

United States Coast Guard Transfer Check-In Sheet

During orientation, you received information from CG-123 Office of Civilian Human Resources Operations that will help you as a new employee and this checklist provides links to documents and sites presented. It also serves as a reminder for actions and/or actions items you must take as a new employee.

Employee Name: _____ EOD Date: _____

HR Representatives: Name/Phone: _____

Name/Phone: _____

Date Completed	Items To Be Completed
	Did you review the DHS New Employee Orientation handouts discussed and provided during orientation?
Time and Attendance	
	Have you met with your Supervisor to discuss your work schedule?
	Have you met with your Timekeeper?
	Did you review the Time and Attendance for New Employees handout provided during orientation? 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/
Access	
	Have you set up your Computer Account? Typically, your reporting office handles your computer account setup. If your computer account has not been set up, discuss with your supervisor. Contact CGFIXIT at: 1-855-243-4948.
	Have you received your Employee ID Number? Your HR Representatives (listed above) will provide you with an EEMPLID within your first three weeks. This is required for access to certain CG systems.
	Do you have an appointment for your Common Access Card (CAC)? You may obtain your CAC once your CG civilian record is established on the DEERS database. If you haven't received an appointment date/time to obtain your CAC, contact your HR representative.
	Have you met with your supervisor regarding the building emergency procedures?
Benefits	
	Have you given us your TSP Loan Information? If you have a TSP Loan through your prior agency, please inform your HR Representative as soon as possible so you do not miss any payments.
	Have you made arrangements for items that do not automatically transfer? Be aware that some items do NOT automatically transfer from agency to agency. You will need to make arrangements to ensure these deductions transfer: Flexible Spending Accounts (www.FSAFEDS.com), Long Term Care Insurance (www.LTCFEDS.com), Federal Dental and Vision Supplemental Programs (www.BENEFEDS.com), 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	
	Do you know your leave category? 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/Leave/Annual-Leave/
Pay	
	Have you provided your final leave and earnings statement (LES) to HR? 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. NOTE: Even with prompt documentation, leave balances may take several pay periods to update in all systems.

	<p>Have you verified your Pay Deductions on your leave and earnings statement? Your first paycheck should be deposited into your account in about 3 weeks (See Pay Period Calendar for specific date: 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/. 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 (https://www.nfc.usda.gov/personal). MyEPP Brochure: 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/</p>
Performance	
	Were you provided with a copy of your position description?
	Have you discussed your performance plan with your supervisor? Plans must be established within 30 days.
	Did your supervisor provide your position status (excepted, exempt, or non-exempt)? This information is used during potential furlough situations.
	Have you reviewed the USCG Performance Plan and Evaluation instructions and the Performance and Awards guidance? 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/Performance/EARS/
Policy	
	Several policy documents were reviewed during new hire orientation , 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. 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/
	If you need information on Reasonable Accommodation, please inform your supervisor.
Systems	
	Do you know how to view your SF-50 and Official Personnel Folder (OPF) online? For SF-50, go to https://eopf.opm.gov/dhs . You will receive an email to set up your e-OPF account.
	If you ever need employment verification, remember the Work Number Handout. https://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/pdf/TWN.pdf?ver=2017-03-06-111814-857
Training	
	Have you reviewed the Civilian Training guidance, Mandatory Training List, and the Commandant Instruction 12410.12 Coast Guard Civilian Orientation Training presented during orientation? Review and ensure you complete. 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/
	Have you reviewed the Ethics Orientation Memo and ensure you comply with required ethics training?
	If interested in future professional developmental opportunities, reference: 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/
Veterans	
	If you are a veteran and the SF-813 process applies to you, please view the SF-813 and Vet Guide Appendix A: 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/
	If you are a veteran and the RI 20-97 Estimated Earnings During Military Service Form applies to you, please view the RI 20-97 here: https://www.opm.gov/forms/pdf_fill/RI20-97.pdf

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/>