

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



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USCYBERCOM/CNMF USN Element In-Processing Sheet

(Current as of: 23 JAN 2025)



Upon check-in, service member and sponsors should contact PS1 Osbourne via email/phone call:

nsosbou@cybercom.mil/667-812-2141

Check-in sheets should be completed within 14 days of reporting

Name: _____ Rate/Rank: _____ J-Dir/NE Department: _____

ASSIGNED DATE: _____ EXPECTED COMPLETION DATE: _____

COMPLETE WHILE AT FORT MEADE (WITC)	POC INITIALS	DATE
Complete USCYBERCOM and DIRECTORATE Check In Sheets		
Visit SharePoint portal to obtain current check-in sheet: https://intelshare.intelink.gov/sites/uscycbercom/usnelm/SitePages/Home.aspx		
Urinalysis Program Coordinator (Within 72 hours of check-in) Check-in with USCC UPC upon report for coordination with CWG-6. Check-in sample collection on from 0630-0900, Monday-Thursday at NBP 306 (306 Sentinel Dr. Annapolis Junction, MD 20701) in Rm 123A. Primary – IS1 Edward Norwood (EJNORWO)_ 256-660-9699/ejnorwo@cybercom.mil Alternate – IT1 Noah Silman (NASILMA)_ nasilma@cybercom.mil		
NFAAS Update: IS1 Summer Crawford (SPCRAWF)_ spcrawf@cybercom.mil	MEMBER SELF SERVICE	
MEDICAL/DENTAL: Sailors must check-in with a Medical Treatment Facility (MTF) upon arrival (Medical/Dental) Kimbrough Ambulatory Care Center- 2480 Llwellyn Ave, Fort Meade MD 20755 (0730-1630) (Medical Only) Naval Health Clinic Annapolis- 695 Kinkaid Rd, Annapolis MD 21402 (0730-1600)	MEMBER SELF SERVICE	
Command Fitness Leader ITC Eric Bergen (ERBERGE)_ erberge@radium.ncsc.mil		
Drug and Alcohol Program Advisor (DAPA) CWTC Prayer (MDPRAYE)_ mdpraye@cybercom.mil		
ESO (Enlisted Only) ITC Hailey Ozuna (HMOZUNA)_ hmozuna@cybercom.mil		
Navy Element Career Counselor (Enlisted Only) ITC Andrew Houston (ALHOUS2)_ alhous2@cybercom.mil		
Navy Element OFFICER Email Distribution List (If email accounts received) CDR Ehren Bittner (EJBITTN)_ ejbittn@cybercom.mil		

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Navy Element <u>ENLISTED</u> Email Distribution List (If email accounts received) IT1 Noah Silman (NASILMA)_ nasilma@cybercom.mil		
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COMPLETE AFTER INDOC AND ACCESS TO USCYBERCOM BUILDINGS	POC INITIALS	DATE
Navy Element Department LPO (Enlisted Only) Name_____ Office location_____ Phone Number_____		
Navy Element Department LCPO (Enlisted Only) Name_____ Office location_____ Phone Number_____		
Navy Element Department Officer (Enlisted Only) Name_____ Office location_____ Phone Number_____		
Navy Element Department Head (Officer and Enlisted) Name_____ Office location_____ Phone Number_____		
Navy Element Senior Enlisted Leader (Enlisted Only) CWTCS Michael Kacir (MJKACIR) (Sponsor will email to schedule meeting)		
Navy Element Executive Officer (Officer and Enlisted) CDR Ehren Bittner (EJBITTN) (Sponsor will email to schedule meeting)		
Navy Element Chief of Staff (<u>E7 AND ABOVE</u>) CAPT Aaron Littlejohn (AMLITT3) (Sponsor will email to schedule meeting)		

****WHERE TO GET UNIFORM ITEMS****

- Command Patches and Ball Cap- NE SEL
- Command Insignia Badge “Cookie”- WITC SEL
- Name Tag- NE Sponsorship Coord.

GAINS CHECKLIST

Service Member Requirements:

- Endorsed Orders (Original copies and ALL modifications)
- Flight itineraries for member and dependents (if applicable)
- Zero balance lodging receipt (if applicable)
- CNA (Certificate of Non-Availability) (if applicable)
- For close-proximity move request, provide copy of the approved memo
- Complete DD 1351-2 for member and dependent travel
- Complete BAH Page 13 (if applicable)
- TLA (Temporary Lodging Allowance (OCONUS))
 - 1. TLA WORKSHEET (NPPSC 7220/5)**
 - 2. COPY OF ENDORSED ORDERS AND ORDMODS**
 - 3. ZERO BALANCE RECEIPT(S)**
 - 4. CERTIFICATE OF NON-AVAILABILITY (IF APP.)**
 - 5. BILL OF LADING**
- TLE (Temporary Lodging Expense (CONUS))
 - 1. TLE CERTIFICATE (NPPSC 7220/2)**
 - 2. COPY OF ENDORSED ORDERS AND ORDMODS**
 - 3. ZERO BALANCE RECEIPT(S)**
 - 4. CERTIFICATE OF NON-AVAILABILITY (IF APP.)**
- Have you completed your travel claim via NP2 (MyNavyPortal)??
- Did you complete your obligated service requirements prior to your PCS? (For enlisted members only)
- Update your RED/DA (NSIPS) and SGLI (Milconnect)

CPPA Requirements:

- Endorse orders
- Complete NSIPS gain panels
- If member is requesting TLA and/or TLE reimbursement, verify documents and all applicable KSD
- Verify that members RED/DA, SGLI, and Obligated service requirements have been completed

- **Update FMTS and PB4T**
- **Upload KSD to Salesforce**
- **Review NP2 travel claim, route to TPC for processing**