

IN-PROCESSING ORIENTATION CHECKLIST U.S. CITIZEN EMPLOYEE

(EUSA REG 690-5)

DATE

CPAC

EMPLOYEE NAME

ORGANIZATION

JOB TITLE

STEP I - GENERAL ORIENTATION - CONDUCTED BY CIVILIAN PERSONNEL ADVISORY CENTER

1. Allowances (LQA, TQSA, SMA, PA, PD)	8. Security Clearances
2. Emergencies in CONUS (Thru Red Cross)	9. Travel & Transportation Entitlements (RAT)
3. Army Benefits Center Benefits Pamphlet, Health Benefits, and Life Insurance (Election Form and Designation of Beneficiary) Retirement Systems/Thrift Savings Plan	10. Union Grievance Procedures/DoD Administrative Grievance System
4. Instructions re: Housing Office Orientation	11. Personal Property Shipments (HHG/NTS/POV)
5. Salary and Deductions (Bonds/Allotments, Direct	12. ACS New-Comer's Orientation (Date:)
6. Civilian Pay Inquiries (CSR Phone:)	13. CPAC Orientation (Date:) CPAC Phone:
7. DoD ID Card (DD Form 2764) and Geneva Conventions	

SIGNATURE OF CPAC REPRESENTATIVE CONDUCTING ORIENTATION

DATE

STEP II - JOB SITE ORIENTATION CONDUCTED BY EMPLOYEE'S SUPERVISOR

1. OUTLINE COMMAND MISSION AND ORGANIZATION FUNCTIONS	4. BRIEF EMPLOYEE ON:
	1. Banking/Medical/Recreational/Transportation Facilities
	2. Protective Masks (Self and Family Members)
	3. Status Of Forces Agreement (SOFA) Rights and
2. REVIEW WITH EMPLOYEE	4. Commissary and Post Exchange Privileges
1. Conduct and Discipline	5. Non-Combatant Evacuation Operations (NEO) Exercises including NEO Package and Emergency Evacuation Instructions (USFK Pam 600-300)
2. Incentive Awards Program	6. Local Eating Facilities
3. Position Description	7. Post Office and Mail Distribution
4. Guidelines for Reporting & Documenting Job-Related	8. Standards of Conduct
5. Code of Ethics (General Principles)	9. Applying for a Government Charge Card
6. Performance Appraisal Procedures	10. Estate Planning In Case Of Death (Legal Assistance Office, Phone:
7. Training Opportunities (CPOL-CPOC Homepage)	5. SCHEDULE:
8. Merit Promotion and Job Vacancies	1. Introduction To Fellow Employees
3. EXPLAIN POLICY AND PROCEDURES ON:	2. Introduction To Commander And Staff Officers
1. Career Management (Identify Career Program Manager)	3. SAEDA Briefing
2. Leave (Annual, Sick, Home, EML, FFLA, FMLA)	4. NEO Briefing
3. Security (AR 380-5)	5. Force Protection Video
4. Ration Control (USFK Regulation 60-1)	6. Drivers License
5. Equal Employment Opportunity (EEO)	7. Appointment with NEO Warden to obtain NEO Packet
6. Overtime/Compensatory Time	
7. Use of Government Charge Card	
8. Personal Use Of Telephone and Computer	
9. Obtaining a SOFA stamp for Passports	
10. Status Of Forces Agreement (SOFA) Rights and	

SIGNATURE OF ORIENTATION SUPERVISOR

SIGNATURE OF EMPLOYEE

DATE

RETURN THIS FORM TO THE CIVILIAN PERSONNEL ADVISORY CENTER