



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

JFHQKS/HRO

28 January 2009

MEMORANDUM FOR All KSNG Supervisors and Remote Designees (Air)

SUBJECT: In-processing Procedures for Technician Appointments, HRO Policy Letter #6

1. There are numerous adverse effects when personnel report for in-processing prior to their appointment/start-date being coordinated and approved by the Human Resources Office (HRO). Therefore, the following procedures are established for all technician appointments:

a. Upon approval of the SF-52 Appointment action a HRO representative within the Staffing Section will notify the selecting supervisor or designated representative to confirm the projected in-processing date.

b. All projected new hires will be identified by the HRO Specialist within the Employee Benefits Section NLT 1100 hours on the Wednesday prior to the end of a pay period.

c. A final list of new hires will be sent to in-processing briefers, finance offices, Bonus/Incentive Program Coordinators and HRO Remote Designees at the 190th ARW and 184th IW on the Thursday prior to the end of a pay period confirming all new hires scheduled for in-processing.

d. The HRO Specialist within the Employee Benefits Section will make written notification to each new hire of the in-processing time and location along with TSP, health and life insurance information. The Remote Designee for the 184th IW will make notification to all 184th new hires.

e. It is the selecting supervisor's responsibility to ensure the new hire reports as directed and informs the new hire where to report once in-processing is complete. The selecting supervisor will ensure the HRO or 184th IW Remote Designee point of contact identified in the written notification is contacted as soon as possible if the new hire is experiencing an unexpected delay.

f. It is mandatory that all technician new hires attend in-processing. If prior arrangements are not made by the new hire or the selecting supervisor, prior to the in-processing start time, the new hire will not be in-processed nor will they be eligible to start their employment until the next pay period.

2. POC for this action is the undersigned and may be contacted at 785-274-1181.


KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

This policy letter supersedes the previous HRO Policy Letter #6, dated 8 August 2006.