

AGENCY ORIENTATION CHECKLIST

Orientation Staff Instructions:

- Complete Part A. before the start of Orientation. Include the unique Employee ID as listed in the Insight system.
- Discuss the topics in Part B. and Part C. (if applicable) within the first week of the Employee's Entrance on Duty (EOD) date.
- Orientation Coordinator (OC), initial each item you discussed. Have Employee initial each item indicating they received instructions or information for each. If an item does not apply, check 'N/A'.
- The name of the Official Presenting Orientation, and new Employee are to appear where indicated.
- This form is to be maintained by the immediate Supervisor and e-mailed to: Employee.EngagementandRecognition@usda.gov

PART A. EMPLOYEE INFORMATION

1. Name of Employee: (First, Last)	2. Position Title:	3. Employee ID:
4. EOD Date: (mm/dd/yyyy)	5. Organizational Unit:	6. Name of Supervisor: (First, Last)

PART B. DISCUSS WITHIN FIRST WEEK OF ENTRANCE ON DUTY

	Initials		N/A
	OC	Employee	✓
1. Oath of Office (Standard Form 61, Appointment Affidavit)			
2. In-Processing (I-9, OF-306)			
3. Overview of USDA and FSIS			
4. Benefits (Insurance, Retirement, Thrift Savings Plan, Employee Assistance Program)			
5. Regulatory Framework for FSIS			
6. Types of Appointments and Probationary Period (FSIS Directive 4315.2)			
7. Performance Management System and Employee Recognition (Departmental Regulation (DR) 4040-430)			
8. Professionalism and You			
9. Introduction to Civil Rights			
10. Workplace Violence and Prevention and Active Shooter Preparedness and Response			
11. Pay and Leave			
12. Transition new hire to Supervisor			

PART C. FOR OFFICE OF FIELD OPERATIONS NEW HIRES

	Initials		N/A
	OC	Employee	✓
1. Complete LincPass setup and issuance			
2. Demonstrate process for completing applicable travel and reimbursement documents (AD-616, OF-1164)			
3. Schedule a 15-minute call with the supervisor to whom the employee will report for duty			
4. Labor Management Agreement			
5. Name of Official Presenting Orientation: (First, Last)	6. Signature of Official Presenting Orientation:		7. Date: (mm/dd/yyyy)
8. Signature of Employee:			9. Date: (mm/dd/yyyy)