

## IN-PROCESSING CHECKLIST FOR USAFA FEDERAL EMPLOYEES

### EMPLOYEE RESPONSIBILITIES AND INSTRUCTIONS

1. After the Civilian Personnel in-processing brief, report to your supervisor to complete unit level in-processing.
2. Once you have completed your base and unit in-processing checklist turn in to your supervisor.

### SECTION I – EMPLOYEE INFORMATION

NAME (Last, First, MI)		ORGANIZATION/ OFFICE SYMBOL	ENTRANCE ON DUTY
TYPE OF APPOINTMENT <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY NTE: _____ <input type="checkbox"/> TERM NTE: _____ <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> FACULTY TEMP APPT NTE: _____ <input type="checkbox"/> FACULTY TERM APPT NTE: _____ <input type="checkbox"/> TRANSFER FROM: _____			
POSITION TITLE	PAY PLAN and OCCUPATION SERIES	GRADE	UNION <input type="checkbox"/> YES <input type="checkbox"/> NO
UNIT CONTACT	BLDG	TELEPHONE <b>719-333-</b> _____	
1 <sup>st</sup> LVL SUPERVISOR	BLDG	TELEPHONE <b>719-333-</b> _____	

### SECTION II – AUTHORITY

**AUTHORITY:** AF 36-401, AF 36-2706 14.1, AFGM 2017-01

**PURPOSE:** Requires employee who is in-processing to obtain clearance from the agency organizations which provide services and equipment to the employee. This will ensure that the employee is properly equipped to start their position. Information is also to be used to update employee databases on employee work status.

**ROUTINE USE:** The records maintained in this system of records may be used by Federal agency personnel who have a need for the information in the performance of their official duties. The information may be disclosed to Federal, State, or local law enforcement agencies for civil or criminal enforcement purposes.

**DISCLOSURE:** Disclosure of information by the employee is voluntary, however, failure to complete the in-processing record may delay finalization, in-processing and issuing of required equipment, accesses, and authorization of benefits to the employee.

### SECTION III – CIVILIAN PERSONNEL OFFICE

HR REPRESENTATIVE NAME (Last, First, MI)	TELEPHONE <b>719-333-</b> _____	EMAIL <b>@us.af.mil</b>
IN-PROCESSING <input type="checkbox"/> PD EMAILED <input type="checkbox"/> OF-306 (if applicable) <input type="checkbox"/> SF-2810 (if applicable) <input type="checkbox"/> FAST START <input type="checkbox"/> W4 <input type="checkbox"/> TSP-19 (if applicable)		

### SECTION IV – CPO IN-PROCESS ACTIVITIES

ACTIVITY	PHONE	LOCATION
In-processing: Citizenship documents, fingerprints, oath of office, & general in-processing briefing completed.	333-4363	Bldg 5136
Civilian Pay Brief: Review of Pay Period Calendar, ATAAPs, Leave, W-4, Fast Start Direct Deposit. HQ USAFA/FM, Email: <a href="mailto:usafa.fm@us.af.mil">usafa.fm@us.af.mil</a>	333-2510	Harmon Hall
Union Brief Email: <a href="mailto:afgelocal1867usaf@us.af.mil">afgelocal1867usaf@us.af.mil</a>	333-3213	Bldg 5136
Military Personnel Flight – Common Access Card – Civilian Personnel Office will schedule appointment: <i>CPO will follow-up within 48 to 72 hours of in-processing with new employee, supervisor and unit contact.</i>  DATE: _____ TIME: _____	333-8766	Bldg 5136
Newcomers Orientation with Airmen & Family Readiness Center (AFRC). Initial briefing scheduled for DATE: _____, from 7:50am to 2:30pm. Must complete within 90 days of appointment. Notification email with calendar invite is sent to all personnel in Section I. <i>Note: Rescheduling &amp; Waivers are completed by through Unit Training Manager and/or Supervisor.</i>	333-3444	Bldg 3120, Falcon Club
Equal Opportunity Brief, Select appropriate briefing based on EO flowchart. Must be completed in 30 days. Email: <a href="mailto:usafa.eo@us.af.mil">usafa.eo@us.af.mil</a> <input type="checkbox"/> EO Newcomers <input type="checkbox"/> First Duty Station	333-4258	8034 Egerton Drive

**Supervisor and Unit In-Processing: Proceed to your supervisor for further unit specific in-processing.**

## SECTION V – BENEFITS INFORMATION

This checklist applies to new and rehired employees who are eligible for Federal benefits. If transferring from another Federal agency ask your HR Staffer or call BEST to receive election period timelines. Generally, employees hired on or converted to appointments described as permanent or indefinite are eligible for Federal benefits. *This information is very important to you personally. It is your responsibility to understand and manage your Federal benefits.* Most benefits have time limitations on enrollment and making changes. All Air Force-serviced civilian employees will submit their elections to enroll (or make changes) in FEHB, FEGLI, and TSP (regular and catch-up) using the electronically web based Government Retirement and Benefits Platform (GRB). GRB has information in all the benefits areas, including general and personal information, as well as retirement and TSP annuity estimates. The Benefits and Entitlements Service Team (BEST) is located at the Air Force Personnel Center (AFPC), Randolph AFB, Texas. BEST is responsible for providing customer service and current benefits information for Air Force civilian employees in the following programs: FEHB, FEGLI, TSP, Retirement (and retirement related) Programs and Survivorship (counseling and/or claims assistance for employee death-in-service and family member death).

**BEST Phone:** 800-525-0102 or DSN 665-0102 or COMM 210-565-0102, Option 2 for Civilians.

**GRB Link:** <https://grbplatform.us.af.mil/>

**myPers:** [https://mypers.af.mil/app/answers/detail/a\\_id/25186/kw/25186/p/2](https://mypers.af.mil/app/answers/detail/a_id/25186/kw/25186/p/2)

BENEFITS	ELECTION PERIOD	ENROLL CONTACT	DONE
<b>Federal Employees Health Benefits (FEHB)</b> <a href="http://www.opm.gov/healthcare-insurance/healthcare">www.opm.gov/healthcare-insurance/healthcare</a>	60 Calendar Days	GRB or BEST Phone System, 800-525-0102	
<b>Federal Employees Group Life Insurance (FEGLI)</b> <a href="http://www.opm.gov/healthcare-insurance/life-insurance">www.opm.gov/healthcare-insurance/life-insurance</a>	60 Calendar Days	GRB or BEST Phone System 800-525-0102	
<b>Federal Dental &amp; Vision Insurance Program (FEDVIP)</b> <a href="http://www.opm.gov/healthcare-insurance/dental-vision">www.opm.gov/healthcare-insurance/dental-vision</a>	60 Calendar Days	<a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a> or 877-888-3337	
<b>Flexible Spending Account (FSA)</b> <a href="http://www.opm.gov/healthcare-insurance/flexible-spending-accounts">www.opm.gov/healthcare-insurance/flexible-spending-accounts</a>	60 Calendar Days or by October 01, whichever occurs first	<a href="http://www.fsafeds.com">www.fsafeds.com</a> or 800-582-3337	
<b>Long Term Care Insurance</b> <a href="http://www.opm.gov/healthcare-insurance/long-term-care">www.opm.gov/healthcare-insurance/long-term-care</a>	60 Calendar Days	<a href="http://www.ltcfeds.com">www.ltcfeds.com</a> or 800-582-3337	
<b>Thrift Savings Plan (TSP)</b> <a href="http://www.tsp.gov">www.tsp.gov</a>	Automatic Enrollment at 3%, change anytime	GRB or BEST Phone System 800-525-0102	
<b>Federal Employees Retirement System (FERS)</b> <a href="http://www.opm.gov/retirement-services/fers-information">www.opm.gov/retirement-services/fers-information</a>	6 Months from date of re-employment	Obtain SF 3109 from servicing Civilian Personnel Office; submit original to BEST, 800-525-0102	
<b>Waiver of Health Benefits Premium Conversion</b> <a href="http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Premium-Conversion">www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Premium-Conversion</a>	60 Calendar Days	Obtain Premium Conversion Waiver Form at <a href="http://www.opm.gov">www.opm.gov</a> , submit to BEST, 800-525-0102	
<b>Disabled Veteran Leave</b>	Update or request at anytime	Local Civilian Personnel Office	
<b>Service Computation Date for Leave Accrual</b>	Update or request at anytime	Local Civilian Personnel Office	
<b>Designations of Beneficiary</b> (SF-1152; SF-2823; SF-3102-FERS; SF-2808-CSRS; TSP-3) <a href="http://www.opm.gov/forms">www.opm.gov/forms</a> & <a href="http://www.tsp.gov/forms">www.tsp.gov/forms</a>	As needed	GRB or BEST Phone System 800-525-0102	
<b>Military Service Deposit</b> (for credit of military time towards civil service retirement)	If applicable, as soon as possible	Local Civilian Personnel Office	
<b>Re-credit Sick Leave</b>	If applicable, as soon as possible	Local Civilian Personnel Office	
<b>REVIEW FOR COMPREHENSIVE BENEFITS INFO:</b> OPM: New / Prospective Employees: <a href="http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/">http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/</a>			As needed
<b>MyPERS: Benefits &amp; Entitlements</b> (CAC required access) <a href="https://mypers.af.mil/app/categories/c/89/p/2">https://mypers.af.mil/app/categories/c/89/p/2</a>			As needed

## SECTION VI – GENERAL GUIDE FOR UNIT IN-PROCESSING

The following general list are actions applicable at the unit level for in-processing civilian employees at the unit. This is general guidance only. Each unit is responsible for ensuring all applicable actions are accomplished to in-process civilian employees as part of the total unit.

### ACTIVITY

**Meet with new Supervisor:** Go to your duty section within your unit to meet with your supervisor. A review of your position description, responsibilities and work schedule is required. Reviewing options regarding telework, required telework training and DoD Telework Agreement, DD 2946.

**Security Manager:** Work with the USM to follow the security clearance process to obtain local network access. DD2875 for network access and email account.

**Unit Resource Contact and Supervisor coordinate AF Form 3821, EMPLOYEE ACCOUNTING DATA - DEFENSE CIVILIAN PAY SYSTEM:** Form must be completed and submitted through Unit to HQ USAFA/FM to support pay processing.

**ATAAPS, Automated Time Attendance and Production System:** Unit Timecard Keeper set up and advise on electronic timecard keeping in ATAAPS. See Supervisor for assistance to complete ATAAPS worksheet.

**Travel Voucher (if applicable):** Consult HQ USAFA/FM Civilian Pay, Harmon Hall, USAFA/FM, 719-333-2510, for assistance with RITA, WTA, TQSE, etc., as applicable for authorized Permanent Change of Station (PCS).

**Defense Travel System:** Please meet with your unit DTS contact to initiate or transfer your DTS account.

**Gov't Travel Card (GTC) Program Coordinator:** Please meet with your unit GTC Coordinator to initiate or transfer your account.

**Defense Performance Management and Appraisal Program (DPMAP):** New employees/supervisors must take at least one DPMAP course within 60 days of arrival on ADLS.

**DPMAP:** New employees must have a Performance Plan in place within 30 days of appointment/assignment.

**Proximity Badge (if applicable):** Consult Supervisor for mission need of Proxy Badge. If needed complete USAFA form 120 and take to South Gate Pass & Registration.

**Staff Judge Advocate:** Coordinate with your supervisor to attend the mandatory ethics brief; Tel: 719-333-3390, [usafa.ja@usafa.edu](mailto:usafa.ja@usafa.edu)

**OPSEC Brief:** Connect with Unit OPSEC Monitor for required briefing.

**Ancillary Training:** Complete within 90 days of initial appointment. Consult Unit Training Monitor and Supervisor for requirements. Civilian Training Manager: Tel: 719-333-3625  
Air Force MyLearning platform: <https://lms-jets.cce.af.mil/moodle/>

**Unit Training Specific to Position:** Consult Supervisor and Unit Training Manager for occupation specific training for position. For example, Financial Management Certification for 0500 occupation series positions; Police Academy training for 0083 occupation series positions; medical credential and training for 0600 occupations series positions, etc.