



# SUPERVISOR, SPONSOR, & NEW TEAM MEMBER IN-PROCESSING & ON-BOARDING CHECKLIST



Last Updated: 22-Nov-20

## NEW TEAM MEMBER INFORMATION

Rank/Name: \_\_\_\_\_ DOB: \_\_\_\_\_

DODID: \_\_\_\_\_ SSN LAST 4: \_\_\_\_\_

PMOS/AOC: \_\_\_\_\_ Rater: \_\_\_\_\_

Assigned Sponsor: \_\_\_\_\_ Senior Rater: \_\_\_\_\_

Unit Identification Code (UIC): \_\_\_\_\_ Report Date: \_\_\_\_\_

## BETWEEN REQUEST FOR ORDERS (RFO) AND REPORT DATE

- Review welcome packet from online portal from Battalion SharePoint: [https://army.deps.mil/army/cmds/18abc\\_msc/20en/27EN%20BN/SitePages/Home.aspx](https://army.deps.mil/army/cmds/18abc_msc/20en/27EN%20BN/SitePages/Home.aspx)
- Complete onboarding paperwork from Battalion S-1 (Sign, date and submit as instructed by S-1). ***This is very important! Please review the list of helpful online links and information to ensure you have completed everything you can before reporting to work. This will help make your first days less stressful and more productive.***
- HR Practitioners provide name of new Civilian or Soldier to the Battalion S-1 (Strength Management Team): [usarmy.bragg.20-eng-bde.list.27th-en-bn-s1@mail.mil](mailto:usarmy.bragg.20-eng-bde.list.27th-en-bn-s1@mail.mil)
- Receive welcome letter, welcome packet, and Fort Bragg Instillation Guide from the Battalion S-1
- Receive welcome letter or email, this checklist and brochure from supervisor
- Receive welcome letter or email from assigned sponsor
- Sponsor will be assigned and will contact personnel with additional information about organization, installation, and area
- Coordinate with sponsor to arrange meeting on first day after instillation in-processing or designated personnel office in-processing
- Supervisor will announce pending arrival of new personnel to staff and senior leaders; send announcement email
- Review work area and confirm an assigned workstation, desk, work bench, chair, computer, network, telephone, office supplies or other required tools and equipment

## FIRST DAY

- Attend designated personnel office in-processing session and complete paperwork and procedures
- Complete designated personnel office in-processing and welcome brief/orientation
- Meet sponsor as pre-arranged and report to new organization
- Complete organization's check in procedures (which may include Information Assurance (IA) training, building pass/badge, parking pass, access to office/building, and other in-processing procedures)
- Accompany sponsor to work area to continue onboarding process and ensure technical assistance is available
- Meet with supervisor to discuss first day activities
- Meet with HR Practitioners to sign up for Organizational Orientation and On-Boarding with the Battalion S-1

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

- Supervisor should personalize employee's first day. Meet department staff and key personnel
- Tour Facility, including:
  - Office / Desk / Work Station
  - Copy Centers
  - Printers
  - Kitchen / Cafeteria / Break Areas
  - Fax Machines
  - Restrooms
  - Mail Room
  - 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 Badges
  - Telephone Access Policy & Procedures
  - Building and/or Computer Access Cards

## BATTALION IN-PROCESSING CHECKLIST

This checklist is mandatory for all personnel in-processing 27TH Engineer Battalion (Airborne). A copy of this document will be maintained in the Operations Room of your assigned company and the Battalion S-1. This document is considered incomplete without proper signatures. A copy of this in-processing checklist will be returned, no later than the timelines outlined in each section.

### STAFF SECTIONS SCHEDULE FOR IN/OUT PROCESSING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>CLOSED: 0930 – 1230 COMMAND MAINTENANCE</b>	<b>OPEN: 0930 – 1200 By Appt Only</b>	<b>CLOSED: 0930 – 1700 PROCESSING &amp; TRAINING</b>	<b>OPEN: 0930 – 1200 By Appt Only</b>	<b>OPEN: 0930 – 1200 By Appt Only</b>
<b>OPEN: 1330 – 1600 By Appt Only</b>	<b>OPEN: 1330 – 1600 By Appt Only</b>		<b>OPEN: 1330 – 1600 By Appt Only</b>	<b>CLOSED: 1330 – 1500 PROCESSING/TIGER TIME</b>

## BATTALION S-1

Battalion S-1 initiates and completes In-processing/On-boarding checklist. Staffing of the checklists will be facilitated through the Global Electronic Approval Routing System (GEARS).

- Receive welcome packet, this checklist, and brochure from S-1/Assigned Sponsor/Supervisor
- Department of the Army (DA) Form 4187 published from 20TH Engineer Brigade, S-1 and gained to HHC UIC: WAZ3T0
- DA 4187 published and gained to follow on UIC (if applicable):
  - HHC: WAZ3T0
  - FSC: WAZ3A0
  - 57TH: WBBTAA
  - 161ST: WATEAA
  - 264TH: WD78AA
  - 618TH: WBB6AA
  - 513TH: WCZLAA
  - 133RD: WD34AA
- Update Department of Defense (DD) Form 93, RECORD OF EMERGENCY DATA
- Verify Servicemembers' Group Life Insurance (SGLI) Date – Updates needed, [CLICK HERE](#)
- Turn-in copy of PCS leave form and PCS orders
- Fill out BAS 4187
- Personnel Records Review & Update
- Enlisted Records Brief (ERB) / Officer Records Brief (ORB) Update
- Initiate Basic Allowance for Substance (BAS) DA 4187
- Process Meal Entitlement Maintenance (MEM)
- Complete the ACT In-processing Survey
- Validate Hazardous Duty Orders (HDOs) from U.S. Army Airborne School or Company/Battalion Air

Section Representative Signature & Date: \_\_\_\_\_

## BATTALION S-2

Battalion S-2 will be the Security Manager approval for authority for all NIPR/SIPR DD Form 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR). Note: S-2 facilitates all SIPR Token reactivations.

### S-2 In-Processing training requirements:

- SERE 100.2: [CLICK HERE](#)
- AT LEVEL 1: [CLICK HERE](#)
- ISOPREP: [CLICK HERE](#)
- INFOSEC: [CLICK HERE](#)

Please be prepared to provide the following during in-processing:

- Copy of orders
- In-processing data sheet (below)

Answer the following questions if you were not born in the U.S.:

Are you or were you dual citizen?  Yes | If yes, where? \_\_\_\_\_  No

Naturalized?  Yes | If yes, when? \_\_\_\_\_  No

\* If you answered any of the above questions yes, please be prepared to provide a copy of your birth certificate.

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION S-3

- S-3 Training:
  - Input Soldier information into Digital Training Management System (DTMS)
- S-3 Air:
  - Receive Airborne School Packet Requirements (if applicable)
  - Copy of Department of the Army (DA) Form 1307, INDIVIDUAL JUMP LOG
  - Copy of Airborne Graduation Certificate
  - Hazardous Duty Orders (HDOs, if applicable)
  - Copy of Volunteer Statement

### BATTALION S-3

- E-7/O-3 and above sign up for CAO/CNO course

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION S-4

- Government Travel Card (GTC) User Packet
- Copy of Orders
- Defense Travel System (DTS) Certificate
  - DTS Training: [CLICK HERE](#)

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION S-6

Battalion S-6 will be the facilitator for all network access requests DD Form 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) for NIPR/SIPR.

- Cyber Awareness Challenge: [CLICK HERE](#)
- DD Form 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)
- Fort Bragg Authorized User Policy (AUP)
- Added to applicable email distribution lists

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION MEDICAL STAFF

- Initiate DD 2766, ADULT PREVENTATIVE AND CHRONIC CARE FLOWSHEET
- Review Individual Medical Readiness (IMR)

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION H2F STAFF

- H2F Team Capabilities and Procedures In-brief
- Provide H2F with civilian email to onboard with Bridge Athletics App
  - Civilian Email: \_\_\_\_\_
- Download Bridge Athletics app and receive app walkthrough

Section Representative Signature & Date: \_\_\_\_\_

### BATTALION CAREER COUNSELOR (ENLISTED ONLY)

- Contract Review

Please be prepared to provide the following during in-processing:

- Copy of orders
- Copy of Enlisted Record Brief (ERB)

Section Representative Signature & Date: \_\_\_\_\_

## BATTALION CHAPLAIN

- Receive Welcome to Tiger Family
- Receive St. Michael Medallion
- Instillation Religious Services Information: [CLICK HERE](#)

Section Representative Signature & Date: \_\_\_\_\_

## BATTALION SAFETY

- Risk Management Basic Course: [CLICK HERE](#)
  1. Click on "Course Catalog" in Army Training Requirements and Resources System (ATRRS) Channels Directory
  2. Put course number "2G-F97\_DL" or course title "Risk Management Basic Course" in appropriate search box
  3. Click "Search"
  4. Click "Register"
  5. Click on CAC selector then LOGIN
  6. After ATRRS notifies you that you are registered, login to the ALMS at <https://www.lms.army.mil> and complete your training
- Motorcycle Rider Review

Section Representative Signature & Date: \_\_\_\_\_

## WITHIN FIRST WEEK – MEET WITH SUPERVISOR

- Supervisor & Employee initial discussion to review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and leader development.
- Complete administrative tasks (including required training and applications, such as security clearance if required)
- Discuss battle rhythm, training schedule, and upcoming events (e.g., schedule, hours, leave / absence policies and procedures)
- Receive overview of organization and its mission
- Learn how your position supports the organization's and the Army's missions
- Learn about the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- Learn about rank and insignia of military personnel and titles of address for senior civilians

## WITHIN FIRST WEEK – POLICIES AND ADMINISTRATIVE PROCEDURES

- Complete Airborne Physical
- Submit Airborne Packet
- Obtain DoD Common Access Card (CAC) as soon as notified that personnel action is documented in personnel system
- Ensure new Team Member's name is added to local directories, relevant email and SharePoint site permissions
- Review key policies:
  - Time and Attendance Reporting
  - Family & Medical Leave Act (FMLA) / Leaves of Absence
  - Vacation & Sick Leave
  - Overtime
  - Official Use of Govt. Property
  - 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
  - Govt. Travel Card
  - Conference Rooms
  - Organizational Policies
  - Official Travel
  - Mail (incoming & outgoing)
  - Shipping (FedEx, DHL, and UPS)
  - Severe Weather Procedures

## WITHIN FIRST 30 DAYS

- Attend Basic Airborne Course (BAC), U.S. Army Airborne School
- Attend Command / Organization Onboarding Session (Occurs every month):
  - Command Brief                      -- BN/BDE OP ENV                      -- BN BR                      -- EO/EEO                      -- TASP                      -- HR BASICS
  - Staff Action Officer Training      -- OPORDs/FRAGOs                      -- SUS/S-4                      -- S-6                      -- SFRG                      -- W TOUR
  - ON-BOARDING COMPLETION
- Complete Initial Army Career Tracker (ACT) login and select first line supervisor
- Review and finalize performance objectives with supervisor and sign performance plan. Receive counseling from senior Rater and upload in EES/ACT.
- Set development goals for Individual Development Plan (IDP) with Supervisor in ACT, which include meeting Army Professional standards
- Identify then begin short / long term training requirements (Career Program, AR 350-1 required training as well as organizational training, etc.)
- Sponsor to meet with supervisor and provide any additional guidance to support new employee
- Meet key partners from other departments and/or other organizations
- Create/update student account in GoArmyEd

## WITHIN FIRST 90 DAYS

- Review Army Doctrine Reference Publication (ADRP) 1, *The Army Profession*
- Complete mandatory On-boarding and Orientation Training and maintain a record of completion.
- Supervisor to 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)
- Seek training and development opportunities as needed, to help understand internal systems, general operating practices and obtain other information or skills for successful job performance

## WITHIN FIRST 180 DAYS

- Continue to talk with supervisor and colleagues to better understand expectations, culture, and practices
- Complete Supervisor Development Course (SDC), if applicable
- Mid-point performance counseling. Meet with supervisor for formal performance feedback, review of IDP and career goals. Meet with senior rater for counseling
- Discuss and plan with your supervisor self-development opportunities:
  - Seek and receive coaching, counseling, and mentoring (explore Career Program mentoring opportunities in ACT)
  - Seek peer recommendations and pursue self-study (e.g. professional reading, skill video, tech manuals, etc.)

## WITHIN FIRST YEAR

Army Training Requirements and Resources System (ATRRS): [CLICK HERE](#)

- Actively participate in training, webinar conferences, learning activities and other outreach/developmental activities
- Meet regularly with supervisor to review and revalidate performance and training plans and developmental goals. Discuss performance as an Army Professional in the categories of competence, character and commitment
- Complete on-boarding requirements
- Complete annual performance appraisal and counseling with rater and senior rater
- In recognition of onboarding completion, receive certificate as an Initially Certified Army Professional (ADRP 1) in ACT.

## HELPFUL LINKS AND INFORMATION

Forms and Resources:

- Army Career Tracker (ACT): <https://actnow.army.mil/>
- GoArmyEd: <https://www.goarmyed.com/>
- My Pay: <https://mypay.dfas.mil/mypay.aspx>
- ADRP 1: <http://usarmy.vo.llnwd.net/e2/c/downloads/303970.pdf>
- Center for the Army Profession and Ethic (CAPE) Civilian Video: <http://cape.army.mil/civilians.php>
- 27E New Leader Checklist (this is the checklist)

Required Training:

- Information Assurance Training: <https://ia.signal.army.mil/login.asp>
- AR 350-1, Army Training and Leader Development: [http://armypubs.army.mil/epubs/pdf/r350\\_1.pdf](http://armypubs.army.mil/epubs/pdf/r350_1.pdf)
- AR 350-1 Mandatory Training with resource information/web links and other training information: <http://www.civiliantraining.army.mil/Pages/MandatoryTraining.aspx>
- Joint Ethics Regulation: [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/)
- CES and SDC enrollment: <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>

Any additional organizational requirements or questions refer to your sponsor and/or supervisor for guidance

## SIGNATURES AND DATES

\_\_\_\_\_  
Service Member's Signature and Date

\_\_\_\_\_  
Sponsor's Signature and Date

\_\_\_\_\_  
Supervisor's Signature and Date



# 20<sup>TH</sup> ENGINEER BRIGADE S2 IN-PROCESSING DATA SHEET



- |   |                                  |
|---|----------------------------------|
| 1. LAST NAME: _____   | ANSWER IF YOU WERE BORN ABROAD   |
| 2. FIRST NAME: _____  | U.S. PARENTS ABROAD (Y/N): _____ |
| 3. TODAY'S DATE: _____  | NATURALIZATION #: _____          |
| 4. RANK: _____  | NATURALIZATION DATE: _____       |
| 5. SSN: _____   | COURT LOCATION: _____            |
| 6. DOD ID: _____  |                                  |
| 7. DOB: _____   |                                  |
| 8. MOS: _____   |                                  |
| 9. SECTION ASSIGNED (Circle): OPS    S-1    S-2    S-3    S-4    S-6    CMD GRP    SP.STAFF    TECH |                                  |

## **BRING COPY OF ORDERS ALONG WITH COPIES OF THE FOLLOWING TRAINING CERTIFICATES:**

1. INFORMATION SECURITY (IF011.16): <https://cdse.usalearning.gov/course/index.php?categoryid=10>
2. CONTROLLED UNCLASSIFIED INFORMATION: <https://www.dodcui.mil/Home/Training/>
3. SERE 100.2 <https://jkodirect.jtn.mil/Atlas2/page/login/Login.jsf>
4. AT LEVEL 1: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
5. ISOPREP (CREATE A PRO-FILE): <https://prmsglobal.prms.af.mil/prmsconv/Login/Banner>

**\*\*ONLY IF YOU HAVE AN ACCESS TO CLASSIFIED MATERIAL\*\***

6. DERIVATIVE CLASSIFICATION (IF101.16): <https://cdse.usalearning.gov/course/index.php?categoryis=10>

FOR ANY QUESTIONS OR CONCERNS, STOP BY THE S2 OFFICE DURING IN-PROCESSING HOURS  
(OFFICE NUMBER: 910-396-5476) OR CONTACT ONE OF THE FOLLOWING INDIVIDUALS:

MAJ SCHILLER, EMMA (S2 OIC)

emma.a.schiller.mil@mail.mil

SFC NGEN, JOHNNY (S2 NCOIC / SR INTEL NCO / SECURITY  
MANAGER)

johnny.ngen.mil@mail.mil

1LT HUDSON, JESSE (ASSISTANT S2)

jesse.j.hudson8.mil@mail.mil