

PLACEMENT ORIENTATION

NAME	EOD DATE	FOLLOW-UP DATE
DIVISION	POSITION	GRADE
SECTION	TYPE OF ACTION	

INSTRUCTIONS

1. The purpose of this form is to provide a checklist and a systematic record of the minimum orientation required to assist new employees and employees entering on new assignments in adjusting as rapidly as possible to their positions and work environment, in acquiring satisfactory attitudes, and in becoming familiar with the Coast Guard.
2. The form will accompany the employee through each phase of processing required to enter on duty.
3. The employee's immediate supervisor should forward the form through his division chief to the Chief, Headquarters Civilian Personnel Branch upon completion of Part IV.
4. Use an additional page for any remarks.

		INITIALS	DATE
I. HEADQUARTERS CIVILIAN PERSONNEL BRANCH (G-CAS-5)			
1. Administered Oath of Office _____			
2. Furnish employee forms and completed processing entrance on duty _____			
3. Civilian Personnel Policy and Procedures and pamphlet information were read; furnished employee documents, information, advice and guidance about agency, conditions of employment, rights, privileges, obligations, qualification requirements and development, promotion policy, suggestions and awards program, and Complaint Procedures on Equal Employment Opportunity _____			
4. Furnished employee documents, information, advice and guidance about employee services, retirement, leave and dual compensation, health and hospitalization programs and projects, and community resources and facilities _____			
5. Furnished employee information about in-service training and after-hour education programs _____			
6. Employee attended group orientation sessions _____			
7. Prepared request for employee's identification card _____			
II. SECURITY AND LOGISTICS BRANCH (G-CAS-1)			
1. Obtained Civilian Personnel Change Record _____ (Room 3104) _____			
III. IMMEDIATE SUPERVISOR			
1. Informed employee of organizational structure, mission of organization, and place within the organization _____			
2. Advise employee fully of all security regulations governing the office and his/her work _____			
3. Instructed employee in regulations governing approval of leave including to whom he/she reports in case of illness or emergency _____			
4. Instructed employee in regulations governing hours of work, lunch periods, punctuality and good attendance, use of snack bars, and use of official telephone _____			
5. Instructed employee in all safety rules, hazards, the importance of safe working habits and what to do in case of fire or other emergencies _____			
6. Informed employee as to where civilian personnel instructions are available for reference _____			
7. Employee was told when and where he/she will get his/her pay check _____			
8. Explained to employee need for prompt notice of change of name, home address and telephone number and office room and telephone number _____			
9. Employee was informed to whom he/she reports and who reports to him/her _____			
10. Reviewed employee's past experience, discussed how it fits into his/her assignment, and explained on-the-job training needed _____			
11. Reviewed in detail employee's duties and responsibilities and explained the standards of performance expected of him/her (Task Statements and Standards of Performance) _____			
12. Gave employee a copy of his/her job description _____			
13. Informed employee as to how and where to get supplies, and instructed him/her in use and care of tools _____			
14. Introduced employee to the person who will train him/her and furnish him/her guides _____			
15. Furnished employee information on salary payment, leave accumulation and deductions (Tax, retirement, hospitalization, life insurance, and bond) _____			
DATE	NAME AND TITLE OF SUPERVISOR	SIGNATURE	
DATE	NAME AND TITLE OF DIVISION CHIEF	SIGNATURE	