

New Employee In-Processing

First & Second Day (Thursday & Friday)

1. Employees report to their facilities.
2. Employees complete all necessary paperwork with facility managers.
3. On Friday, employees obtain Common Access Card (CAC) at 0830 as VIP (New NAF Employees).

Third Day (Monday)

1. Employees report to Family and MWR Training Room at 0800 (Bldg. 4-1467, Behind Family & MWR Headquarters on the left-hand side)
2. New Employee Handbook will be issued and emailed to new employees.
3. Employees will start training requirements on IMCOM Academy, receive TMO dates, start the email provision process and update MilConnect.
4. Once email is provisioned, employees can complete the remaining of the mandatory base trainings (i.e., Cyber Awareness, OPSEC, INFOSEC, EEO, etc.)

Fourth Day (Tuesday)

1. Employees report to Family and MWR Training Room at 0800. (Bldg. 4-1467, Behind Family & MWR Headquarters on the left-hand side)
2. Once email is provisioned, employees can complete the remaining of the mandatory base trainings (i.e., Cyber Awareness, OPSEC, INFOSEC, EEO, etc.)
3. Once all trainings are completed, they will report back the facility.