NEW EMPLOYEE ORIENTATION CHECKLIST

Supervisor – Check each block once it has been covered

All items are to be completed by COB Wednesday of first week of technician appointment

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Supervisor / HR Representative Name Employee Name

1. New Employee Orientation
   a. Technician In-Processing Slides
      Temporary Appointment
      Permanent & Indefinite Appointment
   b. ABC-C YouTube Video
      ABC-C New Employee Orientation

   c. Military One Source Video
      Welcome to Military One Source

2. Office / Section Orientation
   a. Introduction to Other Staff
   b. Entrance Badge (if applicable)
   c. CAC
   d. Telecommunications
   e. Network Access
   f. Lunch / Break Area
   g. Authorized PT Time

3. Supervisor provides the following:
   a. Explanation of Organization & Mission
   b. Duties / Responsibilities with copy of PD
   c. What is expected
   d. To Whom the Employee Reports – Organization Chart
   e. Obtain emergency contact information
   f. Annotate Completion of Orientation on 904-1/Supervisor File
   g. Give payroll documents (e.g. W-4, HW-4, direct deposit) to finance
   h. Assign member in ATAAPS
   i. National Guard Technician Handbook

By signing below you acknowledge that the above topics have been covered.

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Supervisor / HR Representative Date Employee Signature Date