

T2COM Soldier Onboarding

SOLDIER

Pre-Arrival

- Confirm Your Report Location: Double-check the exact address, building number, and your point of contact for check-in. Confirm these details with your sponsor beforehand to avoid confusion.
- Government Travel Charge Card (GTCC) Training (required every 3 years) Travel Card 101
- Register w/QTC (QTC provides MEDPROS services such as PHA, vision, audiology and immunizations for Military personnel) QTC Website
- Enroll in Tricare Prime Remote Tricare Website
- Prepare Your In-processing Packet: Gather all important documents in one folder. This includes your orders, leave form (DA31), military ID, driver's license, and vehicle registration. Having multiple copies is recommended.

Compile Documents for Reporting Day In-Processing:

- PCS Orders and amendments
- PCS Absence Request
- Marriage and Dependent birth certificates (if applicable)
- All Lodging receipts (to include TLA/TLE)
- Family Care Plan (if applicable)
- DA Form 705
- DA Form 5500/5501
- Clothing Record
- DITY/Personal
- Procurement Move documents

7 Days Prior

- Complete Cyber Awareness Training (NOTE: Cyber Awareness training and User IT Agreement have to be signed on the same day or Fort Hood will not accept them.)
- Complete Derivative Classification Training
- Complete Army User IT Agreement Form
- Complete Badge Access Request Form

Post-Arrival

Be sure to bring two forms of ID; one of which must be a picture ID.

- Documents Compiled for In-Processing
- Reports to T2COM SB S1 office at University of Texas Systems (UTS), 210 W 7th St, Austin, TX 78701 (15th Floor/Resource Operations Center (ROC)), M-F, 0900-1500 to receive checklist and instructions.
- For Building Badges, plan to report Monday - Friday, 1000-1500 to T2COM SB S2 (UTS, 15th Floor, Cubicle 15.564, HHBN area).
- Complete Non-Disclosure Agreement (NDA) (SF 312)
- Report to T2COM SB S1
- Email T2COM SB S3 to schedule AFT
- Request Parking Pass
- Report to T2COM SB S4 (Facilities/Unit Supply)
- Email T2COM CIO/G6 IT Service Desk for appointment
- Report to T2COM SB S2 (Security)
- Email T2COM G-8 Resource Management - DTS/GTCC for appointment
- Email T2COM Legal for appointment
- Email T2COM G3/5/7 for appointment
- Email T2COM Secretary of the General Staff (SGS) for appointment
- Call Housing Service Office to schedule appointment
- Email T2COM SHARP Program Office for appointment

- Complete Data to Decisions: Mastering the Basics (D2D) Training
- Complete Foundation for Decision Optimization (FDO) Training
- Complete DPD's Microsoft Skills Training Series