

USAG West Point Supervisor Employee Task Checklist 2026-2027

*Initial tasks as completed and sign/date when all tasks are complete

Employee Name: _____ Supervisor: _____

	SUP	EMPL
1. Review position description (PD) with employee.	_____	_____
2. Complete new IMCOM Form 1-A Work Schedule.	_____	_____
3. Renew Appointment Orders (if applicable).	_____	_____
4. Ensure employee access to MyPay.	_____	_____
5. Review use/lose leave and schedule all excess in ATAAPS.	_____	_____
6. Initiate Individual Development Plan.	_____	_____
7. Review CES & SDC Status	_____	_____
8. Ensure employee access to their eOPF.	_____	_____
9. Review/update SF1152 Unpaid Compensation Statement.	_____	_____
10. Review/update SF3102-12 FERS Designation of Beneficiaries.	_____	_____
11. Review/update SF2823-14 FEGLI Designation of Beneficiaries.	_____	_____
12. Verify employee access to TSP.	_____	_____
13. Verify employee access to GRB portal.	_____	_____
14. Verify employee access to Army Benefits Center-Civilian (ABC-C).	_____	_____

Completed on _____

Supervisor

Employee