

# U.S. Embassy Jerusalem –Tel Aviv Branch Office

## Eligible Family Member Check-in Sheet

Employee's Name: \_\_\_\_\_ Section: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

This form is designed to guide you through the various steps of arrival processing. Please work with the relevant sections to complete each task and check items off as completed. Please return this form to the HR Supervisor, Room 213, when all check-in procedures are completed, but no later than 20 working days after your appointment.

**HUMAN RESOURCES OFFICE:** Lyndall Leitman, HR Assistant (Room 213, 03-519-7492), Sandy Livak-Furmanski (217), Molly Sheasby (115).

- Submit completed employment forms
- Receive copies of security clearance letter, and employment forms
- Receive copy of cable listing required training
- Sign up for FACT training on your next available trip to the United States (if you have not completed before arrival)

**HUMAN RESOURCES OFFICER:** Jaclyn Boyle (Room 214, 03-796-7840)

- General briefing
- Discuss the performance evaluation process
- Complete Appointment Affidavit

**PAYROLL LIASON CLERK:** Michael Bogatikov (Room 217, FMO, 03-519-7541)

- Submit Federal and State W4 forms
- Submit Direct Deposit form with a voided check

**SECTION SUPERVISOR:** \_\_\_\_\_  
(Name of Supervisor and Section)

- Review Supervisory Checklist
- Establish a work requirement statement within 45 days of arrival.
- Meet the office team

**SECTION TIMEKEEPER:** \_\_\_\_\_  
(Name of Timekeeper)

- Add you to the T&A report

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### **TELEPHONE OPERATOR:** Room 108

- Provide your cellular and work phone numbers to the operator
- Sign up for SAFE as an employee of this section (not as an EFM in your sponsor's section)
  - o [JersusalemEMBSAFE@state.gov](mailto:JersusalemEMBSAFE@state.gov)

### **FRIDAY BRIEFINGS (if not already completed upon arrival)**

*Please confirm you attendance at each of these briefings.*

### **8:30 a.m. INFORMATION SYSTEMS SECURITY OFFICER (ISSO) BRIEFING:**

(First Floor Conference Room, 03-519-7676)

- Cybersecurity briefing
- SBU-LAN/intranet password
- PS-800 Annual Cyber Security Awareness Exam

### **1:00 p.m. REGIONAL SECURITY OFFICE:** RSO OMS (Room 220, 03-519-7400)

*Please visit [RSO SharePoint](#) to request badge and confirm attendance (RSO Requests Manager)*

- Security briefing and sign security acknowledgment forms
- Receive badge. You will be required to provide documentation indicating level of security clearance before badge will be issued.
- Request blue badge (HR on behalf of employee)**

### **EMPLOYEE CERTIFICATION**

I have completed my administrative check-in.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date