

# CHILD & YOUTH SERVICES IN-PROCESSING & TRANSITION PLAN FOR NEW STAFF

This is a checklist provided to all supervisors to use as a guide for sponsoring new employees. Please let your sponsor know if you have any questions.

PREPARATION FOR <u>A. SPONSORING NEW PERSONNEL</u>	<u>POC</u>	<u>DATE</u>	<u>Escort</u>
1. Contact new employee telephone/ email Provide your contact info PLEASE STAY IN TOUCH REGULARLY!			
2. Get copy of orders (as soon as possible) and employee should make about 20copies to hand carry.			
3. Send welcome packet Include supervisor welcome letter Introduce SITES Provide WEB Sites for job related programs VISIT: <a href="http://www.chrma.hqusareur.army.mil">http://www.chrma.hqusareur.army.mil</a> : "Living/Working Overseas"			
4. Establish arrival date / time / location Arrange transportation/ Greeter			
5 Make temporary lodging reservations/ Confirm with new employee			
6. Arrange for Post Office Box/ new address Advise new employee			
7. Make In-processing appointment with CPAC Request info on Advanced Pay & Foreign Allowance (Misc. Expense) Employee can receive as soon as they arrive if arranged in advance.			
8. Make ID Card Appointment			
9. Make Other Appointments for:			
Housing (When are the briefings?)			
ACS New Comers Briefing			
Learning About Germany Classes			

School Registration/CYS Registration \_\_\_\_\_

Transportation  
 Car rental \_\_\_\_\_  
 Drivers Testing/License  
 (pick up manual - ACS) \_\_\_\_\_

Job related Orientations / Classes  
 i.e. supervisor, colleagues, career/ job related  
 courses for success \_\_\_\_\_

Household Goods \_\_\_\_\_

10. Gather/ Provide Information on: ( IF NOT IN WELCOME PACKET)

German Classes \_\_\_\_\_

Banks/ Currency \_\_\_\_\_

German phone system \_\_\_\_\_

Phone card or Cell phone \_\_\_\_\_

Public transportation \_\_\_\_\_

ADAC (the AAA of Germany) \_\_\_\_\_

Local Maps/ Tourist Info/Climate \_\_\_\_\_

Staff chart of CYS and phone list \_\_\_\_\_

Family Member Employment \_\_\_\_\_

AFTB (Intro to Army) Classes \_\_\_\_\_

Preferred Religious Services \_\_\_\_\_

Other community info depending  
 on the individual's and family interests \_\_\_\_\_

Explain the costs associated with the move  
 (i.e. hotel, food, deposit for housing). It can take  
 a while to start receiving the reimbursements. \_\_\_\_\_

Car insurance \_\_\_\_\_

Provide list of services/amenities available on post \_\_\_\_\_

**B. WELCOMING/ TRANSITIONING**

\*1. Develop In-processing Calendar for New employee  
 with dates/ times of appointments/ POC

and escorts. Include orientation meetings with Supervisor /CYS Chief and /colleagues.  
Familiarization tour with the base.

2. Set up designated workspace

Get email account (if applicable)

Provide materials/ tools/ regs / forms / resources / files needed to function

Provide Definitions of terms/ acronym

\*3. Confirm Guesthouse reservations/ arrival / check in times  
check out accommodations,  
provide: list of contacts / phones etc., another  
Welcome packet/ water. / drinks/ snacks/ flowers  
consider family/ children's needs/ Stars &Stripes  
newspaper

4. Confirm Arrival and greeting time / location

Greet and Pick up

Allow new employee to rest and enjoy the new surroundings before the in-processing begins.

5. Make (flexible) dinner /arrangements for first evening

6. Ensure arrangements for next day breakfast

and any needed groceries or other items

7. Coordinate transportation ( pick –up) for next work day and follow on as needed.

**\*8. Develop Hosting schedule for first few weeks  
a sign up sheet – for colleagues to assist with  
dinner/ shopping/ tours / personal needs/  
escort to view houses etc.  
(COORDINATE INTRODUCTIONS)**

9. Army Community Services (ACS) provides translations for German bills and other services – check it out!

10. OTHER

C. Individual Development / Education Plan:

1. Outline 1<sup>st</sup> Year Plan – for training:

- Child & Youth Services (CYS) Orientation

- Morale, Welfare, & Recreation Training Center
- CFSC Training Center - Dept . of the Army (DA)
- CFSC CYS Conferences/ Orientations (DA)
- CPO (Civilian Personnel Office) Courses

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