

NAME:
PMKeys NO:

Fields with a require initials.

MEMBERS		
ACTION	INITIALS	
	Arrival	Departure
<p>Posting to Canberra</p> <p>If you are posting into the Canberra region, you must complete the 'Are You Being Posted Wizard' that is accessed from your DRN Desktop. This will initiate the action to move your profile to a local Server.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Access Pass</p> <p>On arrival, you will need to visit the Defence Orientation Centre (located in the Foyer of R1) to obtain an access pass to the Russell and Campbell Park complexes.</p>	<input checked="" type="checkbox"/>	
<p>Security</p> <p>On arrival, you will need to visit your new Unit Security Officer to obtain a security briefing and confirm your requirements for access to classified material.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Contact Details</p> <p>On arrival, you will need to update your details on the Defence Phone Directory and the Defence Corporate Directory. These are accessed from the DRN.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>PMKeyS Updates</p> <p>On arrival, you will need to update your details within PMKeyS. These are accessed through the PMKeyS Self Service Portal.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Campus Login</p> <p>On arrival, you will need to ascertain any training required. This can be obtained through the Defence Website.</p>		
<p>Information Access</p> <p>On arrival, you will need to visit the TARDIS Helpdesk. This is located at R1-3-C117. The TARDIS staff will manage your information access and training requirements for CDG specific applications.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MEMBER'S LOCAL POINT OF CONTACT		
Assign Mentor / Contact Officer	<input checked="" type="checkbox"/>	
If you are new to Defence, an eNAR is required to organise a DRN account.	<input checked="" type="checkbox"/>	
Group Email List / Calendar Access Amended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Agencies (OHS, Furniture etc)	<input checked="" type="checkbox"/>	
Issue SOPs (obtained from CDG Website)	<input checked="" type="checkbox"/>	

Issue CDG Information Pack (obtained from CDG Website)	<input checked="" type="checkbox"/>	
Issue / Remove PDA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue / Remove Laptop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue / Remove DREAMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue / Remove Mobile Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue / Remove Blackberry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue/Remove CMS Account for Defence Travel Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUPERVISOR		
Handover Brief on DRMS (Weekly Brief)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct Project Audit		<input checked="" type="checkbox"/>
DCOP/TARDIS		
DRN Access Has DRN eNAR been submitted. G Drive access provided / removed. Request for addition to / removal from application Groups (Mind-manager, Visio, MS Project).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DSN Access Has DSN Change Request been submitted. G Drive access provided / removed. Request for addition to / removal from application Groups.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DRMS Training / Access Confirm DRMS account, training and access requirements. Remove on departure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOORS Training Confirm DOORS training requirements. Schedule training dates.	<input checked="" type="checkbox"/>	
DOORS Access Assign DOORS username and password on DRN and DSN. Allocate to user-groups.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Profile Confirm web My Profile complete. Take and append photo to Profile / Org charts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forwarding Address Confirm forwarding address.		<input checked="" type="checkbox"/>

PLEASE REMEMBER TO COMPLETE THIS FORM WHEN POSTING OUT OF CDG.