



## New Employee In-Processing Procedures

### Thursday

1. Employees will report to their facilities after CPAC.
2. Introduce new employees to team members and tour facility.
3. Issue uniforms, name tag or anything necessary for position.
4. Have employees complete all necessary paperwork. **Facility managers should review new employee checklists, workplace standards, lunch and break procedures, and any job-specific requirements with each new employee.**

### Friday

1. On Friday, employees obtain their Common Access Card (CAC) at the DEERS office located in the Soldier Support Center 0830 as VIP (New NAF Employees). *HR emails the in-processing list each week to the DEERS office, and appointments are automatically scheduled. When a new employee arrives for their CAC, have the new employee identify as a VIP MWR new employee."*

### Monday

1. Employees will report to Family and MWR Training Room at 0800 (See directions below).
2. New Employee Handbook will be issued and reviewed.
3. **Conduct New Team Orientation and issue bus tour date.**
4. Employees will start training requirements on IMCOM Academy and complete mandatory base training (i.e., Cyber Awareness, OPSEC, INFOSEC, EEO, etc.).

### Tuesday

1. Employees will report to Family and MWR Training Room at 0800.
2. Employees can complete the remaining of the mandatory base training (i.e., Cyber Awareness, OPSEC, INFOSEC, EEO, etc.)
3. Once all training is completed, they will report back the facility.

