



# Welcome to DFAS Rome!



## DFAS Rome

### Location:

Griffiss Business &  
Technology Park  
325 Brooks Rd.  
Rome, NY 13441

### 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 Rome! 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 DFAS Rome by 7:45 a.m on your first day. On your second day arrive by 7:30 a.m. On day of arrival, report to West 11 entrance, Security Lobby. A security assistant will provide a temporary badge to allow entry and re-entry into the building. You will need an ID to sign into the building.

### Building Security

- You will need a valid, government-issued ID to enter the building. You can enter from Brooks 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.

**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 busy, but our onboarding team will guide you through the process. The orientation process will begin as soon as all new employee(s) are signed in and receive their temporary security badge. The first day includes, meeting the DFAS Rome Director and Deputy Director, taking the oath of office, complete required forms, receive several briefings and get a tour of the building. Orientation will take place over two days. During this time 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. Work hours are 8:00 a.m. to 4:30 p.m. on day one and 7:30 a.m. to 4:00 p.m. on day two. Your work schedule includes a 30 minute lunch period and two 15-minute breaks. Orientation will conclude mid-afternoon on the second day. At that point you will be released to your supervisor and report to your work station. The appointment to receive your Common Access Card (CAC) will be on the second day, so you need to bring two forms of ID with you both onboarding days. Your supervisor will guide through accessing your laptop and explain all the mandatory online training that needs to be completed.

## Inclement Weather

Rome weather can be tricky during the winter months; in the event of severe weather conditions, please call 315-330-3100 or the DFAS Enduring Site status Line at 1-877-277-3983. Follow the prompts to learn the status of the Rome 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.

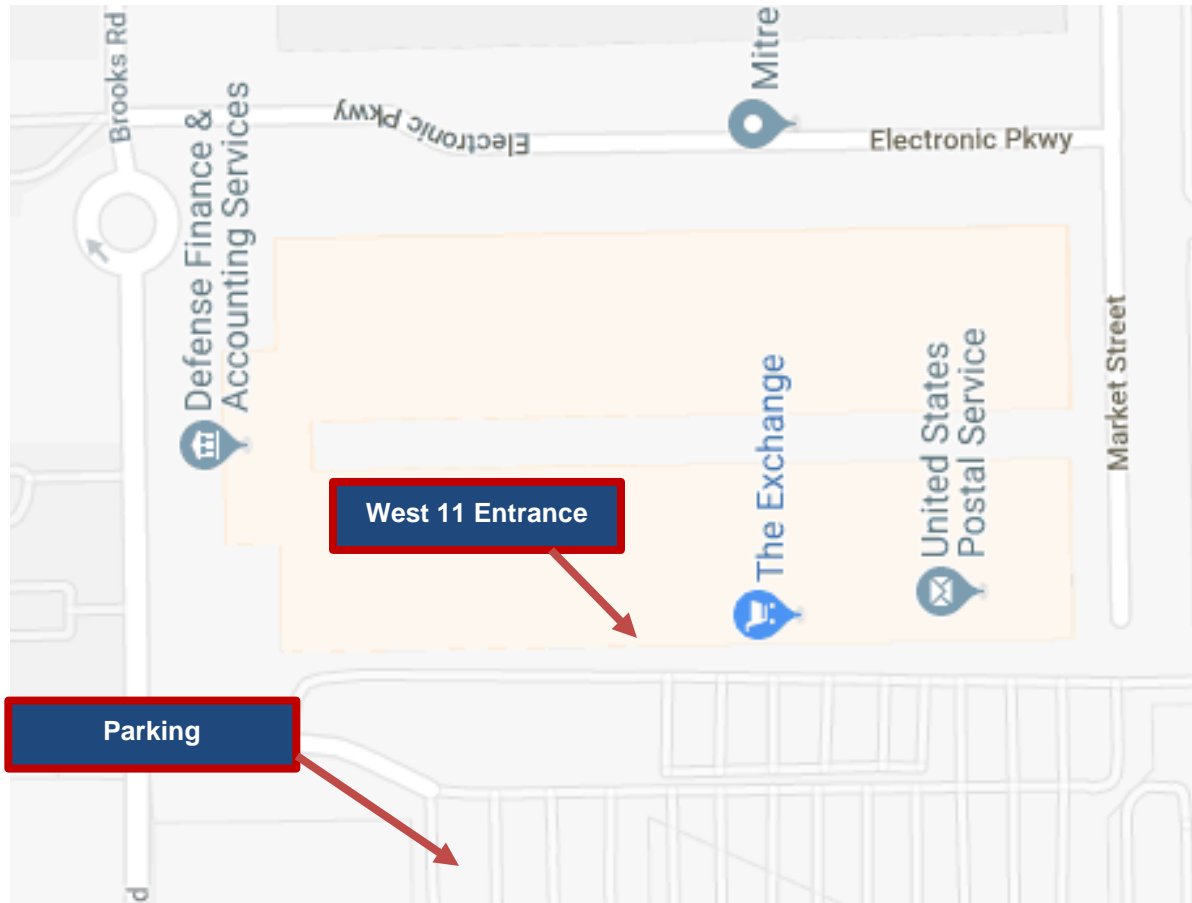
## Building Amenities

DFAS Rome offers a café (Teds Café) onsite, which serves a variety sandwiches, salads, and drinks. There are also seasonal Food Trucks that offer a variety of delicious local fare. During orientation you'll take a tour of the building and learn more about the building amenities.



## Parking

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



For public transportation options visit the Centro website at this link:  
[https://www.centro.org/service\\_schedules/schedules-utica](https://www.centro.org/service_schedules/schedules-utica)

We look forward to seeing you!

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