

# Supervisor's Guidebook



**Manpower & Personnel Flight**

**DSN 314-480-5850 or 06371-47-5850**

## **Introduction**

Acculturation begins before the new employee's first day of work. As a hiring supervisor, you can use the time between acceptance of the employment offer and the start date to maintain contact with the new employee. This will create a positive impression and reinforce the decision made to accept the employment offer. The checklist below serves as a guideline to assist you in welcoming the new employee. The checklist/guideline is an internal tool to assist you and jog your memory of possible things to remember to do or cover with new hires. You may or may not use all categories or with all employees (i.e. permanent vs. temporary/students).

### **Objective**

As the supervisor, you play an important role in orienting the new employee to the organization. The Supervisor's Guide will help you perform this role. It provides checklists and timelines for the employee's first tour in the organization. This guide will assist you in helping the employee meet certain milestones which are significant in the employee's transition into AF and federal service.

### **An effective orientation should:**

- Foster an understanding of the AF culture, and its values
- Help the new employee:
  - Make a successful adjustment to the new job
  - Understand his/her role and how he/she fits into the Air Force and the unit
  - Achieve objectives and shorten the learning curve
  - Develop a positive working relationship by building a foundation of knowledge about the units mission, objectives, policies, organization structure, and functions

<b>Supervisor Checklist – Post Interview (From interview to official offer)</b>
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Employee Name: \_\_\_\_\_

- Coordinate with Civilian Personnel Office on:
  - Establishing a reporting date                      Date completed: \_\_\_\_\_
- Assign Sponsor for new employee                      Date completed: \_\_\_\_\_
- Provide Sponsor Guide to sponsor                      Date completed: \_\_\_\_\_

**ADDITIONAL NOTES**

## **Supervisor Checklist – Pre Arrival**

Check with sponsor on progress Date completed: \_\_\_\_\_

Contact Help Desk and Security Office to begin process for acquiring computer and network access for new employee

\*\*During the Pre-Arrival stage, the sponsor will handle the majority of the responsibility for the new hire

### **ADDITIONAL NOTES**

## Supervisor Checklist – Orientation (Days 1-3)

- Provide brief overview of Unit and Organization      Date completed: \_\_\_\_\_
- Provide Point of Contact Phone List to employee      Date completed: \_\_\_\_\_
- If applicable, provide organization specific in-processing checklist      Date completed: \_\_\_\_\_
- Review basic work information with employee      Date completed: \_\_\_\_\_
  - Work schedule hours
  - Leave schedule and process- ATAAPS
  - Holiday schedule
  - Pay schedule
  - Timecard local instructions
  - Dress Code
  - Physical Fitness
  - Employee Assistance Program ([EAP](#)) ([Frequently Asked Questions](#))
  - Airmen and Family Readiness Center (A&FRC) Programs
- Provide job safety training      Date completed: \_\_\_\_\_
  - Document on [AF Form 55](#) IAW AFI 91-301
- Review [AFPC Benefits Summary](#)      Date completed: \_\_\_\_\_
- Discuss telephone, fax, e-mail, and internet use      Date completed: \_\_\_\_\_
- Provide required keys, if applicable      Date completed: \_\_\_\_\_
- Check on computer access status for new employee      Date completed: \_\_\_\_\_
  - Ensure employee completes the following classes:
    - Computer Information Assurance**
    - Computer Security Training**
- Review Acquisition Professional Development Program (APDP), if employee is on an acquisition coded position      Date completed: \_\_\_\_\_

## Supervisor Checklist – First 2-3 Weeks

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Attend meeting with Director, Deputy Director, or Site Commander, as appropriate                                      | Date completed: _____ |
| <input type="checkbox"/> Schedule lunch with employee  | Date completed: _____ |
| <input type="checkbox"/> Review official position description with employee  | Date completed: _____ |
| <input type="checkbox"/> Review employee/job expectations  | Date completed: _____ |
| <input type="checkbox"/> Review Individual Development Plan (IDP) coordinate with Training Focal Point on process<br><a href="#">Blank IDP</a> | Date completed: _____ |
| <input type="checkbox"/> Review Civilian appraisal process   | Date completed: _____ |
| <input type="checkbox"/> Discuss the career development opportunities  | Date completed: _____ |
| <input type="checkbox"/> Discuss mentoring options   | Date completed: _____ |
| <input type="checkbox"/> Ensure employee completes the following training (list may not be all inclusive):                                     |                       |

### **Employees (General)**

- Information Protection (Annual)
- Human Relations (Annual)
- Force Protection (Annual)
- Base Orientation – New Employees
- Air Force New Employee Orientation (Within first 90 days of employment) – For New Government Employees only
- Safety Briefing – Provided by local safety office
- Defense Travel System (DTS) Training
- No FEAR Act Training (Every 2 years)

## Supervisor Checklist – First 6 Months

- Arrange a tour of the organization
- Ensure employee completes the following training (list may not be all inclusive):

### **Employees (General)**

- Government Travel Card
- Acquisition Professional Development Program (APDP) Training #1 \*
- Needs Specific \*\*
- Functional Training \*\*
- Ensure Individual Development Plan (IDP) is completed \*\*\*

### **Supervisors**

- Sexual Assault Prevention Response
- Civilian Personnel Management Course (CPMC)
- Military Personnel Management Course (MPMC)
- USAF Supervisors Course
- Critical Skills for Intervention (CSI)
- Supervisors Safety Training (SST)

\* Refer to APDP Guide for determination on needed APDP courses for each employee

## Supervisor Checklist – 6-12 Months

Ensure employee completes the following training (list may not be all inclusive):

### **Employees (General)**

- Ethics Training (Yearly)
- Needs Specific \*\*
- Functional Training \*\*
- Review IDP \*\*\*

### **Supervisors**

- Homosexual Policy Training



## Supervisor Checklist – 12-18 Months

Ensure employee completes the following training (list may not be all inclusive):

### **Employees (General)**

- APDP Training #2 \*
- APDP Training #3 \*
- Needs Specific \*\*
- Functional Training \*\*
- Review IDP \*\*\*

\* Refer to APDP Guide for determination on needed APDP courses for each employee

## Individual Development Plan

Employee Information:

Name:	Org/Off Sym:
SSAN: (optional)	Supv Name:

Performance Development Training:

FY/QTR	Course	Cost

Personal Career Training:

FY/QTR	Course	Cost

Short Term Goals:

Certifications:

Educational:

Long Term Goals:

Career Broadening:

Professional Military Education:

Next Assignment:

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

## **Supervisor Checklist – 3 – 5 Years**

### **Employees (General)**

- Receive Notification of Employees Expiration of Overseas Tour from Staffing Specialist (10 Months Prior to DEROS).
- Obtain employee's concurrence signing and initialing the attached tour extension Memorandum.
- If decided not to extend employee return signed memorandum of non-extension with employee's acknowledgement to Staffing Specialist.
- Upon notification of non-extension employee will exercise return rights to former stateside position. If employee has return rights to a lower grade he/she has the option of registering in Priority Placement Program (PPP). Staffing Specialist will contact the employee to set an appointment for registration into PPP.
- If employee does not have return rights he/she may register in PPP, but no earlier than 6-months before the end of overseas tour. Staffing Specialist will contact the employee to set an appointment for registration into PPP.
- Two months prior to employee exercising return rights or if employee receives valid PPP job offer management will request/initiate Request for Personnel Action (RPA) to fill behind departing employee.

**NOTE QUICK REFERENCE NUMBERS**

Newcomer's Work Phone: \_\_\_\_\_

Supervisor's Work Phone: \_\_\_\_\_

Pass and ID: \_\_\_\_\_

Billeting Office (24 hours a day): \_\_\_\_\_

Airline/Flight Information: \_\_\_\_\_

Postal Service Center: \_\_\_\_\_

Chaplain: \_\_\_\_\_

Red Cross: \_\_\_\_\_

Travel Pay: \_\_\_\_\_

Family Support Center: \_\_\_\_\_

Defense Travel System (DTS): \_\_\_\_\_

Family Services: \_\_\_\_\_

Relocation Assistance: \_\_\_\_\_

Civilian Personnel: \_\_\_\_\_

Traffic Management Office: \_\_\_\_\_

TMO 1-800 #: \_\_\_\_\_

Personal Property: \_\_\_\_\_

POV Shipping Terminal: \_\_\_\_\_

Fitness Facility: \_\_\_\_\_

Training Focal Point: \_\_\_\_\_

Other: \_\_\_\_\_