

CNRSE STANDING OPERATING PROCEDURE PROCEDURES FOR IN-PROCESSING PAPERWORK FOR NEW EMPLOYEES

1. **PURPOSE:** To implement standardized on-boarding procedures to ensure effective and efficient in-processing on newly hired CNRSE civilian employees by the Human Resources Offices (HROs) and OCHR Stennis Operations Center.
2. **SCOPE:** This Standing Operating Procedure (SOP) applies to Commander Navy Region Southeast (CNRSE) Human Resources Office (HRO) and the serviced CNRSE customer activities.
3. **GENERAL:** This SOP includes necessary steps for coordinating pre-employment physical and drug tests, and facilitating the completion of in-processing paperwork.
4. **RESPONSIBILITIES:**
 - a. The CNRSE On-Boarding specialist will serve as the regional point of contact in facilitating the effective in-processing of all new CNRSE civilian employees.
 - b. Selecting Officials will:
 1. Ensure implementation and compliance of this SOP and monitor the effectiveness and quality of required actions and forms as listed on *Appendix A*.
 2. Inform the On-boarding Specialist Mrs. Carmen M. Kelsick by email at carmen.kelsick@navy.mil and copy Mrs. Tralana Linder at Tralana.linder@navy.mil upon the need of pre-employment physical and drug test for new incoming hires/transfers, and provide the following information when received: Name, phone number, and email address or other contact information of the candidate.
 3. Identify a command sponsor once the job offer has been extended and accepted.
 4. Ensure the new employee(s) complete all required forms accurately and timely upon arrival on the Entry on Duty (EOD) date.
 - c. The command sponsor is responsible for making contact with the perspective new employee prior to check-in for the purpose of ensuring a smooth arrival to the designated in-processing location. In addition, the command sponsor will provide general office orientation such as introducing the employee to team members and touring the work facilities; and answering general work and local area orientation questions as needed.
 - d. Office of Civilian Human Resources (OCHR) Operations Center – In Processing team is responsible for finalizing the regulatory transactions for the new hire/transfer in the Defense Civilian Personnel Data System (DCPDS), which includes the payroll data as listed in *Appendix B*.
5. **PROCEDURES:**
 - a. On-boarding Specialist will:

(1) Maintain required in-processing procedures and forms on the CNRSE G2

(2) Schedule pre-employment physical and drug test and provide the results to

the specialist/analyst working the specific action. On-boarding Specialist will provide website for new hires to access/download forms (*excluding the SF-61, I-9, and signature in block 17b of OF-306*) which shall be completed by the new hire prior to arriving on the EOD, as listed in *Appendix C*.

(3) Forward completed on boarding package to Selecting Official or designated Command Management Official.

Coordinate virtual in-processing support and provide guidance to the selecting official or designated management official.

(4) In-process all new hires for serviced activities and validate the completeness of in-processing documentation.

(5) Ensures DCPDS/MYBIZ forms are provided to the supervisors to align coordinate alignment with the required new employee hierarchy in DCPDS.

(6) Provides new employees installation check-in sheet prior of EOD.

Contact appropriate command official regarding their local Command Orientation process for new employees and coordinate scheduling of new employees for the command orientation.

(7) Follow up with employees within 30 days of in processing telcom/via email

and provide a Program Survey to measure employee satisfaction as a tool to enhance the program effectiveness.

(8) Follow up with employee within 90 days of in processing/EOD to ensure the process was effective in it's intent and provide information and feedback to include:

- a. Familiarize employee with career management tools.
- b. Personnel Records and Benefits Programs.
- c. Guidance, use, and requirements of his/her SF-50.
- d. Review and finalize benefits.
- e. Create and Individual Development Plan (IDP).

(9) Establish Metrics to determine Program effectiveness/success and on-going process improvement.

b. The Selecting/Management Official will:

(1) Receive on boarding package from On-boarding Specialist for each new hire.

(2) Provide On-boarding Specialist with any in house forms prior to EOD

dates
for Command Orientation and name of sponsor assigned to new employee.

(2) Serve as on-site coordinator in arranging virtual in-processing via Video Teleconference (VTC).

(4) Assist new employee in completing forms and refer any questions or concerns to the On-boarding Specialist. The Selecting official or Management representative (civilian or military) will serve as the witness. These forms include the Appointment Affidavit (SF-61); Employment Eligibility Verification (I-9), and Declaration of Federal Employment (OF-306).

(5) Advise installation Commanding Officer that, in the event of a communications failure in the virtual On-Boarding event, the Commanding Officer will provide a commissioned military officer to immediately administer the Oath of Office, SF-61, to the new employee, on site. The officer administering the oath will then sign the SF-61 and immediately mail the original to the CNRSE On-Boarding Specialist carmen.kelsick@navy.mil and cc Tralana Linder at tralana.linder@navy.mil

(6) Ensure all in-processing forms are signed and dated prior to forwarding to the On-boarding Specialist (including virtual approach). The OF- 306 must be signed by employee as both applicant and appointee in sections 17a and 17b. The Command On-boarding coordinator must enter the date of appointment or conversion in the Appointing Officer block.

(7) Scan/email or fax legible copies of all documents to the On-boarding Specialist Carmen M. Kelsick at 305-293-2484 DSN 483 e-mail address: carmen.kelsick@navy.mil and cc Tralana.linder@navy.mil for verification and completion of E-verify.

Mail original documents to:

Department of the Navy
OCHR Stennis Operations Center
Attention: Processing Team
9110 Leonard Kimble Road
Stennis Space Center, MS 39522-0002

c. OCHR will:

(1) Upon receipt of the in-processing package, ensure prompt processing of the Request for Personnel Action (RPA).

6. REFERENCES AND RELATED DOCUMENTS/REQUIRED FORMS:

Located at:

<http://www.cnric.navy.mil/cnrse/RegionOperationsandServices/OperationsandManagement/Manpower/NewEmployees/index.htm>

Appendix A REQUIRED EOD FORMS

The forms required depend upon whether or not the individual has prior Federal service, and if so, specifically whether the prior service is from an agency who is currently utilizing DCPDS as their processing database. Below is a listing of required EOD forms. This information was comprised from Ch 3 of the Guide to Processing Personnel Actions (GPPA).

NEW-HIRES WITH NO PRIOR FEDERAL SERVICE:

- SF 61 - Appointment Affidavit
- I-9 - Employment Eligibility Verification
- OF 306 - Declaration for Federal Employment
- SF 144 - Statement of Prior Federal Service
- SF 256 - Statement of Self Handicap
- SF 181 - Race & National Origin Info
- Retired Military Data
- W-4 - Employee's Withholding Allowance Certificate
- FMS Form 2231 – Fast Start Direct Deposit
- Military Reserve or Guard Status
- SF 813 - Verification of a Military Retiree's Service in Non-wartime Campaigns or Expeditions
- HRSCSE Questionnaire/Checklist
- Beneficiary Forms***
- SF 1152, Designation of Beneficiary Form for Unpaid Compensation of Deceased Civilian Employee
- SF 2823, Designation of Beneficiary Form for Federal Employees Group Life Insurance (FEGLI)
- SF 3102, Designation of Beneficiary Form for Federal Employees Retirement System (FERS)
- TSP 3, Designation of Beneficiary Form for the Thrift Savings Plan (TSP)
- CBC 12800-31, Information for Newly Hired Employees on Appointments Entitled to Benefits

NAVY TO NAVY TRANSFERS: All Navy activities utilize DCPDS and are on the same database. For individuals from another Navy activity, the action is processed like an internal selection (i.e., 721-Reassignment, 702-Promotion, etc).

SF 75 information is not required as the information is available in DCPDS. No new hire paperwork is required, however if the individual is moving between payroll offices, they are required to complete the TSP-19 form to transfer their TSP loans (if applicable).

NON-NAVY (utilizing DCPDS) to NAVY: (Appendix B): Since the prior activity uses DCPDS, the Staffer at OCHR will perform a "Transfer Interagency Request" within DCPDS to transfer over the employee's history, therefore only the following would be required:

- SF 61 - Appointment Affidavit
- SF 144 - Statement of Prior Federal Service
- I-9 - Employment Eligibility Verification
- OF 306 - Declaration for Federal Employment (Because selective service is now captured on this form. Previously verification of selective service was documented via a separate method.)
- TSP 19 form to transfer in TSP loan (if applicable)

NON-NAVY (not utilizing DCPDS) to NAVY: Activities not currently utilizing DCPDS require SF-75 information and the following forms:

- SF 61 - Appointment Affidavit
- I-9 - Employment Eligibility Verification
- OF 306 - Declaration for Federal Employment
- SF 144 - Statement of Prior Federal Service
- SF 256 - Statement of Self Handicap
- SF 181 - Race & National Origin Info
- Retired Military Data
- Military Reserve or Guard Status
- TSP 19 form to transfer in TSP loan (if applicable)

*** BENEFICIARY FORMS (FERS, FEGLI, & Unpaid Compensation): Are optional on the part of the employee. TRANSFERS — BENEFITS

Important Notice Concerning TSP and FEHB — In the case of all transfers, if the gaining payroll office changes upon transfer, an SF 2810, Change in Health Benefits Enrollment, must be completed to transfer-in FEHB to the new payroll office. The same is true for the TSP-19 to properly capture TSP contributions (regular and catch up) and TSP loans.

If the payroll office and/or contact information change for the employee upon transfer, employees should be reminded to contact the respective program administrators if enrolled in FEDVIP, FSAFEDS and/or Long Term Care Insurance.

Any employee who enters on duty without a break in service of 4 days or more is handled like a transfer, as explained above, for benefits purposes. For example, an employee may resign or be terminated from an appointment on a Friday, and on Monday, come into Navy on a new appointment action.

ON BOARDING MANAGER AND BACK- UP CONTACT INFORMATION:

Main POC: Carmen Kelsick 305-293-2783 DSN 483 email address: carmen.kelsick@navy.mil

Back –UP POC's:

Tralana Linder 904-542-5583 DSN 942 email address: Tralana.linder@navy.mil

Gregory Dunning 904-542-6222 DSN 942 email address: Gregory.dunning@navy.mil

**Appendix B
DCPS Listing**

List of Agencies serviced by DFAS/DCPS on DCPDS (no manual 352 required unless gaining agency did not process transfer action appropriately)		
Agency Transfer to	Payroll Office	
DD/04	PE	DISA (Defense Information Systems Agency) (Serviced by DFAS)
DD/07	PE	DLA (Defense Logistics Agency)
DD/10	PE	DCAA (Defense Contract Audit Agency) (Serviced by DFAS)
DD/11	PE	NGA (National Geospatial-Intelligence Agency) (Formerly NIMA)
DD/12	PE	DSS (Defense Security Service)
DD/16	PE	DODEA (Department of Defense Education Activity)
DD/34	PE	DECA (Defense Commissary Agency)
DD/35	PE	DFAS (including DODIG, NDU, DTIC)
DD/61	PE	DTRA (Defense Threat Reduction Agency)
DD/63	PE	DCMA (Defense Contract Management Agency) (Serviced by Army)
AF/**	DE or FF	AIR FORCE (FF for OCONUS; DE for rest)
AR/**	OA or FA	ARMY
DD/DG, DI, DK	PE	WHS (Washington Headquarters Services) (CPO IDs DG, DI, DK only)
IB/**	IB	BBG (Broadcasting Board of Governors)
NG/**	OA or DE	NATIONAL GUARD (OA for Army National Guard; DE for Air National Guard)
NV/**	CY or CH	NAVY (including USUHS) CY for shipyards; CH for other Navy
RE/**	RE	EOP (Executive Office of the President)

List of Agencies serviced by DFAS/DCPS NOT on DCPDS (manual 352 required)		
DN/**	EN	DOE (Department of Energy)
EPP'	EP	EPA (Environmental Protection Agency)
HE/**	HE	HHS (Health and Human Services)
VA/**	VA	VA (Veterans Affairs)

Appendix C
New Hire In-Processing Checklist

Employee's Name: _____

Title/Series/Grade: _____

EOD: _____

Type of Appointment:

- _____ Career Conditional
- _____ Career
- _____ Temporary
- _____ Term
- _____ Excepted Service

Benefits for Which Appointee Is Eligible: _____ FEHB _____ CSRS (offset) _____ FICA _____ FEGLI _____
CSRS _____ FERS _____ TSP _____ Leave Earning

- _____ Selective Service Statement (required for all males born after 12/31/59)
- _____ *I-9 Employment Eligibility Verification
- _____ *SF-61 Appointment Affidavit
- _____ *OF-306 Declaration for Federal Employment (return original signed by employee in 6a & 16b)
- _____ *SF-181 Race & National Origin Identification
- _____ *SF-256 Self-Identification of Handicap
- _____ *W-4 Federal Tax Withholding
- _____ State Tax Withholding (if required)
- _____ SF-86 Questionnaire for National Security Positions
- _____ SF-87 Fingerprint Charts

***All employees must receive these forms. Other forms are based on employee's appointment.**

Cover the following topics and/or show orientation video

- Annual, Sick, LWOP
- Family Medical Leave
- Leave Transfer Program
- Federal Holidays
- Health Benefits
- Life Insurance
- Retirement Benefits
- Thrift Savings Program

Continue covering forms below

- _____ SF-2823 Designation of Beneficiary (FEGLI)
- _____ *SF-1152 Designation of Beneficiary (Unpaid Compensation)
- _____ SF-3102 Designation of Beneficiary (FERS)
- _____ SF-2808 Designation of Beneficiary (CSRS)
- _____ TSP-3 Designation of Beneficiary (THRIFT) (form is mailed directly to TSP)
- _____ *Standards of Ethical Conduct

I have been provided all the forms indicated above.

Employee Signature Date