



# HQ IMCOM

## IN-PROCESSING CHECKLIST

2405 GUN SHED ROAD, BUILDING 2261 FORT SAM HOUSTON, TX 78234



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

**The following actions need to be completed within 5 days of arrival. Note: This section will be utilized by all personnel (DA Civs, NAF, and Mil Pers)**

SECTION	INITIAL/ DATE	SECTION	INITIAL/ DATE	SECTION	INITIAL/ DATE
1. G1 Personnel & Payroll-(Personnel Support -2 <sup>nd</sup> FL) Required by all employees.		5. Safety/OSHA Training Gordon Tate (2 <sup>nd</sup> FL, RM 2100) Will be conducted at New Comers Orientation		9. G8 Manpower IOL Update Cynthia Snipes (3 <sup>rd</sup> FL/3-162) or Keith Dyer (3 <sup>rd</sup> FL/3-161)	
2. G1 Personally Identifiable Info (PII) Training Jeffrey Sweeney (2 <sup>nd</sup> FL/2-217)		6. CMTD Security Office Building Badge /JPAS Johnny Hammiel or Ray Taylor (3 <sup>rd</sup> Floor ) 3-58/3-57		10. IA Training website – <a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>	
3. G6 IT Access Tom Deierlein - IA Training 1FL, Cubicle 273)		7. CMTD Newcomers Orientation/security brief given once a month a month (1 <sup>st</sup> FL)		11. Knowledge Mgmt and SharePoint Training 1 FL Cubicle 95, 96, 97	
4. CPU Pick-up from Endy Cain (2 <sup>nd</sup> FL, RM 2500)		8. G8 GTC and DTS Program Coordinator Kat Weaver (3 <sup>rd</sup> FL/3-171)			

### 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 Service		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.**

Accident Avoidance	<u>Completed</u> Y/N	Operational Security	<u>Completed</u> Y/N
Anti-Terrorism	Y/N	Preventing Workplace Violence	Y/N
ASAP/Substance Abuse Awareness Training (SAAT)*	Y/N	SHARP	Y/N
Combat Trafficking of Person	Y/N	Supervisor Development Course (if applicable)	Y/N
Composite Risk Management	Y/N	Threat Awareness and Reporting Program	Y/N
Ethics Training	Y/N	No Fear Act	Y/N
Staff Officer Course	Y/N	<b>*First Available</b>	

**Note: Military personnel will have 2 weeks to complete any Annual training which is within 30 days of being out of tolerance. Complete list of mandatory Annual Training for Military Personnel can be found in AR 350-1, Table G-1.**

## Military Personnel will in-process the following sections at the S1, HHC Orderly Room and Training Room

S1 ACTIONS	INITIALS	DATE	COMPANY ACTIONS	CHECK	DATE
ORDERS				Y/N/NA	
DUTY MEMO			CIF PRINTOUT	Y/N/NA	
DD FORM 93/SGLV			FAMILY CARE PLAN	Y/N/NA	
2D SET OF I.D. TAGS FOR SRP PACKETS			COPY OF FCP	Y/N/NA	
FRG SURVEY			PT CARD/5500/5501	Y/N/NA	
FOREIGN LANGUAGE SURVEY			PROFILE	Y/N/NA	
ERB/ORB			WEAPONS QUALIFICATION	Y/N/NA	
NCOER/OER (COR)			PERSONALLY OWNED WEAPON	Y/N/NA	
BIO			MOTORCYCLE OWNERSHIP (CERT OF COMPL)	Y/N/NA	
DRIVERS LICENSE (MIL & CIV) IF APPLICABLE					

### POC PHONE NUMBERS

HHC, IMCOM, COMMANDER	210-466-1912
HHC, IMCOM, FIRST SERGEANT	210-466-1913
S1 NCOIC	210-466-2034
S1 NCO	210-466-2098

### Training Links:

Log into ALMS by first logging into AKO [www.us.army.mil](http://www.us.army.mil). You will now see navigation headers (Home, My Account, Favorites, Quick Links and Self Service) on your homepage within AKO.

**Sexual Harassment/ Assault Response and Prevention Program (SHARP):** <http://www.sexualassault.army.mil/>

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

**OPSEC Training:** <http://cdsetrain.dtic.mil/opsec/index.htm>

**Anti-Terrorism:** <https://atlevel1.dtic.mil/at/>

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

**Composite Risk Management Training:** <https://safety.army.mil/crm/>

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

**Combating Trafficking in Persons:** <http://www.combat-trafficking.army.mil/>

**COMPLETED INPROCESSING CHECKLIST WILL BE TURNED IN TO HHC, ORDERLY RM FOR MILITARY PERSONNEL AND G1 CIVPER FOR CIVILIANS AFTER COMPLETION OF NEWCOMERS ORIENTATION**