



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107

0 6 AUG 2012

IMSG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Stuttgart Orientation of New Civilian Employees
(ONE) Policy # 19

1. References:

- a. Public Law 108-447, Consolidated Appropriations Act, 2005.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS), 2 October 2007.
- c. AE Regulation 612-1, Community Central In- & Out-processing, 15 July 2005.
- d. AE Regulation 600-101, IMCOM-Europe Orientation of New Employees, 3 March 2008.

2. Purpose: To implement and provide guidance for the Orientation of New Employees (ONE) Program for all new U.S. and local national (LN) employees of USAG Stuttgart. The ONE Program is in addition to community in-processing and consists of a centralized USAG Stuttgart briefing presented by the Directorate of Human Resources/Workforce Development (DHR/WFD) and the individual directorate/office internal requirements discussed below.

3. Responsibilities:

- a. United States Army Garrison Stuttgart directors and office chiefs will:
 - (1) Ensure supervisors and managers participate in and support the ONE program.
 - (2) Utilize the enclosed welcome letter* to welcome new employees and to identify designated sponsors.
 - (3) Ensure that sponsors are designated according to reference C and that assigned sponsors guide new employees through community, garrison and internal in-processing.
 - (4) Utilize the enclosed ONE program office orientation checklist* to in-process new employees and to review and address internal organizational requirements.

This memorandum is available at
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>

IMEU-STU-ZA

SUBJECT: United States Army Garrison Stuttgart Orientation of New Civilian Employees
(ONE) Policy # 19

(5) Ensure supervisors schedule new U.S. and LN employees for the ONE program garrison briefing as soon as possible after the new employee reports for duty and ensure that all employees complete the program.

(6) Ensure all new employees complete the enclosed ONE program completion survey* within 30 days after they complete the ONE program training and that the completed survey is delivered to DHR/WFD.

(7) Ensure an Individual Development Plan (IDP)* is generated for all employees within 30 days of their arrival. A sample IDP with instructions is at enclosure 4.

b. DHR will, upon receipt of the ONE program completion survey, furnish the employee an ONE program training certificate through supervisory channels.

c. Newly in-processed employees will send a copy of their ONE program training certificate to the Civilian Personnel Advisory Center to update their training record in the Defense Civilian Personnel Data System (DCPDS).

4. Questions or comments about the policy or procedures in this memorandum should be addressed to the USAG Stuttgart DHR/WFD, Ms. York, DSN 431-2641 or email lynn.york@us.army.mil.

4 Encls

1. Welcome Letter
2. ONE program office checklist
3. ONE program completion survey
4. Individual Development Plan

DISTRIBUTION:

USAG Stuttgart Directors
USAG Stuttgart Office Chiefs



JOHN P. STACK
COL, SF
Commanding

* The English and German versions of the welcome letter, ONE program office checklist, ONE program completion survey and Individual Development Plan are located on the USAG Stuttgart website, DHR/Workforce Development (WFD) page.

This memorandum is available at
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>