|  |  |  |
| --- | --- | --- |
| HQ USSOCOM J3-IIN-PROCESSING CHECKLIST |  |  |
| In-processing Date:  |  |
| NAME: *(Last, First, MI)*   | Rank: | Country: |
| Service: *(circle one)* Air Force Army Navy Other |  |
|  ACTIVITY PHONE IN OUT DUTY HOURS |  |
| 1. Obtain ID Card / Foreign Identification Number (FIN) (ex. 904-00-1010) 8011 Tampa Point Blvd (Bldg 373)  | 828-5118 / 2278 /1988 |  |  | 0730-1530 M, T, Th, F0730-1200 Wed |
|  1a. \*\*OUT-PROCESS\*\* Return CAC and dependent ID cards to J3-I | 826-2946 |  |  | M-F 0700-1530 |
| 2. SMO: Receive USSOCOM Security Badge (Bldg 501E); Ensure building access  | 826-2556 |  |  | 0730-1530 M-F (Closed 1150-1300)  |
|  2a. \*\*OUT-PROCESS\*\* Return USSOCOM Badge to SMO or to J3-I | 826-2946 |  |  | M-F 0700-1530 |
| 3. TRICARE: Receive benefits brief (3250 Zemke Ave., 2nd Floor) | 827-9900 |  |  | M-F; 0730-1630 |
| 4. SOCOM Clinic: 3250 Zemke Ave, or Flight Medicine Clinic | 827-9870 |  |  | M, Tu, Th & F; 0730-1630hrs W 0730-1130hrs  |
| 5. Complete and return J3-I In-processing information sheet (Bldg 501D) | 826-2946 |  |  | M-F; 0700-1530 |
| 6. Review and sign Annexes to MOA/MOU | 826-2946 |  |  | M-F; 0700-1530 |
| 8. Verify access to APAN and assist with account set-up  | 826-2946 |  |  | M-F; 0700-1530 |
| 9. Complete LAN account form (IMT 12) to obtain NIPR account via FDOa. Complete Cyber Awareness Training  | 826-2946 |  |  | M-F; 0700-1530 |
| 10. Obtain BICES(X) account (if permitted)a. Schedule BICES 101 training | 826-4245 |  |  | M-F; 0700-1530 |
| 11. \*\*\*\*If FIVE EYES, complete paperwork for SIPR (REL) Access (SEE BELOW) | 826-7090 |  |  | M-F; 0700-1530  |
|  9a/10a/11a. \*\*OUT-PROCESS\*\* Disable all computer accounts  | 826-2946 |  |  | 0730-1530 M - F |
| 12. Add to ATHOC Database/Accountability Rosters/Email distro lists | 826-2946 |  |  | 0730-1500 M - F |
|  12a. \*\*OUT-PROCESS\*\* Remove from SOCPED & ATHOC and  | 826-2946 |  |  | 0730-1530 M - F |
| 13. Orientation: J3-I Battle Rhythm/Org Chart/Calendars/Hours of Operation | 826-2946 |  |  | M-F; 0700-1530 |
| 14. Schedule for the following briefings: Receiveda. USSOCOM Contact Officer Security Brief:  b. Courier card/letter brief (if needed): c. SOCOM Tour  |   |  |  |  |
| 15. Schedule Meetings with a. Command Staff: b. J3 Leadership: c. J3-I Leadership:   |  |  |  |  |
| 16. Orientation Briefings:  a. Security: \_\_\_\_\_\_\_\_\_\_\_\_ b. Portal Trng: c. J6:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. SOLO: e. SOUTHCOM: f. RFI:   g. Engagements: h. BICES CDC Analyst: \_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |  |
|  |  |  |  |
| FIVE EYES Countries ONLY |  |
| 1. Complete DD Form 2875 (SIPR REL Access) a. Complete NdA & SIPR Training Form  b. SMO/SSO Part III DD Fm 2875 c. SIPR Supplementary Training (Cyber Awareness Challenge) |  |  |  |
| 2. Complete BIOMETRICS for access to FVEY SCIF (Rm 257) a. SMO gives PCU access for opening/closingb. Ensure member has combination to FVEY SCIF  |  |  |  |
| 3.  |  |  |  |

##

**\*\*Return checklist to J3-I, Support Team (Bldg 501D) when complete.**

Updated: 23 May 2017