DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING CENTER
NORTHERN REGION CONTRACTING CENTER
2798 HARRISON LOOP COMPLEX
FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO
THE ATTENTION OF

9 June 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-08, In/Out Processing Personnel Policy

1. PURPOSE. This Standing Operating Procedure (SOP) provides guidance on the process and procedures used by NRCC to accomplish the in-processing of new personnel and out-processing of departing personnel.

2. SCOPE. The procedural guidance contained herein applies only to NRCC.

3. POLICY. All personnel arriving or departing NRCC will comply with the process and procedures established herein. Supervisors are responsible for ensuring in/out processing of assigned personnel.

4. GENERAL. Information requested during in/out processing is used for multiple purposes, such as: emergency notification, security, the NRCC personnel system, processing Government Travel Card actions, key control, and input to the monthly personnel strength report. All information covered by the Privacy Act will be treated accordingly.

a. In-Processing. Supervisors, along with new personnel, will discuss/take appropriate action, on the enclosed In-Processing/ Orientation Form. The completed Form (with the exception of the completion of TAPES Performance Objectives and Individual Development Plans) will be provided within five (5) working days to the Administrative Support Assistant for NRCC.

b. Out-Processing. Supervisors will ensure departing personnel use the enclosed out-processing form to clear through NRCC. The completed out-processing form will be provided to the Supervisor or Administrative Support Assistant by the employee prior to their departure.

2 Encls

CRAIG A. DEDECKER
LTC, IN
Commanding

PERSONNEL IN-PROCESSING/ORIENTATION

Employee's Name: _____ Office: _____
Title/Series/Grade: _____ Date of Arrival: _____
Home Address: _____
Home Phone: _____ Spouse Name: _____
Emergency Contact: _____ Phone: _____
For Security Purposes: Birth City/State: _____ DOB: _____
Any Other Names Used: _____ SSN: _____

PURPOSE: To provide supervisors with a consistent outline for in-processing/ orientation of new employees. A copy of the completed form will be maintained in the employees NRCC personnel file.

Division/Office
( ) Provide Position Description
( ) If new Civil Service employee, explain probationary period*
( ) If new supervisor, explain probationary period*
( ) Provide NRCC Command Briefing
( ) Identify assigned work area
( ) Identify equipment, rest rooms, drinking fountains, refrigerator, microwave, etc.
( ) Work hours (lunch period, etc.)/Work schedules (CWS/Flex and Core hours)
( ) Advise employee of paydays, features of MyPay, etc.*
( ) Leave request process (how to request, from whom to request, who to contact if sick, who to contact in an emergency, time frame to contract supervisor, etc.)
( ) Outside employment or interests that may conflict with official duties while employed at NRCC
( ) Use of telephone is for official business only, limited use is authorized to conduct personal business that must be conducted during normal duty hours.
( ) Use of computer equipment is for official business purposes only (e.g., e-mail, internet); use consents to monitoring
( ) Establish TAPES objective within 30 days of assignment
( ) Develop IDP within 30 days of assignment
( ) Introduce to NRCC office staff
( ) Set up office call with NRCC Commander and Deputy Commander (DOC's can see Commander during visits to site)

*Solicit assistance or schedule employee to meet with Admin Personnel as necessary

Administrative Assistant
( ) Verify Security Clearance
( ) Complete new application/transfer current Government Travel Card
( ) Provide Government Travel Card policy for review/signature
( ) Key Issue (if applicable): Serial # _____ Serial # _____
( ) Telephone PIN # issued (if applicable): _____

IT Support

( ) Add to Fort Eustis Domain
( ) Add to Fort Eustis E-Mail Domain
( ) Add to Fort Eustis Locator System
( ) Verify/Assist to establish AKO account

*Remote sites need to follow local policies

_____ _____
Date Signature of Supervisor

The items listed on this form have been completed/discussed with me.

_____ _____
Date Signature of Employee

DATE REQUIRED BY PRIVACY ACT OF 1974

1. AUTHORITY. 5 USC, Sec 301; and 10 USC, Sec 3012G.
2. PRINCIPAL PURPOSE(S). Maintained for ready reference in accomplishing official administrative requirements for assigned personnel.
3. ROUTINE USES. This information is used by office clerical personnel in completing official forms, rosters, emergency notification, verifications, etc., pertaining to individual concerned.
4. MANDATORY VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Voluntary, however, failure to provide information will hinder timely completion of official job-related requirements.

PERSONNEL OUT-PROCESSING

Employee's Name: _____ Office: _____
Title/Series/Grade: _____ Date of Departure: _____

PURPOSE: To provide supervisors with a consistent outline for out-processing of departing employees. A copy of the completed out-processing form will be maintained in the employee's NRCC personnel file.

New Assignment (forwarding address and e-mail, if known)

Clearance is required through the following offices

Administrative Support Assistant

( ) Security Debriefing (if applicable)
( ) Key Turn-In (if applicable)
( ) Government Travel Card (Deactivate or transfer to new duty assignment)
( ) Telephone PIN # (Delete from system, if applicable)

IT Support
( ) Remove from Fort Eustis Domain
( ) Remove from Fort Eustis E-Mail Domain
( ) Remove from Fort Eustis locator system
( ) IT hardware/software inventory (with Property Book Officer)

*Remote sites need to follow local policies

Division Chief/KO
( ) Ensure all SPS Type Actions are Complete (I.e., DD 350's, etc.)

_____ _____
Date Signature of Supervisor

The items listed on this form have been completed/discussed with me.

_____ _____
Date Signature of Employee

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