

US ARMY GARRISON GRAFENWOEHR, CIVILIAN INPROCESSING CHECKLIST

PLEASE COMPLETE THE CORE ACTIVITIES WITHIN 5 WORKING DAYS

INSTRUCTIONS: This checklist is tailored to assist you to in-process USAG Grafenwoehr Military Community. This form gives you the core key processes to become productive on the job. Recommend completion within 5 work days and that your supervisor assists you to insuring that it is completed within this timeframe.

PERSONAL DATA

NAME (<i>Last, First, Middle Initial</i>) & GRADE Telephone/Cell Number	Last 4-digit SSN	SPONSORSHIP PROGRAM ASSIGNED BY SUPERVISOR: SPONSORS NAME/CONTACT INFO
--	------------------	---

GAINING ACTIVITY DATE OF ARRIVAL:	LOSING ACTIVITY
--	-----------------

INPROCESSING

DATE	Service Provider INITIALS	***TO BE COMPLETED WITHIN 5 WORK DAYS*** IMPORTANT: Please hand-carry or scan copy of completed checklist to the Workforce Development Division, Bldg 244 (Graf), DSN 475-6753, and your supervisor.
------	---------------------------	---

		<u>CIVILIAN PERSONNEL ADVISORY CENTER (CPAC):</u> Building 244 (Main Post), DSN 475-1630, Civ: 09641-84-1630. Civilian In-processing must begin immediately upon arrival. For more information visit the Living/Working Overseas Website: http://cpolrhp.belvoir.army.mil/eur/overseas/index.html Documents Required:
--	--	--

		<p><u>CENTRAL PROCESSING FACILITY (CPF):</u> The CPF is the next stop after CPAC. The new employee will be scheduled for driver's training/testing and Mandatory community briefings. CPF, Bldg 161 (Rose Barracks), DSN 476-2233, 09662-83-2233. A CPF representative will initial below after the attendance of each.</p> <p style="text-align: center;"> Commander's Brief (Wednesday 0800-0845, bldg 161): _____ Community Briefings (Wednesday 0845-1500, bldg 161): _____ </p> <p><u>HOUSING REFERRAL OFFICE/CENTRAL FURNISHING:</u> Bldg 244 (Main Post)/Bldg 215 (Rose Barracks), DSN 475-6245 Civ: 09641-84-6245 (Main Post)/476-2236, 09662-83-2236 (Rose Barracks). Housing assistance (Rental & Purchase of House), furniture, beds, refrigerator, stove, dishwasher, AFN Decoder, information to setup meter readings for UTEP (Tax Relief & Utility payments OPTIONAL). Documents Required: PCS Travel Orders, need office address & telephone/cell numbers. NOTE: When house searching, check Internet capability and School bus stops availability prior to making decision to rent or buy. Visit www.ahrm.com for more information.</p> <p><u>TRANSPORTATION OFFICE:</u> (Personal Property/HHG), Bldg 215 (Rose Barracks), DSN 476-2860, 09662-83-2860. Documents Required: PCS Travel Orders, HHG shipping paperwork from last duty station.</p> <p><u>VEHICLE REGISTRATION:</u> (License Plates, Vehicle Registration), Bldg 301 (Main Post), DSN 475-7254, Civ: 09641-84-7254. Documents Required: Valid Vehicle Insurance, drivers license, and vehicle safety inspection (done free at DOL Inspection Station on post, bldg 301).</p> <p><u>DRIVERS' TESTING:</u> (USAREUR License/TMP license), Bldg 151 (Rose Barracks), DSN 476-2886, 09662-83-2886. Testing M-F 0930-1100. Documents Required: Attendance of Driving Orientation Training, PCS Travel Orders, and US Driver's license required for attendance. Must bring a check or money order for \$10 in order to receive your license.</p> <p><u>COMMUNITY MAIL ROOM:</u> Bldg 141 (Main Post)/ Bldg 338 (Rose Barracks), DSN 475-6164, Civ: 09641-84-6164 (Main Post)/476-2509, 09662-83-2509 (Rose Barracks) M-F, 1000-1730 hours. Sponsor may obtain new mail box, but the new employee must personally visit the mailroom to confirm their mail box combination after arrival. Documents Required: PCS Travel Orders.</p>
--	--	---

		<p><u>SUPERVISOR:</u> Review checklist and assist the new employee in completing all areas of the in-processing checklist.</p> <p><u>CYSS CENTRAL REGISTRY:</u> (Day Care facilities, Sports, Youth Center, School Age Services-before and after school services, Summer Camp), Main Post, Bldg 244, DSN 475-7180, Civ: 09641-84-7180/Rose Barracks, Bldg 2234, 476-2165, . 09662-83-2165 Documents Required: ID Card, Immunization Records, 2 emergency designees who have access to the Post (not spouse or sponsor), LES from sponsor & spouse, if working-both mandatory for full care services from 0600 to 1800 hours.</p> <p><u>EQUAL EMPLOYMENT OPPORTUNITY:</u> Bldg 537 (Main Post), DSN 475-8360, Civ: 09641-84-8360. No Documents Required. (Receive EO information briefing)</p> <p><u>ID CARD OFFICE:</u> (ID Card, DEERS, CAC), Bldg 244 (Main Post), DSN 475-6550, Civ: 09641-84-6550/Bldg 215 (Rose Barracks), DSN: 476-2231, 09662-83-2231 . REQUIRED: ID card application issued by the CPAC representative. In order for your ID to be activated must go to the IACS Station. NOTE: Must sign in prior to 1100 hrs due to lunch from 1200-1300 hrs and prior to 1600 hrs closing time.</p> <p><u>RATION CARDS:</u> (Used to purchase tobacco/alcohol/coffee), Bldg 244 (Main Post), DSN: 475-6550, Civ: 09641-84-6550, Room 134. Documents Required: <i>Ration Card Request Memo signed by supervisor.</i></p> <p><u>IACS STATION:</u> Bldg 215 (Rose Barracks), DSN 476-3600, 09662-83-3600/Bldg 244 (Main Post) 475-8415, Civ: 09641-84-8415. Documents Required: ID Card. The ID card is required for registration and granting installation access.</p> <p><u>TIMEKEEPER:</u> See supervisor for timekeeping information. Documents Required: Supervisor will ensure DD 2875 is completed for email access or AKO guest if no account and ATAAPS for timecards.</p>
--	--	---

	<p>E-MAIL ACCOUNT: See Directorate/unit IMO for NIPR and SIPR email accounts verification/setup. Documents Required: DD 2875 (Go to http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo3211.html to download the form)</p> <p>ARMY COMMUNITY SERVICE (ACS): Bldg 244 (Main Post), Room 113 (Main Post)/Bldg 322 (Rose Barracks), DSN 475-8371, Civ: 09641-84-8371 (Main Post)/476-2650, 09662-83-2650 (Rose Barracks). Welcome Packets, Grafenwoehr Military Community info/contacts/ local travel/cultural events, relocation assistance, and loan closet.</p> <p>SECURITY OFFICE: Bldg 500 (Main Post), DSN 475-7087, Civ: 09641-84-7087. Documents Required: Passport, photo ID with SSN. Will require you to take the SAEDA and OPSEC briefing on-line. Documents Required: All DoD personnel & family members over age 14. Certification to supervisor. Antiterrorism Training (AT) online at https://atlevel1.dtic.mil/at/ provided by and signed by supervisor, AKO Account, ID Card.</p>	
	<p>ONE PROGRAM: (Orientation for New Employees) (Garrison Employees ONLY) DHR Workforce Development Section, Building 244 (Main Post), room 209, DSN 475-6753, Civ: 09641-84-6753. No Documents Required. (Receive employee benefit briefing)</p>	
	<p>CIVILIAN IN-PROCESSING SURVEY: After in-processing, please complete the survey located at: https://www.surveymonkey.com/s/civilianinprocessingsurvey</p>	
	<p>For more information about USAG Grafenwoehr and Newcomer information, visit the Garrison Homepage at: http://www.grafenwoehr.army.mil/sites/newcomers/newcomers.asp</p>	
Employee has completed In processing Yes <input type="checkbox"/> No <input type="checkbox"/>	TYPED NAME AND TELEPHONE NO. Workforce Development Division	SIGNATURE AND DATE

Comments:
