



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617

IMCB-HR

NOV 06 2019

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

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

1. References.

a. Army Regulation (AR) 690-900, Civilian Personnel – General and Miscellaneous, dated 15 Dec 79.

b. Installation Management Command (IMCOM) Operations Order (OPORD) 18-107, IMCOM Service Culture Campaign, dated 13 Jul 18.

c. IMCOM Policy Memorandum 5-2, IMCOM Service Culture Campaign, dated 22 Oct 2018.

d. Fort Campbell Form (FC Form) 4277, USAG-Fort Campbell Civilian On-boarding Checklist and Survey.

e. FC Form 4278, Fort Campbell Civilian Out-Processing Checklist.

f. Fort Campbell – Intranet, Civilian Employee One-Stop-Shop.,
<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 USAG Fort Campbell AF and NAF team members.

4. Policy. On-boarding begins with pre-arrival sponsorship and continues through a full series of activities over a team member's first year. Supervisors will report new employee completion (by-phase) to their directorate training coordinators by endorsing FC Form 4277 (Enclosure 1) at the end of each onboarding phase and by placing the checklist in the team member's personnel file. Directorate training coordinators are responsible for reporting on-boarding compliance via a garrison sharepoint located at <https://intranet.campbell.army.mil/garrison/garrison/Onboarding/Pages/default.aspx>.

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On-boarding checklists are subject to inspection by the garrison leadership and during Internal Reviews. Directors, chiefs, supervisors and managers will ensure departing team members out-process required agencies utilizing FC Form 4278 (Enclosure 2) and participate in an exit interview.

5. Procedures. On-boarding ensures that new team members feel welcomed, informed, prepared, and supported. This increases team member success, satisfaction, and retention, allowing the organization to meet its goals and fulfill its mission. Supporting information is contained in the on-boarding section of the Civilian Employee One Stop Shop, Reference 1.e. above.

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 (5) 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 and/or sponsor will ensure requirements are met by endorsing FC Form 4277 at the end of each phase.

(1) Pre-arrival and Sponsorship. This phase focuses on setting the conditions for the arrival and successful on-boarding of new team members. Immediately upon notification by the Civilian Personnel Advisory Center (CPAC) that a job offer has been accepted, a sponsor will be designated and initial contact made with the new hire. Supervisors will refer to Enclosure 1, FC Form 4277, Phase 1.

(2) Arrival and Welcome. The goal is to personalize the welcome of new team members. The supervisor and/or sponsor will meet the new team member on their Entry on Duty (EOD) Date at CPAC in-processing to ensure any issues or concerns are addressed and resolved. The new team member will be escorted to the Directorate/Agency work site. Supervisors will refer to Enclosure 1, FC Form 4277, Phase 2.

(3) In-Processing – First 30 Days. This phase focuses on providing new team members with the necessary tools to accomplish their duties and responsibilities and to complete the Garrison Team Member Orientation Program. Supervisors will refer to Enclosure 1, FC Form 4277, Phase 3.

(4) Orientation – 30 to 180 Days. This phase focuses on orienting the new team member to the specific nuances of the organization (i.e., culture, mission, values, expectations and familiarization with their job and the command). The new team member will complete customer service training within the first 90 days of employment. An on-boarding survey (FC Form 4277, page 7) will be completed by the new team member 90 days after EOD. Completed surveys will be provided to Directors/Chiefs and a copy placed in the team member's file; Directors/Chiefs will forward any issues or

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concerns requiring the attention of the Garrison leadership to the Deputy to the Garrison Commander. Supervisors will refer to Enclosure 1, FC Form 4277, Phase 4.

(5) Integration-Completion – First Year. This phase focuses on completing all on-boarding requirements. Supervisors will provide adequate time for the team member to complete required training during duty hours. At the conclusion of this phase, the team member normally receives their annual counseling and performance evaluation. Supervisors will refer to Enclosure 1, FC Form 4277, Phase 5.

(6) Directors/Chiefs will certify completion of policy requirements by endorsing the FC Form 4277 at the end of the onboarding period and placing the checklist in the team member's file.

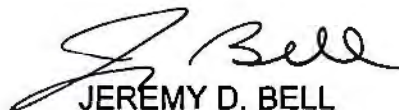
b. Departing team members will clear all applicable activities using FC Form 4278, Fort Campbell Civilian Out-Processing Checklist (Enclosure 2), prior to permanent change of station, local reassignment, separation, or retirement. Completed FC Form 4278 will be provided to CPAC with a copy retained by the departing team member and in the team member's file. Organizations will retain 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 complete 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.

6. The proponent and point of contact for this policy is the Directorate of Human Resources, ATTN: IMCB-HR, (270) 956-4661.

Encls

1. FC Form 4277
2. FC Form 4278



JEREMY D. BELL
COL, SF
Commanding

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Enclosure 1, FC Form 4277 (form can be downloaded at <https://home.army.mil/campbell/index.php/about/Garrison/DPTMS/training-division/civilian-employee-one-stop-shop/onboarding>)

USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST & SURVEY <small>(Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)</small>	
Onboarding is Mandatory for All Civilian Employees Assigned to USAG-Fort Campbell	
PRIVACY ACT STATEMENT	
AUTHORITY:	Garrison Command Policy #1.
PRINCIPAL PURPOSE:	To verify that the new Government Civilian employee has completed all onboarding requirements.
ROUTINE USE:	Information is used to verify new USAG-Fort Campbell employees have properly in-processed.
DISCLOSURE:	Mandatory. Failure to provide this information could result in an employee incorrectly in-processing.
Instructions: This checklist is designed to assist the supervisor, sponsor, and new team members with requirements to effectively welcome new team members to the installation. The Onboarding Program consists of five phases: Phase 1: Pre-arrival and Assignment of Sponsor; Phase 2: Arrival-Welcome (Day 1); Phase 3: In-processing (First 30 Days); Phase 4: Orientation (30 Days - 180 Days); Phase 5: Integration (First Year of Employment). Supervisor and/or Sponsor will annotate completion dates (or otherwise listed) for each specified item within this checklist until all requirements are met. Directorate training coordinators are responsible for reporting on-boarding compliance via a garrison sharepoint located at https://intranet.campbell.army.mil/garrison/garrison/Onboarding/Pages/default.aspx . The Director will then endorse the checklist certifying completion of all requirements. The checklist will be retained in the team member's file upon completion. Refer to Garrison Command Policy #1 for additional guidance.	
PHASE 1: PRE-ARRIVAL & ASSIGNMENT OF SPONSOR	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
SPONSOR NAME (Last, First, MI):	DATE ASSIGNED:
ASSIGNED TEAM MATE NAME (Last, First, MI):	DUTY POSITION:
RATER NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
SENIOR RATER NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
1. Notification Received that the Applicant Accepted the Job Offer: <input type="text"/>	
2. Applicant Initial Contact Completed: <input type="text"/>	
3. Means of contact: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> Other POC Information: <input type="text"/>	
4. Welcome Packet provided to the Applicant consisting of the following items [Minimum Requirements include Local Area Listings (Housing, Business, Entertainment); Fort Campbell Installation Information (Map, Staff Directory); and GC/GCSM Welcome Letter and Directorate/Agency Welcome Letter]. <input type="text"/>	
5. Applicant Requested Additional Information (Specify): <input type="text"/>	
6. Assign sponsor for new team member and explain sponsor responsibilities. Sponsor completed Civilian Employee One-Stop Shop Sponsorship training online at https://home.army.mil/campbell/application/files/3415/4472/0620/Civilian_Sponsorship_as_of_5_Nov_18.pdf . <input type="text"/>	
7. Assign a teammate who is a fellow employee that assists in training the new employee for the position (teammate and sponsor may be same person but is not required). <input type="text"/>	
8. Ensure sponsor contacts new team member. <input type="text"/>	
9. Administrative: Review work area and confirm availability of workstation, chair, IT capabilities (network and computer access, computer, telephone), office supplies and nametag, if applicable. <input type="text"/>	
10. Applicant's Projected Arrival Date [Entry on Duty (EOD)]: <input type="text"/>	
a. Supervisor/Sponsor meets applicant prior to CPAC in-processing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Coordinate with CPAC to confirm in-processing/briefing date (Day 1 EOD). <input type="text"/>	
12. Announce pending arrival of new team member to staff and stakeholders. <input type="text"/>	

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USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST & SURVEY (Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)	
PHASE 2: ARRIVAL - WELCOME (DAY 1)	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
1. Team member is met at CPAC In-processing by Supervisor, Sponsor, or Senior Leader. <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Team member receives a copy of the Onboarding Checklist. <input type="checkbox"/>	
3. CPAC requirements to include Welcome; In-Processing, Classification, Staffing; FECA; Payroll; Employee Assistance Program; Social Media; MWR; EEO; Union; Weingarten; Environmental; Civilian Employee One Stop Shop; FOIA/Pil were completed on Day 1. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is follow-up date to complete requirements? <input type="checkbox"/>	
4. Schedule employee for Garrison New Team Member Orientation (TMO) Program within first 15 days. <input type="checkbox"/>	
5. Schedule employee for OPEX training within first 90 days. <input type="checkbox"/>	
6. Team member was escorted to Directorate/Agency Work Site/Area and provided tour of facility, work space, restrooms, parking, supply room, break area, and cover administrative procedures to include review of emergency action drills, building access, mail, etc. <input type="checkbox"/>	
7. Team member issues or concerns were addressed and resolved to the satisfaction of the team member by the supervisor/sponsor prior to release. <input type="checkbox"/>	
8. Team member received a welcome from the supervisor/sponsor. <input type="checkbox"/>	
9. Team member was introduced to co-workers. <input type="checkbox"/>	
10. Team member provided supervisor with emergency contact information. <input type="checkbox"/>	
11. New employees who are placed in a noncritical-sensitive position or higher and require access to classified information must be in process at the DPTMS Security Division located at bldg. 6555, 58 th Street. Discuss with supervisor if unclear. <input type="checkbox"/>	
12. Team member received a copy of directorate Team Member Handbook (if available). <input type="checkbox"/>	
13. Supervisor/Sponsor scheduled team member for receipt of Common Access Card https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=353 . Appointment date is: <input type="checkbox"/>	
14. Seek feedback from new team member about onboarding and In-processing. <input type="checkbox"/>	
15. Employee signature endorsement: Completion of Phase 2. <input type="checkbox"/>	
16. Supervisor signature endorsement (provide copy to directorate Training Coordinator and employee personnel file): Completion of Phase 2. <input type="checkbox"/>	

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USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST & SURVEY <small>(Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)</small>	
PHASE 3: IN-PROCESSING (FIRST 30 DAYS)	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
1. Supervisor and new team member review position description, terms of employment, job duties, and performance expectations. Provide copy of Notification of Personnel Action (SF50 for AF and DA Form 3434 for NAF) to team member.	
a. Complete performance objectives (AF-DPMAP and NAF-AUTONQA).	
b. Complete an Individual Development Plan (IDP) using an automated form produced on Army Career Tracker (ACT). https://actnow.army.mil/	
2. Supervisor introduction to rules, procedures, organization vision, mission and goals, function of department, organization chart, garrison and directorate policy letters, interrelationships in and outside of organization, union representative and office bulletin board.	
3. Supervisor Discussion of:	
a. Chain of Command, Probationary Period, Management Employee Relations (Union & Weingarten Rights), Local Policies and Procedures for grievance, complaint and appeal procedures (AFGE 2022 & EEO).	
b. Work Schedules, accountability, breaks, lunch, overtime and compensatory time, reporting of time (Automated Time Attendance and Production System -ATAAPS for AF employees and E/PAY for NAF employees), Leave Policies, leave accrual rate, salary.	
c. Telephone use and protocols, etiquette and voicemail, computer use and internet access rules, email etiquette, customer service philosophy.	
d. Incident weather procedures and policies, emergency notification procedures, ALERT! Registration (https://intranet.campbell.army.mil/SitePages/Home.aspx), safety plan (Job Hazard Analysis, Workplace Hazard Analysis, reporting work injuries, reporting work hazards); Army Disaster Personnel Accountability and Assessment System (ADPAAS) registration https://adpaas.army.mil/	
e. Network sharing, FOIA and confidentiality/protection of sensitive information.	
f. Review Civilian Education System (CES) Requirements.	
4. Assist to Obtain:	
a. Computer and/or required Work Equipment (Supply).	
b. Email network account (IMO).	
5. Employee completed Garrison Team Member Orientation Program within first 15 days. List date completed.	
6. Complete Mandatory Training Requirements and review CES requirements. Refer to Civilian One-Stop-Shop; Training Section: https://home.army.mil/campbell/index.php/about/Garrison/DPTMS/training-division/civilian-employees-one-stop-shop/training	
a. Government Computer/Network Access (Acceptable Use Policy and DoD Cyber Awareness Training).	
b. Information Security (INFOSEC).	
<i>If Applicable:</i>	
c. Security Training- Managing Personnel with Clearances/Access to Classified Information.	
d. Government Travel Credit Card (GTCC) Defense Travel System (DTS).	
e. Government Purchase Card (GPC).	
f. Contracting Officer Representative (COR).	
g. Use of Government vehicle/training/licensing. Army Accident Avoidance Course (AAAC) is required for team members who drive or operate AMV/GSA Vehicles. Required initially and then every four years. https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx	
h. Personally Identifiable Information (PII) training (All employees who maintain PII)	
7. Random Drug Testing Procedures (if applicable).	
8. Attend First Line Leader Meeting to address and obtain feedback on answer questions, review Leadership and Customer Pledges. Identify & discuss Annual Training Requirements/Priorities.	
9. Seek feedback from new team member about onboarding, in-processing, work assignment and job satisfaction to date.	

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PHASE 3: IN-PROCESSING (CONTINUED)	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
10. Ethics. Take the initial Ethics Training (1.0) in the JAG Training Library at https://www.jagcnet2.army.mil/Training/start.xsp?goto-Ethics2	
11. Employee signature endorsement: Completion of Phase 3.	
12. Supervisor signature endorsement (provide copy to directorate Training Coordinator and employee personnel file): Completion of Phase 3.	

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USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST & SURVEY (Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)	
PHASE 4: ORIENTATION (30 DAYS to 180 DAYS)	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
1. Provide Essential Job Training (list training events and scheduled dates):	
2. Employee met with (designate date):	
a. Branch Chief.	
b. Division Chief	
c. Director.	
3. Complete the civilian onboarding and in-processing survey (FC Form 4277, page 7) NLT 90 days after EOD and provide to supervisor.	
4. Schedule and complete a 1st Qtr performance counseling session; Update IDP.	
5. Employee completes OPEX training within first 90 days.	
6. Schedule and complete a 2 nd Qtr performance counseling session; Update IDP.	
7. Complete Mandatory Training Requirements (Refer to Civilian One Stop Shop for up to date links and Face-to-Face Training schedules https://home.army.mil/campbell/index.php/about/Garrison/DPTMS/training-division/civilian-employee-one-stop-shop/training).	
a. Antiterrorism (AT) Training Level 1.	
b. Combating Trafficking in Persons (CTIP).	
c. Risk Management Civilian Basic Training.	
d. Constitution Day.	
e. Operations Security (OPSEC).	
8. Seek feedback from new team member about onboarding, in-processing, work assignment and job satisfaction to date.	
9. Employee signature endorsement: Completion of Phase 4.	
10. Supervisor signature endorsement (provide copy to directorate Training Coordinator and employee personnel file): Completion of Phase 4.	

USAG-FORT CAMPBELL CIVILIAN ONBOARDING & IN-PROCESSING SURVEY <small>(Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)</small>		
Instructions: Onboarding survey will be completed by the new team member NLT 90 days after EOD. Completed surveys will be provided to Supervisor and Director and a copy placed in the team member's file; Director will forward any issues or concerns requiring the attention of the Garrison leadership to the Deputy to the Garrison Commander. Please answer/rate the following statements as "Yes or No" or by the rating scale: 1 (Not Satisfied); 3 (Satisfied); 5 (Very Satisfied).		
EMPLOYEE NAME (Last, First, MI): <input style="width: 90%;" type="text"/>	ORGANIZATION (Directorate/Division/Section): <input style="width: 90%;" type="text"/>	DATE YOU BEGAN WORKING: <input style="width: 90%;" type="text"/>
<p>1. Please rate your overall onboarding experience. <input style="width: 100px;" type="text"/></p> <p>2. Did it assist you in integrating into your organization? <input style="width: 100px;" type="text"/></p> <p>3. Did it prepare you to perform your duties and responsibilities? <input style="width: 100px;" type="text"/></p> <p>4. Were you assigned a sponsor? A sponsor is a fellow employee that assisted in your onboarding and in-processing. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. Were they helpful? <input style="width: 100px;" type="text"/></p> <p>5. Were you provided a Welcome Packet upon employment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. Was the Welcome Packet easy to follow? <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">b. Was it useful? <input style="width: 100px;" type="text"/></p> <p>6. Were you assigned a teammate? A teammate is a fellow employee that assists in training you for your position. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. Were they helpful? <input style="width: 100px;" type="text"/></p> <p>7. Were you provided the proper equipment in a timely manner in order to perform your duties? <input style="width: 100px;" type="text"/></p> <p>8. Have you received a job description and performance standards? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Did your first line leader/supervisor review your job description and performance standards with you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Do you understand what is expected of you in your position? <input style="width: 100px;" type="text"/></p> <p>11. Do you understand how your job supports the organization's mission? <input style="width: 100px;" type="text"/></p> <p>12. Have you established an Individual Development Plan with your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. Please rate your experience at the USAG New Team Member Orientation. <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">a. Please indicate date of attendance: <input style="width: 100px;" type="text"/></p> <p>14. Please rate your experience at OPEX Customer Service Training. <input style="width: 100px;" type="text"/></p> <p style="margin-left: 20px;">a. Please indicate date of attendance: <input style="width: 100px;" type="text"/></p> <p>15. Have you had the opportunity to meet leadership? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. Please indicate which leaders you had the opportunity to meet (Director, Deputy Garrison Commander, Garrison Commander, etc.). <input style="width: 100%; height: 20px;" type="text"/></p> <p>16. Please provide any additional comments on your onboarding and in-processing experience and suggestions for improvement <input style="width: 100%; height: 80px;" type="text"/></p>		

USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST <small>(Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)</small>	
PHASE 5: INTEGRATION (FIRST YEAR OF EMPLOYMENT)	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
<p>1. Schedule and complete a 3d Qtr performance counseling session; Update IDP. []</p> <p>2. Complete Mandatory Face-to-Face Training Requirements (Refer to Civilian One Stop Shop for current Face-to-Face dates - Note: Refer to "Training Stand-up Day" for a combined Face-to-Face schedule) http://www.campbell.army.mil/Installation/Employee/Pages/Training.aspx.</p> <p style="margin-left: 20px;">a. Threat Awareness and Reporting Program (TARP) Face-to-Face Requirement. []</p> <p style="margin-left: 20px;">b. Sexual Harassment/Assault Response & Prevention (SHARP) Face-to-Face Requirement. []</p> <p style="margin-left: 20px;">c. Supervisory Development Course and Local Resident Supervisor Development Course (RSDC) (Supervisors) must be completed within one year of appointment to a supervisory position. Enrollment should occur during the Orientation phase. Once enrolled, the on-line course must be completed within 120 days. The local RSDC can be scheduled with DPTMS. On-line training at https://www.atrs.army.mil/channels/chrtas. []</p> <p style="margin-left: 20px;">d. Equal Opportunity, Anti-Harassment, No Fear. Face to Face. This course can also be completed online. Instructions: Go to ALMS https://www.lms.army.mil/Saba/Web/ALMS. Non-supervisors register for: EEO-203A; Supervisors register for: EEO-203B. []</p> <p style="margin-left: 20px;">e. Executive Resilience and Performance Course (GS-12 Supervisors and above). Call (270) 412-5390 to schedule. []</p> <p style="margin-left: 20px;">f. Civilian Education System (CES) Requirements (if applicable):</p> <p style="margin-left: 40px;">(1) Foundation Course (FC): Required for all Army civilians, interns, team leaders, supervisors, and managers hired after 30 September 2006. FC must be completed within first year of employment. https://www.atrs.army.mil/channels/chrtas.</p> <p style="margin-left: 60px;">Start Date: [] Finish Date: []</p> <p style="margin-left: 40px;">(2) Basic Course dL or Residence Course (Grades GS01-GS09 or Equivalent) https://www.atrs.army.mil/channels/chrtas.</p> <p style="margin-left: 60px;">Start Date: [] Finish Date: []</p> <p style="margin-left: 40px;">(3) Intermediate Course dl (PH1) & Residency (PH2) (Grades GS10-GS12 or Equivalent) https://www.atrs.army.mil/channels/chrtas.</p> <p style="margin-left: 60px;">Start Date: [] Finish Date: []</p> <p style="margin-left: 40px;">(4) Advanced Course dl (PH1) & Residency (PH2) (Grades GS13-GS15 or Equivalent) https://www.atrs.army.mil/channels/chrtas.</p> <p style="margin-left: 60px;">Start Date: [] Finish Date: []</p> <p style="margin-left: 40px;">(5) Continued Education for Senior Leaders (CESL) (Grades GS14-GS15 or Equivalent) https://www.atrs.army.mil/channels/chrtas.</p> <p style="margin-left: 60px;">Start Date: [] Finish Date: []</p> <p>3. Provide End of Year Counseling. []</p> <p>4. Finalize Evaluation. []</p> <p>5. Review and refine IDP. []</p> <p>6. Seek feedback from new team member about onboarding, in-processing, work assignment and job satisfaction to date. []</p> <p>7. Employee signature endorsement: Completion of Phase 5. []</p> <p>8. Supervisor signature endorsement (provide copy to directorate Training Coordinator and employee personnel file): Completion of Phase 5. []</p>	

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USAG-FORT CAMPBELL CIVILIAN ONBOARDING CHECKLIST & SURVEY (Refer to Garrison Command Policy #1 for guidance. The proponent of this form is DHR.)	
DIRECTOR ENDORSEMENT OF ONBOARDING COMPLETION	
EMPLOYEE NAME (Last, First, MI):	ORGANIZATION (Directorate/Division/Section):
<input type="text"/>	<input type="text"/>
<p>I have met with the new team member and responsible leaders and affirm that the five-phased onboarding process has been completed. Issues, concerns, and additional remarks have been addressed. Those requiring the attention of the Garrison leadership will be forwarded to the Deputy to the Garrison Commander.</p>	
<input type="text"/>	

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Enclosure 2, FC Form 4278 (form can be downloaded at

<https://home.army.mil/campbell/index.php/about/Garrison/DPTMS/training-division/civilian-employee-one-stop-shop/onboarding>)

FORT CAMPBELL CIVILIAN OUTPROCESSING CHECKLIST (The Proponent of this form is CPAC.)		
Clearing is Mandatory for ALL Civilian Employees leaving Fort Campbell		
PRIVACY ACT STATEMENT		
AUTHORITY:	10 USC 3013.	
PRINCIPAL PURPOSE:	To verify that an individual has obtained clearance from the Army Staff agency or installation's facilities and has accomplished his/her personal and official obligations.	
ROUTINE USES:	Information is used to verify departing personnel have properly out processed.	
DISCLOSURE:	Mandatory: Failure to provide this information could result in an employee incorrectly out processing.	
This checklist is designed to assist federal civilian employees in clearing Fort Campbell when transferring, separating, or retiring. Employees are in duty status when out processing. Employees should annotate any item that is not applicable as "NA". Turn in a copy of the completed checklist to your supervisor and return the original out processing checklist to the Fort Campbell Civilian Personnel Advisory Center (CPAC).		
EMPLOYEE NAME (Last, First, MI):		ORGANIZATION:
TYPE OF ACTION: <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Leave Without Pay <input type="checkbox"/> Termination of Appointment <input type="checkbox"/> Other		
New Agency:	PCSing to OCONUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Forwarding Address:		
ACTIVITY	WHERE	SIGNATURE AND DATE
ORGANIZATION: Supervisor or Appropriate Official (1-10): 1. Security Debriefing and outprocessing. 2. Organizational Supply/Hand Receipt (tools, uniform, manuals, etc. turned in). 3. Organizational IT (User Account). 4. Key Control. 5. Voice Mail. 6. Civilian Pay Organizational Time Keeper. 7. Training Record Closeout. 8. Installation Emergency Notification (Cancel). 9. Government Travel Credit Card (GTCC) and Defense Travel System (DTS): Account status cleared, detach for transferring or delete account for separating, retiring. 10. Disenroll from ADPAAS (separating employees only) and ALERT!.	Organization	
Government Purchase Card, if applicable (MICC).	Bldg 6923, 38th Desert Storm Ave., (270)798-7801	
Army Community Services (ACS) (PCS Overseas only).	Bldg 2601, Indiana Ave., (270)798-9322	
Occupational Health Clinic, if applicable.	Bldg 2576, 23rd St., (270)956-0202	
Union, to cancel dues, if applicable.	Bldg 875, Bastogne Ave., (270)798-2343	
Civilian Personnel Advisory Center (1-5): 1. Annual/Sick Leave, SF8, Notice of Personnel Action (NPA), Leave Without Pay Information (LWOP) 2. TSP/Retirement 3. Health/Life Conversion Options 4. HR Personnel Systems User (DCPDS/CSU/BOXII/etc.) 5. Exit Survey Completed (if applicable) →	Bldg 6901, Desert Storm Ave., (270)412-8481/9090 Exit surveys will be provided by your agency (if applicable). Once complete please return it to your supervisor.	
Visit the CPAC website to obtain FAQ →	https://home.army.mil/campbell/index.php/about/Garrison/civilian-personnel-advisory-center	
Directorate of Human Resources. Turn-In Common Access Card (ID Card), if applicable. Note: Retirees may obtain a Civilian Retiree ID Card (must have NPA for APF or DA 3434 for NAF employee).	Soldier Support Center, ID Card Section, Bldg 2702, Michigan Ave. (270)412-7967 or (270)798-2424	
Employee Signature & Date		CPAC Representative Signature & Date
Supervisor Signature & Date		