

CIVILIAN PERSONNEL OFFICE IN-PROCESSING AND ORIENTATION CHECKLIST

NAME:

ORGANIZATION:

TYPE OF APPOINTMENT:

EFFECTIVE DATE:

(To be completed by staffer)

As you complete each item on this check-list, select the check-mark in the parenthesis next to it. If an item is not applicable to you, select N/A. For Section D, please appear in person.

A. Affirmative Employment Section

- () Status of Forces Agreement
- () Job Induction checklist/Unit Security Manager
- () Direct Deposit/W-4 (current mailing address)
- () DOD Rotation Policy
- () DD Form 577 (required if supervisory/certifying timesheets)
- () Initial Ethics Orientation Briefing – 51 FW/JA (784-4131)
- () Career Program/Non-Career Program
- () Overseas Employment Agreement (locally appointed)
- () Family Member Employment /Appointment under E.O. 12721
- () Return Rights Agreement (as appropriate)
- () Transportation Agreement (as appropriate)
- () OPM eOPF for New AF Employees
- () Ration Control / ID cards (DD-1172)
- () Letter of employment
- () SAPR/Suicide Prevention (Mandatory for all new employees. Contact your Unit Training Manager to complete this.)
- () Swearing in via the SF-61 (If applicable)

B. Overseas Benefits and Entitlements

- () Household goods /Non temporary Storage
- () Home Leave
- () Foreign Post Differential (FPD) / Post Allowance
- () Living Quarters Allowance (LQA) / Reconciliation / Receipts
- () Temporary Quarters Subsistence Allowance (TQSA) Advance/Reconciliation / Receipts
- () Renewal Agreement Travel
- () Emergency Leave Travel (Space A Travel)
- () Shipment of POV
- () Foreign Transfer Allowance / Misc Expense
- () Environmental and Morale Leave
- () Separate Maintenance Allowance
- () SF1190 Advance of Pay (determine eligibility)

C. Employee Relations Programs

- Performance Management and appraisal
- DPMAP Training
- Leave (Annual Leave / Sick Leave / Leave Without Pay /
Absence for Maternity Reasons / FMLA/ Vol Leave Transfer Program)
- Discipline
- Awards (NA /Time-Off / Performance / On-the-Spot / Non-monetary)
- Appeals / Grievances / EEO Complaints / Sexual Harassment
- Trial / Probationary Period / New Supervisor / New Employee
- Civil Service Retirement System / Federal Employees Retirement System
- What To Do in case of Injury
- Thrift Savings Plan / 401k Plan/FEHB Program
- Emergency Essential Position Agreement (if Applicable)
- DD2461-Emergency Essential Employee
- Non – Combatant Evacuation Operations (NEO) - **MANADATORY**
 1. You, as well as all family members, are required to register in DBIDS.
 2. You are required to report to your unit NEO warden for registration information to cover yourself and all family members within 30 days of arrival.
- Emergency Data System (EMDS)
- AFI 36-703 Civilian Conduct and Responsibility

Acknowledgement

I acknowledge and understand the importance of completing the above items. I have been fully advised by the CPO representatives of the conditions of employment and my rights as an employee. All of my questions have been answered and I take full responsibility of submitting all necessary documentation to the appropriate sections.

Signature of Employee

Date

>>> Once you have completed Sections A, B and C above, and you are no longer in quarantine, please go to the Education Office to complete the actions in Section D below. You must appear in person. <<<

D. Employee Development & Training Section (At the Education Office - Bldg 789, Room 8, 784-5887, POC: Chin, Yong Suk)

- New Employee Orientation (on-line)
- Base Newcomer’s Orientation (**every Friday-base theater**)
- Update of Education and Training Records
- Training and Development
- Other Mandatory courses training