

CIVILIAN EMPLOYEE CHECK-IN FORM

NETPDTTC 12352/2 (10-03)



CHECK-IN DATE: _____
EFFECTIVE DATE: _____
NAME: _____
ORG CODE: _____
SSN: _____
N.O.A.: _____
POSITION TITLE: _____
PAYROLL CODE: _____
GRADE/SERIES/STEP: _____

ACTION (Responsibility)	Bldg Nr	Room Nr	POC	Phone Number	Initials/ Date
1. HRO, NAS Pensacola (Employee)	1	N/A	Processing Clk	452-3337, Press 0, Ask for Processing	
2. ID Badge/Vehicle Decal at NAS PASS & TAG (Employee)	777	N/A	Processing Clk	452-4153	
3. Welcome Aboard/Position Management (Employee)	2435	2104	Sue Violette	452-1001 x1407	
4. Training	2435	2101	Victoria Knight	452-1001 x1622	
5. Information Security	2435	2105	Ronda Gray	452-1001 1447	
6. Civilian Payroll Liaison (Employee/Sponsor)	2435	2119	Aubrey Roland	452-1001 x1431	
7. Government Credit Card (N8)	2435	3113	Jennifer Kennedy	452-1001 x1436	
8. ACTR Office (Code N625)	839	99		452-1001 x1254	
9. ADP Inventory Office (N623)	839	99		452-1001 x1058	
10. Admin/Mail Room (Employee/Sponsor)	2435	1167	Rich Andres Frank Ellsworth	452-1001 x1734/1733	
11. Introduction to Union Representative (Employee/Sponsor) - Call & make appointment	2435	1227	Jim Major	452-1001 x2170	
12. Introduction to Immediate Supervisor (Employee/Sponsor)					
**** (Supervisor: <u>Ensure "Supervisor Checklist" (NETPDTTC Form 12410/21) is Completed</u>) ****					
13. Introduction to Department Head (Employee/Sponsor)					
14. Safety (Employee) - (Call & make appointment)	2435	2180	ETC Sanschargrin	452-1001 x1792	
15. HAZCOM DOD Video (Employee)	2438	LLRC	Roy Japzon	452-1340/1690	
16. Information Assurance Brief (Employee)	N/A	N/A	http://www.cnet.navy.mil/crest	N/A	
17. Return Check-in Sheets to N831 within 10 working days (Employee)	2435	2104	Susan Violette	452-1001 x1407	
18. Other:					

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