

Personnel

**SPONSORSHIP AND IN-/OUT-PROCESSING OF
CIVILIAN PERSONNEL**

BY ORDER OF THE DEPUTY COMMANDER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM Customer Portal Library at <https://customer.transcom.mil>.

*OPR: TCJ1-C (Rose Wesolowski)
Supersedes USTRANSCOMI 36-10, 1 Feb 97*

*Approved by: TCJ1 (Col Edward G. Patrick, USAF)
Pages: 10
Electronic Publishing*

This instruction establishes procedures and responsibilities for the sponsoring and in-/out-processing of civilian personnel. The provisions of this instruction apply to United States Transportation Command (USTRANSCOM) civilian personnel assigned at Scott AFB, Illinois. The overall objective is to establish procedures for the sponsorship program and in-/out-processing of civilian personnel assigned to the command.

Send comments and suggested improvements to this instruction on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ1. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the information is USTRANSCOM Instruction 33-35 and the Privacy Act of 1974, 5 United States Code (U.S.C.) 552a, as amended.

SUMMARY OF REVISIONS

Provides detailed information on the sponsorship program and in-/out-processing of civilian personnel at USTRANSCOM. Updates office symbols, office designations, procedures, checklists and USTRANSCOM Forms 17 and 18. *Note:* Since this instruction has been revised in its entirety, asterisks will not be used to identify revised material.

1. RESPONSIBILITIES:

1.1. The Directorate of Manpower and Personnel (TCJ1) is the office of primary responsibility for monitoring sponsorship and in-/out-processing programs for all civilian personnel assigned to USTRANSCOM at Scott AFB, Illinois.

1.2. Directors and Chiefs of Direct Reporting Elements (DREs) are responsible for obtaining a sponsor for each newly assigned civilian within their directorate or DRE. Sponsors are normally obtained by asking for volunteers. *The directorate/DRE should identify the sponsor at the time the fill action, Standard Form (SF) 52, Request for Personnel Action, is submitted to the Directorate of Manpower and Personnel, Training & Civilian Personnel Division (TCJ1-C).* When possible, the sponsor will be equal in grade to the incoming person.

1.3. The sponsor is responsible for actions outlined in the Checklist for Civilian Personnel Sponsors (Attachment 1).

1.4. The supervisor of the new employee is responsible for actions outlined in Checklist for Supervisors of Newly Assigned Civilian Personnel (Attachment 2).

1.5. The newly assigned employee is responsible for returning USTRANSCOM Form 17, USTRANSCOM Civilian Personnel In-Processing Checklist (Attachment 3) to TCJ1-C not later than (NLT) 14 days after arrival. The outgoing employee is responsible for returning USTRANSCOM Form 18, USTRANSCOM Civilian Personnel Out-Processing Checklist (Attachment 4) to TCJ1-C on the day of departure.

2. POLICIES:

2.1. As soon as possible after notification that the candidate has accepted the position, the sponsor should forward a welcome package to the new employee relocating to Scott AFB. The sponsor may obtain maps and other locality information from the reception area at the Scott AFB Family Support Center, Building 1930. (*Optional training for sponsors is also available; contact 256-8668 for appointment.*) It is the sponsor's responsibility to obtain and mail packets to the newcomer. In addition to locality information, the sponsor must provide a welcome letter from the Chief of Staff (TCCS) for new employees in grades GS-11 and above, or the Director/DRE Chief for new employees in grades *below* GS-11, offering the sponsor's assistance (Attachment 5). Welcome packets for local employees newly assigned to USTRANSCOM (*but not new to Scott AFB*) will also consist of a letter from the TCCS/Director/DRE Chief, if time permits (Attachment 5).

2.1.1. If the position requires a higher security clearance than what is currently held by the new hire, the employee will need to prepare and submit the appropriate security documentation. This documentation may include the Electronic Personnel Security Questionnaire (EPSQ). Sponsors will coordinate with their directorate/DRE security manager; USTRANSCOM Force Protection Directorate (TCFP) located on 3rd floor, Building 1911; and the Civilian Personnel Flight (CPF), to determine the proper routing of clearance documentation. TCFP will provide assistance and guidance as needed in completing the required security documentation. The directorate/DRE security manager will work through TCJ1-C to assure that all security documentation and waivers are submitted before a report date is determined. Until upgraded access is granted, the directorate/DRE security manager may issue an AF Entry Control Card,

AF Form 1199 (line badge), allowing limited access. New employees will contact their directorate/DRE security manager for the AF Form 2586, Unescorted Entry Authorization Certificate.

2.1.2. Sponsors will introduce the new employee to their immediate supervisor, all levels of management in the supervisory chain, and their co-workers.

2.1.3. Sponsors will follow instructions on the Checklist for Civilian Personnel Sponsors (Attachment 1) and assist with scheduling appointments on the USTRANSCOM Civilian Personnel In-Processing Checklist, USTRANSCOM Form 17 (Attachment 3).

2.2. Upon arrival of the new employee, the sponsor will escort the newcomer to TCJ1-C, Building 1911, 1st Floor, for in-processing, where the employee will be provided a copy of USTRANSCOM Form 17 (Attachment 3). Actions indicated on USTRANSCOM Form 17 will be accomplished by the employee and the completed USTRANSCOM Form 17 returned to TCJ1-C within 14 days after arrival. (Note: if the employee is new to Scott AFB, in-processing at the Civilian Personnel Flight must be accomplished *prior* to reporting to USTRANSCOM for in-processing).

2.3. Upon reporting to TCJ1-C, the new employee will provide locator, finance, and reserve obligation data. This information will be entered into the Joint Personnel System (JPS) for inclusion in scheduling for the next USTRANSCOM Newcomer's Orientation. Dates for the optional Scott AFB orientation will be provided to the employee by TCJ1-C for scheduling in coordination with the employee's supervisor.

2.4. Employees leaving USTRANSCOM for another organization on Scott AFB or departing Scott AFB must turn in a completed USTRANSCOM Form 18 (Attachment 4) on the day of departure. It is recommended that the employee begin this process NLT 2 days prior to departure. In addition, all civilian employees departing Scott AFB are required to out-process through the CPF prior to employee's last workday.

EDWARD G. PATRICK
Colonel, USAF
Director, Manpower and Personnel

Attachments:

1. Checklist for Civilian Personnel Sponsors
2. Checklist for Supervisors of Newly Assigned Civilian Personnel
3. Sample, USTRANSCOM Form 17, USTRANSCOM Civilian Personnel In-Processing Checklist
4. Sample, USTRANSCOM Form 18, USTRANSCOM Civilian Personnel Out-Processing Checklist
5. Sample, TCCS/Director/DRE Welcome Letter

CHECKLIST FOR CIVILIAN PERSONNEL SPONSORS

The purpose of the civilian sponsorship program is to welcome newcomers to the command by providing effective personal assistance to the newly assigned employee and an orderly and smooth transition into the new assignment.

1. *(Initials and Date)* _____ *(Sponsor's Responsibilities):* Furnish a welcome package to the newcomer. Welcome packages for employees *relocating* to Scott AFB will include:

(1) A welcome letter from the Chief of Staff (TCCS) for employees GS-11 and above or the Director/Direct Reporting Element (DRE) Chief for employees below GS-11, with the sponsor's office symbol and telephone number.

(2) Handouts/pamphlets for on base and community facilities (*received from Family Support Center*).

(a) Information about USTRANSCOM.

(b) Directions to Scott AFB.

(c) An offer of assistance in arranging for temporary quarters. Request tentative date of arrival.

(d) Data on cost and availability of temporary quarters and permanent housing.

(e) Information on local schools.

(f) Information on area weather conditions.

(3) Job Information.

2. Welcome packages for employees who are new to the command, but not new to Scott AFB.

(1) Welcome letter from TCCS for employees GS-11 and above or Director/DRE Chief for employees below GS-11.

(2) Information about USTRANSCOM and the employee's new job. *Note:* Local employees may report with short notice, making it *impractical* to send a welcome letter. In those instances, sponsors should contact the individual by phone and provide necessary information and assistance.

Initials/Date

3. _____ Escort newcomer to TCJ1-C, first floor Building 1911, for in-processing.

4. _____ Assist employee in submitting security clearance and restricted area badge paperwork.
5. _____ Schedule supervisor discussion.
6. _____ Direct newcomer to the Program Analysis & Financial Management Directorate, Budgeting Division (TCJ8-B) to discuss Government Travel Card status
7. _____ Orient newcomer to the command, building layout, location of all directorates and DREs, and the general layout of base facilities (as applicable).
8. _____ Follow up on schedule for USTRANSCOM orientation briefing. Employees who are relocating to Scott AFB may also choose to attend the base newcomers' orientation. (Schedule to be provided by TCJ1-C.)
9. _____ Follow up with employee for return of completed USTRANSCOM Form 17 to TCJ1-C.

CHECKLIST FOR SUPERVISORS OF NEWLY ASSIGNED CIVILIAN PERSONNEL

INITIALS AND SUPERVISOR'S RESPONSIBILITIES DATE

1. _____ Conduct an initial discussion with the new employee to orient them to the workplace.

Discussion requirements are:

a. Review and discussion of employee's position description. If the position requires the incumbent to file an OGE Form 450, Confidential Financial Disclosure Report, discuss with the employee and advise that the Joint Ethics Regulation requires the "new entrant" report be filed, through the Supervisor to the Ethics Counselor (TCJA), within 30 days of assumption of the position.

b. Explanation of work unit and relationship between the employee and co-workers. Review of all materials, publications, instructions, etc., which may be needed on the job, relevant safety practices, directorate evacuation plan, and other work center policies.

c. Identify training requirements to the Manpower and Personnel Directorate, TCJ1-C, through the Directorate/Direct Reporting Element (DRE) training point of contact (POC) as soon as possible after employee is on duty, so scheduling can be accomplished.

d. Explanation of the chain of command and points of contact for information and assistance. (If desired, coordinate scheduling of optional Scott AFB Newcomers' Briefing.)

e. Explanation of hours of duty, lunch, and authorized break periods, approving official for leave, and similar matters.

2. _____ Review and discuss performance plan (AF Form 860 or COREDOC) with employee and obtain signatures within 2 weeks of employee start date.

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) CIVILIAN PERSONNEL IN-PROCESSING CHECKLIST

NAME (LAST, FIRST, MI)	GRADE
------------------------	-------

DUTY LOCATION	SPONSOR (NAME, RANK, DUTY PHONE)
---------------	----------------------------------

UPON COMPLETION OF PROCESSING RETURN THIS CHECKLIST TO TCJ1-C WITHIN 14 DAYS AFTER ARRIVAL

INITIAL AND DATE	ITEMS/ACTIVITIES TO BE PROCESSED AS INDICATED	
	PERSONNEL/PAY RECORDS (ONLY IF EMPLOYEE HAS RELOCATED TO SCOTT AFB)	CIVILIAN PERSONNEL FLIGHT (CPF) BUILDING 50, 256-3914, EXT 55
	PCS TRAVEL VOUCHER (IF APPLICABLE)	375AW/FMF (TRAVEL SECTION) BUILDING P-10 (Monday-Friday, 0700-1500)
	CIVILIAN PAY	375AW/FMF (CIVILIAN PAY SECTION) BUILDING P-10 (Monday-Friday 0700-1500) http://www.finance@Scott.af.mil
	SYSTEMS ACCESS HELP DESK	BUILDINGS 1575 or 1900 256-8021
	SECURITY PROCESSING / ID BADGE (AF Form 1199, AF Entry Control Card)	FOR ID BADGE BRING AF FORM 2586 FROM DUTY SEC TO FORCE PROTECTION (TCFP), BUILDING 1911, RM 314, 229-7711, FOR SIGNATURE. AFTER SIGNATURE, TAKE AF FORM 2586 TO 375 SFS/SFOXI, BUILDING 1948, 256-2709, FOR PROCESSING.
	PARKING DECAL/CIVILIAN ID CARD (DD FORM 1172)	FOR VEHICLE REGISTRATION, BRING CAR REGISTRATION AND PROOF OF INSURANCE TO 375 SFS/SFOXI, BUILDING 1948, 256-2709.
	BUDGETING DIVISION/GOVT TRAVEL CARD, (AF FORM 3821)	TCJ8-B, BUILDING 1900, 3RD FLOOR, BUDGET DIV, 229-4487
	HOUSING REFERRAL OFFICE/FAMILY HOUSING OFFICE (IF APPLICABLE)	BUILDING 1400, 256-4350
	TRAFFIC MANAGEMENT OFFICE (HHGs, BAGGAGE) (IF APPLICABLE)	BUILDING P-10, 256-1848
	USTRANSCOM TRAINING AND CIVILIAN PERSONNEL DIVISION	IN-PROCESSING FOR USTRANSCOM, BUILDING 1911, TCJ1-C, ROOM 112, 229-7094
	AF FORM 860, CIVILIAN PERFORMANCE PLAN/OR CORE.DOC POSITION DESCRIPTION SIGNATURE	SUPERVISOR
	SAFETY, BASE SVCS, ORIENTATION EMERGENCY EVACUATION PLAN	SUPERVISOR
	INITIAL PERFORMANCE APPRAISAL	OPTIONAL - SUPERVISOR MAY COMPLETE 90 CALENDAR DAYS FROM DATE OF EMPLOYMENT (APPLIES TO PREVIOUS NON-AF EMPLOYEES ONLY)
	USTRANSCOM ORIENTATION*	TCJ1-PD, 229-7106 NEWCOMER'S ORIENTATION (SEAY AUD)
	BASE NEWCOMER'S ORIENTATION*	NEWCOMER'S ORIENTATION (SCOTT) TCJ1-C, 229-7094 FOR SCHEDULE
Supervisor's Initials/Date	POSITION IS SUBJECT TO FILING A CONFIDENTIAL FINANCIAL DISCLOSURE REPORT, OGE FORM 450 YES _____ NO _____	IF YES, CONTACT OFFICE OF CHIEF COUNSEL (TCJA), 229-1366 , WITHIN 7 DAYS, FOR FURTHER INSTRUCTIONS.
	OFFICE CALL WITH TCCS OR TCDC GS-11 AND ABOVE	GS-14 AND ABOVE, CONTACT TCDC'S OFFICE, 229-3810 GS-11 - GS-13, CONTACT TCCS OFFICE, 229-4933

* SPOUSES ARE WELCOME AND ENCOURAGED TO ATTEND ORIENTATIONS.

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) CIVILIAN PERSONNEL
IN-PROCESSING CHECKLIST *(Continuation Sheet)***

INITIAL AND DATE	ITEMS/ACTIVITIES TO BE PROCESSED AS INDICATED	
	UNION SCOTT NAGE LOCAL R7-23 (BARGAINING UNIT EMPLOYEES ONLY)	EXPLAIN COLLECTIVE BARGAINING AGREEMENT SCOTT NAGE LOCAL R7-23 375MSS/DPC, BUILDING P-10, NE CORNER, D-WING TERRY O'RELLY, 256-2774 (CALL FOR APPOINTMENT)
		SAMPLE

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) CIVILIAN PERSONNEL OUT-PROCESSING CHECKLIST			
NAME (LAST, FIRST, MI)		GRADE	SUSPENSE DATE
DEPARTURE DATE	REASON		
UPON COMPLETION OF PROCESSING RETURN THIS CHECKLIST TO TCJ1-C ON DAY OF DEPARTURE			
INITIAL AND DATE	ITEMS/ACTIVITIES TO BE PROCESSED AS INDICATED		
	SCOTT CREDIT UNION	IF APPLICABLE, BUILDING 1950, 345-1000	
	BASE LIBRARY	375 SVS/SVMG, BUILDING 1940, 256-5100	
	BASE SUPPLY	EQUIPMENT MGT OFFICE BUILDING 4001, 375 SUPS/LGSFT, BUILDING 4001, 256-4086	
	ACCOUNTING AND FINANCE	CIVILIAN PAY SECTION, 375 AW/FMF, BUILDING P--10, (MONDAY-FRIDAY, 0700-1500)	
	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT FILER, OGE FORM 450	CONTACT OFFICE OF CHIEF COUNSEL, TCJA, AT 229-1366	
	DIRECTORATE/DRE SECURITY MANAGER	- SECURITY MANAGER FOR YOUR DIRECTORATE/DRE (WITH AF FORM 2586) . TURN IN LINE BADGE. - IF APPLICABLE, SSO/SCI DEBRIEFING, TCJ2-S, BUILDING 1700, 3RD FLOOR, 229-6965	
	DIRECTORATE/DRE TRAINING COORDINATOR	PRINTOUT TRAINING PLAN/CLASS COMPLETION LIST	
	PARKING DECAL/ID BADGE (AF FORM 1199, AF ENTRY CONTROL CARD)	TURN IN PARKING DECAL & CIVILIAN ID CARF (IF LEAVING AF), AF FORM 1199, AF ENTRY CONTROL CARD, BUILDING 1948	
	FORCE PROTECTION (TCFP)	SECURITY DEBRIEFING. IF APPLICABLE, ANTITERRORISM BRIEFING IF GOING OVERSEAS BUILDING 1911, ROOM 314, 229-7711	
	SYSTEM ACCESS HELP DESK	HELP DESK, BUILDING 1961, 1ST FLOOR, 256-8021	
	BUDGETING DIVISION/GOVT TRAVEL CARD, AF FORM 3821	TCJ8-B, BUILDING 1900, 3RD FLOOR, BUDGET DIVISION, 229-4487	
	SUBORDINATE PERSONNEL EVALUATIONS	COMPLETE EVALUATIONS FOR SUBORDINATES (IF APPLICABLE)	
	USTRANSCOM EMPLOYEE SUPERVISOR	- SUPERVISOR INSURES GOVT PROPERTY & EQUIPMENT ARE TURNED IN - 971 FILE - CONTACT TCJ1-C, 229-7094, FOR FURTHER GUIDANCE	
	PC WORKSTATION	DIRECTORATE FACCSM	
	CIVILIAN PERSONNEL FLIGHT (375 MSS/DPCE) CIVILIAN PERSONNEL DIVISION	EMR OFFICE, BUILDING 50, 256-3914, EXT 55, (WHEN PROCESSING OFFBASE).	
	USTRANSCOM TRAINING AND CIVILIAN PERSONNEL DIVISION (TCJ1-C)	BUILDING 1911, CIVILIAN PERSONNEL, ROOM 112 (229-7094) AND TRAINING, ROOM 120 (229-7095)	
	FORWARDING ADDRESSES	Temporary: Permanent:	
	DMS ACCESS	IF APPLICABLE, TURN IN DMS FORTEZZA CARD(S) TO YOUR DIRECTORATE/DRE REVIEW AUTHORITY (RA)	
	OFFICE CALL WITH TCCS OR TCD	GS-14 AND ABOVE, CONTACT TCDC OFFICE, 229-3810 GS-11 - GS-13, CONTACT TCCS OFFICE, 229-4933	

SAMPLE

USTRANSCOM FORM 18, 20030218 (FORMFLOW 2.15) PREVIOUS EDITION IS OBSOLETE

ALL BLOCKS MUST BE INITIALED BY AGENCY OFFICIAL/REPRESENTATIVE



UNITED STATES TRANSPORTATION COMMAND

508 SCOTT DRIVE
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

Mr. New Employee
123 Xyz Street
Any Town IL 50019

SAMPLE

Dear Mr. Employee

Welcome to your position of Transportation Specialist at the United States Transportation Command (USTRANSCOM). We hope your assignment here will be rewarding and memorable.

To assist you with your transition, Mr. Good Guy has been designated as your sponsor. Mr. Guy will be contacting you to offer assistance with your specific needs in matters such as information about the area, directions to the base, temporary quarters or any other information you may need. Please also feel free to contact Mr. Guy at the office at 618-229-9999.

Once again, welcome to USTRANSCOM. We look forward to having you as a member of the command.

Sincerely

For GS-11's and above

CARLOS D. PAIR
Major General, U.S. Army
Chief of Staff

Below GS-11

**SIGNATURE BLOCK OF DIRECTOR or
DIRECT REPORTING ELEMENT CHIEF**

