DP2I CHECKLIST FOR NEW EMPLOYEE ORIENTATION

NAME OF EMPLOYEE (Last, First, Middle):	GRADE:

POSITION TITLE:	DATE EMPLOYED:	ORGANIZATION:

Effectively orienting new employees to the team and to their position is critical in establishing successful, productive working relationships. The employee's first interactions with you should create a positive impression of your team and DP2I. The time you spend planning for a new employee's first days and weeks on the job will greatly increase the chance for a successful start. This checklist provides supervisors with a systematic outline for welcoming a new employee and conducting a clear job induction. Each item should be dated as it is accomplished to ensure none are not omitted.

I. GET READY TO RECEIVE THE NEW EMPLOYEE	DATE
1. Assign a sponsor for incoming civilian employee (ensure sponsor is aware of what is required)	
2. As soon as a new hire has received an official start date access the "AFPC IN-PROCESSING CHECKLIST" on the DP2 SharePoint site at: https://usaf.dps.mil/sites/afpc-home/DP2/adminsup/Inprocessing/Inprocessing.aspx	
a. Access the Civilian platform to obtain the required forms required for system and proximity badge access. Ensure the forms are completed in entirety and submitted to the appropriate offices as identified on the "AFPC IN-PROCESSING CHECKLIST" and/or forms.	
b. The following resources are available for computer access and proximity badge: **DOD INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS:** **Those with a CAC:** Users may access the ADLS site (https://golearn.adls.af.mil) from a government or personal computer with a CAC and take the training. Once the training is completed, the user's IA Training expiration date will be updated automatically. Users may also access the Joint Knowledge Online (JKO) site (https://jko.jten.mil/courses/atl1/launch.html) with a CAC and take the training. Once the training is completed, users must provide the certificate to their local UTM for manual update entry into ADLS. First-time JKO users will need to register to create an account. **Those without a CAC:** Users may access the DISA site (https://public.cyber.mil/training/cyber-awareness-challenge/) and take the Cyber Awareness Training course without a CAC. Once the training is completed, users must provide certificate to their local Unit Training Manager (UTM) for manual update entry into ADLS. Users may also access the Security Training, Education, and Professionalization Portal (STEPP) (https://securityawareness.usalearning.gov/cybersecurity/index.htm) and take the training without a CAC. Once the training is completed, users must provide the certificate to their local UTM for manual update entry into ADLS. First-time STEPP users will need to create an account with a username and password. **PROXIMITY BADGE:** **AF Form 2583** – *Request for Proximity Badge* must be completed to obtain a proximity badge.	
c. Ensure the proper forms, documents and training certificates are emailed no later than 5 duty days from member's arrival to the DP2 Admin Support org box DP2.AdminSupport@us.af.mil	
3. Prepare 971 prior to start date - latest info can be located in AFI 36-129, *Civilian Personnel Management and Administration*, paragraph 8.3.	
a. AFI 36-129, *Civilian Personnel Management and Administration*, covers *Civilian Personnel Recordkeeping* in paragraph 8.1.	
b. DOD Instruction 1400.25V630_AFI36-815, *Leave*, can be located at: https://static.e-publishing.af.mil/production/1/af_a1/publication/dodi1400.25v630_afi36-815/dodi1400.25.v630_afi36-815.pdf	
c. The AF Form 55, *Employee Safety and Health Record* can be located at: http://static.e-publishing.af.mil/production/1/af_se/form/af55/af55.pdf	
4. Make arrangements to pick the employee up at a specified door/place upon his/her start date	
II. GREETING THE NEW EMPLOYEE	
1. Greet the new employee, introduce yourself and put the employee at ease	
2. Bring the new employee to your desk or conference room and get to know him/her without interruption	
a. Find out about his/her work experience, education and training – have employee download and *Enable All Features* on the Employee BIO to complete, then send to the DP2I Workflow box to schedule a "Meet and Greet" via telephone when not completed during the *New Employee Induction*;	
b. Discuss employee's background and interests;	
c. Let them know what team they are assigned to and what Functional Series that team services;	
d. Give a small overview of what his/her job will be	
3. Show employee his/her assigned workstation	
a. Have work area ready with equipment, supplies, phone, etc., emphasizing equipment management / accountability;	
b. Consider providing a welcome basket with goodies (optional);	
c. Introduce him/her to their assigned team then others i.e., Branch Chief, Division Chief/Deputy, etc.;	
d. Ensure employee is aware of who his/her sponsor is and how they will be helping the employee settle in	
III. START FORMAL ORIENTATION	
1. Explain the work of the organization	
a. Mission and Function;	
b. Organization and channels (use organization chart);	
c. Explain your position in the unit and as related to the new employee;	
d. Explain employee's position in the unit;	
e. Explain relationship of employee's work to that of other employees;	
f. Relate names of individuals, if any, who report directly to new employee;	
g. Explain the purpose and use of the AF Form 971 (complete information needed on the form);	
h. Send completed AF Form 3821, *Employee Accounting Data – Defense Civilian Pay System – Base Level,* to AFPC/FM within 48 hours of employee's arrival;	
i. ATAAPS Link is https://af.ataaps.csd.disa.mil/; ATAAPS Briefing Slides and https://usaf.dps.mil/teams/OneLink/SitePages/DP2I%20-%20Civilian%20Staffing%20Operations.aspx	

IV. LAYOUT OF OFFICE AND AVAILABLE FACILITIES	
1. Show employee the layout of the office and base	
a. Escort new employee through the building, point out (1) water fountains, (2) bathrooms, (3) refrigerators, (4) kitchen/sink areas, (5) elevator, (6) stairs, (7) break rooms, (8) conference rooms, (9) Einstein's Bagels, (10) parking locations, (11) directions to credit union, (12) BX, (13) other eateries (14) picnic areas (15) smoking areas, etc.;	
b. If employee is handicapped and requires work site accommodations, discuss these and ensure accommodations are made; assign handicapped parking space to employees whose mobility is impaired	
V. DISCUSS EMPLOYEE'S DUTIES, RESPONSIBILITIES, AND OTHER RLEATED ASPECTS OF JOB	
1. Explain employee's duties and responsibilities in detail	
a. Provide an up-to-date position description of employee's duties or a list of the duties and responsibilities;	
b. Discuss security, safeguarding classified information and stress security aspect of employee's job e.g., Personally Identifiable Information (PII), For Official Use Only (FOUO), Encrypted emails, etc.;	
c. Provide samples of work, manuals, job instructions, procedures and list of technical terms;	
d. Provide expectations and training plan;	
e. Review cradle to grave processes steps;	
f. Review and follow the in-processing paperwork/procedures using the User Guide;	
g. Ensure all documents are reviewed and signed as needed;	
h. Get contact information for recall roster and next of kin information for 971 – have employee download and *Enable All Features* on the Employee Information Form 1 to complete;	
i. Discuss standards of conduct	
VI. OFFICE PROCEDURES FOR EMPLOYEE	
1. Discuss applicable rules, office practices and procedures	
a. Hours of work and overtime to include FLSA, if applicable - AFPC Official Duty Hours, Alternate Work Schedules and Telework Schedules can be located on the DSHC SharePoint site at: https://usaf.dps.mil/sites/afpc-home/DS/DSH/DSHC/SitePages/AFPC-Policy,-Memos,-&-Guidance.aspx	
b. Punctuality and good attendance;	
c. Lunch period;	
d. Rest periods;	
e. Use of office and personal telephones;	
f. Procedures/policies for requesting and taking annual and sick leave;	
g. Tardy and absence policies and how to report;	
h. Dress code - AFPC Instruction 36-117, *Dress and Appearance Standards,* can be located on the DSHC SharePoint site at: https://usaf.dps.mil/sites/afpc-home/DS/DSH/DSHC/AFPC%20Policy%20Guidance/AFPCI%2036-117_Dress%20and%20Appearance%20Standards_24May18_OPR%20DSHC.pdf	
VII. EVACUATION PROCEDURES/ROUTES	
1. Discuss applicable safety procedures - latest info can be located on the DS SharePoint site at: https://usaf.dps.mil/sites/afpc-home/DS/Safety/SitePages/Home.aspx	
a. Exiting the building during exercises, fire alarms, etc.;	
b. Hazards of the job;	
c. Hazards of the work environment;	
d. Location of emergency equipment;	
e. Location of medical facilities;	
f. How to use the phone for emergency help;	
g. Mishaps reporting - proper procedures on reporting all injuries to supervisor, what his/her responsibilities are, how to accomplish a CA-1, time limitations for submitting a claim, their treatment at a base medical facility, right to select private physician, continuation of pay, etc. https://usaf.dps.mil/sites/afpc-home/DS/Safety/Initial%20Job%20Safety%20Training/Forms/AllItems.aspx?viewid=01cfafa5%2De258%2D44a1%2D9412%2D285b8d8bb46f&id=%2Fsites%2Fafpc%2Dhome%2FDS%2FSafety%2FInitial%20Job%20Safety%20Training%2FDirectorate%20Job%20Safety%20Training%20Guides	
VIII. APPRAISAL SYSTEM	
1. Discuss the performance appraisal system – latest information can be located on the DSHC SharePoint site at: https://usaf.dps.mil/sites/afpc-home/DS/DSH/DSHC/SitePages/AFPC-DPMAP---Performance-Mangement.aspx	
a. Explain the DoD Performance Management and Appraisal Program (DPMAP) system and identify the new employee's DPMAP Performance Objectives; DPMAP is accomplished via https://compo.dcpds.cpms.osd.mil through MyBiz+	
b. Continuous informal evaluation and periodic discussion / feedback of work performance as related to the employee's specific DPMAP Performance Objectives;	
c. Formal appraisal and recording in official personnel records prior to completion of one year probationary period, as appropriate, for new employees or new supervisors and managers;	
d. Career development appraisal, if applicable	
IX. DEVELOPMENT PROGRAMS	
1. Discuss applicable development/training	
a. Assign new employee to a Senior Staffer / Team Trainer / QC;	
b. Provide instructions to One Link and how to use;	
c. Provide a schedule to new employee reading manuals;	
d. Prepare Individual Development Plan (IDP); have employee update short and long term goals via https://myetms.wpafb.af.mil;	
e. Explain opportunities for training and career progression;	
f. Explain employee's responsibility for periodic review and update of official personnel file;	

g. Verify access to Advanced Distributed Learning Service (ADLS) via https://golearn.adls.af.mil/login.aspx;	
h. Verify access to Government Retirement and Benefits (GRB) (formerly EBIS) at: https://grbplatform.us.af.mil (best used in Google Chrome)	
The links throughout this document can be saved as a "Favorite" for future ease of access, but are subject to change at any time.	