

SUPERVISOR CHECKLIST FOR IN/OUT PROCESSING EMPLOYEES

	INITIALS/DATE	Notes:
Employee Name		
IN-PROCESSING		
Oath of Office/Appointment Affidavit		Administer the Oath of Office and submit the OF612 to HRO
Create Supervisor's Folder, obtain employee's Emergency Contacts and provide employee with Agency policies (e.g., Standards of Conduct)		Contact HRO-Employee Relations for assistance
Provide employee with Technician Personnel Handbook (CNG FPH 001)		Provide information regarding Leave or Work Schedule. See http://www.calguard.ca.gov/HRO/Documents/Pubs/FPR/CNGFPH_001.pdf for handbook
Provide employee with a copy of his/her Position Description (PD)		Contact HRO-Classification for a copy of the PD or obtain a copy through GKO
Issue Required Equipment		Issue (Computer, Keys, laptop, supplies, blackberry). Ensure to complete hand receipts.
Building and Office Tour		Ensure New Employee is aware of Bathroom, Common Areas, workstation and Cafeteria locations
Building Access Badge (if applicable)		Complete OTAG Form 600-3. Submit to Security Desk or section
Army Knowledge Online Account (if applicable)		Required for several purposes. Register for an account at www.us.army.mil
DEERS: Common Access Card (CAC)		Contact ID Card Section. CAC is required to log onto the computer network.

Security Clearance (if applicable)		Request current Security Clearance. If you do not have a security clearance contact the Security manager. They require Completion of EPSQ, OF 306 Form and copy of current Resume.
Network Computer Access		Once you've complete the security clearance process, submit a signed JFHQ Form 14.1 or appropriate form to the Information Management Section.
Defense Civilian Personnel Data System (DCPDS) Account (if applicable)		Supervisors, HRO Personnel and HR Remote Designees Only
PAYROLL: Submit SF 1199 and W-2 Forms to USPFO or Finance Office		USPFO (Army); appropriate wing's Finance office (ANG)
MYBIZ: Ensure Employee has MYBIZ account		Access is needed to view Personnel Actions (SF-50) and employee information .Contact HRO- Employee Benefits for Assistance (if needed)
EBIS: Ensure employee has all Federal Employee Benefits information (i.e., FEHB, TSP, FEGLI) and access to EBIS for enrollment		Contact HRO-Employee Benefits for Assistance (if needed)
Set up ATAAPS Account (ANG Only)		Contact the Finance Office
Submit a Hierarchy Worksheet to confirm supervisory and subordinate hierarchy		Contact HRO- Classification for assistance.
OUT PROCESSING		
Submit the SF-52 or required documentation to HRO via DCPDS		Request the appropriate action (Termination, Resignation, Interagency Transfer, Retirement)

Complete the final Performance Appraisal (if applicable)		The final appraisal must be completed before separating employee. (permanent and indefinite only). Contact HRO- Employee Relations for assistance.
Equipment: Ensure all equipment has been returned (if applicable)		Any government owned equipment must be returned. Example: Laptops, Blackberry, keys etc.
HRO -Final Clearance		Confirm ALL documents were received by HRO and the effective date of separation.
Return CAC to DEERS ID Section		CAC must be returned to replace with new card based on status (i.e., civilian, military, retirement)
Return Building Badge to the Security Desk/Office.		All access badges must be returned if employment within the building or facility has ended.
Supervisor's Signature		Date:
CNG 690-60 Supervisor Checklist (In/Out Processing) 2-Sep-15		