# Personnel Management

## Personnel Actions – Civilian In/Out Processing

### civilian inprocessing/outprocessing

1-8. The administrative division maintains a file on each civilian personnel assigned to the office. Each file, at a minimum, should include the Civilian’s personnel data sheet, any SF 50s, and any other pertinent documents.

#### People

1-9. *People.*

* + - Inprocessing: Legal Administrator or Admin NCO will ensure every incoming personnel receives the following-
      * + Welcome Letter
        + Personnel Data Sheet
        + Inprocessing: Civilian personnel must report to the CPAC office for inprocessing the military installation, obtain ID card, submit paperwork for account creation, and establish pay and benefit plan.
    - Outprocessing: Legal Administrator or Admin NCO will ensure every outgoing/departing personnel outprocess the OSJA no later than the day prior to the start leave date.
      * + Coordinate with CPAC for processing of awards and leave forms
        + Coordinate with G6/NEC and departing personnel for the deletion of installation account
        + Detach in DTS or coordinate with G8 to detach departing personnel from DTS

#### PROCESSES

1-10. *Processes.*

* Inprocessing:

1. Admin NCO prepares the Welcome letter with the SJA signature block
2. Welcome letter, personnel data sheet, and the inprocessing checklist is sent via email to the sponsor to be forward to the incoming personnel.
3. The sponsor is responsible for obtaining all documents prior to the incoming personnel arriving and submitting to the Legal Administrator. If not, the day the new personnel signs in, he or she must complete the personnel data sheet and submit as many documents as possible on the checklist.
4. Legal Administrator will create a personnel folder for the incoming personnel.
5. On the civilian employee’s first day, he or she must report to CPAC to inprocess the military installation, and be sworn in as a DoD civilian employee.

* Outprocessing:

1. Outgoing personnel should provide the Admin NCO and the Legal Administrator their leave form. This will assist the Legal Administrator in determining when the individual must outprocess with the Admin and CPAC Office.
2. Admin NCO will provide the outgoing personnel with an outprocessing checklist. Outgoing personnel must complete all required forms and tasks with the Legal Administrator or Admin NCO prior to his leave start date.

#### Tools

1-11. *References.*

* CPOL

1-12. *Templates.*

* + - Personnel Data Sheet (Enclosure….)
    - Inprocessing Checklist/ NIPR account & training requirements (Enclosure… & ….)
    - Outprocessing Checklist (Enclosure…)

#### Organization

1-13. *Training.* The list below provides the required and additional training:

1-14. *Working & Planning Groups.* Depending on the location, listed are possible groups an Army Office Manager should be aware of and possibly be a part of: