

ARMY GUARD AGR "IN" PROCESSING CHECKLIST

NAME:	SSN:	RANK:
UNIT:	START DT:	DUTY PHONE:
ACTION	BY	INITIAL / DATE
1. PHYSICAL EXAM COMPLETE / WAIVER	HRO	
2. ORDERS (AGR) / UTNG 1099 FORWARDED FROM UNIT	HRO/UNIT	
3. PAY IN-PROCESSING: W-4 / DD 2058 / DA 3685 / SF 1199A / SGLV 8286 DA 4187'S / DA 5960 / HOUSING DOCUMENT MARRIAGE/DIVORCE & BIRTH CERT'S	HRO SFC JACKMAN	
4. CERTIFICATE OF UNDERSTANDING / AGREEMENT	HRO	
5. NUMBER DAYS LUMP SUM LEAVE PAID SINCE 10 FEB 76 214'S	SOLDIER	
6. REVIEW SGLI & FSGLI IN PSB (Bring copy to HRO)	HRO	
7. UPDATE DEERS / I.D. CARDS 523-4337	PSB	
8. MEDICAL / DENTAL BRIEFING (WED 9:00 AM) SFC FISCHER 523-4232	HRO	
9. STANDARDS OF CONDUCT BRIEFING AGR SUPERVISOR 523-4230	UNIT	
10. AGR EDUCATION REQUIREMENTS MS ROMERO 523-4548	HRO	
11. SECURITY CLEARANCES, POC IS CW4 KELVIN GREEN	G1	
12. UNIT SPONSOR NAME:	UNIT	
13. UNIT SUPPLY	UNIT	
14. UNIT / CDR / UNIT 1SG NOTIFIED	UNIT	
15. TRAVEL / GOV TRAVEL CARD (1LT SHANE CHRISTIANSEN) USPFO WALK AROUND 523-4095	USPFO	
16. G - 6 NOTIFICATION (HELPDESK) CONTACT W01 RICK GARDNER OR DOUG LARKIN COMPUTER / PHONE / EMAIL 523-4129 / 4132	UNIT	
17. ARMY EDUC. CENTER (FT DOUGLAS AFRC) CALL 656-3849	Mr. Ashcroft	
18. GI BILL BRIEFING (DD 2366) 523-4537	MARILYN ANTIPOLO	
18. RETURN DD 2366 FINANCE COPY TO HRO SFC JACKMAN 523-4234	HRO	
20. OCCUPATIONAL HEALTH NURSE (DRAPER COMPLEX) 523-4456	MAJ MARCUS	
21. ACCESS BADGE (MSG RON TURNER) 523-4109	MSO OFFICE	
20. FINAL QUESTIONS / ANSWERS (INPROCESSING COMPLETE)	HRO	
<i>(I have briefed / been briefed of these in-processing requirements)</i>	DATE:	
<i>SIGNATURE OF HRO REP</i>	<i>SIGNATURE OF MEMBER</i>	

**PCS ARRIVALS ARE ALSO REQUIRED TO SUBMIT DA31 AND DD1351-2 FOR TRAVEL
UTNG FORM 1302-A 20 JUL 04

MEMORANDUM FOR ALL UTAH NATIONAL GUARD FULL-TIME PERSONNEL

SUBJECT: Guidelines for “In/Out” Processing of all Full-Time Army/Air Personnel

1. All full-time Utah National Guard Technician, Active Guard Reserve (AGR), State and Active Duty Special Work (ADSW) employees are required to “In or Out” process as they begin or complete their careers or tours of duty (use of the attached checklists are mandatory and are located on the HRO web page). Processing is required to ensure that personnel are properly sworn in, briefed on all employee benefits (health and life insurance, leave, Thrift Savings Plan, etc.), orders completed, personnel folder established, security/access badges issued, vehicle registered, appropriate keys issued, computer ID and password assigned, payroll and travel accounts created, medical records verified, retirement information provided, equipment issue and turn-in procedures explained and other applicable areas verified for accuracy.
2. Following the selection or appointment of an individual the supervisor will schedule a time with the HRO to begin the “In” processing. All new employees should be assigned a “sponsor” to assist with this processing. The sponsor should ensure that the individual reports to the HRO at the assigned time and then escort him/her to all sections as required (HQ Utah National Guard, Air National Guard Base, Camp Williams, or Aviation Facility).
3. Supervisors will review the “In/Out” processing forms with the selected individual and sponsor prior to the HRO meeting. Supervisors should also review with each new employee the UTNG Standards of Conduct, The Adjutant General (TAG) Policy Letters, time and attendance requirements, section policy and UTNG 690-12, UTNG AGR full-time handbook, state employee handbook and ADSW Policy as applicable.
4. Supervisors must closely monitor and follow-up on all “Out” processing actions to ensure all keys and equipment are turned in, security badges surrendered, computer ID and passwords deactivated, pay and travel card issues settled and that all other issues are completed the last day of work or terminal leave.
5. Points of contact for HRO checklists are: AGR Branch (801) 523-4230, Technician Branch (801) 523-4244, ADSW Branch (801) 523-4225, and State Branch (801) 523-4228.

Human Resources Officer