|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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; 0730-1630hrsW 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 FDO a. 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: Received a. 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/closing b. Ensure member has combination to FVEY SCIF | | |  | | |  | |  | |
| 3. | | |  | | |  | |  | |

## 

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

Updated: 23 May 2017