

SUPERVISOR CHECKLIST FOR CIVILIAN EMPLOYEE CHECK-IN

NAME: _____

CHECK-IN DATE: _____

POSITION TITLE: _____

ORG CODE: _____

GRADE/SERIES: _____

TOPIC COVERED

COMPLETE

Explain mission, organization, and place in organization

Command Brief _____

Mission and Function Statement _____

Department and/or Code Brief _____

Review previous work experience _____

Outline responsibilities and explain standards of work _____

PARS *or*

IPMS Performance Objectives _____

Location of working area _____

Location of supplies/materials _____

Parking Policy (NETPDTCCINST 5560.1B) _____

Smoking policy (NETPDTCCINST 5100.2D) _____

EEO Policy (NETPDTCCNOTE 12713) _____

Appropriate Civilian Attire (NETPDTCC Ltr dtd 30 Jan 08) _____

Civilian Employee Work/Life Program (NETPDTCCINST 6100.1A) _____

Time and attendance procedures (NETPDTCCINST 7400.1C)

Working Hours/Lunch Time/Breaks _____

Overtime/Comp Time/Credit Hours _____

Reporting of absence in case of illness or emergency _____

Use of and how to apply for leave/time off _____

Emergency Preparedness

DEERS <http://www.tricare.mil/mybenefit/home/overview/Eligibility/DEERS/Updating?> _____

NFAAS <https://navyfamily.navy.mil> _____

Accident Reporting

Reporting unsafe conditions _____

Fire Prevention/Fire Reporting _____

Job Hazards/Hazardous Material _____

Safe Work Practices _____

Introduction to fellow personnel _____

Schedule CO/XD In-brief _____

*Advise employee of appropriate Labor/Management contractual relationship and introduce employee to Union Representative(s) _____

*Discuss Federal Bureau of Prisons presence and appropriate employee behavior (NETPDTCCINST 1610.2C) _____

Employee's Signature

Immediate Supervisor's Signature

*Not required for remote site employees.