



Welcome to DFAS Columbus!



DFAS Columbus Location:

Defense Supply Center

Columbus (DSCC)

Main Gate

401 North Yearling Rd

Whitehall, OH 43213

DFAS – Columbus

3990 E. Broad Street,

Building 21, Columbus,

OH 43213

What to bring with you the first day:

1. Two valid forms of ID. Examples: *Driver's License, Social Security Card, Birth Certificate, Passport*
2. Smartphone
3. Login information for USAStaffing

Welcome to DFAS Columbus! We look forward to you joining our team. As a supplement to the welcome letter you received from our HR department, here is some additional information that you may find helpful.

Start Time and Reporting Instructions

Plan to arrive at the DSCC Base Pass and ID Visitor's Center at the Yearling Road entrance no later than 6:30 a.m. to obtain your Visitor Pass for the week. Mondays are busy days at the Visitors Center. This is a vehicle only gate, no pedestrian traffic authorized for your safety. Following receiving your Visitor Pass, please report to the main lobby of Building 21, one of the members of the Onboarding Team will meet you. You will need a valid, government-issued ID to enter the installation. (See below for more information regarding installation and building security).

Installation & Building Security

- All visitors to DSCC that do not possess a Department of Defense (DoD) identification card must be processed through the Visitor Control Center (VCC) and must be sponsored by a DoD ID card holder. Your Onboarding Team has already signed you into the Visitor Notification System (VNS). Visitors must present a valid state photo ID at time of entry. In order to keep delays to a minimum, the visitor should have their sponsors' contact information available. After verifying that the visitor is sponsored and a police records check is favorably completed, the visitor will be issued a visitor pass. This pass is to be retained by the visitor at all time while on DSCC.
- After they issue your pass, you will then be directed to the vehicle inspection point where you will be asked to exit your vehicle and open the doors, hood, trunk, etc. You will be directed to a holding area by a DSCC police officer while they inspect your vehicle.
- You cannot enter the building unless you have a valid Common Access Card (CAC). You will be issued a CAC during your first week of employment.
- Parking passes are not required (unless you have a handicap placard, which you must place on your rearview mirror). However ensure you are parking in "open parking" per the map and additional instructions, you will receive via email.

NOTE: Certain items are prohibited in the building. For more information regarding prohibited items please visit this link:

<https://www.dhs.gov/faq-regarding-items-prohibited-federal-property>

Dress Code

DFAS does not have a formal dress code; acceptable attire is casual or business casual.

What to Expect the First Week

During your first four days at DFAS Columbus, you will be in the orientation class; your work hours during that week will be 7:00 a.m. to 3:30 p.m. with a 30-minute lunch period and two 15-minute breaks built in. Throughout the week the orientation team and various presenters will guide you through a variety of topics and activities, including agency policies, benefits, safety, security, wellness, work-life balance, and many others. You will be sworn in as a Federal Employee of DFAS and receive your Common Access Card (CAC). You'll complete mandatory online training and be issued a laptop. Though you won't be spending much time that first week in your regular work area, you will meet your supervisor and see your work space. The week will be a whirlwind, but our orientation team will guide you through everything you need to know.

Inclement Weather

Columbus weather can be tricky during the winter months; in the event of severe weather conditions, please call the DFAS Enduring Site status Line at 1-877-277-3983. Follow the prompts to learn the status of the Columbus site. In the event that a delay is reported, you should report in accordance with the instruction provided on the Site Status line. For example, if there is a two hour delay, you will report at 10:00 a.m. rather than 7:00 a.m. In the event that the site is closed for the day, report the following business day at 7:00 a.m.

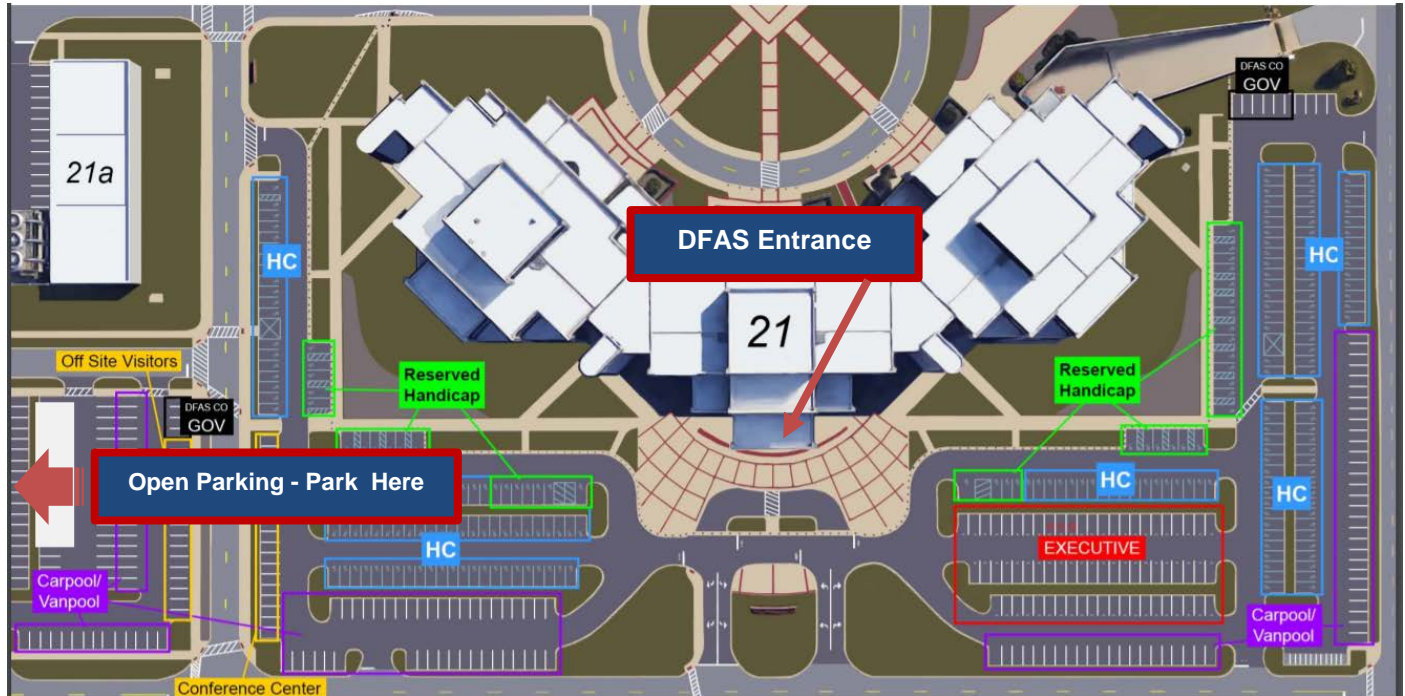
Building Amenities

DFAS Columbus offers a limited onsite cafeteria; there is also a larger cafeteria in building 20. There are plenty of breakrooms with refrigerators and microwaves to utilize as well. During the months of June-October, Tuesday-Thursday there are food trucks on the base as well. On the installation, there is also a fitness center, barbershop, golf course, and swimming pool. Once you are issued your CAC you will be able to utilize these facilities. During orientation you'll take a tour of the building and learn more about the building amenities.



Parking

DFAS Columbus has on-site parking for employees. Please park in “Open Parking” only. A parking lot shuttle bus operates from 6:00 a.m. - 9:00 a.m. and 3:00 p.m. to 6:00 p.m., with stops at the shelters, in the large open parking lot. If you have a state issued handicapped placard, you can park in the “non-reserved” handicapped parking, with it prominently displayed.



For public transportation options visit the COTA website at this link:

<http://www.cota.com/How-to-Ride.aspx>

We look forward to seeing you!

If you have any specific questions we will be happy to answer them during orientation.