

USCYBERCOM PERSONNEL PROFILE FORM

PERSONAL INFORMATION (ALL PERSONNEL)

NAME (Last, First, Middle)		DIVISION / J CODE	
SSN		HOME ADDRESS	
CONTACT NUMBER		CITY/ STATE / ZIP	
CIVILIAN E-MAIL		DO YOU HAVE DEPENDENTS	YES NO
MILITARY E-MAIL		DO YOU HAVE A YELLOW BADGE	YES NO

TEMPORARY LODGING INFORMATION

HOTEL/LODGING NAME		ADDRESS (IF NOT ON BASE)	
BLDG/ROOM NUMBER		CITY	
HOTEL/LODGING NUMBER		STATE / ZIP	

MILITARY MEMBERS

SERVICE BRANCH ARMY NAVY MARINE CORPS AIR FORCE COAST GUARD SPACE FORCE	RANK / PAY GRADE	DATE DEPARTED LAST DUTY STATION	TYPE OF ORDERS (GUARD/RESERVE ONLY)
STATUS ACTIVE COMPONENT GUARD/RESERVE	DATE OF RANK	DATE ARRIVED WITC	ORDERS START/END DATE (GUARD/RESERVE ONLY)
UNIT TYPE (GUARD/RESERVE ONLY) NG RES TPU IMA IRR	AFSC/MOS/SPECIALTY	LAST Evaluation	LENGTH OF ORDERS (GUARD/RESERVE ONLY)

CIVILIAN & CONTRACTOR MEMBERS

TYPE AIR FORCE DIA NSA CONTRACTOR OTHER	PAY GRADE	DO YOU HAVE YOUR SF50? YES NO	DATE ASSIGNED TO UNIT
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EMERGENCY CONTACT INFORMATION (ALL PERSONNEL)

NAME	RELATIONSHIP	HOME PHONE
HOME ADDRESS	CITY	STATE / ZIP

SECURITY INFORMATION (FOR IN-PROCSSING PERSONNEL)

Date of Birth	Place of Birth	Country of Birth
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FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Information contained within this document contains personal information, disclosure of which is prohibited by the Privacy Act (5 U.S.C.552a). Protected information included in this document are in accordance with section (b)1 of the Act which permits disclosure to individuals with the Department of Defense (DoD) with an official need to know. Release of such protected information outside the DoD is prohibited. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."



WELCOME to United States Cyber Command!

We are excited you have joined our joint formation of elite warfighters. We look forward to serving with you as we operate at the speed, relevance, and scale necessary to own the domain! You are vital to our success in a dynamic and contested cyber environment. Our Command Code emphasizes that we win with people and we thank you for dedicating your expertise, talent, and passion to defend our Nation. To learn more about the Command, visit our website: <https://www.cybercom.mil/>

OUR COMMITMENT

U.S. Cyber Command is committed to ensuring you experience a smooth transition and quickly integrate into our team. Service members, civilians, contractors, and their families are integral members of our team. Your supervisor, sponsor, and the Welcome Center staff are prepared to connect you to resources and answer your questions via our welcome email: USCYBERCOM_Welcome@cybercom.mil

OUR FORT GEORGE G. MEADE COMMUNITY

As a valued member of U.S. Cyber Command, you and your family can enjoy support services and activities. The Fort George G. Meade garrison offers a full range of amenities, including privatized housing which may be available to DoD civilians. To access Fort Meade information, peruse this website: <https://home.army.mil/meade/index.php>

OUR LOCAL REGION

The local community offers tremendous opportunities for off-duty experiences, including many events in Baltimore, Annapolis, and Washington, D.C. We encourage you, as a member of our community, to safely enjoy the opportunities in the National Capitol Region. For information on visiting local community resources, visit the Fort Meade website community page: <https://home.army.mil/meade/index.php/about/local-community>

WHAT'S NEXT

In order to expedite your ability to gain access to our buildings, please complete all requirements for security in-processing immediately and communicate any unique needs or obstacles to your supervisor or sponsor as soon as possible. Once you arrive and receive security credentials, you will attend our 2-day Welcome. Integrate. Network (WIN) Enhanced Onboarding program to commence your journey. We wish you well during your transition. Once again, welcome to the U.S. Cyber Command family!



KENNETH M. BRUCE, JR.
Chief Master Sergeant, U.S. Air Force
Command Senior Enlisted Leader

TIMOTHY D. HAUGH
General, U.S. Air Force
Commander



USCYBERCOM SECURITY AWARENESS OVERVIEW



While assigned to the WITC remember you are responsible to adhere to the security rules and regulations. Please review the list below and if you have any concerns or questions, contact the Security Office at 410-854 -2140, on site, or via email at USCC_Security_Action@cybercom.mil

1. Report:
 - a. Visits to embassies, consulates, or personal trips overseas prior to traveling.
 - b. Close and/or continuing contact with foreign national citizens
 - i. This includes contact on social media (e.g. Facebook, LinkedIn) and sending annual cards as this is continuing/continuous contact, regardless of frequency.
 - ii. The definition of "close" is someone with whom you are bond by a friendship, loyalty, or obligation. You are not required to report persons with whom the relationship is strictly professional, unless the relationship goes beyond professional (e.g. going to movies, playing sports together).
 - c. Any suspicious or concerning incidents for you or your family members. This includes odd phones or email contact, unsolicited gifts or signs of affection, and showing undue or unusual interest in you, your work, or your family.
 - d. Immediate family and any persons living with you who are not United States born citizens must also be reported regardless of estrangement or death.
 - e. Any unauthorized disclosures of classified or sensitive information immediately.
 - f. When not related to official duties, contact with anyone known or believed to have information of planned, attempted, actual, or suspected espionage, sabotage, subversion, or other intelligence activities against DOD facilities, organizations, personnel, or information systems.
 - g. Persons attempting to entice co-workers into criminal situations or obtain access to sensitive information inconsistent with their duty requirements.
2. Ensure that you are protecting classified and classifiable materials.
3. Media contact is prohibited.
4. Acquiring, or permitting others to acquire, unauthorized access to classified or sensitive information systems is a violation of security.
5. Pre-Publication review is a lifelong requirement of personnel holding a security clearance and (includes speeches and resumes)
6. Personal Electronic devices should remain in approved spaces only. If you discover you have electronic devices in unauthorized spaces or have found any unattended devices report immediately to WITC staff and Security.

I understand that I am to report any actions and/or activities for myself and others that are reportable, questionable or concerning to my Security Office. This includes but is not limited to the information listed above. Failure to comply with Security may result in judicial and/or administrative action pursuant to applicable law and regulations.

Printed Name

Signature

Date

Air Force Inprocessing Checklist

****For ALL Air Force Personnel****

UPON COMPLETION RETURN TO WITC

INSTALLATION ACTIVITY	INPROCESSED BY (PRINT NAME)	SIGNATURE	INPROCESSED Y/N DATE
Personnel Accountability System (PAS): OSD mandates ALL DOD personnel update the MOST current information in the event of an emergency/natural disaster: https://afpaas.af.mil			YES / NO
Update vRED via myPers: https://mypers.af.mil/app/answers/detail/a_id/18761 *Ensure you go into your profile and change your email address			YES / NO
All USAF members must contact USCYBERCOM Air Force Element First Sergeant: MSgt Gabriel Magdalera, e-mail: gamagda@cybercom.mil . 410-854-8830, Cell: 667-261-5978			YES / NO
Mandatory Right Start Appointment & New Comer's Briefing (Both Scheduled through WITC): Airman and Family Readiness Center (AFRC), (301) 677-4136/4138, be in place at 0745, 830 Chisholm Ave, Ft. Meade, MD 20755 *Subject to change due to COVID-19			YES / NO
Finance Office – : 70 ISRW/FM 134 National Business Parkway (3rd Floor) Annapolis Junction, MD 20701 1. Book an appointment at link below: https://book.appointment-plus.com/dxblrqh0 or scan the the QR code 2. Organizational Email Box: 70IW.FSO@us.af.mil 3. In-Processing (M-F) 0900-1100 4. General Inquiries (M-F) 1230-1500 CSP link for online inquiries: https://csp.cce.af.mil/			YES / NO



Air Force Inprocessing Checklist

****For ALL Air Force Personnel****

UPON COMPLETION RETURN TO WITC

INSTALLATION ACTIVITY	INPROCESSED BY (PRINT NAME)	SIGNATURE	INPROCESSED Y/N DATE
LEAVEWEB - Ensure you update your profile with the changes below in LEAVEWEB: MAJCOM: ACC, BASE: FT MEADE, UNIT: USCYBERCOM Permissive leave is authorized 10 days for House Hunting. https://www.my.af.mil (AF Portal) > LEAVEWEB > Choose either Existing Users (CAC Login)/New Users (Register) > Portal Log-In > <u>Select</u> : + New Leave > TYPE > <u>Select</u> : Permissive for House Hunting.			YES / NO
Transportation Office - If you completed a DITY/PPM Moves (includes partials): Located in BLDG 4550, Rm. 134 Hours: M-F/0730-1200, 1230-1600 Comm Phone: (301) 677-9639 *Ensure you bring DD Form 2278, copy of your orders and weight tickets if applicable			YES / NO
MEDICAL - Register at Kimbrough Medical 2480 Llewellyn Ave, Ft. Meade, MD 20755 (Patient Admin, Rm 1A56) (301) 677-8606			YES / NO
DENTAL - Register at EPES: Dental Clinic 8472 Simonds St. Ft Meade, MD 20755 (301) 677-6983/6078/7359 *Bring a copy of orders/checklist/dental records			YES / NO

Air Force Inprocessing Checklist

****For ALL Air Force Personnel****

UPON COMPLETION RETURN TO WITC

INSTALLATION ACTIVITY

**INPROCESSED
BY
(PRINT NAME)**

SIGNATURE

**INPROCESSED
Y/N DATE**

CAMPUS ACCESS: Request Yellow Campus Access Badge (CAB) with the NSA Visitor Center. QR code for directions below. Ensure you bring a copy of your orders and sponsor information (SID) for verification. (N/A if you have an INDOC date within 7 days). INDOC date (if known): _____)



YES / NO

TRICARE contact the TRICARE Service Center Self-Service Option: www.tricare.mil: You can enroll, purchase a plan, file, check claims, find a doctor or call 1-800-444-5445

YES / NO

Air Force Informational Sheet - AFELM Sharepoint Page: [LINK](#)

https://intelshare.intelink.gov/sites/uscycbercom/usafelm/_layouts/15/start.aspx#/SitePages_Intelink/Home.aspx

For ALL Air Force Personnel

- ❖ **Personnel Accountability System (PAS):** OSD mandates ALL DOD personnel update the MOST current information in the event of an emergency/natural disaster. USAF/Department of USAF Civilians
<https://afpaas.af.mil>
- ❖ **Update vRED** in vMPF/update <https://afpaas.af.mil>
- ❖ **All USAF members must** contact USCYBERCOM Air Force Element First Sergeant: MSgt Gabriel Magdalera, email: gamagda@cybercom.mil 410-854-8830, Cell: 443-774-4974
- ❖ **Mandatory Right Start Appointment (Scheduled through WITC): Airman and Family Readiness Center (AFRC),** (301) 677-4136/4138, 830 Chisholm Ave, Ft. Meade, MD 20755
- ❖ **Finance Office** – Consolidated Service Center 9829a Love Rd. room 100 (near Five Hats Dining Hall) Ft Meade, MD.
 1. Comptroller Service Portal - 24-48 hr response time:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>
 2. Organizational Email Box: 70IW.FSO@us.af.mil
 3. Customer Service Hours
 - 0900-1500 M-F for walk-ins, phone calls
 - Closed on 2nd and 4th Wednesday of each month (Training)
 - One phone line - 301-677-0815 (busy signal, we are on the line)

*You will need a yellow CAB badge to access campus.
- ❖ **If taking Leave/Permissive TDY - LEAVEWEB (10 days maximum authorized - House Hunting)**
LEAVEWEB Directions: Go to: <https://www.af.mil> (AF Portal) > LEAVEWEB (<https://leave.af.mil/login>) > Choose either Existing Users (CAC Login)/New Users (Register) > Portal Log-In > Select: + New Leave > TYPE > Select: Permissive for House Hunting.
***You will need to update your profile changes to the following: USCYBERCOM (unit); your approval official with**
- ❖ **Transportation Office** - If you completed a DITY/PPM Moves (includes partials): Go to the Transportation Office on Fort Meade BLDG 4550, Room 134. Hours: M-F - 0730-1200, 1230-1600. Comm Phone: (301) 677-9639. *Ensure you bring DD Form 2278, copy of your orders and weight tickets if applicable
- ❖ **MEDICAL:** Register at Kimbrough Medical – 2480 Llewellyn Ave, Ft. Meade, MD 20755 (Patient Admin, Rm 1A56) (301) 677-8606
- ❖ **DENTAL:** Register at EPES Dental Clinic, 8472 Simonds St. Ft Meade, MD 20755 (301) 677-6983/6078/7359 *Bring a copy of orders/checklist/dental records
- ❖ **TRICARE** contact the TRICARE Service Center Self-Service Option: www.tricare.mil:
You can enroll, purchase a plan, file, check claims, find a doctor or call 1-800-444-5445