Department of Military Instruction (DMI) Arrival In-processing Task List

The purpose of the Arrival Task List is to assist you in preparing for your duties in DMI. The following tasks should be completed prior to the Academic Year (AY) as part of in-processing.

	In-processing Tasks	Date Completed
1.	**Sign in to West Point!!!** Report to Bldg 622 for in-processing during duty hours. If you are arriving during Off Duty hours/days please report to Bldg 616. **See Cantonment Maps**	
2a.	**Meet w/ HQ's staff to be added to the database**. Bring completed DMI Datasheet. You will give information for the Social Roster, update phone roster, ect… Mr. Jeromy Johnson, Mr. Eric Hague, and MAJ Matt Chase are the POC's. *Location: DMI HQ's, Room 5107, x2040*	
*2b.	**Department Cup and Flower Fund Brief**: Payment of $120.00 gets you a DMI athletic shirt and/or Hat **(optional)** and a DMI plaque when you leave the department. If you don't care to receive a DMI plaque and only want the shirt/hat, a payment of $20.00 will get you those. *See Mr. Jeremy Johnson in the DMI HQ's office for payment.*	
2c.	**Schedule In-Brief with Branch Chief.** MS, MT, AC, DSS. See Sponsor to schedule.	
2d.	**Schedule In-Brief with Director, COL Glenn Goldman, "DMI 6"**. Generally DMI -6 does a 20 – 30 minute in-brief in order to give his priorities and for you to ask any questions that you may have. *NCO's need to meet with "DMI 7" and the USCC CSM.*	
2e.	**See Department DTS Representative.** *POC: Mr. Eric Hague, DMI HQ's office.*	
2f.	**Establish Government Travel Card.** (If applicable) *POC: Mr. Eric Hague, DMI HQ's office.*	
2g.	**Take photo and provide military resume for DMI board** (DMI Baseball Card) *POC: Mr. Jeromy Johnson. Location: DMI HQ's, Room 5107, x2040*	
3.	**Get cadet parking area pass (CPA) for POV(s)**, DMI Website has CPA form. Need 05 signature on form *Building 616 is where you can obtain the CPA Pass.*	
4.	**Schedule CIF draw. (if applicable)** Only needed if you do not have TA-50 for CST. *See CPT Bill Buchleitner in room WH5115, x7343 for assistance.*	
5.	**Get GOV/TMP license**: See information sheet that is posted in the Sponsor resource folder, Arrival Folder for instructions on how to obtain this. **Mandatory requirement.**	
6.	**Get Range Certified,** *Location: Range Control on Rt. 293.* Visit DMI S3 NCOIC in the MT office; watch video tape; take and pass test; get certification letter signed by Department Deputy; take signed letter to range control on Rt. 293.	
7.	**Schedule In-Brief with Branch Representative.** A chance to link up with the officer that represents the branch that you serve in to explain various mentor opportunities and the branching process. *Location: 4th Floor, Washington Hall. POC: CPT Kelly Thompson, Rm 4128, x4371*	
	Office Administrative Tasks	**Date Completed**
1.	**Pick up laptop computer**, monitor, mouse, keyboard, ect… ***Ensure all computer training/docs' (IA certificate, DD2875) are complete prior*** *to setting up account appointment with Mr. Truss. Location 3rd Floor*	
2.	**Establish Office Phone Account** with Mr. Truss. (If applicable) *Submit work order with NEC to change name on callers ID. Request Long distance pin.*	
3.	**Create AUDIX Phone Message.** Call x7719 register your new account and voicemail after Mr. Truss completes your office phone set up. *See Audix instructions document for more info*	
4.	**Create an AMS instructor account with your Course Director/Division Deputy.** https://apps.usma.edu/ams/login/DoDBanner.cfm	
5.	**Set up work space.** *See sponsor for desk location. Keep area clean, neat and hang plaques, military memorabilia*	
6.	**DMI Sharepoint & Share Folder Orientation.** See sponsor for general orientation on how to find DMI Master Calendar and create shortcut to Share Folder.	

	Reading Tasks	Date Completed
1.	**Read/Browse all the West Point Information Papers.** These can be found in the Arrival folder, West Point Information Papers folder. Gives short description of WP programs.	
2.	**Read all the Military Training Information Papers.** These can be found in the Arrival folder, Military Training Information, Information Papers folder.	
3.	**Department of Military Instruction <u>Program Briefs</u> for Cadet Summer Training**. Program briefs will give you an understanding on the training methodology and how it fits in with the cadet's development and prepares them to complete BOLC-A tasks.	
***4.**	**Office of the Commandant, United States Corps of Cadets. <u>USCC Standing Operating Procedures</u>.** http://www-internal.uscc.usma.edu/	
***5.**	**Simon Center for the Professional Military Ethic (SCPME), USMA. Cadet Honor Program**. https://www-internal.uscc.usma.edu/SCPME/SCPME/index.htm	
***6.**	**USMA Publications Available on-line**: *Location: http://www-internal.usma.edu/doim/bod/pubs/rpubs.htm* *Note: Use of Internet Explorer recommended.*	
***7.**	**Office of the Dean, United States Military Academy**. *Documentation of Written Work Policy*: http://usma-portal/dean/Academic%20Administration%20Collection/DAW_AY2014.pdf	
	**** Denotes items to be familiar with rather than completely read.***	