

**INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE**

Souda Air Base, 73100, Chania
<http://www.iamd-coe.org>



Our Ref: F.035/NU.xxx

Tel.: 2821440715

NSN: 03026154047

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Email: info@iamd-coe.org

**IAMD COE DIRECTIVE 40-01- Revision1
PROCESSING OF PERSONNEL**

REFERENCES: IAMD COE DIRECTIVE 40-01 PROCESSING OF PERSONNEL, 17 Aug 20

1. **Status.**

This is ~~a new~~ Directive's Revision 1 and supersedes reference.

2. **Purpose.**

To state the responsibilities, policy and procedures for the Processing of Personnel.

3. **Applicability.**

This Directive applies to the IAMD COE Staff.

4. **Publication Updates.**

Updates are authorized when approved by the SC.

5. **Proponent.**

The proponent for this directive is the Director.

FOR THE IAMD COE:

Col Evangelos Tzikas GRC (AF)
Director

DISTRIBUTION:

Internal:

IKM

IAMD COE Staff via NU Intranet e-Library («Pittacus LAN»)

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ANNEXES

A. Handover Takeover Form

1. Responsibilities.

1.1. The respective Senior National Representative (SNR) is responsible for the initiation of the In and Out Processing.

1.2. The Branch Heads will hand out and explain the Checklist Newcomer Introduction Sheet.

1.3. The CoS is responsible for the preparation of welcome letters for the signature of the Director IAMD COE to be included in the Newcomers Package.

1.4. The Logistics & Support Officer is responsible for the production of the Newcomers Package.

1.5. The Personnel & Administration Assistant will collect and control all processing related forms, ensuring their accuracy, timely and thorough completion.

2. Policy.

All newly assigned members of IAMD COE will be registered in the IAMD COE Personal Database.

3. Procedures.

3.1. Prior to the arrival of personnel, the respective SNR will:

3.1.1. Start filling out Personal Data Sheet with newcomer personal data to the extent possible and forward to Personnel Administration Assistant.

3.1.2. Notify Personnel Administration Assistant and CoS in advance when nominated replacement is due to arrive.

3.1.3. Provide the required NATO Security Certificate to the IAMD COE Security Officer.

3.1.4. Decide on the nomination of a national sponsor.

3.1.5. Ensure that all arriving individuals will conduct and complete formal in-processing 10 working days after arrival date.

3.1.6. Ensure that all departing individuals will start their formal in-processing 15 days prior to the rotation date.

3.2. As soon as CoS is notified of the arrival of a new staff member, he will forward the Welcome Letter signed by Director and the Welcome Package to the SNR or the respective nation. The SNR will send it to the newcomer prior to arrival.

3.3. Prior to arrival the new staff member, the nominated national sponsor will coordinate all necessary administrative arrangements and will assist the SNR. Therefore, the national sponsor should ideally not be the person being replaced. Sponsors are to be granted sufficient time to fulfil their duties.

3.4. Upon arrival the SNR will:

3.4.1. Inform the newcomer to contact Personnel & Administration Assistant for correct in-processing and arrival briefing.

3.4.2. Arrange an appointment for the new Staff Officer with the Directorate through the CoS; additionally, introduce any new member to the IAMD COE staff, preferably during the 1st upcoming meeting.

3.4.3. For all new Branch Head/ SMEs a Curriculum Vitae is required. Therefore, CV is to be filled in by the newcomer. Forward the CV to the CoS.

3.5. The departing member will:

3.5.1. Contact Personnel & Administration Assistant at least 15 working days prior to the expected departure date for the require Out-Processing Sheet.

3.5.2. Handle the Handover – Takeover Form, as shown in Annex A, to his/her successor or, if this is not possible, to the Registry in order to be included at the Welcome Package of the newcomer.

3.6. The Security Officer / NCO will prepare and conduct the mandatory Security Out-Briefing for departing IAMD COEmembers.

3.7. The Branch concerned will liaise with the CoS on the farewell proceedings for departing personnel.

3.8. Personnel & Administration Assistant will release the departing member after a final check of the completed Out-Processing Sheet. The completed form remains with Personnel & Administration section.

ANNEX A TO
IAMD COE DIR 40-01
DATED June 21



HANDOVER TAKEOVER FORM

Handover notes provide your successor with key knowledge and information regarding the position so that the transition period is as short and smooth as possible.
Template can be customized as needed to fit the particular needs of work area.

1. PERSONAL DETAILS	
Name:	
PE Post number:	
PE Job title:	
2. MAIN JOB In your own words, please briefly describe the main focus of your job.	
3. KEY TASKS What were some of the key tasks you had to perform to meet your job requirements? This can include any Exercise roles you have fulfilled. Provide an assessment (variance) of the current PE Job Description's alignment with the actual job duties performed.	
4. TRAINING Essential and Desirable training required. For example, "The Essential courses from JD are the following..... but based upon experience you can attend desirable courses which are... and will help you in your responsibilities." Additional training via e-learning could be the.....	

5. ONGOING PROJECTS

Do you have any outstanding projects that your ~~replacement~~/ successor will need to continue with? For example, name of the project, its status, action needed, partners involved in it, critical issues/priorities.

6. REGULAR MEETINGS

What are some of the main meetings you have been involved in?

What	Where	When	Who

7. MAIN EVENTS

What are some of the main events you have been involved in? This can include Exercises, events, conferences, working groups. Where possible, please state how often you have attended these events (annually, twice a year...).

8. MAIN REFERENCES/WEBSITES

Please list the main reading references your ~~replacement~~ successor should consult in order to best prepare him/herself. This can include directives, SOPs, reports, articles, handbooks. Whenever possible ensure that links are available. Additionally, give any links to websites which you have used on a regular basis in order to fulfil your role.

Reference material in order of priority	Why it is valuable for this role
1.	
2.	
3.	
4.	
5.	
6.	
Key Websites	Why it is valuable for this role
1.	
2.	
3.	
4.	
5.	

9. MAIN CONTACTS	
Please list the main internal and external contacts related to your job.	
Name	
Position / division / HQ	
Email / phone number	
Why this contact is important	
Name	
Position / division / HQ	
Email / phone number	
Why this contact is important	
Name	
Position / division / HQ	
Email / phone number	
Why this contact is important	
Name	
Position / division / HQ	
Email / phone number	
Why this contact is important	
Name	
Position / division / HQ	
Email / phone number	
Why this contact is important	

10. FINAL NOTES for your replacement

What do you think would be valuable for your replacement successor to know? What are some things that you did not know when you arrived that would have been valuable? What would you have done differently? Can you give any insights/tips?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

11. Ongoing contact details [optional]

If you have other information that you would be more comfortable sharing on a one-to-one basis, then you may wish to leave contact details so that your replacement—successor can contact you. Email:

Phone number:

Attached Documents:

PE Job Description
Newcomer CV