

Enclosure 3: JBM-HH SUPERVISOR CHECKLIST FOR NEWLY ASSIGNED PERSONNEL

**Joint Base Myer-Henderson Hall
SUPERVISOR CHECKLIST FOR NEWLY ASSIGNED PERSONNEL**

Instructions: This form must be used by all supervisors with Civilian employees reporting for duty. Once completed, the supervisor will return to the Directorate of Human Resources, for signature.

EMPLOYEE NAME (PRINT): _____ Start Date: _____

SUPERVISOR NAME (PRINT): _____

*****MANDATORY FOR ALL CIVILIAN EMPLOYEES*****

_____ In-Processing – 1st Day of Arrival (DHR Office)

- _____ Cyber Awareness Training
- _____ Network Access Requests, DD2875
- _____ Employee Facilities
- _____ Introduction to Co-Workers
- _____ Organization Functions
- _____ Duties (Job Description)
- _____ Performance Standards
- _____ Training Requirements
- _____ Key Usage
- _____ Telephone Usage
- _____ Duty Hours, Lunch Period
- _____ Leave (Request/Reporting procedures)
- _____ Workforce Development (In-Processing, OPEX, Newcomers Orientation, etc.)
- _____ Equal Employment Opportunity
- _____ Workplace Safety and On-The-Job Injuries-Reporting Procedures
- _____ Alert! Mass Notification System Registration (<https://alert.csd.disa.mil>)
- _____ Systems Access Request Forms
- _____ Fire Evacuation Procedures
- _____ Government Travel Card/DTS
- _____ Payroll paperwork & processing (see Resource Management Office)
- _____ Occupational Health for screening (if applicable)

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

RECEIVED BY DHR DATE