

IN-PROCESSING CHECKLIST FOR CIVILIANS

General In-processing						
Step	Task / Organization	Location (See maps)	Bring	R-Day (2 July)	Remarks	Done
1 (Before reporting to CPAC on 2 July)	NACI (online background check)	You should have received instructions on completing this via email. If not, contact CPAC and inform them immediately as it is crucial for computer access and receipt of government ID (CAC card).	N/A	N/A	You will need contact information for references from previous employers, addresses, etc.	
2 (Before reporting to CPAC on 2 July)	Fill out CPAC in-processing forms (SF-181, SF-1199A, SF-1152, SF-256, SF-144, FORM-W-4, SF-2823, SF-3102)	Provided by CPAC either via email or through the Electronic Entrance on Duty system. You should have been provided details for login.	N/A	N/A	During inprocessing you will have time to clarify points of concern/questions, but should fill out as much of the forms as you can prior to arrival. You should ready any questions you may have about retirement/investment accounts, benefits, life insurance, etc. Also have information for whomever you will name as your beneficiary.	
3	Report to CPAC for in-processing (Monday, 2 July, at 8am)	Building 626, phone number: (845)938-2822 (See Map 2)	Current Passport or original or certified copy of Birth Certificate plus Driver's License.	OK	You will have to set up direct deposit. Thus, also bring a voided check (bank statement for savings accounts). You'll need your routing and account numbers.	
4	Fingerprints (Monday, 2 July, 1pm)	(See Map 2) Provost Marshall Office (PMO), Bldg. 616. (We have coordinated a special appointment. Usually their hours are Wednesdays and Fridays, 1-2 pm only). This step is crucial to your background check.	Photo ID, Filled out forms SF-85P, plus copies of OF306 and CV provided by CPAC.	OK	These must be taken back to CPAC once complete.	
5	Employment Physical	Occupational Health Clinic in Building 606, Floor 3M (See Map 3)	You must call (845)938-3055 and make an appointment. Ask what items you'll need to bring.	OK		
6	Common Access Card (CAC Card) / Government ID	(See Map 2) Identification card section of the Adjutant General (Bldg 622)	Two forms of ID and form 1172-1 provided by CPAC.	OK	To do this, you must already have an AKO account. You should have received instructions and established an account online prior to your arrival. Your NACI must be submitted and approved to obtain your CAC card. This will NOT occur on 2 July.	
7	Register vehicle for decals and CPA Parking Pass	(See Map 2) Provost Marshall Office, BLDG 616 (the window is open Mon-Fri. 8am-1pm and 2pm-4pm)	CAC Card , Driver's license, registration, proof of insurance, and filled out CPA Pass Application form (provided by the math department)	OK	Application must have an original signature (no photocopies are allowed).	

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Math Department In-processing						
Step	Task / Organization	Thayer Hall (See Map 1 or 3)	Point of Contact	R-Day (2 July)	Remarks	Done
1	Report to Department of Mathematical Sciences to sign out office key and pick up Welcome Packet	Department of Mathematical Sciences, Thayer Hall, Building 601, 2nd Floor, Room TH240	See Ms. Jennifer Morris in TH240	OK	This can be done Monday through Friday, 8am-12noon and 1pm-3pm	
2	Sign Out Laptop		See Ms. Donna Swanson in TH235C	OK	You must have your CAC card to receive your laptop. Thus, this may take a while to receive. It also may be a while before you're able to log on.	
4	Set Up Voicemail	See "Introduction to Voicemail" instructions in Welcome Packet		OK		
5	Read Telephone Operating Information guidance.	See Telephone Operating Information in Welcome Packet.		OK		
6	Input Information in the Math Database	See "New Instructor Data Base Instruction" in Welcome Packet. Link is on Math Info Page, under XO Notes.		OK		
7	Sign Memorandum for Record for Family Social Roster.	See Memo "Authorization for Personal Information to be Collected and Printed in the Math Dept Family Roster" in Welcome Packet.	Hand in to Ms. Jennifer Morris	OK		
8	Set up Defense Travel System (DTS) Profile for account	See DTS instructions in Welcome Packet	Advise Ms. Jennifer Morris when account is created	OK	This is used for government credit card and travel	