CIVILIAN EMPLOYEE CHECK-IN FORM

NETPDTC 12352/2 (10-03)

CHECK-IN DATE: _____

NAME: _____ **EFFECTIVE DATE:** _____

SSN: _____ **ORG CODE:** _____

POSITION TITLE: _____ **N.O.A.:** _____

GRADE/SERIES/STEP: _____ **PAYROLL CODE:** _____

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/Postion 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: Ensure "Supervisor Checklist" (NETPDTC Form 12410/21) is Completed)* ****					
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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