

## United States Coast Guard Checklist New Employee Supervisor and Employee Checklist

This checklist provides links to documents and sites presented during the new employee on boarding session. It serves as a reminder for actions and/or actions items supervisors and employees must take upon on-boarding. [Welcome New USCG Employee](#)

Employee Name: \_\_\_\_\_ EOD Date: \_\_\_\_\_

HR Representatives: Name/Phone: \_\_\_\_\_

Name/Phone: \_\_\_\_\_

Supervisor Date	Employee Date	Items To Be Completed
	X	<b>Time and Attendance for New Employees handout:</b> <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/</a>
X	X	<b>Discuss work schedule</b>
	X	<b>Meet with Timekeeper</b>
		<b>Access</b>
X		<b>Computer Account.</b> Supervisor submit CGONE Form to CGFIXIT (1-855-243-4948).
	X	<b>Employee ID Number?</b> Your HR Representative will provide you with an EMPLID within your first three weeks. Required for access to certain CG systems.
X	X	<b>Common Access Card (CAC)</b> - CAC may only be issued once a CG civilian record is established on the DEERS database. If you haven't received an appointment date/time to obtain a CAC contact your HR representative. NOTE: DEERS records are normally established three days after EOD.
X	X	<b>Discuss Building Emergency Procedures</b>
		<b>Benefits</b>
	X	<b>Transfer - Provide TSP Loan Information to HR representative</b> If you have a TSP Loan through your prior agency, inform your HR Representative as soon as possible so you do not miss any payments.
	X	<b>Transfer – Make arrangements for items that do not automatically transfer.</b> Some items do NOT automatically transfer from agency to agency. Make arrangements to ensure these deductions transfer: Flexible Spending Accounts ( <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a> ), Long Term Care Insurance ( <a href="http://www.LTCFEDS.com">www.LTCFEDS.com</a> ), Federal Dental and Vision Supplemental Programs ( <a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a> ), Savings Bonds (you will need to enroll in a NEW Bond with CG and will receive a final bond from your prior agency), CFC Contributions (you will need to provide us with a copy of your CFC election form or obtain one from your prior agency to provide to us – they do NOT automatically continue), Designation of Beneficiary for Unpaid Compensation

		(you will need to complete a new form, this form is not transferred from agency to agency in your e-OPF).
Leave	X	<a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Huma">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Huma</a>
Pay		
	X	<b>Transfer – Provide a copy of final leave and earnings statement (LES) to HR?</b> If you are transferring in from another federal agency, provide your HR Representative with a copy of your FINAL Leave and Earnings Statement (with a pay period end date IMMEDIATELY PRIOR to your EOD date with CG) from your prior agency to ensure leave balances and YTD TSP and FICA deductions are transferred. <b>NOTE:</b> Even with prompt documentation, leave balances may take several pay periods to update in all systems.
	X	<b>Verify Pay Deductions on your leave and earnings statement?</b> Your first paycheck should be deposited into your account in approximately 3 weeks (See Pay Period Calendar for specific date: <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/WebTA/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/WebTA/</a> . When you receive your first Leave and Earnings statement, verify all deductions are correct. If you notice a discrepancy, report this to your HR Representative right away. You will receive an email to set up your MyEPP account ( <a href="https://www.nfc.usda.gov/personal">https://www.nfc.usda.gov/personal</a> ). MyEPP Brochure: <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/</a>
Performance		
X	X	<b>Discuss position description</b>
X	X	<b>Discuss performance plan (Plans must be established within 30 days.)</b>
X	X	<b>Discuss position status (excepted, exempt, or non-exempt)?</b> <b>This information is used during potential lapse of appropriations.</b>
Policy		
	X	<b>Several policy documents were reviewed during new hire orientation</b> , such as Anti-Discrimination and Anti-Harassment, Diversity Equal Opportunity Statement, Hiring Policy, Merit System Principles, No Fear Act, Prohibited Personnel Practices, Right to Work, and Unemployment Benefits. If it applies to your position, reference the AFGE Union Handout. <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/</a>
X	X	<b>Discuss Reasonable Accommodation, if needed</b>
Systems		
	X	<b>Review your SF-50 and Official Personnel Folder (OPF) online?</b> For SF-50, go to <a href="https://eopf.opm.gov/dhs">https://eopf.opm.gov/dhs</a> . You will receive an email to set up your e-OPF account.
	X	<b>Employment verification, remember the Work Number Handout.</b> <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/cq121/docs/pdf/TWN.pdf?ver=2017-03-06-111814-857">https://www.dcms.uscg.mil/Portals/10/CG-1/cq121/docs/pdf/TWN.pdf?ver=2017-03-06-111814-857</a>
Training		

X	X	Discuss Civilian Training guidance, Mandatory Training List, and Commandant Instruction 12410.12 Coast Guard Civilian Orientation Training presented during orientation?. <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/</a>
X	X	Discuss Ethics Orientation Memo and comply with required ethics training?
	X	If interested in future professional developmental opportunities, reference: <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Civilian-Training/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Civilian-Training/</a>
<b>Veterans</b>		
	X	If the SF-813 process applies to you, please view the SF-813 and Vet Guide Appendix A: <a href="https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/">https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/</a>
	X	If you are a veteran and interested in making a military deposit, the RI 20-97 Estimated Earnings During Military Service Form may apply to you, please view the RI 20-97 here: <a href="https://www.opm.gov/forms/pdf_fill/RI20-97.pdf">https://www.opm.gov/forms/pdf_fill/RI20-97.pdf</a>
	X	If you are a veteran and entering active military duty you must complete the CHECKLIST OF BENEFITS COVERAGE FOR EMPLOYEES ENTERING ACTIVE MILITARY DUTY and follow the instructions prior to entering active duty: <a href="#">Microsoft Word - USERRA checklist final (uscg.mil)</a>

For up-to-date information on Human Relations topics and a list of HR representatives, visit the Coast Guard Office of Civilian Personnel site: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Contact-CG-121/>