



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CAMPBELL  
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FORT CAMPBELL KY 42223-3570

AMIM-CBH-A (100)

16 August 2023

MEMORANDUM FOR Directors and Chiefs, Staff Offices/Activities, This Headquarters

SUBJECT: Policy 1 – United States Army Garrison, Fort Campbell, Civilian Onboarding and Out-Processing Procedures

1. References.

- a. Army Regulation (AR) 690-200 (General Personnel Provisions), 29 January 2020.
- b. Installation Management Command (IMCOM) Policy Memorandum 8 (IMCOM Service Culture Campaign), 8 July 2022.
- c. Fort Campbell Form (FC Form) 4277, USAG-Fort Campbell Civilian On-boarding Checklise and Survey, located at <https://armyeitaas.sharepoint-mil.us/sites/101ABN-KC/SOP%20and%20Policy%20Letters/Forms/AllItems.aspx?e=5%3Aafcf0bdf8ac54578999ed5e2620c58c9&cid=d7d75111%2D5431%2D4e25%2D94cc%2Dcd939a7018d7&RootFolder=%2Fsites%2F101ABN%2DKC%2FSOP%20and%20Policy%20Letters%2FC%20Forms&FolderCTID=0x0120009FC88725C1A1E64384672786E1AD71FD>.
- d. FC Form 4278, Fort Campbell Civilian Out-Processing Checklist, located at <https://armyeitaas.sharepoint-mil.us/sites/101ABN-KC/SOP%20and%20Policy%20Letters/Forms/AllItems.aspx?e=5%3Aafcf0bdf8ac54578999ed5e2620c58c9&cid=d7d75111%2D5431%2D4e25%2D94cc%2Dcd939a7018d7&RootFolder=%2Fsites%2F101ABN%2DKC%2FSOP%20and%20Policy%20Letters%2FC%20Forms&FolderCTID=0x0120009FC88725C1A1E64384672786E1AD71FD>.
- e. Civilian Employee One-Stop-Shop, located at <https://home.army.mil/campbell/index.php/about/Garrison/DPTMS/training-division/civilian-employee-one-stop-shop>

2. Purpose. To establish on-boarding and out processing procedures for Appropriated Fund (AF) and Non-Appropriated Fund (NAF) civilian team members to ensure all team members are acclimated, welcomed, oriented, and integrated into the garrison and appropriately out-processed to fulfill departing obligations.

3. Applicability. This policy applies to all United States Army Garrison Fort Campbell AF and NAF team members.

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4. Policy.

a. Incoming team members. Directors, Chiefs, first-line supervisors, and/or assigned sponsors and team mates will ensure new team members meet requirements of a five phase orientation and integration process. Success is determined by having a new team member fully integrated into their team and providing world-class customer service during their first year of accepting the new position. The supervisor will ensure requirements are met by endorsing FC Form 4277 at the end of each phase and maintaining the checklist on file.

b. Departing team members will clear all applicable activities using FC Form 4278, Fort Campbell Civilian Out-Processing Checklist, prior to permanent change of station, local reassignment, separation, or retirement. Supervisors will retain a completed FC Form 4278 in the team member's retired file for a period of one year after the team member departs the organization.

c. Departing team members will be offered an exit interview with their Director/Chief prior to departure. Any Installation or Garrison level issues, concerns, and/or positive comments will be provided to the Deputy to the Garrison Commander.

5. The proponent and point of contact for this policy is the Directorate of Human Resources, ATTN: AMIM-CBH-A, or (270) 798-6804.



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