



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12715.1
N2 01 DEC 1989

NTC GREAT LAKES INSTRUCTION 12715.1

Subj: PROCESSING OF CIVILIAN EMPLOYEES

Ref: (a) OPNAVINST 5530.14B
(b) NTCGLAKESINST 5530.2B

1. Purpose. To set forth policy and procedures to control the processing of civilian personnel upon employment to or detachment from the Naval Training Center and its component commands.
2. Policy. It is the policy of Commander, Naval Training Center that an effective program will be established to monitor the processing of civilian employees of Naval Training Center staff and all component commands in order to meet physical security requirements as specified by reference (a).
3. Responsibilities.
 - a. Commanding officers of component commands shall establish and maintain processing procedures for civilian employees which meet physical security requirements as specified in reference (a).
 - b. Managers and supervisors of civilian staff members employed by Commander, Naval Training Center shall:
 - (1) Complete, for each newly employed civilian staff member, an Orientation Checklist (NTC-GL 12000/1 (8-88)), initiated by the Naval Training Center, Consolidated Civilian Personnel Office (NTC CCPO); provide the member with sufficient time and guidance to complete orientation within ten working days, and ensure the completed form is returned to NTC CCPO (N22).
 - (2) Ensure the attendance of the newly employed civilian staff members at the New Employee Orientation Program (NEOP).
 - (3) Provide and document the completion of departmental security briefs as required on the Orientation Checklist.
 - (4) Prepare a request for Personnel Action (SF-52) upon notification of any subordinate's departure by resignation, retirement, extended Leave Without Pay (LWOP), reassignment or transfer to any other Naval or Federal activity, and forward this form immediately, through proper channels, to NTC CCPO.

(5) Initiate a Civilian Check-Out Clearance Form (NTC-GL 12715/1 (11-89)) and monitor its completion. Ensure that all actions are completed including the inventorying and transferring of all accountable equipment, and retrieval of base passes and identification cards.

(6) Prepare a close-out Performance Appraisal. Forward the original to NTC CCPO (Code N21) and provide a copy to the employee.

(7) Provide the employee with the necessary work time and guidance needed to complete out-processing.

c. NTC Consolidated Civilian Personnel Office shall:

(1) Schedule employees for the New Employee Orientation Program (NEOP).

(2) Maintain the completed Orientation Checklist and Check-Out Clearance forms for a period of three years or until the next Inspector General Command Inspection, whichever is later.

(3) Monitor the completion of orientation and check-out procedures. Notify the Chief of Staff, NTC or the Executive Officers of component commands of those employees who fail to complete required orientation or check-out processing.

(4) Forward, as appropriate, completed close-out Performance Appraisals to gaining activities, or file the appraisal in the Employee Performance Folder (EPF) in all other cases.

d. Command Personnel Security Managers shall ensure that any employee granted a security clearance is debriefed and that all classified material in the possession of the departing employee is inventoried prior to departure.

e. Naval Training Station Security Department personnel shall ensure that all base automobile stickers issued to the departing employee are removed (scraped) prior to documenting the Check-Out Clearance form. A departing employee shall be issued a temporary pass which will be valid through the last day of work.

f. All civilian employees shall:

(1) Complete orientation and out-processing in a timely manner.

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(2) Provide as much advance notice as possible to their supervisor of departure from NTC or its component commands.

4. Exceptions to routine check-out procedures. Under the following circumstances, when normal check-out procedures cannot be followed, the actions indicated will be completed:

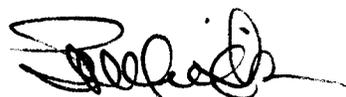
a. Death. The supervisor will make reasonable attempts to recover government-owned items from the next of kin.

b. Disability retirement. While the employee is on sick leave pending approval of disability retirement, the supervisor will attempt to recover government-owned items. Should they not be returned as requested, the supervisor will initiate a memo to the appropriate Comptroller requesting collection for the items' fair value from the employee.

c. NTC employees who are not stationed at Great Lakes will follow the procedures above with necessary modifications to the check-out form.

5. Action. All managers and supervisors in NTC and its component commands will ensure compliance with the responsibilities listed above.

6. Forms. NTC-GL 12000/1 (8-88) and NTC-GL 12715/1 (11-89) may be obtained from the NTC CCPO (N22), or the Navy Publications and Printing Service Detachment Office, Great Lakes on the currently prescribed printing request form.



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