



AMLC In-processing Checklist

NEW EMPLOYEE INFORMATION

Name: _____ Start date: _____

Position: _____ Rater: _____

Assigned Sponsor: _____ Senior Rater: _____

Assigned Cubicle or Office
 (Supervisor must coordinate with G-9 for seating assignment no later than 1 week prior to start date):

**Date COMPLETED
 checklist is due to
 G-1/HR:**

INSTRUCTIONS

1. Sponsor/Supervisor must accompany new employee to all check in meetings.
2. Military and Civilian Personnel BOTH use this form.
3. When complete, employee will return form to G-1 (HR) no later than the due date listed above.

1. **MUST DO FIRST!** In-process with G-1/Human Resources.

Civilians must bring:

- Passport
- or -
- Driver's License and Social Security Card
- or -
- Driver's License and Birth Certificate

Signature of G-1 staff

Military must bring:

- All PCS orders and amendments
- All approved absence requests
- CAC

2. In-process through Personnel Security. *Appointment required.*

Actions may include:

- SF-312 Non-Disclosure Agreement (NDA)
- SCAR
- Security Clearance In brief
- ISOPREP (for OCONUS travelers)

Signature of G-2 staff

3. (Military Only Motorcycle Riders) Safety Brief

(if applicable) Signature of Safety Officer

Date of AMLC Newcomers Brief (supervisor to provide)

Date of next Fort Detrick Newcomers Brief (G-1 to provide)

Date of next CECOM Newcomers Brief (G-1 to provide)

(If required) Date of CAC Appointment (appointment made by G-1)

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NOTE: The following in-processing actions can only be complete once employee has CAC. Supervisors of incoming military personnel are encouraged to complete paperwork ahead of Soldier's arrival to limit downtime.

4. For the Sponsor/Supervisor to request G-6 assistance in getting a computer and system access, the following pre-requisites need to be completed:

New employee must have a CAC.

New employee Army Training & Certification Tracking System (ATCTS) account created or verified.

New employee must complete Army Cyber Awareness Training.

New employee must sign an Army User Agreement.

NOTE: If new employee has completed this in a prior position, the agreement must be less than 6 months old or must be updated.

New employee must ensure that ID Card Online is updated (Proper Office Symbol, Duty Sub Organization and Duty Location) or risk losing A365 access.

If prior position/duty assignment was with the Army, new employee must complete out-processing at the previous location to prevent delays in account creation.

5. When the actions above are complete, the Sponsor/Supervisor will submit an AMLC-provided DD2875 - NIPR (For Fort Detrick personnel) or A365 (For non-Fort Detrick personnel) to the Army Enterprise Service Management Portal (AESMP). <https://www.aesmp.army.mil/csm>

***Tickets MUST include DD2875, Cyber Awareness Training Certificate, and signed Army IT User Agreement.

When completing the DD2875, please ensure you indicate:

- Type of Request as INITIAL
- USER ID is the employee's DoD ID (# listed on back of CAC).
- Sections 1 - 13, 16 - 17e, and 21 need to be completed accurately. Further instructions are on page 3 of DD2875.

NOTE: If a new employee requires SIPR access, additional actions will be required. Supervisor must contact G-6.

Once the AESMP ticket is submitted, it may take up to 10 business days for the employee to receive their computer and system access due to current external-to-AMLC business processes with NEC.

In-process with G-8 to:

Gain access to Defense Travel System and align Government Travel Card (GTC) to AMLC/or obtain new GTC
Set up ATAAPs for time and attendance

Signature of G-8

7. In-process with G-3/7 (training) for Total Employee Development (TED) training account/record.

Signature of Training Officer G-3/7

8. All employees (MIL and CIV) must enroll in Alert! Mass Notification system and update GAL (MilConnect) information including cube/office location. MIL must also update the U.S. Army Disaster Personnel Accountability and Assessment System (ADPAAS). Civilians are encouraged but not required to register in ADPAAS.

Signature of Employee

9a. Supervisor provides all civilian employees with telework policy and employee completes telework training and request package, which must be submitted to G-1 BEFORE employee teleworks.

Signature of Supervisor

9b. Supervisor acknowledges requirement of civilian employee to be on performance objectives within DPMAP and have a signed Individual Development Plan within 30 days of EOD. Military must have initial counseling within first 30 days.

Signature of Supervisor

10. **FINAL STEP:** Employee must submit original form to G-1/HR. Supervisor and employee should each retain a signed copy of this form for their records.

Signature of G-1/HR