

NEW EMPLOYEE ORIENTATION GUIDE

(To be retained by employing activity. Do not return to the CPAC)

TO: Immediate Supervisor FROM: Civilian Personnel Advisory Center	Employee: _____ Position: _____ Organization: _____ Date Entered on Duty: _____
INSTRUCTIONS: Ensuring that new employees are properly oriented as to personnel policies, employee benefits, employee responsibilities, and the general work environment is a dual responsibility of both the immediate supervisor and the Civilian Personnel Advisory Center (CPAC). Phase I has been completed by the CPAC.	
PHASE I – Civilian Personnel Advisory Center (on date of appointment)	
1. Identification of Medical Disability and National Origin	8. Finance Information (Paydays, Step Increases, CSR, Direct Deposit, Allotments, Bonds)
2. SF50 (value and retention)	9. Annual and Sick Leave Accrual
3. Worker's Compensation	10. Union Representation
4. Thrift Savings Plan	11. Federal Employee Group Life Insurance
5. Retirement System	12. Federal Employee Health Benefits
6. Identification Card	13. Visiting CPAC, OPF Review
7. Vehicle registration	14. Oath of Office
DATE: _____	CPAC Representative Signature: _____
PHASE II - Employing Activity	
SECTION A – Organization (First day of duty)	COMPLETED
	Date Initial
1. Assignment of sponsor	
2. Mission of installation, organization, unit	
3. Explanation of duties provided with job description	
4. Duty hours, break period, lunch hour, holidays	
5. Emergency absence (whom to notify)	
6. Approval of scheduled leave	
7. Facilities, equipment, tools, and supplies	
8. Introductions to fellow employees	
9. Safety and Security Procedures and Requirements	
10. Standards of Conduct, Ethics	
SECTION B – Organization (Within 30 days after appointment)	COMPLETED
	Date Initial
1. Detailed review of job description	
2. Performance requirements, sign performance standards	
3. Discuss on-the-job training, available training, <i>IDP</i>	
4. Probationary period	
5. Procedures for visiting the CPAC	
6. Presenting complaints and grievances, appeal procedures	
7. Safety and security regulations	
8. Policy on overtime	
9. Suggestions and awards program	
10. Disciplinary actions	
11. Promotional opportunities	
12. Smoking policy	
13. Telephone use	
Employee and supervisor have discussed the Equal Opportunity Program at Fort Sill. Discussion included the information that all employee benefits (formalized training, on-the-job training, promotion, etc.) which are available at this installation will be provided on an equitable basis to all employees regardless of race, creed, color, sex, religion, marital status, or national origin; identifying the equal opportunity counselor and the equal opportunity officer at this installation.	
CERTIFICATION	
All items listed above have been covered in detail with the new employee.	
Date: _____	Supervisor's Signature: _____
All items listed above have been discussed with me in detail and to my understanding.	
Date: _____	Employee's Signature: _____