



Eighth Army New Employee Checklist



Employee Name:		Start Date:	
PP/Series/Grade:		Assigned Sponsor:	
Contact Email:		Supervisor:	
Contact Phone Number:		Dependents (Y/N):	

PRIOR TO EOD

- Receive Command Welcome Letter, 8A Area 3 Civilian Employee Welcome Guide, Navigating Hospitals in Korea Handbook, and email from sponsor.
- Take mandatory training prior to EOD:
 - Review USFK Command Policy Letters at <http://www.usfk.mil/resources.aspx>
 - Review 8th Army Command Policy Letters at <https://8tharmy.korea.army.mil/site/about/policy-letters.asp>
 - All Korea Specific Required Training at <http://www.usfk.mil/Newcomers/Training.aspx>
- For current DoD Employees:
 - Ensure Government Travel Charge Card is active and placed in mission essential status.
 - Ensure Common Access Card (CAC) is valid.
 - Update Cyber Awareness Training and required trainings if expiration is within 60 days: <https://atc.us.army.mil/iastar/>

WITHIN FIRST 2 WEEKS

- Attend CPAC In-processing Brief:**
 - CPAC will send an email with the in-processing brief MS Teams link and any additional onboarding instructions.
 - DD Form 1172 and Letter of Employment is provided by CPAC.
- DEERS/ID Card/ Ration Control:** Obtain new CAC/Family Member ID Cards (Maude Hall BLDG 6400, DSN 757-2101/2088)
- S-2 SECURITY:** Obtain building access badge and clear any additional security requirements (Refer to S-2 checklist attached.) (HHB BLDG 6315, Rm 158, DSN: 756-8226)
- Obtain Directorate office keys and keycards.

WITHIN FIRST 30 DAYS

- BANK/ CREDIT UNION:** Obtain an on-post bank account (not required but necessary for lump sum lease payments) (BLDG 6430)
- G-8, GOVERNMENT TRAVEL CARD SECTION:** See Defense Travel System (DTS) Coordinator to transfer record or build profile. (DSN: 755-8925)
- CENTRAL ISSUE FACILITY (CIF)- EEC Personnel Only:** Obtain Emergency Essential gear. (BLDG 616, DSN 753-8615) *Protective mask issuance is located at HHB, BLDG 6315 **Non-EEC Personnel:** Protective masks are issued at CIF.
- Submit Overseas Allowances (FTA, TQSA, LQA, PA if applicable) SF-1190s to Group Box:**
usarmy.humphreys.8-army.mbx.sf1190@army.mil (8A, DHRM, DSN: 755-2433)
- Attend USAG Newcomers Brief-every first Monday of each month (Family Theater, BLDG 5723 0900-1130)**

ADDITIONAL AGENCY IN-PROCESSING (if applicable)

- Driver's License (BLDG 7010, DSN 757-2331) & Vehicle Registration (DIBIDS) (Maude Hall, BLDG 6400, MG01, DSN 757-4001)** Obtain Driver's License and Vehicle Registration.
 - The United States Forces Korea (USFK) Driver Licensing Course (course number USFK-US002) and Exam (course number USFK-US002-B) are taken online utilizing the Joint Knowledge Online (JKO) website: <https://jkosupport.jten.mil>
 - Bring Your Online Test results and Certificate (valid within 60 days after issuance) along with stateside driver's license and letter of employment to: Transportation Motor Pool Building P-7010, 2nd floor, RM 205 (Mon-Fri 8 am to 4:30 pm)

usarmy.humphreys.403-afsb.mbx.drivers-testing@army.mil

- For detailed information on vehicle registration please visit:
<https://home.army.mil/humphreys/about/garrison/DES/physical-security/dbids>

Tricare Office (for employees with Tricare benefits): BLDG 6400, Room C101, DSN: 737-5781/1437; Comm: 0503-337-5781/1437 ***Current Tricare Beneficiaries have 90 days to switch to Tricare Select after arrival in-country. ***

- Tricare Briefing, BLDG 6400, 2nd floor, 1300-1330 daily.

Department of Defense Education Activity (DoDEA)/ Schools:

- Pacific West District: <https://www.dodea.edu/pacific/pac-west>
- DoDEA Online Registration for Students: <https://www.dodea.edu/registration>
- School Liaison Office (Maude Hall, BLDG 6400, From U.S. 011-82-31-690-2241; DSN: 315-757-2241)

Family Morale, Welfare and Recreation Programs: <https://humphreys.armymwr.com/>

Child & Youth Services (CYS):

- Parent Central Services at Army Community Service (ACS) manages all registrations for CYS. Parents are highly encouraged to complete pre-registration for childcare. (Maude Hall, BLDG 6400, DSN: 757-2255/2254/2250)
<https://humphreys.armymwr.com/programs/parent-and-outreach-services>

Veterinary Treatment Facility:

- Mon-Wed & Fri 9am-4pm Thurs 1pm-4pm Bldg. 2260
- COMM +82 0503-337-9720 or DSN 737-9720 International: +82-503-337-9720/9721
- <https://phcp.health.mil/Commands/Veterinary-Readiness-Activity-Korea/Camp-Humphreys/>
- 8Army–Traveling with Pets: <https://8tharmy.korea.army.mil/site/newcomers/traveling-pets.asp>

DEPARTMENT OF ARMY MANDATORY TRAINING (within first 30 days of arrival into country)

Equal Employment Opportunity/No Fear for Supervisors or Non-Supervisors:

- Per HQDA EXORD 380-23, dated 2 October 2023, all Department of the Army Civilian (DAC) employees must complete mandatory in-person EEO training once every fiscal year. Please contact your servicing EEO office for scheduling at:
usarmy.humphreys.8-army.mbx.8-army-eeo@army.mil

Ethics training: <https://www.jagcnet.army.mil/>

- Under Legal Services, then selecting Initial Ethics Training for New Personnel under the Ethics sub-heading.

Information Security (INFOSEC) Program Training: <https://www.lms.army.mil/>

Anti-Terrorism Level 1 Training: <https://jkodirect.jten.mil/Atlas2/page/login/login.jsf>

U.S. Army Threat Awareness and Reporting Program (TARP): <https://www.lms.army.mil/> OR face-to-face briefing, BLDG 6400, 2nd floor, 1600, Mon-Fri.

Sexual Harassment/Assault Response and Prevention (SHARP): <https://www.lms.army.mil/> OR face-to-face briefing, BLDG 6400, 2nd floor, 1300-1400, Mon-Fri.

Complete DoD Performance Management and Appraisal Program Training at <https://jkodirect.jten.mil>

Complete initial Army Career Tracker (ACT) login and select Supervisor: <https://actnow.army.mil>

Create student account in GoArmyEd: <https://www.goarmyed.com/>

Supervisory Employees only:

- Supervisory Development Course at <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>
 - Required for all Civilian and Military personnel who supervise Army Civilians.
 - Must be completed within 1 year of placement in a supervisory position.
- Human Resources for Korean National Supervisors.
 - Contact the CPAC for scheduling.
 - Must be completed within 1 year of placement in a position supervising Korean Nationals.
 - Required for all Civilian and Military personnel supervising Korean National Employees.

HELPFUL RESOURCES

Maps:

<https://www.bing.com/images/search?q=building+map+of+camp+humphreys+korea&id=CEF93F56650D70EF5DBA5F810B3245C3C4B6C6D8&FORM=IQFRBA>

Car Insurance:

- https://www.usaa.com/inet/wc/auto-insurance?wa_ref=lf_product_ins_auto
- Samsung Fire and Marine Insurance, Mr. Byung, Phone: 010-3232-0625, byung625@gmail.com

- Car Insurance Korea, Phone: 010-8321-3222, <https://www.facebook.com/carinsuranceinkorea/>
- Web pages & social media:
 - Eighth Army Official Home Page: <https://8tharmy.korea.army.mil/site/>
 - Eighth Army Korea Facebook: <https://www.facebook.com/Eighth.Army.Korea/>
 - Eighth Army Ready and Resilience Community Resources Guide: <https://crg.amedd.army.mil/Pages/default.aspx>
 - U.S. Army Garrison Humphreys: <https://www.facebook.com/usaghumphreys/> or <https://home.army.mil/humphreys/>
 - Civilian Employees/ Contractors/ Spouses of Camp Humphreys: <https://www.facebook.com/groups/1843006535966724>
- Veteran's Benefits Administration (VBA) Office: BLDG 6400, 3rd floor, Rm V301, DSN: 757-2916; Comm: 050-3357-2916.
- Army and Air Force Exchange Services: <https://www.shopmyexchange.com/exchange-stores/korea/ap/pyongtaek-si/Humphreys-main-exchange-1761603>.
- Camp Humphreys Commissary: <https://www.commissaries.com/shopping/store-locations/camp-humphreys>

EMPLOYEE: I certify that I have properly in-processed all areas listed on this checklist that apply to me.

Employee Signature: _____ **Date of Completion:** _____

Please return completed checklist to: 8aacculturationprogram@army.mil NLT than 45 days from your start date.

IN-PROCESSING S2

WE WILL NEED A COPY OF THE FOLLOWING ON HAND BEFORE INPROCESSING.

IF CERTS CAN NOT BE PRODUCED, WE WILL NOT INPROCESS YOU!

1. If you require access to Eighth Army HQ (HQ-10) please complete a USFK-34 form and email it to the badging distro: 8A HQ BADGING 8AHQBADGING@army.mil (Certain access to rooms requires that directorate's permission, if you just need the front door, we just need to verify your clearance)
For badge form please go to <https://army.deps.mil/army/cmds/8A/HHB/S2/Pages/default.aspx>
2. ___ PCS ORDERS / LOE (GS) / USFK 700-19 (CTR)
3. ___ PINPOINT ORDERS / DD 254 + DISS Visit Request (CTR Classified Badges)
4. ___ ISOPREP: Please schedule a time through S2 DISTRO to complete the SIPR portion with S2 or G35 AVN to create or update. ISOPREPS need to be complete 30days upon arrival on peninsula, this is an INDOPACOM requirement. **(You do not need to do the NIPR Website version!)**
5. ___ INFOSEC: Initial or Annual Training with correct date of completion
<https://www.lms.army.mil/>
6. ___ AT LEVEL 1 CERTIFICATE (Annual Requirement)
<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
7. ___ OPSEC LEVEL 1 CERTIFICATE (Annual Requirement)
<https://www.lms.army.mil/learnview/search-page/OPSEC>
8. ___ DERIVATIVE CLASSIFICATION CERTIFICATE (Annual Requirement)
STEPP: Log in to the site <https://cdse.usalearning.gov/login/index.php>
 1. Create an account in STEPP
 2. Take course
 3. Then wait an hour for completion date to populate.
9. ___ SERE 100 CERTIFICATE (3 Year requirement or SERE Course)
<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
10. ___ CONTROLLED UNCLASSIFIED INFORMATION (CUI) (HQDA Requirement) **(CERT does not save please screenshot!)**
<https://securityhub.usalearning.gov/>
11. ___ ANNUAL AWARENESS MANAGING PERSONNEL WITH CLEARANCES/ACCESS (**CPL AND ABOVE**) (Annual Requirement)
<https://www.lms.army.mil/>

COMPLETE ABOVE CERTS BEFORE COMING INTO THE S2 TO INPROCESS

PLEASE VISIT THE S2 OFFICE (BLDG 6315) TO COMPLETE:

1. SF 312 (NON-DISCLOSURE AGREEMENT)
2. NATO SECURITY BRIEFING
3. INITIAL SECURITY BRIEFING

Office Phone: 315-756-8227 / 8226

S2 DISTRO : usarmy.humphreys.8-army.list.hhb-s2@mail.mil