# ORIENTATION CHECKLIST

The orientation checklist is used normally by the supervisor to orient the employee to the new work environment.

| | **New Employee Orientation Checklist** | |
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| 1. | Introduce the new employee to office staff, sponsor, security manager, activity career program manager, and activity career field manager (if applicable). | |
| 2. | Give a tour of the facility (location of restrooms, water fountain, vending machines, lounge) and the immediate area, and introduce the new employee to other staff members. | |
| 3. | Give an overview of the office's function and structure. Show the employee an organization chart. Explain the relationship of the office with other offices and how the office supports the IMCOM-Europe mission. | |
| 4. | Show the employee where supplies are kept. | |
| 5. | Review fire and other emergency procedures. | |
| 6. | Discuss proper procedures for using the copier and fax machine. | |
| 7. | Review office policy and procedures, including the following: | |
| a. | ● Accountability. | |
| b. | ● Career program and career field requirements. | |
| c. | ● Chain of command. | |
| d. | ● Confidentiality and protection of sensitive and classified Government information. | |
| e. | ● Customer-service philosophy. | |
| f. | ● Duty roster. | |
| g. | ● Government vehicles (if applicable). | |
| h. | ● Mandatory training (for example, antiterrorism, equal employment opportunity, ethics, prevention of sexual harassment, sexual assault). | |
| i. | ● Office organization (files, supplies). | |
| j. | ● Office resources (for example, directories, dictionaries, style manuals, computer program manuals, staff listing). | |
| k. | ● Operations security. | |
| l. | ● Reporting on-the-job accidents. | |
| m. | ● Staff meetings. | |
| n. | ● Telephone, e-mail, and Internet use. | |
| o. | ● Training and individual development plan. | |
| p. | ● Travel, temporary duty, and the Defense Travel System. | |
| q. | ● Workhours, lunch hours, and break policies. | |
| 8. | Provide information about after-hours and weekend access to the office. | |
| 9. | Provide information about office safety. | |
| 10. | Review vacation, sick, and personal leave policy. | |
| 11. | Review computer competency, including the following areas: | |
| a. | ● E-mail and Internet. | |
| b. | ● File servers and virtual drives. | |
| c. | ● Knowledge of and familiarity with organization's hardware (turning on PCs, backing up data, printing, logging off at day's end) and software (Word, Excel, | |

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| | PowerPoint, other programs). | |
| d. | ● Policy and procedures (for example, information assurance, PKI). | |
| 12. | Discuss weekly tasker-sheet updates. | |
| 13. | Discuss the office's projects and who is working on each one (use handout). | |
| 14. | Review the standard office briefing. | |
| 15. | Discuss the PowerPoint template for IMCOM-Europe and the format for information papers, executive summaries, and staff action summaries. | |