



DRAFT 75TH AIR BASE WING WING STAFF AGENCY IN-PROCESSING CHECKLIST (16 JAN 2020)



NAME:		RANK:
DAS:	OFFICE SYMBOL:	DATE:
DUTY TITLE:		POSITION #:
SUPERVISOR:		PHONE:

MILITARY RETURN CHECKLIST TO 75 CPTS COMMAND SECTION, BLDG 430 WHEN COMPLETE
CIVILIANS RETURN CHECKLIST TO SUPERVISOR WHEN COMPLETE
CONTRACTORS RETURN CHECKLIST TO IMMEDIATE SUPERVISOR WHEN COMPLETE
(COMPLETE WITHIN 10 DUTY DAYS)

	ITEM	POC	SIGNATURE	DATE
<input type="checkbox"/>	All Military Personnel report to Building 430/MPF Customer Support to initiate base in-processing (Mil Only) (MPF will provide a list of appointments)	Bldg 430 MPF Front Desk		
<input type="checkbox"/>	Attend Required Base Orientation Briefing Newcomer's Orientation – (Mil Only) New Employees Orientation (NEO) - (Civ Only) Hill Executive Leadership Orientation (HELLO) – (All Commanders, Directors, Command Chiefs, CMSgts, First Sergeants)	Military: Bldg 150 801-775-6837 Civilians: Bldg 385 801-777-2151 Exec Leaders: Bldg 150 801-775-6837 to schedule		

COMMANDER SUPPORT STAFF, Bldg 430, 75 CPTS COMMAND SECTION

<input type="checkbox"/>	Verify Reporting Official/Duty Title and Last OPR/EPR/LOE Closeout Date and Status (Mil Only)	Bldg 430, 75 CPTS Command Section, 801-586-1463		
<input type="checkbox"/>	Schedule or confirm last Fitness Assessment (Mil Only)	Bldg 430, 75 CPTS Command Section		
<input type="checkbox"/>	Transfer Government Travel Card (GTC) or Submit Application (Mil & Civ Only)	Bldg 430, 75 CPTS Travel Cell, 801-586-2183		
<input type="checkbox"/>	Add to Defense Travel System (DTS) (Mil & Civ Only)			
<input type="checkbox"/>	Meet with the WSA Superintendent (Mil Only)	Bldg 430, 75 CPTS Command Section, 801-586-5230 to schedule		
<input type="checkbox"/>	Meet with the WSA First Sergeant (Mil Only) (Call First) (Complete Family Care Certificate AF Form 357, only for mil-to-mil or single with dependents)	Bldg 891, 75 ABW/SC Front Office 801-940-7735 to schedule		
<input type="checkbox"/>	Meet with the WSA/75 CPTS Commander (Mil Only)	Bldg 430, 75 CPTS Command Section 801-586-2010 to schedule		
<input type="checkbox"/>	SNCOs ONLY: Meet with the 75 ABW Command Chief (Mil Only)	Bldg 1102, 801-777-5567 to schedule		

DUTY SECTION

<input type="checkbox"/>	Verify Supervisor/Position (Civ & Contractors)	Civilians/Contractors: Contact Supervisor		
<input type="checkbox"/>	Obtain CAC Card (Contractors only)	As Appropriate		
<input type="checkbox"/>	Obtain Building Security Badges, Proximity Cards, Office Keys (All)	Building Facility Manager		
<input type="checkbox"/>	Contact office Timekeeper for briefing (Civ Only) <ul style="list-style-type: none"> Update ATAAPs Obtain MyPay access Civilian Supervisors complete timecard training & submit 577 	Timekeeper		
<input type="checkbox"/>	Update agency/duty section recall roster (All) (Update Alert notification system on NIPRNet)	Duty Section POC		
<input type="checkbox"/>	Contact WSA Information Assurance Officer (IAO) to setup or transfer e-mail account and add to Unit Org box, Distribution lists, and office SharePoint Sites (All) (Complete/submit DD Form 2875 System Authorization Access Request (SAAR) & AF Form 4394 Air Force User Agreement Statement – Notice and Consent Provision)	Bldg 445 801-777-2106 Bldg 460 801-777-4778 to schedule		
<input type="checkbox"/>	Determine if SPIRNet access is required (All) (Complete/submit additional DD Form 2875 to Unit Security Manager for validation and subsequently to Hill Secure Domain Admin)	Supervisor		

<input type="checkbox"/>	Complete training/submit requests as required to access specific duty section information systems (All) (ERM, CAS2NET, MAT, MICT, etc) (Complete/submit DD Form 2875s and/or updated appointment letters as required)	Duty Section POC(s)		
<input type="checkbox"/>	Establish/review MyBiz e-Personnel Account/Record - go to: (https://compo.dcpds.cpmc.osd.mil/) (Civ Only)	DCPDS Web Site		
<input type="checkbox"/>	Complete Personal Vehicle Emissions e-Registration (Mil & Civ Only) (Submit AF Form 4434 , Vehicle Inspection & Maintenance Self-Certification to https://apims.af.mil/apims/ecars/certification/records.ecars)	801-777-0888 with questions		
<input type="checkbox"/>	Contact WSA Antiterrorism Representative for initial briefing (All)	801-586-1204 to schedule		
<input type="checkbox"/>	Conduct Initial Safety orientation/briefing (All) (Complete AF Form 55)	USR/Supervisor		
<input type="checkbox"/>	Check with Unit/Agency Motorcycle Safety Representative (All) <ul style="list-style-type: none"> Conduct Initial Motorcycle Safety briefing, as required 	Unit/Agency MSR's		
<input type="checkbox"/>	Complete OGE 450 Financial Disclosure (if applicable) & Ethics Training (mandatory for mil & civ) (Mil & Civ Only)	Bldg 1278 75 ABW/JA 801-777-6753 to schedule		
<input type="checkbox"/>	Interview with NCOIC/Supervisor (All) <ul style="list-style-type: none"> Conduct Initial Feedback (within first 30 days) Review duties/performance plan Update/create Personnel Information File (PIF)/971 as required Determine Telework & Physical Fitness participation policies 	NCOIC/Supervisor		
<input type="checkbox"/>	Interview with Section/Flight Chief (All)	As Appropriate		
MOBILITY AND READINESS				
<input type="checkbox"/>	Drop off/create mobility folder (Mil Only)	Bldg 891 801-777-9949 or 801-586-8264 to schedule		
<input type="checkbox"/>	Update vRED (Mil Only) (Email to "Hill UDM 75 ABW/SC")			
	Update Form 55 (Mil Only) (Email completed AF Form 55 to "Hill UDM 75 ABW/SC")			
<input type="checkbox"/>	Update AEF Band Assignment (Mil Only) (Supervisor notify UDM immediately)			
TRAINING MANAGER				
<input type="checkbox"/>	Initiate/Review AF Training Record & Establish/Update ADLS & TSS Account Profiles (All) (For TSS access, complete/submit DD Form 2875 ; list "Request TSS access" as justification & send to UTM) <ul style="list-style-type: none"> Military make appointment with WSA UTM to review ADLS, CDC, & upgrade training status/records Civilians take NEO Graduation Certificate along with CAC Card (issued at least 24 hours) to Bldg 1279, Civilian Training Contractors take CAC Card (issued at least 24 hours) to Bldg 1279, Civilian Training Verify/complete TFAT-DoD IAA CyberAwareness (ADLS) Verify/complete TFAT-Force Protection (ADLS) Verify/complete TFAT-Religious Freedom training (ADLS) Verify/complete TFAT-Combating Trafficking In Persons (ADLS) Verify/complete SFT-NO FEAR training (ADLS) Verify/complete MISC-Environmental Management Awareness (ADLS) Verify/complete Security Education & Motivation Phase I/II (as required for RAB/Line Badge) (TSS) 	Military: Bldg 430, 75 CPTS/WSA UTM 801-777-1851 Civilians/Contractors: 75 FSS/FSDEC Base Training Bldg 1279 801-586-6080 to schedule		
SECURITY MANAGER				
<input type="checkbox"/>	Contact Security Manager for appointment: (All) <ul style="list-style-type: none"> 75 ABW/CP: 801-777-3007 75 ABW/JA: 801-777-6753 All Others: 801-586-0686 (75 ABW/CC, CV, CCC, CCE, CCS, CCEA, CCP, CVB, CVD, CVK, CVS, DS, DSE, EO, EUL, HC, HO, IG, IP, MU, OM, PA, SE, WWA, & XP) 	Unit Security Manager		
<input type="checkbox"/>	Conduct security briefing(s) (All) <ul style="list-style-type: none"> Complete initial security briefing Complete cleared personnel briefing (as required) (TSS) 	Unit Security Manager		
<input type="checkbox"/>	Update Joint Personnel Adjudication System (JPAS) (All) ✓ (Check position sensitivity & current investigation: verify eligibility and investigation status to include open/submitted)			
<input type="checkbox"/>	Complete Non-Disclosure Agreement Briefing (All cleared personnel) (Complete SF Form 312) ✓			
<input type="checkbox"/>	Complete AF Form 2583 (All cleared personnel) ✓			
<input type="checkbox"/>	Complete NATO Briefing (All cleared personnel with "ACCESS" in JPAS to Secret or Higher) ✓			
<input type="checkbox"/>	Complete Derivative Classification Training (TSS) (Required for initial and every two years) (All cleared personnel)			
<input type="checkbox"/>	As applicable: Issue Restricted Area Badge (RAB) (All) ✓ (Complete AF Form 2586)			