

**ORIENTATION FOR NEW EMPLOYEES
USAG FORT HOOD ONE PROGRAM IN-PROCESSING CHECKLIST**

SECTION I - INSTRUCTIONS

INSTRUCTIONS: It is the responsibility of the supervisor to ensure the employee is properly in-processed. At a minimum, discuss the information outlined in Sections II and III with the employee. *If an item does not apply to the employee, the employee's supervisor should indicate N/A*
When all topics have been discussed and the employee is properly in-processed, the employee and supervisor sign and date the form and return it to the Directorate of Human Resources, Workforce Development Office (WFD), through mail and distribution, or through E-mail at hood.dhr.wfd.cld@conus.army.mil or by fax at 254-287-7352.

SECTION II - EMPLOYEE CHECKLIST

1. NAME:	2. DATE:
3. NEW OFFICE:	4. TELEPHONE NUMBER:
5. Prior to the start date, was a sponsor assigned to the new employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Was a welcome letter sent to the new employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Provide employee a copy of the position description and clarify terms of employment, job duties, and performance expectations. <input type="checkbox"/>	
8. Introduce the work area, setting, rules, procedures, goal(s) of the organization, and the Mission and Vision Statement of the organization (include organization charts). <input type="checkbox"/>	
9. DISCUSS:	
<input type="checkbox"/> Work schedules; accountability; breaks; overtime; reporting of time (ATAAPS); leave policy; and parking.	
<input type="checkbox"/> Telephone use; etiquette; voicemail; internet use; and customer service philosophy.	
<input type="checkbox"/> Inclement weather procedures and policy; fire emergency procedures; and organization safety plan (reporting work injuries or work hazards).	
<input type="checkbox"/> Organizational instructions on network sharing of information.	
<input type="checkbox"/> FOIA and confidentiality/protection of sensitive information.	
<input type="checkbox"/> Access and enrollment of benefits.	
<input type="checkbox"/> Civilian Education System (CES).	
<input type="checkbox"/> Privately owned firearms: If you are in possession of a privately owned weapon you MUST stop at the Fort Hood Visitor Center in Bldg 69012 prior to entering the installation to register your firearm(s). NO EXCEPTIONS!	
10. DISCUSS/OBTAIN:	
<input type="checkbox"/> ATAAPS access (timekeeper).	
<input type="checkbox"/> Building access and issuance of keys (key control officer).	
<input type="checkbox"/> Common access card (ID Card Section).	
<input type="checkbox"/> E-mail network account (IMO).	
<input type="checkbox"/> Emergency notification information.	
<input type="checkbox"/> Government credit card and required training (travel) (defense travel administrator).	
11. DISCUSS IF APPLICABLE:	
<input type="checkbox"/> Use of government vehicle/training (if applicable).	
<input type="checkbox"/> Random drug testing procedures (if applicable).	
<input type="checkbox"/> Security clearance and training requirements (security officer).	
<input type="checkbox"/> Voting Assistance Website: www.hood.army.mil/voting .	
12. TOUR BUILDING AND INTRODUCE TO STAFF. <input type="checkbox"/>	
13. IDENTIFY LOCATION, USE, AND ACCESS OF COPIERS AND FAX MACHINES, AND LOCATION OF SUPPLIES. <input type="checkbox"/>	
14. ASSIST IN DEVELOPMENT OF EMPLOYEE INDIVIDUAL DEVELOPMENT PLAN (IDP) (CIVILIANS). <input type="checkbox"/>	
15. INFORM EMPLOYEE OF ALL MANDATORY TRAINING REQUIREMENTS. <input type="checkbox"/>	
16. TO BE COMPLETED WITHIN 30 DAYS OF EMPLOYEE START DATE:	
<input type="checkbox"/> Ensure PDHRA is complete (if applicable) (DD Form 2900).	
<input type="checkbox"/> Provide employee with a copy of notification of personnel action (SF 50-B) within 30 days of hire date.	
<input type="checkbox"/> Conduct initial counseling and establish performance standards IAW Army Regulation 690-400.	
<input type="checkbox"/> Ensure employee has a complete IDP.	
<input type="checkbox"/> Ensure employee obtains a common access card (CAC).	
<input type="checkbox"/> Provide completed DD Form 2900 (PDHRA) to WFD Office (if applicable).	
<input type="checkbox"/> Ensure Health Surveillance Physical (if applicable). Location: Occupational Health Clinic, Bldg 36011, Rm 111.	

17. ENSURE MANDATORY TRAINING IS COMPLETED OR ATTENDANCE HAS BEEN SCHEDULED:

- | | |
|---|-----------------------|
| <input type="checkbox"/> TARP | Date completed: _____ |
| <input type="checkbox"/> OPSEC | Date completed: _____ |
| <input type="checkbox"/> Anti-terrorism | Date completed: _____ |
| <input type="checkbox"/> Constitution Day Course | Date completed: _____ |
| <input type="checkbox"/> Information Assurance | Date completed: _____ |
| <input type="checkbox"/> Ethics Training | Date completed: _____ |
| <input type="checkbox"/> Prevention of Sexual Harassment (SHARP) | Date completed: _____ |
| <input type="checkbox"/> Equal Employment Opportunity (employee/supervisor) | Date completed: _____ |
| <input type="checkbox"/> Substance Abuse Training | Date completed: _____ |
| <input type="checkbox"/> CES foundation (if hired after Feb 2006) | Date completed: _____ |
| <input type="checkbox"/> CES basic course for supervisors (if needed) | Date completed: _____ |
| <input type="checkbox"/> Garrison Customer Service Training (employee/supervisor) | Date completed: _____ |

18. EMPLOYEES:

- Visit the ONE training program posted on the IMCOM Webpage at <https://atlevel1.dtic.mil/at> .
- Attend scheduled Garrison Orientation for New Employees (ONE).
- Enroll in benefits using Army Benefits Center at <https://www.abc.army.mil> (if applicable).
- Complete the ONE program survey at Garrison Orientation for new employees.
- Access the ADPAAS Website at <https://adpaas.army.mil>. View video and update/verify "my tab" information.

SECTION III - WEBSITES AND EMPLOYEE TOOLS

19. EMPLOYEE TOOLS:

- Anti-terrorism Training IAW AR 350-1, Army Training and Education: <http://atlevel1.dtic.mil/at> .
- Army Knowledge Online (AKO): <https://www.us.army.mil/> .
- Army Forms: <http://www.army.mil/eforms> .
- Army Publications: <http://armypubs.army.mil/eforms> .
- Army Training Requirements and Resources System (ATRRS): <https://www.atrrs.army.mil> .
- Automated Individual Development Plan: <https://www.atrrs.army.mil/channels/chrtas/> .
- Civilian Education System (CES): <http://www.amsc.belvoir.army.mil> .
- Computer Security Awareness (IA), IAW AR 380-5: <https://iatraining.us.army.mil> .
- Constitution Day Training, IAW Congressional Appropriations Bill H.R., P.L. 108-447: <http://constitutionday.cpms.osd.mil> .
- Defense Travel System (DTS): <http://www.defensetravel.osd.mil/dts/site/> .
- Installation Management Command (IMCOM): <http://www.imcom.army.mil/site/command/> .
- Total Army Performance Evaluation System (TAPES): <http://cpol.army.mil/library/mer/tapes> .
- Military Personnel Performance Evaluation: http://www.army.mil/usapa.epubs/623_series_collection-1.html .

SECTION IV - SCHEDULING AND RENEW

20. EMPLOYEE IS SCHEDULED FOR GARRISON ORIENTATION FOR NEW EMPLOYEES (ONE) ON:

20a. DATE/TIME:	20b. BLDG NO./ROOM NO.:
-----------------	-------------------------

21. INFORMATION LISTED HAS BEEN DISCUSSED AND REVIEWED WITH THE EMPLOYEE:

22. EMPLOYEE NAME:

23. SIGNATURE:

24. SUPERVISOR NAME (PRINT):

25. SIGNATURE/DATE: