



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-6100

JAN 8 2010

DAPM-ACC

MEMORANDUM FOR ALL ASSIGNED ACC HQs PERSONNEL

Subject: Army Corrections Command Standing Operating Procedures #7: New Hire
In-processing

1. **Purpose.** To establish procedures and responsibilities for in-processing of new ACC HQs employees.
2. **Requirements.** All personnel will coordinate with Administrative Support Specialist and complete in-processing requirements within the 1st week of employment. The following checklists will be utilized, as appropriated in (Encl. 1-3). All documents will be signed and returned to Administrative Support Specialist for appropriate maintenance.
 - a. In-processing Checklist for ACC Civilian Employees
 - b. In-processing Checklist for ACC Military Employees
 - c. In-processing Checklist for Contractors Employees
3. **Responsibilities.**
 - a. Administrative Support Specialist:
 - (1) Provide all in-processing documents to new employee.
 - (2) Coordinate appointment with PMG, Security Manager
 - (3) Coordinate assignment of escort to Pentagon
 - (4) Maintain record of documents for each individual for Deputy Director
 - b. Supervisors:
 - (1) Ensures Policy Letter #17, is provided and understood.
 - (2) Ensures appropriate new employee training is scheduled and maintained on a yearly basis.
4. This SOP is effective immediately.
5. The point of contact for this SOP is PP (703) 428-7693.

Encls
as

PP

Deputy Director
Army Corrections Command

STANDARD OPERATING PROCEDURES

ARMY CORRECTIONS COMMAND

NEW HIRE

INPROCESSING

CHECKLIST

21 August 2009

STANDARD OPERATING PROCEDURES
FOR
NEW HIRE
INPROCESSING
CHECKLIST

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