



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM**  
**1780 RESTORE HOPE DRIVE**  
**FORT DRUM, NEW YORK 13602-5046**

AMIM-DRG-ZA

20 July 2023

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Garrison Policy Memorandum 23-08, Civilian Onboarding Program**

**1. References:**

- a. Army Civilian Acculturation Handbook, 7 June 2014.
- b. Headquarters, Installation Management Command (IMCOM) Policy Memorandum - IMCOM Onboarding and Out-Boarding Program, 5 July 2022.
- c. IMCOM Operations Order 22-051, Service Culture Campaign, 7 July 2022 .
- d. IMCOM Command Policy Memorandum #8, IMCOM Service Culture Campaign, 8 July 2022.

**2. Supersession:** This policy supersedes and replaces Garrison Policy Memorandum 23-08, Civilian Onboarding Program, 23 July 2021.

**3. Purpose:**

- a. Establish the United States Army Garrison (USAG) Fort Drum's Onboarding Program to welcome and integrate all newly assigned Appropriated Fund (AF) and Non-Appropriated Fund (NAF) Civilian employees.
- b. To ensure Department of the Army Civilians are properly welcomed to the installation, IMCOM, and USAG Fort Drum.
- c. To establish a standardized process to successfully integrate all new employees, or maximize employee engagement and retention; foster an environment of inspired leadership; and deliver world-class customer service.

**4. Applicability:** This policy applies to all AF and NAF employees, assigned or attached to the USAG-Fort Drum.

**5. General:** USAG - Fort Drum Onboarding Program consists of five (5) phases: Phase 1: Pre-arrival and Sponsorship (prior to arrival); Phase 2: Arrival and Welcome (day 1); Phase 3: In-processing (first 30 days); Phase 4: Orientation (day 30-180);

Phase 5: Integration (no later than 1 year). Team Member Orientation (TMO) is required for all new garrison employees. TMO is conducted on the first Wednesday of each month, from 0800-1600 hours in the Workforce Development Training and Development Center, P-219 Nash Blvd. See Enclosure 7, TMO Schedule.

a. Phase 1: Pre-arrival and Sponsorship Phase: This phase focuses on setting the conditions for the arrival and successful onboarding of all new garrison employees. All new employees will be sent, at a minimum, three Welcome Letters (Garrison Commander, Directorate, Division or Section, and Sponsor). Prior to arrival, new personnel will be assigned a sponsor, if different from the first line supervisor, to begin administrative coordination to ensure a smooth transition. At a minimum, the Sponsor will provide a Welcome Letter, information on the local area and Fort Drum, new position information, and any administrative requirements. The sponsor is responsible for completing the Sponsorship Checklist, and returning it to Workforce Development Division (WDD) upon completion.

b. Phase 2: Arrival and Welcome Phase (day 1): The goal of this phase is to properly welcome all new personnel to the USAG - Fort Drum team. The sponsor or supervisor is responsible for meeting and welcoming the employee on day 1 and addressing/resolving any immediate issues or concerns the employee may have. During this phase, new team members also receive a leader welcome, an introduction to co-workers and staff, a tour of the work area, an organization overview, a work schedule, and a TMO date. Both the sponsor and first line supervisor are responsible for this phase. Employees are given the New Employee Checklist.

c. Phase 3: In-processing phase (first 30 days): This phase provides all new personnel with necessary tools to accomplish their duties. The gaining organization ensures all new employees are acquainted with their work environment, completes any additional administrative requirements, and provides necessary equipment and permissions to perform their duties. Additionally, first line leaders will perform initial performance counseling, review the new employee's position description, performance standards, and expectations, develop an initial Individual Development Plan (IDP), and finalize the training plan. New team members will also attend their scheduled one-day onboarding TMO consisting of Operation Excellence (OPEX) customer service training and orientation briefings. After the first 30 days, the new employee must complete and submit the Arrival and In-Processing Survey. At the conclusion of Phase 3, supervisors complete and submit part 1 of the Supervisor Checklist.

d. Phase 4: Orientation Phase (day 30-180): This phase completes in-processing and allows new personnel to become familiar with their job and organization. This includes ensuring the team member understands the culture, mission, values and expectations of the organization. Employees are provided professional specific job-related training to perform their duties and provide performance feedback. Leaders will regularly engage in dialogue with new team members, answer questions and continue to build a positive

relationship. Performance discussions must be conducted, documented, and reported, at a minimum, on a quarterly basis. Employees should also complete their mandatory training and enroll in Civilian Education System (CES). At the conclusion of Phase 4, supervisors complete and submit part 2 of the Leader Checklist. Employees complete and submit the Orientation and Integration Survey.

e. Phase 5: Completion Phase (no later than 1 year): This phase focuses on completing all onboarding requirements, with the goal of having a fully- integrated and productive team member. Leaders will continue ongoing performance discussions and provide meaningful feedback while encouraging continuous dialogue. Employees are encouraged to participate in training and professional development and refine their IDP, as needed. Supervisors will continue to conduct and document quarterly performance discussions, to include the employee's annual performance appraisal. At the conclusion of Phase 4 supervisors complete and submit Part 3 of the Leader Checklist.

f. Phase 6: Out-boarding Phase: The out-boarding component is the last but crucial step in the process of an employee's departure from the organization. It is an essential step in the employee-employer relationship. This component ensures that we appropriately recognize departing employees for their contributions to the organization. Supervisors must ensure employees: complete all out-processing requirements from the Out-Processing Checklist (enclosure 8); return all government property; receive information they need for the next stage of their career; are provided final counselling; are given the opportunity to provide feedback for organizational improvement; complete the EEO exit survey. Supervisors must also ensure employees in good standing receive the appropriate PCS / retirement departure recognition.

## 6. Responsibilities:

### a. Garrison Executive Officer:

(1) Prepare and provide a Command Welcome Letter to all new Garrison employees.

(2) Maintain and update the Garrison Commander's TMO briefing slides.

(3) Synchronize leadership schedules for command availability at the TMO.

### b. Directorate of Human Resources:

(1) Workforce Development Division (WDD):

(a) Implement, execute, and monitor the USAG Onboarding Program.

(b) Coordinate and facilitate the OPEX training and TMO briefings.

(c) Monitor and track new employees progress throughout the entire onboarding process and report compliance.

(d) Provide civilian training and development briefing during TMO.

(e) Assemble, track, and maintain all onboarding checklists and surveys.

(2) Army Substance Abuse Program (ASAP): Provide an instructor to present an Employees Assistance Program and ASAP overview at TMO.

c. Directorate of Family and Morale, Welfare and Recreation (DFMWR): Provide an instructor to present an overview of DFMWR products and services.

d. Equal Employment Office (EEO): Provide an instructor to present an overview on employment rights and EEO services at TMO.

e. All Garrison Organizations:

(1) Welcome / integrate all new team members into the organization and provide them with the tools, resources, and knowledge to become successful and productive.

(2) Implement and adhere to the onboarding procedures and responsibilities for all new employees.

(3) Prepare and provide a directorate, division or section welcome letter to each new team members.

(4) Ensure supervisors and sponsors complete the tasks delineated on the associated checklists in a timely manner and submit to WDD.

(5) Ensure new team members attend their scheduled onboarding day for OPEX and TMO training, as well as complete all onboarding surveys.

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SUBJECT: Garrison Policy Memorandum 23-08, Civilian Onboarding Program

7. The point of contact for this policy is the Workforce Development Office, at (315) 772-5635.

8 Encls

1. Sponsor Checklist
2. Supervisor Checklist
3. New Employee Checklist
4. Arrival and In-Processing Survey
5. Orientation and Integration Survey
6. Example Welcome Letter
7. Team Member Orientation Schedule
8. Out-Boarding Checklist

MATTHEW R. MYER

Colonel, IN  
Garrison Commander

DISTRIBUTION: A



# SPONSOR CHECKLIST - New Team Member



## NEW EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_

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

Sponsor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## PRIOR TO NEW TEAM MEMBER ARRIVAL

- ☐ Sponsor Welcome Letter sent with contact information Date sent: \_\_\_\_\_
- ☐ Contacts the incoming employee Date of Contact: \_\_\_\_\_ Type of Contact: \_\_\_\_\_
- ☐ Sponsor coordinates with ACS for sponsorship training and assistance as needed
- ☐ Sponsor obtains welcome packet (as needed) from ACS, packets may be sent using Official Mail
- ☐ Sponsor provides any information they may need prior to arrival
- ☐ Sponsor provides information and/or assistance for any needs of the employee or family
- ☐ Sponsor ensures all pre-arrival administrative coordination is complete
- ☐ Sponsor coordinates with employee's supervisor (if separate from sponsor) to share information
- ☐ Sponsor assists with any relocation or transportation matters (temporary lodging, airport, storage, child care etc.)
- ☐ Sponsor provides location/direction assistance for day one arrival
- ☐ Provide Team Member Orientation (TMO) information (date/time/location) TMO Date: \_\_\_\_\_
  - TMO conducted monthly 0800-1600 at P-219 Lewis Ave. Contact WDD for scheduled date (772-5226/5635)
- ☐ Remains in contact and continues to assist the employee throughout the pre-arrival process

## DAY OF ARRIVAL

- ☐ Sponsor personally greets and welcomes new team member upon arrival Date of Welcome: \_\_\_\_\_
- ☐ Sponsor facilitates the onboarding and in-processing process
- ☐ Sponsor assists in navigating the installation (CPAC, in-processing locations, New Team Member Orientation, etc.)
- ☐ Ensure employee attends the New Team Member Orientation briefing
- ☐ Sponsor addresses any immediate concerns and/or questions

## ONGOING

- ☐ Continue to stay actively engaged throughout the onboarding and in-processing process
- ☐ Monitor employee's New Employee Checklist completion progress
- ☐ Ensure work area is set up and working with necessary supplies available (computer, desk, phone, etc.)
- ☐ Provide installation and organization tours/familiarity as needed
- ☐ Continue to provide support and guidance throughout their integration progression

## CHECKLIST COMPLETION

***A copy of this checklist must be turned in to Workforce Development Division within 10 business days after the new employee's 30<sup>th</sup> day.***

Remarks/Comments:

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SUPERVISOR CHECKLIST - New Employee

## Part 1 (First 30 days) *Submit to WDD NLT 40 days after EOD*



### NEW EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Assigned Sponsor: \_\_\_\_\_ Higher Level Reviewer: \_\_\_\_\_

### WITHIN 3 DAYS OF JOB ACCEPTANCE

- ☐ Contact and send new team member a welcome letter to welcome him/her to the team
- ☐ Provide the new team member supervisor and sponsor contact information
- ☐ Assign sponsor for new employee and explain sponsor responsibilities (training, checklist, welcome packet, timelines, etc.)
- ☐ Ensure sponsor contacts the new team member and sends welcome packet, as required.

### AT LEAST 1 WEEK BEFORE START DATE

- ☐ Announce pending arrival of new employee to staff, leaders, and key personnel
- ☐ Identify needed training / administrative tasks for new employee's first 1-2 weeks
- ☐ Review work area and confirm an assigned workstation, desk, chair, computer, network, telephone, office Supplies, other required tools and equipment

### FIRST DAY

- ☐ Ensure sponsor meets and escorts new employee upon arrival. Pre-arrange alternate in case of sponsor's absence
- ☐ Provide them the New Employee Checklist
- ☐ Apprise the new team member their first week activities (work schedule, locations, etc...)
- ☐ Inform employee of their scheduled Onboarding session at Workforce Development, 219 Lewis Ave. DATE: \_\_\_\_\_
- ☐ Provide employee your contact information and obtain theirs (emergency notification information)

### FIRST/SECOND DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

- ☐ Try to personalize experience with something unique for the new employee – welcome note, name plate, etc
- ☐ Give introductions to department staff and key personnel (unless pre-arranged for sponsor to perform these introductions)
- ☐ Tour Facility, including:
  - Office / Desk / Work Station
  - Copy Centers
  - Printers
  - Kitchen / Cafeteria / Break Areas
  - Fax Machines
  - Restrooms
  - Mail Rooms
  - Bulletin Boards
  - Authorized Work Areas
  - Security Office
  - Conference Rooms
  - Parking
  - Office Supplies
  - Tools / Equipment
  - Coffee / Water / Vending Machines
  - Emergency Exits and Procedures
- ☐ Review general administrative procedures:
  - Keys / Access Cards
  - Telephone Alert Roster
  - Picture ID / Name Badges
  - Telephone Access Policy & Procedures
  - Building and/or Computer Access Cards
  - Inclement Weather Procedures

### WITHIN FIRST WEEK – MEET WITH NEW EMPLOYEE ABOUT POSITION DUTIES

- ☐ Initial informal performance discussion session: Review position description, work assignments, performance expectations, training & education requirements and Individual Development Plan (IDP). DATE: \_\_\_\_\_
- ☐ Discuss work schedule, hours, payroll, time cards (if applicable), ATAAPS, labor accounting & leave / absence policies and procedures
- ☐ Ensure that appropriate leaders welcomes new employee
- ☐ Assist new team member with understanding Army, IMCOM, and organizational culture.
- ☐ If the employee is in a bargaining unit position, inform the employee who their union representative is

Continuation: WITHIN FIRST WEEK – MEET WITH NEW EMPLOYEE ABOUT POSITION DUTIES

- ☐ Ensure new employee understands his/her role in support of the Organization and the Army missions
- ☐ Introduce new employee to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
- ☐ Inform employee of all mandatory training requirements

**WITHIN FIRST WEEK – POLICIES AND ADMINISTRATIVE PROCEDURES**

- ☐ Ensure employee is issued DoD Common Access Card (CAC) as soon as SF50 is posted in DCPDS
- ☐ Ensure employee completes DoD Information Assurance (IA) Awareness Training (<https://cs.signal.army.mil/>)
- ☐ Ensure new employee's name is added to local directories, relevant email distribution lists and SharePoint site permissions
- ☐ Review key policies:
  - Time and Attendance Reporting
  - Family & Medical Leave Act (FMLA) / Leaves of Absence
  - Vacation and Sick Leave
  - Overtime
  - Official Use of Govt. Property
  - Diversity Awareness
  - Sexual Harassment / Assault
  - Holidays
  - Performance Reviews
  - Appropriate Attire
  - Safety
  - Ethics / Joint Ethics Regulation
  - Standards of Conduct
  - Progressive Disciplinary Actions
  - Visitors / Security
  - Emergency Procedures
  - Confidentiality (specific procedures to safeguard confidential / sensitive material)
- ☐ Review computer use policies:
  - Establish Email
  - Intranet / SharePoint
  - Shared Drives
  - Databases
  - Internet Use
  - VPN / Mobile Phone
  - Outlook Address List Profile
  - Microsoft Office
  - Other Software / Applications
- ☐ Review general administrative procedures:
  - Business Cards
  - Purchase Requests
  - Vehicle Registration
  - Govt. Travel Card
  - Conference Rooms
  - Organizational Policies
  - Official Travel
  - Mail (incoming and outgoing)
  - Shipping (FedEx, DHL, and UPS)
  - Military Driver Requirement
  - Severe Weather Procedures

**WITHIN FIRST 30 DAYS**

- ☐ Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)
- ☐ Accept request in ACT as supervisor for new employee
- ☐ Explain to the employee their Career Program (CP) and career path DATE: \_\_\_\_\_
- ☐ Meet with new employee to review and finalize performance objectives, standards, and sign performance plan. Arrange for senior rater (higher level reviewer) to meet with the employee DATE: \_\_\_\_\_
- ☐ Set development goals for IDP with employee in ACT or on IMCOM Form 8 DATE: \_\_\_\_\_
- ☐ Arrange for new employee to meet key partners from other departments
- ☐ Provide feedback to new employee about work assignments, training and seek feedback about job satisfaction to date
- ☐ Employee submitted their checklist and Arrival & In-processing survey to WDD NLT 40 days after Entry on Duty (EOD)
- ☐ Complete Part 1 of this checklist and submit to WDD NLT 40 days after employees EOD

**SUPERVISOR COMMENT OR SUGGESTION FOR THE FIRST 30 DAYS OF ONBOARDING**





# SUPERVISOR CHECKLIST - New Employee

## Part 2 (First 180 days) *Submit to WDD NLT 190 days after EOD*



### NEW EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

#### WITHIN FIRST 90 DAYS

- ☐ Revisit and adjust performance standards and/or IDP as needed
- ☐ Provide training, as needed, to help new employee understand internal systems, general operating practices, and obtain other information or skills required in the performance of his/her job
- ☐ Coach, counsel, and give performance feedback early and often to new employee (Recommend once a month)
- ☐ Ensure employee completes all required mandatory training
- ☐ Ensure employee attends OPEX training
- ☐ Conduct and document first quarterly performance discussion and counseling
- ☐ Employee submitted their checklist to WDD NLT 100 days after EOD

DATE: \_\_\_\_\_

#### WITHIN FIRST 180 DAYS

- ☐ Continue to talk with new employee about expectations, culture, and the Army Profession
- ☐ Ensure new employee is on track to complete required CES courses and/or Supervisor Development Course (SDC)
- ☐ Conduct mid-point (in-Progress review) performance counseling with employee. Review of IDP and career goals. Employee meets with senior rater (higher level reviewer) as needed
- ☐ Continue to provide and/or arrange coaching, counseling, and mentoring (Explore ACT for mentoring opportunities)
- ☐ Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction
- ☐ Employee submitted their checklist and Onboarding & Integration survey to WDD NLT 190 days after EOD
- ☐ Complete Part 2 of this checklist and submit to WDD NLT 190 days after employees EOD

DATE: \_\_\_\_\_

#### SUGGESTION FOR THE FIRST 180 DAYS OF ONBOARDING

#### WITHIN FIRST YEAR

- ☐ Encourage participation in training, webinar sessions, learning activities, and other outreach / developmental activities
- ☐ Ensure employee completes onboarding requirements, including CES training requirements and SDC (if required)
- ☐ Continue to meet regularly with new employee to review and revalidate performance and training plans and developmental goals. Discuss performance as an Army Professional and monitor progress in competence (knowledge, skills, abilities), character (ethical conduct and behavior) and commitment (to duty, mission accomplishment and Army Values)
- ☐ Complete annual performance appraisal. Meet with employee. Arrange for senior rater (Higher Level Reviewer) to meet with and counsel employee as needed
- ☐ Review, update, and approve employees IDP
- ☐ Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction

DATE: \_\_\_\_\_



# NEW EMPLOYEE CHECKLIST



## NEW EMPLOYEE INFORMATION

Name:	_____	Start date:	_____
Position:	_____	Rating Official:	_____
Assigned Sponsor:	_____	Higher Level Reviewer:	_____

## PHASE 1: WITHIN 3 DAYS OF FIRM ACCEPTANCE OF JOB

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive a welcome letter to welcome you to the team?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive name and contact information for your sponsor? |

## PHASE 2: FIRST DAY

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did your sponsor meet you upon arrival?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your supervisor provide you with the New Employee Checklist and the Employee Training Checklist? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you briefed on your first week activities (work schedule, locations, etc...)?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you provided with your supervisor's contact information?  |

## PHASE 3: WITHIN FIRST WEEK – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

YES NO

- |  |   |  |                           |   |   |   |   |   |
|--|---|--|---------------------------|---|---|---|---|---|
| <input type="checkbox"/>   | <input type="checkbox"/>  | Was an Onboarding session scheduled at Workforce Development (WDD) for you? Date: _____<br>(See last page for the QR for Work Force Development)   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Was a Team Member Orientation (TMO) Brief scheduled with WDD for you? DATE: _____<br>(See last page for the QR for Work Force Development)   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Were you introduced to department staff and key personnel?   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Did you conduct a tour of the following areas and review general administrative procedures:  |                           |   |   |   |   |   |
| <table border="0"><tr><td>Tour Facility, including:</td><td><ul style="list-style-type: none"><li>• Fax Machines</li><li>• Restrooms</li><li>• Mail Rooms</li><li>• Bulletin Boards</li><li>• Authorized Work Areas</li><li>• Security Office</li></ul></td><td><ul style="list-style-type: none"><li>• Conference Rooms</li><li>• Parking</li><li>• Office Supplies</li><li>• Tools / Equipment</li><li>• Coffee / Water / Vending Machines</li><li>• Emergency Exits and Procedures</li></ul></td></tr><tr><td>Review general administrative procedures:</td><td><ul style="list-style-type: none"><li>• Keys / Access Cards</li><li>• Telephone Alert Roster</li><li>• Picture ID / Name Badges</li></ul></td><td><ul style="list-style-type: none"><li>• Telephone Access Policy &amp; Procedures</li><li>• Building and/or Computer Access Cards</li><li>• Inclement Weather Procedures</li></ul></td></tr></table> |   |  | Tour Facility, including: | <ul style="list-style-type: none"><li>• Fax Machines</li><li>• Restrooms</li><li>• Mail Rooms</li><li>• Bulletin Boards</li><li>• Authorized Work Areas</li><li>• Security Office</li></ul> | <ul style="list-style-type: none"><li>• Conference Rooms</li><li>• Parking</li><li>• Office Supplies</li><li>• Tools / Equipment</li><li>• Coffee / Water / Vending Machines</li><li>• Emergency Exits and Procedures</li></ul> | Review general administrative procedures: | <ul style="list-style-type: none"><li>• Keys / Access Cards</li><li>• Telephone Alert Roster</li><li>• Picture ID / Name Badges</li></ul> | <ul style="list-style-type: none"><li>• Telephone Access Policy &amp; Procedures</li><li>• Building and/or Computer Access Cards</li><li>• Inclement Weather Procedures</li></ul> |
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| Review general administrative procedures:  | <ul style="list-style-type: none"><li>• Keys / Access Cards</li><li>• Telephone Alert Roster</li><li>• Picture ID / Name Badges</li></ul>   | <ul style="list-style-type: none"><li>• Telephone Access Policy &amp; Procedures</li><li>• Building and/or Computer Access Cards</li><li>• Inclement Weather Procedures</li></ul>  |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Was an initial performance planning meeting conducted: Review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and Individual Development Plan (IDP) Date: _____ ( <a href="https://actnow.army.mil/">https://actnow.army.mil/</a> ) |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Discuss work schedule, hours, payroll, time cards (if applicable), ATAAPS, labor accounting & leave / absence policies and procedures  |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Were you welcomed by appropriate leaders (including rating official and higher level reviewer)   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Given an overview of organization and its mission  |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | If you are in a bargaining unit position, were you informed of your union representative   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Do you understand your role in support of the Organization and the Army missions   |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Were you introduced to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage  |                           |   |   |   |   |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | Did you learn about military rank and insignia and titles of address for senior Civilians  |                           |   |   |   |   |   |

- ☐ ☐ Were you informed of all mandatory training requirements (see Employee Training Checklist)

Continuation: PHASE 3: WITHIN FIRST WEEK – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

Complete the following actions in this order to ensure a timely processing of your network account.

- ☐ ☐ Update work contact info ([GAL](#)) in milConnect (<https://www.dmdc.osd.mil/milconnect>)
- ☐ ☐ Register for an Army Training & Certification Tracking System ([ATCTS](#)) account: (<https://atc.us.army.mil/iastar/login.php>)  
NOTE: ensure Enterprise Email address is entered
- ☐ ☐ Complete DoD [Cyber](#) Awareness Challenge Training and sign Acceptable Use Policy: (<https://cs.signal.army.mil/> or <https://jko.jten.mil/>)
- ☐ ☐ Supervisor or Directorate Business Office completes DD2875 System Authorization Access Request (SAAR) for new employee.  
NOTE: Ensure the new employee, the supervisor, and the security manager, all digitally sign the form before routing to the USAG Information Management Officer (IMO) for signature; so, the IMO can upload a completed copy to the new user's ATCTS profile. Permissions to all the network services (printers, fileshares, ect) are granted based on the organization/office symbol reflected on the submitted DD2875.
- ☐ ☐ Contact the Army Enterprise Service Desk ([AESD](#)) at 1-866-335-2769 or use the Service Request Management (SRM) link: <https://www.usa.esms.army.mil/> to submit a Remedy ticket and attach the completed DD2875 for creation of the new network account.
- ☐ ☐ Were the following policies and procedures reviewed:
- |   |   |   |
|---|---|---|
| Review key policies:  | <ul style="list-style-type: none"> <li>• Diversity Awareness</li> <li>• Sexual Harassment / Assault</li> <li>• Holidays</li> <li>• Performance Reviews</li> <li>• Appropriate Attire</li> <li>• Safety</li> </ul> | <ul style="list-style-type: none"> <li>• Ethics / Joint Ethics Regulation</li> <li>• Standards of Conduct</li> <li>• Progressive Disciplinary Actions</li> <li>• Visitors / Security</li> <li>• Emergency Procedures</li> <li>• Confidentiality (specific procedures to safeguard confidential / sensitive material)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Time and Attendance Reporting</li> <li>• Family &amp; Medical Leave Act (FMLA) / Leaves of Absence</li> <li>• Vacation and Sick Leave</li> <li>• Overtime</li> <li>• Official Use of Govt. Property</li> </ul> |   |   |
| Review computer use policies:   | <ul style="list-style-type: none"> <li>• Intranet / SharePoint</li> <li>• Shared Drives</li> <li>• Databases</li> <li>• Internet Use</li> </ul>   | <ul style="list-style-type: none"> <li>• VPN / Mobile Phone</li> <li>• Outlook Address List Profile</li> <li>• Microsoft Office</li> <li>• Other Software / Applications</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Establish Email</li> </ul>   |   |   |
| Review general administrative procedures:   | <ul style="list-style-type: none"> <li>• Govt. Travel Card</li> <li>• Conference Rooms</li> <li>• Organizational Policies</li> <li>• Official Travel</li> </ul>   | <ul style="list-style-type: none"> <li>• Mail (incoming and outgoing)</li> <li>• Shipping (FedEx, DHL, and UPS)</li> <li>• Military Driver Requirement</li> <li>• Severe Weather Procedures</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Business Cards</li> <li>• Purchase Requests</li> </ul>   |   |   |

**PHASE 4: WITHIN FIRST 30 DAYS**

YES NO

- ☐ ☐ Complete the Arrival & In-processing Survey
- ☐ ☐ Identified short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)
- ☐ ☐ Update your profile in [ACT](#) (including your new supervisor)
- ☐ ☐ Explanation of your Career Program (CP) and career path DATE: \_\_\_\_\_
- ☐ ☐ Review and finalize performance elements, standards, and sign performance plan. DATE: \_\_\_\_\_
- ☐ ☐ Set development goals for IDP with supervisor in [ACT](#) DATE: \_\_\_\_\_
- ☐ ☐ Meet key partners from other departments
- ☐ ☐ Receive feedback about work assignments, training and provided feedback about job satisfaction to date

Completed the following initial mandatory training online or face-to-face:

- ☐ Information Security ([INFOSEC](#)) Program <https://www.lms.army.mil> Search- Initial Security Program
- ☐ Anti-Terrorism ([AT1](#)) <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf> Search JS-US007
- ☐ Operations Security ([OPSEC](#)) <https://www.lms.army.mil>
- ☐ Information Assurance (IA) Cyber Awareness <https://cs.signal.army.mil/>
- ☐ Insider Threat Awareness INT101.16 <https://www.cdse.edu/Training/eLearning/INT101/>
- ☐ Controlled Unclassified Information <https://securityawareness.usalearning.gov/cui/index.html>

***A copy of this checklist and the Arrival & In-processing Survey must be turned in to Workforce Development Division within 10 business days after the new employee's 30<sup>th</sup> day.***

(See last page for the QR for Work Force Development)

#### **WITHIN FIRST 90 DAYS**

YES NO

- ☐ ☐ Revisit and adjust performance standards and/or [IDP](#) as needed
- ☐ ☐ Conduct and document first quarterly performance discussion and counseling DATE: \_\_\_\_\_
- ☐ ☐ Receive training, as needed, to understand internal systems, general operating practices, and obtain other information or skills required in the performance of your job

Completed all required mandatory training from Phase 4 and additional training:

- ☐ Army Substance Abuse Program (ASAP) Face-to-Face
- ☐ Resilience Face-to-Face
- ☐ Sexual Harassment/Assault Response Prevention (SHARP) Face-to-Face
- ☐ Suicide Prevention (SP) Face-to-Face
- ☐ Threat Awareness and Reporting Program (TARP) <https://www.lms.army.mil> or MPA, first Tuesday of the month 1030 & 1300
- ☐ Equal Employment Opportunity (EEO) Anti-Harassment, No FEAR Act  
<https://www.atrrs.army.mil/Default.aspx> <https://www.lms.army.mil>  
Search EEO 203A - for non-supervisors or EEO 203B - for supervisors of civilians

***A copy of this checklist must be turned in to Workforce Development Division within 10 business days after the new employee's 90<sup>th</sup> day.***

(See last page for the QR for Work Force Development)

#### **PHASE 5: WITHIN FIRST 180 DAYS**

YES NO

- ☐ ☐ Continuing discussion about expectations, culture, and the Army Profession
- ☐ ☐ Conducted in progress review. Discussed formal performance feedback, review of [IDP](#), and career goals. Met higher level reviewer DATE: \_\_\_\_\_
- ☐ ☐ Complete the Orientation & Integration Survey

***A copy of this checklist and the Orientation & Integration Survey must be turned in to Workforce Development Division within 10 business days after the new employee's 180<sup>th</sup> day.***

(See last page for the QR for Work Force Development)

#### **WITHIN FIRST 270 DAYS**

YES NO

- ☐ ☐ Revisit and adjust performance standards and/or [IDP](#) as needed
- ☐ ☐ Conduct and document quarterly performance discussion and counseling DATE: \_\_\_\_\_

***A copy of this checklist must be turned in to Workforce Development Division within 10 business days after the new employee's 270<sup>th</sup> day.***

(See last page for the QR for Work Force Development)

#### **PHASE 6: WITHIN FIRST YEAR**

YES NO

- ☐ ☐ All onboarding requirements are complete, including [CES](#) training requirements and SDC (if required)
- ☐ ☐ Completed the final performance appraisal. Meet with rating official and higher level reviewer DATE: \_\_\_\_\_

***A copy of this checklist must be turned in to***

**Workforce Development Division within 10 business days after the new employee's 365<sup>h</sup> day.**

(See last page for the QR for Work Force Development)

**HELPFUL LINKS AND INFORMATION**

☐ Forms and Resources:

- Army Civilian Personnel Online: <https://compo.dcpds.cpms.osd.mil>
- Army Career Tracker (ACT): <https://actnow.army.mil/>
- GoArmyEd: <https://my.goarmy.com/login>
- ADRP 1: <https://armypubs.army.mil/ProductMaps/PubForm/ADRP.aspx>
- Center for the Army Profession and Ethic (CAPE) Civilian Video: <https://capl.army.mil/videos/>
- [Supervisor Acculturation Guide:](#)  
[https://home.army.mil/wood/application/files/1915/7054/5583/OA\\_Supervisor\\_Guide.pdf](https://home.army.mil/wood/application/files/1915/7054/5583/OA_Supervisor_Guide.pdf)
- [Army Civilian Acculturation Handbook](#)  
<https://caccapl.blob.core.usgovcloudapi.net/web/repository/brochures/army-civilian-acculturation-handbook.pdf>

☐ Required Training:

- AR 350-1, Army Training and Leader Development:  
[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1002540](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1002540)
- Joint Ethics Regulation: <https://dodsoco.ogc.osd.mil/>
- CES and SDC enrollment: <https://www.atrrs.army.mil/chrtas>

\*\*For additional resources refer to the Civilian Employee Smart Book, found in the WDD Document Library at [https://army.deps.mil/army/cmds/imcom\\_usag8/drum/dhr/WDD/SitePages/Home.aspx](https://army.deps.mil/army/cmds/imcom_usag8/drum/dhr/WDD/SitePages/Home.aspx)

Quick Response (QR) Code for P-219  
“Civilian Work Force Training & Development Center”





## 30 Day – Arrival & In-processing Survey New Team Member



All responses on this survey are used to deliver the best onboarding program for new team members. Your participation will not be shared with your leadership; names are required for tracking purposes only within Workforce Development. Turn this survey in to the Workforce Development Division within 10 business days after your 30<sup>th</sup> day.

Name: \_\_\_\_\_

Unsatisfied		Satisfied		Very Satisfied
1	2	3	4	5

Please answer/rate the following statements:

- |   |                              |   |   |                             |   |
|---|------------------------------|---|---|-----------------------------|---|
| 1. Your overall Onboarding experience for the first 30 days.  | 1                            | 2 | 3 | 4                           | 5 |
| 2. Sponsor (maybe same as supervisor) pre-arrival assistance  | 1                            | 2 | 3 | 4                           | 5 |
| 3. Team Member Orientation (8 hour briefing in building 219)  | 1                            | 2 | 3 | 4                           | 5 |
| 4. Onboarding assisted in integrating you into the organization   | 1                            | 2 | 3 | 4                           | 5 |
| 5. Equipment and resources available timely to perform duties   | 1                            | 2 | 3 | 4                           | 5 |
| 5. Understanding of the organizational mission/goals and my role  | 1                            | 2 | 3 | 4                           | 5 |
| 6. Were you assigned a sponsor?   | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 7. Were you contacted prior to your arrival by your sponsor?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 8. Did you receive a Welcome Letter from your Sponsor?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 9. Did you receive a Welcome Letter from your Supervisor?   | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 10. Did you receive a Command Welcome Letter?   | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 11. Were you offered a Welcome Packet?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| - If you received a Welcome Packet, was it helpful?   | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 12. Did your supervisor review your duty description and Performance Standards with you (Performance Discussion)? | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 13. Service Excellence or Customer Service standards are incorporated in your Performance Standards?              | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 14. Received approved annual Performance Plan (standards)?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 15. Have you established an Individual Development Plan?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |
| 16. Have you met your chain of command and director?  | Yes <input type="checkbox"/> |   |   | No <input type="checkbox"/> |   |

**Please make any additional comments or suggestions on the back of this survey.**

[illegible]



## 180 Day - Orientation & Integration Survey New Team Member



All responses on this survey are used to deliver the best onboarding program for new team members. Your participation will not be shared with your leadership; names are required for tracking purposes only within Workforce Development. Turn this survey in to the Workforce Development Division within 10 business days after your 180<sup>th</sup> day.

Name: \_\_\_\_\_

Unsatisfied		Satisfied		Very Satisfied
1	2	3	4	5

Please answer/rate the following statements:

- |  |                              |   |                             |   |   |
|--|------------------------------|---|-----------------------------|---|---|
| 1. Your overall Onboarding experience for the first 180 days.      | 1                            | 2 | 3                           | 4 | 5 |
| 2. Sponsor (maybe same as supervisor) onboarding assistance        | 1                            | 2 | 3                           | 4 | 5 |
| 3. Your transition and integration into your organization          | 1                            | 2 | 3                           | 4 | 5 |
| 4. Supervisor engagement, dialog, and performance feedback         | 1                            | 2 | 3                           | 4 | 5 |
| 5. Operation Excellence (OPEX) training                            | 1                            | 2 | 3                           | 4 | 5 |
| 6. Understand the organizational mission/goals and expectations    | 1                            | 2 | 3                           | 4 | 5 |
| 7. Provided the necessary training to preform my duties            | 1                            | 2 | 3                           | 4 | 5 |
| 8. Allotted time to complete mandatory and other required training | 1                            | 2 | 3                           | 4 | 5 |
| 9. Encouraged to seek professional development opportunities?      | 1                            | 2 | 3                           | 4 | 5 |
| 10. Conducted quarterly performance discussions w/supervisor?      | Yes <input type="checkbox"/> |   | No <input type="checkbox"/> |   |   |
| 11. Conducted your In-progress Performance Review (midpoint)?      | Yes <input type="checkbox"/> |   | No <input type="checkbox"/> |   |   |
| 12. Operation Excellence (OPEX) training                           | Yes <input type="checkbox"/> |   | No <input type="checkbox"/> |   |   |
| 13. Attended the Team Member Orientation (TMO) briefing            | Yes <input type="checkbox"/> |   | No <input type="checkbox"/> |   |   |
| 14. Reviewed your Individual Development plan w/supervisor?        | Yes <input type="checkbox"/> |   | No <input type="checkbox"/> |   |   |

Please make any additional comments or suggestions on the back of this survey.



[illegible]



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
1780 RESTORE HOPE DRIVE  
FORT DRUM, NEW YORK 13602-4200

Office of (insert directorate)

EXAMPLE

Mr./Ms. (Full Name)  
Address  
City, State, Zip Code

Dear Mr./Ms. (Last Name):

On behalf of the Soldiers, Civilians, and Family members of Fort Drum, I welcome you to the Fort Drum (directorate). I am delighted you are joining our directorate as a federal employee. Your role is critical in fulfilling our mission which is best in Army Services and Infrastructure for our Soldiers, Families, and Civilians who support our Nation during a time of persistent conflict.

I have assigned Mr./Ms. (first/last name) as your sponsor; he/she will assist you during your transition and answer any questions you have about your new assignment and command. Mr./Ms. (last name) will contact you prior to your arrival to assist you as necessary. You can reach him/her at (xxx) xxx-xxxx/DSN xxx-xxxx or email at address@army.mil. You can also find information about Fort Drum at the following links:

- <https://home.army.mil/drum/index.php>
- <https://drum.armymwr.com/>

Your assignment as a member of the Fort Drum team will be professionally and personally challenging and extremely rewarding. We have a vital mission in the Army of providing equitable, effective, and efficient management of Army installations worldwide. Our role is essential in supporting the Army's mission readiness and to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

I know that you will be well taken care of by the [Name] Team, but if there is anything that I can do during your settling in process, please do not hesitate to ask for assistance. You can reach me via e-mail or telephone at [Contact Information]. Once again, welcome and it is great to have you on board.

Sincerely,

Full Name  
Director / Chief, Directorate



# Directorate of Human Resources WORKFORCE DEVELOPMENT

P-219 Lewis Ave.  
Fort Drum, NY 13602  
**772-5226 or 772-5635**



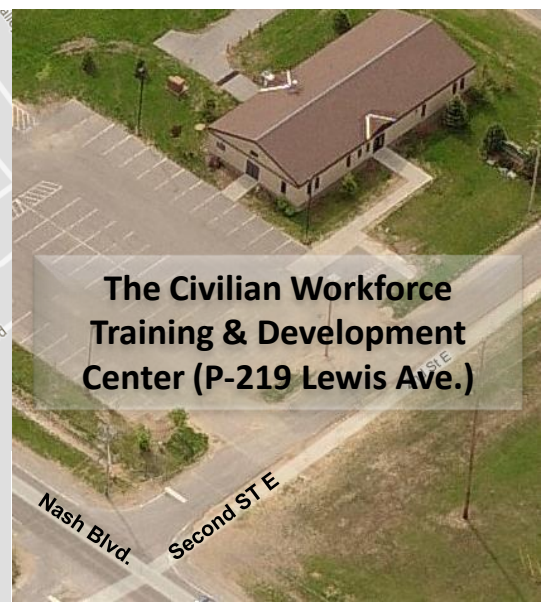
## Team Member Orientation (TMO) Schedule

TMO Class Time	TMO Instructor
1300 – 1330	DFMWR
1330 – 1400	GC, GCSM, DGC
1400 – 1445	EEO
1445 – 1515	ASAP/EAP
1515 – 1545	WDD

TMO First Tuesday of each month, 1300-1600  
219 Lewis Ave. (Corner of Lewis Ave. and Second St E.  
Operation Excellence Customer Service Training 0800-1200  
Conducted monthly for all new Garrison AF & NAF employees.



Use the camera app, on your phone, to scan for location.



**The Civilian Workforce  
Training & Development  
Center (P-219 Lewis Ave.)**

## CIVILIAN EMPLOYEE OUT-BOARDING CHECKLIST

The proponent agency is the DHR.

INSTRUCTIONS: The employee named below is departing government employment on Fort Drum. The Employee and first line supervisor must review items/areas 1-21 below and determine which of those the employee must clear. Items/areas deemed not applicable may be marked "N/A" and initialed by their supervisor. Items deemed applicable must be cleared in person with a responsible official signing in the space provided to indicate that clearance was accomplished.

NAME: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

APPOINTMENT TYPE: ☐ PERM ☐ TERM ☐ TEMP

LAST WORK DAY: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_

ITEM/AREA	SEE NOTE	LOCATION	HOURS	PHONE	SIGNATURE
Central Issue Facility (CIF)	1	P-4525	0730-1530	772-2756	
GSA Vehicles/Credit Card	2	P-6050	0730-1600	772-4491	
Government Fuel Point Keys	3	P-4525	0730-1600	772-4879	
ID Card Section	4	P-10720 Room A1-102	0745-1545	772-5149	
Consolidated Installation Property Book	5	P-4525	0730-1600	772-5941	
Military Driver's License	6	P-6050	0800-1530	772-5428	
Occupational Health	7	P-11050A	See Note 7	772-5811	
McEwen Library	8	P-4300	See Note 8	772-9099	
FMWR	9	P-10783 Chapel Drive	See note 9	772-5685	
Government Purchase Card (GPC)	10	T-45	0800-1500	772-6517	
Activity Security Manager	11	Activity			
NEC	12	P-10690	0730-1600		
MP Desk	13	P-10715 (Main Lobby)	0800-1600	772-7770	
OSJA-Admin Law	14	P-174	0900-1500	772-6371	
EEO	15	10012 S. Riva Ridge	0730-1600	772-6565	
DRM/G8	16	P-10100	0730-1600		
Union (AFGE/NAGE/IAFF)	17	See Note 18			
Magistrate Court	18	P-174 Rm 301	See Note 19	772-0630	
DPTMS - Fort Drum Mass Notification System	19	See Note 20	0700-1530	772-6070	
Supervisor	20	Activity			
Intentionally left blank	21				

EMPLOYEE STATEMENT: I verify that I have cleared all above activities and that, to the best of my knowledge, all other accounts have been settled in full prior to departing from this installation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CIVILIAN EMPLOYEE CLEARANCE RECORD (Continued)

### NOTES:

1. CIF Clothing record holders only.
2. GSA vehicle hand receipt holders only.
3. Hand receipt holders for government fuel keys only.
4. All employees must clear the ID Card Section. If the employee is terminating government service their CAC must be collected. The employee will be given a Confiscation Notice that must be given to their Supervisor.
5. Hand Receipt holders and Directorate/Division Supply Reps only.
6. Only employees issued Military Driver's License.
7. Hours: Mon, Tue, Thu, Fri 0700-1530 and Wed 0700-1230 for employees working in non-hazardous work areas. For employees in potentially hazardous work areas (i.e. exposure to asbestos, pesticides, loud noises), supervisor must call 772-5811 to arrange for medical evaluation TWO WEEKS prior to separation date.
8. Hours: Monday - Friday 0900 - 1800; Call 315-772-9099 to clear by phone.
9. Tuesday and Thursday only, 0800-1600. All employees must clear FMWR.
10. Only employees issued a GPC. Contact A/OPC by email for any clearing request at tasha.n.driscoll.mil@mail.mil
11. All employees must out process with their Directorate Security Manager and turn-in (as applicable) DD Form 2501 Courier Card and access badges. Those without a security manager should out process SID Bldg. 515 Lewis Ave.(772-7466).
12. Employees with login accounts for the NAE Domain, E-mail, SIPR Account, Army Training and Certification Tracking System (ATCTS), ASCL, or ISMs (PERSLOC, TRANSPOC, INPROC/OUTPROC, CIF, EDMIS, DENTRAD, DAMIS) come to the NEC at P-10690. Employees with other local login or privileged system administrator login must coordinate termination of their account(s) with their IASO. All individuals with Elevated Privileges and were issued an Alternative Smart Card (ASC) must turn in the ASC. NEC hand receipt holders for COMSEC devices or KSV-21 cards must contact the Cyber Ops Branch (772-5895) in P-10510. Employees with a voicemail box must call 774-6100/7015/6000 to have the voicemail box deleted/transferred.
13. Only employees that have personally owned weapons registered on post and DES employees that have been assigned a Personal Identification Number (PIN)/Personal Identification Code (PIC) to operate the Intrusion Detection System (IDS) must be cleared from the system.
14. Only for employees with post-government employment ethics questions/issues. Call 772-6371 for an appointment. Employees without post-government employment ethics questions/issues may sign the form themselves and enter "N/A."
15. All employees must clear the EEO Office. Employee will be provided an address (link) to voluntarily complete an Exit Interview Questionnaire. 10012 South Riva Ridge Loop (entrance across from 7th Eng Bn hqs).
16. Employees with system access controlled by DRM/G8 must have their accounts terminated by DRM/G8, i.e. GFEBS, WAWF, AWAPS/IOL, DTS, DCPS/ATAAPS, etc. Employees with a Government Travel Card and/or DTS accounts must clear with DRM/G8 regardless of reason for leaving the installation (PCS, transfer, separation or termination of employment, etc.).
17. Union members only: AFGE 772-3039, T2227, by appointment only; IAFF 772-5114, Fire Station 2, always open; NAGE, Local R2-61772-3306, T2226, M-F 0700-1400.
18. Civilian personnel must clear Magistrate Court of any citations, pending appearance(s) or outstanding fines. Hours: Mon, Wed, Thur, & Fri 0930-1600 and Tue 1330-1600.
19. To clear your cell phone and emails from the Fort Drum Mass Notification System, call or email Rich Hughes at (315) 772-6070 richard.b.hughes.civ@army.mil or Tim Jarvis at (315) 772-9743 timothy.j.jarvis.civ@army.mil.
20. The First Line Supervisor must ensure that employee has cleared all other activities, coordinate time card input and key turn-in. Supervisors need to make sure the employee has read and signed the employee statement before signing off. If the employee is terminating government service the supervisor must collect the employees Confiscation Notice verifying they have cleared the ID Card Section. Supervisor is required to notify CPAC and appropriate union of Employee departure.