



# Welcome to DFAS Indianapolis!



## DFAS Indianapolis Location:

Emmet J. Bean  
Federal Center  
8899 E. 56<sup>th</sup> St.  
Indianapolis, IN 46249

## What to bring with you the first day:

### 1. Two forms of ID.

Examples: *Driver's License, Social Security card, birth certificate, passport*

### 2. Smartphone

### 3. Login information for USAStaffing

Welcome to DFAS Indianapolis! 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

Report to the **South Entrance** of the building at 7:45 a.m. on your first day (you will not be permitted to enter the building prior to 7:45 a.m.). In the South Lobby, inform the guard you are a new DFAS employee reporting to work and a member of the In-Processing team will be there to greet and escort you through the building. You will need an ID to sign into the building and will need to go through security screening (see below for more information regarding building security).

## Building Security

- You will need a valid, government-issued ID to enter the building. You can enter from Herbert Lord Rd.
- You cannot enter the building earlier than 8 a.m. unless you have a valid Common Access Card (CAC). You will be issued a CAC during your first week of employment.
- You will be required to remove metal objects (including jewelry), outerwear, belts, and everything from your pockets. You will place these items in a bin and they will be sent through a screening machine. Electronic devices such as laptops must be sent through separately (not in a purse or bag). It is not necessary to remove your shoes unless they have metal shanks or nails that might set off the metal detector.
- When it is your turn, wait for the signal from the security guard and then walk through the metal detector. If something on your person causes the detector to be activated, the guard will provide a secondary screening with a hand-held wand. You may be asked to remove your shoes.
- When you and your belongings have cleared the screening machine/metal detector, remove your items from the belt and move away from the screening area.

**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

Your first week at DFAS will be spent in an orientation class; your work hours during that week will be 8:30 a.m. to 4:30 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'll be sworn in as an 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

Indianapolis 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 Indianapolis 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 8:00 a.m. In the event that the site is closed for the day, report the following business day at 8:00 a.m.

## Building Amenities

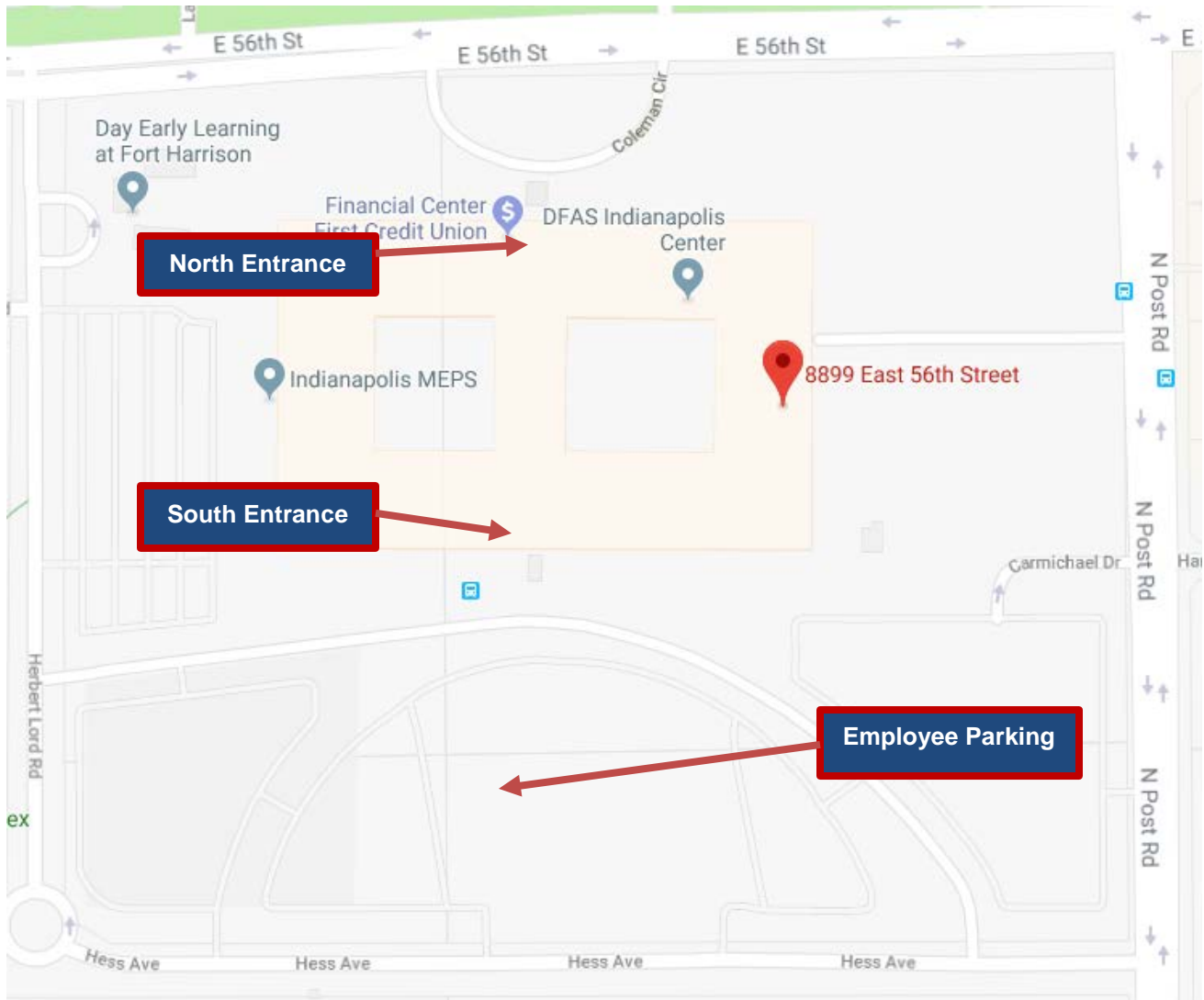
The Major General Emmett J. Bean Federal Center offers a variety of amenities, including a cafeteria, exercise facility, and even a barbershop. During orientation you'll take a tour of the building and learn more about the building amenities.

For more information regarding the Major General Emmett J. Bean Federal Center please visit this link: <https://www.gsa.gov/about-us/regions/welcome-to-the-great-lakes-region-5/buildings-and-facilities/indiana/major-general-emmett-j-bean-federal-center>



## Parking

DFAS Indianapolis has on-site parking for employees. There are several parking and/or non-driving options.



For public transportation options visit the IndyGo website at this link:  
<http://www.indygo.net/>

We look forward to seeing you!

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