCESSING CHECKLIST**



102 CUSTER ROAD, BUILDING 203, ROOM 203, FORT MYER, VA 22211

Employee Name (Last, First, Middle Initial)	Directorate:	Division/Branch
Title:	Series & Grade/Rank:	Date of Arrival:
Supervisor's Printed Name:	Supervisor's Phone number:	Sponsor:

The following actions need to be completed within 30 days of arrival. Note: This section will be utilized by all personnel (DA Civilians, NAF).

SECTION	INITIAL/DATE	SECTION	INITIAL/DATE	SECTION	INITIAL/DATE
1. Civilian Personnel (if new to the Army) Ft Belvoir CPAC, 5800 Putnam Rd, Ft Belvoir, VA 2206 (703) 704-3009		2. JBM-HH In-processing DHR/Workforce Development POC: Jennifer Souza (703) 696-3520		3. Pay – POC: Elena Sarsozo Bldg. 59, Rm. 201, (703) 588-2847	
4. Common Access Card (CAC) Bldg. 202, (703) 696-3030		5. Initial Counseling Employee's supervisor Discuss PD, standards, expectations, IDP within first 30 days		6. DPMAP Training Date: (703) 696-3520	
7. Cyber Awareness Training For computer access: https://jkodirect.jten.mil		8. Chief of Staff – Mr. Ronny James, Bldg. 59 (703) 696-5871 Schedule meeting/telecon within first two weeks of employment		9. Newcomer's Orientation – Date: To include: Ethics, & Equal Employment Opportunity Training	
10. Security/JPAS Bldg. 59, Rm. 115, (703) 696-0756		11. GTC & DTS – GTC: Bldg. 59, Rm. 206, (703) 696-5650 DTS : Bldg. 59, Rm. 208, (703) 696-5489 (if applicable)		12. Return completed form to Jenn Souza, Bldg. 203, Rm. 203 jennifer.s.souza2.civ@army.mil	

NAF SERVICES

SECTION	INITIAL /DATE	SECTION	INITIAL /DATE	SECTION	INITIAL /DATE	SECTION	INITIAL/ DATE
1. Team Member Orientation		2. Family and MWR Orientation		3. Operation Excellence Customer		4. Basic Management Course (Required within first 6 months)	

REQUIRED ANNUAL TRAINING (ALL Personnel)

This training must be completed within 6 months of arrival unless proof of completion can be provided.

Operational Security (OPSEC)	Y/N	Employee Safety	Y/N
Anti-Terrorism (AT) Level 1	Y/N	Preventing Workplace Violence	Y/N
Personnel Recovery	Y/N	SHARP (Sexual Harassment/Assault Response)	Y/N
Combat Trafficking of Person	Y/N	Supervisor Development Course (if applicable)	Y/N
Threat Awareness and Reporting Program (TARP)	Y/N	Operation Excellence	Y/N
Ethics Training	Y/N	EEO, Anti-Harassment, No Fear	Y/N
Cyber Awareness	Y/N	Information Security (INFOSEC)	Y/N

Training Links:

Anti-Terrorism: <http://jko.jten.mil/courses/at1/launch.html> - Search JS-US007 Level I Antiterrorism Awareness Training

Operation Excellence Training: Classroom/Virtual

Sexual Harassment/Assault Response and Prevention Program (SHARP): Classroom/Virtual

Violence in Workplace: <http://media.cpms.osd.mil/faslerd/employee/menu.htm>

OPSEC Training: <http://www.lms.army.mil/>

Constitution Day Training: <http://constitutionday.cpms.osd.mil/>

Risk Management Basic Training: <https://www.atrrs.army.mil> Search 2G-F104_DL or Risk Management Civilian Basic

Safety: <https://safety.army.mil/training/>

Combating Trafficking in Persons: <http://www.lms.army.mil/>

Threat Awareness and Reporting (TARP): <http://www.lms.army.mil/>

Personnel Recovery: <http://www.lms.army.mil/>

EEO, Anti-Harassment, No Fear Training: Web and Classroom required. <http://www.lms.army.mil/>

CES – Foundation, Basic, Intermediate and Advance Courses: DL and Resident required.
<https://www.atrrs.army.mil/channels/chrtas/web/application/>

Supervisor Development Course (SDC): Web required WI 12 months and every 3 years thereafter.
<https://www.atrrs.army.mil/channels/chrtas/web/application/>

Ethics: <https://www.jagcnet2.army.mil/Training/start.xsp?goto=ETH16> or Log into <https://www.jagcnet.army.mil/>

Information Security Program Training: <http://www.lms.army.mil/>