ORIENTATION CHECKLIST FOR NEW EMPLOYEES

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice OPM/GOVT-1 (General Personnel Records) published June 19, 2006, 71 FR 35342. **AUTHORITY** 5 U.S.C. 1302 and E.O. 9397 (SSN), this form is for official use only. **PRINCIPLE**: Current and former Federal employees as defined in 5 U.S.C. 2105 (Volunteers, grantees, and contract employees on whom the agency maintains records may also be covered by this system). **PURPOSE:** of this form is to provide the Office of Personnel Management and other official repository's for records to maintain general personnel records, reports of personnel action, and the documents and papers required in connection with these actions effected during an employee's Federal service. **ROUTINE USES:** of this form can disclose information to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request, or at the initiation of the agency maintaining the records, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision. **DISCLOSURE**: MANDATORY for proper documentation, filing, and maintaining records of new Federal employees.

To the Supervisor of: _____ SSN (999999999): _____

Position Title: _____

Pay Rank: _____ Date (DD MMM YYYY) : _____

The employee named above has been appointed to the position indicated within your organization. Orientation of the employee in the topics listed should be completed on the first day of employment. Upon completion, please return this form to the Civilian Personnel Division. If this is an initial appointment, the employee will be scheduled to attend an orienation class at a later date.

TOPIC COVERED	●	TOPIC COVERED	●
Introduction Supervisor and Fellow Employees and Union Official	○	Property passes	○
Work area/desk	○	Safety rules, special protective equipment	○
Supplies/Materials	○	Smoking Regulations	○
Tools/Equipment/Lockers	○	Reporting accidents, injuries	○
Personal convenience facilities	○	Dispensary, treatment	○
Use of telephone	○	Responsibilities in care of fire, hurricane	○
Work schedule, lunch period	○	Housekeeping responsibilities	○
Time clock, tardiness	○	Mission, organization	○
Leaving work area	○	Duties of the position	○
Applying for leave	○	Copy of PD/JD given to employee	○
Reporting absence in case of illness, emergency	○	Standards of work	○
Payday, automatic deposit, allotments, Saving bonds	○	Performance appraisals discussed and Critical elements given to employee	○
Bulletin Boards	○	Overtime callback list	○
Government driver's license	○	Other	○

Work Schedule Form Submitted: ☐ YES ☐ NO

Home Address: _____

Home Number: _____ Emergency POC: _____

Employee has received orientation in topics checked.

_____ Signature of Supervisor

_____ Signature of Employee

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