

NEW HIRE ORIENTATION CHECKLIST

EMPLOYEE NAME: _____ DATE: _____

Please read and/or sign the following forms BEFORE reporting to new hire orientation and check off the items as you complete them.

- Survey "Please let us know how you heard about us"
- Employee Eligibility Verification (I-9 form)
- Security Orientation/Awareness Briefing
- Emergency Notification Record
- Federal and State Withholding
- Direct Deposit Form
- Appointment Affidavit
- Designation of Beneficiary
- Race and National Origin Identification
- Self-Identification of Handicap
- Safety Brief Orientation
- Internet Access Agreement/E-mail Protocol
- Notification of Video Surveillance
- DoD NAF Health Benefits Program Privacy Notice (HIPAA)
- DoN Notification of No Fear Act
- Drug-Free Workplace Program Acknowledgement
- Privacy Act Statement, Confidentiality Under the Privacy Act, Disposal Procedures PII
- Employment Policies and Procedures
- Policy Statement on Sexual Harassment
- Standards of Conduct/Code of Ethics
- Dress Code
- New Hire Orientation Summary
 - Employment Categories, FLSA Status
 - Pay Rules, Overtime, Comp time, Comp travel time
 - Paid Holidays
 - Annual/Sick leave accrual and use, other types of leave
 - Performance Review and Evaluation/Probationary Period/Promotion
 - Termination and Check-out procedures/Work schedules/Lunch breaks
 - Government credits cards - Travel/Purchase
 - Official Personnel Folder/Company Seniority Date
 - Smoking Policy
 - Bomb Threat
 - Tuition Assistance
- Payroll Calendar
- Grievance Procedure
- MCB Mass Notification
- Mass Transit (only applicable to those who live south of the base)
- Employees' Guide to the Standards of Conduct
- Employee Orientation Handbook

The forms/items listed below will be covered during new hire orientation. Please bring this checklist form with you to orientation.

- Time & Labor - Exempt/Nonexempt/eProfile/ePay/Timesheet
- Vehicle Registration, Base Decals
- SAAR form
- Supervisor's Checklist
- Fingerprint cards, if applicable
- CAC Form
- Do you have prior NAF experience?
- Do you have prior Federal Government experience - no break in service of more than 3 days?
- Do you have prior military service? If yes, provide copy of DD-214 for verification & credit.