

## SUPERVISOR CHECKLIST FOR CIVILIAN ORIENTATION & INTEGRATION PROGRAM

(The proponent of this form is DHR. File in supervisor's file for this employee.)

INSTRUCTIONS: Supervisor responsibilities cannot be delegated. This checklist will assist operations Order 007-14 (USAG Fort Campbell orientation & Integration Program). IF an item does not apply to the new employee, indicate N/A. When all areas have been completed, the supervisor signs and dates the form and returns it to the Directorate of Human Resources (IMCB- HRW) through mail distribution or FAX to 798-7092.

EMPLOYEE'S NAME: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number \_\_\_\_\_

### WEBSITE: Reference and Tools

America's Army-Our Profession <http://cape.army.mil/>  
Army benefit Center <https://www.abc.army.mil/>  
Army Career Tracker <https://actnow.army.mil/>  
Army Disaster Personnel Accountability & Assessment System (ADPAAS) <https://adpaas.army.mil>  
Army Knowledge Online (AKO) <https://www.us.army.mil/suit/login/welcome.jsp>  
Army Forms <https://www.army.mil/usapa/eforms/index.html>  
Army Publications <https://www.army.mil/usapa/epubs>  
Army Training Requirements and Resources System (ATRRS) <https://www.ayrrs.army.mil>  
Automated Time Attendance and Production System (ATAAPS) <https://ataaps.csd.disa.mil/>  
Automated Individual Development Plan <https://www.atrrs.army.mil/channels/chrtas/default.asp?page=logon.asp>  
Civilian Education System (CES) <http://www.amsc.belvoir.army.mil/afmissions/>  
Civilian Human Resources Training Application System <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>  
Civilian Personnel On Line (CPOL) <http://cpol.army.mil/>  
Civilian Wellness & Fitness Program (WFD Documents) <https://portal.campbell.army.mil/garrison/dhr/WFD/default.aspx>  
Computer Security Awareness (IA), IAW AR 380-5 <https://iatraining.us.army.mil>  
Defense Travel System (DTS) <http://www.defensetravel.osd.mil/dts/site/index.jsp>  
Fort Campbell Intranet <https://portal.campbell.army.mil/Pages/Default.aspx>  
Fort Campbell Family Morale Welfare and Recreation <http://www.fortcampbellmwr.com/>  
Garrison policy letters <https://portal.campbell.army.mil/Garrison%20Policy%20Letters/Forms/AllItems.aspx>  
Go Army Ed <https://www.goarmyed.com/login.aspx>  
Installation Management Command (IMCOM) Home Page <http://www.imcom.army.mil/>  
Total Army Performance Evaluation System (TAPES) [http://www.army.mil/usapa/epubs/pdf/r690\\_400.pdf](http://www.army.mil/usapa/epubs/pdf/r690_400.pdf)

### Phase 1 Sponsorship (REF: Annex B, Sponsorship Checklist, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration Program))

- Perform sponsor requirements prior to the new employee's Entry on Duty (EOD) date as specified in Annex B, Sponsor checklist, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation and Integration Program).
- Prepare a welcome letter to send to the new employee.
- Prepare an information packet to provide information on the local area, the installation, and your organization. Include other information as deemed appropriate or necessary to ensure a smooth transition.
- Confirm the Civilian Personal Advisory Center (CPAC) in-processing/briefing date (Day 1); Block out time to welcome the new employee at CPAC.

### Phase 2 Welcome Day 1 (REF: Annex B, Sponsorship Checklist, to OPORD 007-14 (USAG Fort Campbell Civilian orientation & Integration program).)

- Meet the new employee at CPAC and escort to the organization.
- Notify the leadership and staff of the anticipated arrival time to the organization.
- Prepare an organizational handout to provide Emergency Contact Information and other relevant information not provided previously.
- Prepare an agenda of events to provide a tour of the organization and introduction of the worksite (meet & greet).
- Schedule employee for receipt of Common Access Card. (<https://rapids-appointment.dmdc.osd.mil/appointment/building.aspx?Buildingid=353>).

### Phase 3 Inprocessing, Day 2 through 5 (REF: Annex C, Inprocessing Checklist, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration Program).)

- Prepare a packet (or electronic database) to provide position description, applicable performance Support Plan Form, Weingarten Notice for Employees, and local policies (organization and Garrison).
- Prepare discussion points on rules, procedures, organization vision, mission, goals, and function.
- Prepare the employee's worksite for occupancy and access to copiers, fax machines, and supplies as applicable to the position.
- Prepare notes for discussion of the individual Development Plan (IDP) be familiarizing with Career Program requirements in ACTEDs or Army Career Tracker (ACT) for the specific grade and series (<https://actnow.army.mil/>).
- Coordinate with Key Control Officer for issuance of keys as applicable (building access, room).

**SUPERVISOR CHECKLIST FOR CIVILIAN ORIENTATION & INTEGRATION PROGRAM CONTINUED:**

- Prepare documentation to assist with establishment of an e-mail network account, security clearance, Government Travel Card, Government Purchase Card, Automatic Time Attendance and Production System (ATAAPS), and/or other applicable requirements.
- Schedule time for the employee to complete Information Assurance Training Target Date: \_\_\_\_\_

**Phase 4 Orientation, First 30 Days** (REF: Annex D, Orientation Checklist, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration Program).

- Provide a copy of Notification of Personnel Action (SF 50-B) to employee.
- Prepare for initial counseling and establish performance standards IAW Army Regulation 690-400.
- Schedule New Employee for Orientation for New Employee-Garrison (4th Wednesday of the Month).
- Develop a mandatory training time schedule that allows completion during the first 30 days of arrival.
  - Anti-Terrorism Target Date: \_\_\_\_\_
  - Combating Trafficking in Persons Target Date: \_\_\_\_\_
  - Composite Risk Management Civilian Basic Training Target Date: \_\_\_\_\_
  - Constitution Day Training Target Date: \_\_\_\_\_
  - Operations Security (OPSEC) Target Date: \_\_\_\_\_

**Phase 5 Integration, First 6 Months** (REF: Annex E, Integration Checklist, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration Program).

- Prepare for a mid-point performance counseling session and individual development plan (IDP) update.
  - Develop a mandatory training time schedule that allows completion prior to phase 5 end date.
    - Substance Abuse Prevention & Awareness Training Target Date: \_\_\_\_\_
    - Threat Awareness & Reporting Program (TARP) Target Date: \_\_\_\_\_
    - Sexual Harassment/Assault Response & Prevention (SHARP) Target Date: \_\_\_\_\_
    - ETHICS (If required) Target Date: \_\_\_\_\_
    - Army Suicide Prevention program Target Date: \_\_\_\_\_
    - Supervisory Development Course (SDC for Supervisors) Target Date: \_\_\_\_\_
- Civilian Education System Requirements**
- Foundation Course Target Date: \_\_\_\_\_
  - Basic/Intermediate/Advance Course (IAW Target Grade) Target Date: \_\_\_\_\_

**Phase 6 Completion NTE 1 Year** (REF: Annex F, orientation & Integration Survey, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration program).

- Prepare Annual Performance Evaluation IAW Total Army Performance Evaluation System (TAPES) rating & Recognition Cycles (Refer to Army Regulation 690-400, Chapter 4302 TAPES).
- Senior System GS, WS 13 & Above: Rating Cycle Ends 30 June.
- Senior System GS, WS 9 thru 12: Rating Cycle Ends 31 October.
- Base System GS, WG, WL, WS, WD 1 thru 3: Rating Cycle Ends 31 December.
- Base System GS, WG, WL, WS, WD 4: Rating Cycle Ends 31 January.
- Base System GS, WG, WL, WS, WD 5: Rating Cycle Ends 28 February.
- Base System GS, WG, WL, WS, WD 6 thru 8: Rating Cycle Ends 30 April.
- Base System GS, WG, WL, WS, WD 9 thru 12: Rating Cycle Ends 31 August.
- Base System GS, WG, WL, WS, WD 13 & Above: Rating Cycle Ends 31 October.
- Prepare to discuss and update the Individual Development Plan (IDP) NLT 30 Days after the Rating Cycle End Date.
- Provide the employee Annex F, Orientation & Integration Survey, to OPORD 007-14 (USAG Fort Campbell Civilian Orientation & Integration Program).

**Supervisor's name and signature:** \_\_\_\_\_