SUPERVISOR LIST - CIVILIAN EMPLOYEES CHECKING IN

EMPLOYEE NAME (Last, First, MI)	EMPLOYEE NAME (Last, First, MI)	COMPETENCY	ENTRY ON DUTY DATE

TASK	RECOMMENDED COMPLETION NO LATER THAN	COMPLETION DATE	COMPLETION TIME
Task To Be Done On First Day of Entry			
1. Welcome new employee. Introduce to Administrative Officer, Second Level Supervisor and coworkers	From 1100-1200 on day of entry		
2. Ensure that the employee has completed IA training and filled out the OPNAV 5239/14 SARR-N form before going to the help desk for accounts. Both employee and supervisor signatures are required.	From 1100-1200 on day of entry		
3. Assist employee with obtaining computer login accounts.	From 1100-1200 on day of entry		
Task To Be Done After Day of Entry			
4. Introduce new employee to competency mission, his/her duties and other pertinent information (including wearing badge in full view while in government work spaces and not wearing badge in public.)	EOD + 1		
5. Ensure that the employee is familiar with the procedures concerning the hours of work, core hours, overtime, lunch, leave and emergency call in.	EOD + 1		
6. Review the user and restrictions concerning government telephones, fax machines and computers.	EOD + 1		
7. Review posting of DON and/or SSC Atlantic information to personal websites, Facebook, etc. and other potential security violations.	EOD + 1		
8. Review additional safety and security regulations.	EOD + 1		
9. Ensure that the employee is familiar with the location of rest rooms, smoking areas and facilities for disabled employees.	EOD + 1		
10. Assist new employee with filing out paperwork needed to receive a common access card (CAC). Inform the new employee of their CAC appointment.	EOD + 1		
11. Role map employee for Navy ERP.	EOD + 1		

TASK	RECOMMENDED COMPLETION NO LATER THAN	COMPLETION DATE	COMPLETION TIME
12. Enroll employee into applicable instructor based Navy ERP training relative to role map.	EOD + 1		
13. Assist employee in completing web based Navy ERP training relative to role map.	EOD + 1		
14. Review the Command's disaster/emergency action plans in case of fire, hurricanes, bomb threats, etc.	EOD + 1		
15. Discuss performance management, set performance objectives and guide employee in development of training plan - Employee Development Plan (EDP). Prepare and maintain the Individual Development Plan for each new employee.	EOD + 1		
16. Lead employee to new office or cubicle.	EOD + 1		
17. When new employee arrives, enter a transfer in SAMSON to transfer equipment previously ordered to new employee's account. If applicable, discuss material transferred from previous agency. Transfer equipment ordered in the Supervisor's name to the new employee's account using Navy ERP.	EOD + 2		
18. Introduce employee to the appropriate Minor Property Technician, who will in turn explain how to fill out a Custody Transfer Receipt for equipment to be assigned to the new employee.	EOD + 2		
19. If required assist employee in completing and submitting OGE 450 Financial Disclosure Report.	EOD + 2		
20. Ensure the employee completes the Initial Agency Ethics Training within 90 days of coming aboard.	EOD + 2		
21. If required, initiate the process to obtain a travel card for new employee.	EOD + 4		
22. If applicable, inform employee of the Defense Travel System (DTS) and the necessary training on how to request orders and complete vouchers.	EOD + 4		
23. If duties require access to Command message traffic, contact the Message Center.	EOD + 4		
24. Inform employees of timekeeping responsibilities.	EOD + 10		
25. Discuss Competency Alignment Organization, Navy ERP and employee responsibilities.	EOD + 30		