

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

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4200.2  
REVISION 1

7/12/07

## NEW EMPLOYEE ORIENTATION

### I. PURPOSE

This directive describes the new employee orientation program and provides guidelines to use when orienting new employees.

### II. CANCELLATION

This directive cancels FSIS Directive 4200.2, dated 8/26/82.

### III. REASON FOR REISSUANCE

This directive provides uniform guidance for an effective orientation program and facilitates induction training implementation.

### IV. ABBREVIATIONS AND FORMS

CFL            Center for Learning  
HRD            Human Resources Division

FSIS Form 4200-1, Agency Orientation Checklist  
FSIS Form 4200-1a, Job-Site Orientation Checklist

### V. DEFINITIONS

A.    **“FSIS – The BIG Picture.”** Overview of the USDA and in depth information about FSIS including its mission, vision, organizational structure, program area functions, and key personnel.

B.    **Induction Training.** Specific position or job related training new employees receive immediately following orientation.

C.    **New Employee.** An employee who has never worked for FSIS.

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**DISTRIBUTION:**  
All Offices

**OPI:**  
OPPED – Center for Learning

D. **Orientation.** On-going process through which new employees learn about the Agency, its' mission, and culture.

E. **Servicing Human Resources Office.** Human Resources Field Office (HRFO), Minneapolis, MS.

## VI. **POLICY**

FSIS policy is to:

A. Acquaint new employees with the workplace as quickly as possible and ensure they have all the information necessary to effectively fulfill their responsibilities.

B. Require that all new employees begin and participate in the New Employee Orientation Program during their first week of employment.

## VII. **PROCEDURES**

The orientation program provides employees an opportunity to develop to their potential and to perform at the level of proficiency expected. The program provides information over a 9-month period and implements in the following phases:

### A. **Phase I, Pre-Appointment.**

1. **Purpose.** To reduce the amount of time completing the forms required on the first day of employment. Completion of pre-appointment forms at home also allows the new employee adequate time to read the material before making various benefit decisions.

2. **Content.** The employee receives applicable materials in advance of reporting for duty while other materials are provided when the employee reports for duty.

### B. **Phase II, Agency Orientation.**

1. **Purpose.** To administer the oath of office, complete appointment documents, and provide new employees with consistent Department and Agency information.

2. **Content.** At a minimum, this phase includes:

a. FSIS "The BIG Picture".

b. General information on employee benefits and other topics,

such as:

- (1) Leave.
- (2) Pay.
- (3) Group health and life insurance.
- (4) Equal Employment Opportunity.
- (5) Labor and Employee Relations.
- (6) Training and development.

3. **Induction Training (Identified by Job Responsibilities).** All new employees must complete training on the Regulatory Framework for FSIS.

4. **Union Representation.** The Union must be notified and provided the opportunity to attend formal orientation sessions which involve bargaining unit employees.

**C. Phase III, Job-Site Orientation.**

1. **Purpose.** To acquaint the new employee with actual worksite, key supervisors, co-workers, and job responsibilities.

2. **Content.** Items from Part A of FSIS Form 4200-1a (see Attachment 2).

**D. Phase III, Supervisory Follow-up.**

1. **Purpose.** To address any questions or concerns the new employee may have, and to discuss topics such as the performance elements and standards, ratings, promotion program, awards program, and any other unanswered questions from materials in Phases I through III.

2. **Content.** Items from Part B of the FSIS Form 4200-1a (see Attachment 2).

**E. Phase III, Agency Follow-up.**

1. **Purpose.** Evaluates the New Employee Orientation Program and ensures that each employee has the opportunity to develop to their potential.

2. **Content.** Memorandum and questionnaire.

## VIII. **RESPONSIBILITIES**

The responsibility for implementing the New Employee Orientation Program is shared among Human Resources Division, program areas or employing units, CFL, immediate supervisor, and the new employee.

### A. **Human Resources Division.**

1. Provides new employee orientation materials.
2. Offers regularly scheduled orientation sessions for new Headquarters employees.
3. Provides the program areas or employing units, CFL, and immediate supervisors with necessary documents or forms for completing their orientation responsibilities.

### B. **Program Areas or Employing Units.**

1. Offer regularly scheduled sessions for new employee orientation.
2. Provide new employees with Phase II, Agency orientation.
3. Provide new employees with orientation specific to their program areas or employing unit.
4. Complete FSIS Form 4200-1a (Attachment 1).

C. **Immediate Supervisor.** The immediate supervisor is the most important person in the orientation process and should provide on-going guidance and counsel.

1. Initiates and encourages a continuing and open dialogue with new employees.
2. Provides new employees with Phase III, Job Site Orientation.
3. Discusses topics outlined in FSIS Form 4200-1a (Attachment 2).
4. Provides job specific orientation and on-the-job training needed for new employees to perform their job successfully.
5. Provides new employees with Phase III, Supervisory Follow-up, as a continuation of the Job Site Orientation.
6. Completes FSIS Form 4200-1a (Attachment 2) for each new employee and maintains it in the employee's file.

**D. Center for Learning.**

1. Develops and maintains the “FSIS – The BIG Picture” materials and distributes the material to all program areas or employing units.
2. Ensures that all “FSIS – The BIG Picture” materials are current.
3. Coordinates the development and presentation of induction training for new employees.
4. Assesses and validates the New Employee Orientation Program.

**E. New Employee.**

1. Completes and submits appropriate personnel forms.
2. Actively participates in the New Employee Orientation Program and successfully completes induction training.
3. Seeks information to enhance the individual orientation and development process.



**Assistant Administrator  
Office of Management**

**Attachment**

- 1 Sample FSIS Form 4200-1, Agency Orientation Checklist
- 2 Sample FSIS Form 4200-1a, Jobsite Orientation Checklist

**SAMPLE FSIS FORM 4200-1, AGENCY ORIENTATION CHECKLIST**

U.S. DEPARTMENT OF AGRICULTURE  
 FOOD SAFETY AND INSPECTION SERVICE

**AGENCY ORIENTATION CHECKLIST**

**REPORTING OFFICE INSTRUCTIONS:**

Complete Part A before the start of orientation.  
 Discuss the topics in Part B within the first week of the employee's entrance on duty (EOD) date.  
 Use a checkmark to indicate that each item is completed. If an item does not apply, check "N/A".  
 The name of HRD official (if applicable), signature of the official presenting orientation, and new employee are to appear where indicated.  
 This form is to be maintained in the employee's file at the immediate supervisory level.

**PART A - EMPLOYEE INFORMATION**

NAME OF EMPLOYEE		POSITION TITLE
EOD DATE	ORGANIZATIONAL UNIT	NAME OF SUPERVISOR

**PART B - DISCUSS WITHIN FIRST WEEK OF ENTRANCE OF DUTY**

	COMPLETED	N/A
1. Oath of Office (FSIS Directive 1020.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. In-Processing		
3. FSIS - The BIG Picture		
4. Benefits (including Transit Benefit Application)		
5. Regulatory Framework for FSIS		
6. Appointment and Probation (FSIS Directive 4315.2)		
7. Employee Position and the Performance Evaluation Process		
8. Conduct and Employment Restrictions (FSIS Directive 4735.3)		
9. Civil Rights Policy		
10. Work Schedules (FSIS Directives 4610.1, 4610.5, and 4610.7)		
11. Pay and FLSA Exemption Status - Exempt vs. Non-exempt (FSIS Directives 4550.1, 4550.4, and 4551.1)		
12. Time and Attendance (T&A) (FSIS Directives 3530.4 and 3530.1 for intermittent employees)		
13. Travel Vouchers (FSIS Directives 3810.1 and 3810.3)		
14. Safety and Health		
15. Personnel Records (FSIS Directive 4293.1)		
16. Labor Relations (FSIS Directive 4711.1)		

NAME OF OFFICIAL PRESENTING ORIENTATION	SIGNATURE OF OFFICIAL PRESENTING ORIENTATION	DATE
SIGNATURE OF EMPLOYEE		DATE

FSIS FORM 4200-1 (06/07/2007)

REPLACES FSIS FORM 4200-1 (06/15/2004), WHICH IS OBSOLETE.

**SAMPLE FSIS FORM 4200-1a, JOBSITE ORIENTATION CHECKLIST**

U.S. DEPARTMENT OF AGRICULTURE  
 FOOD SAFETY AND INSPECTION SERVICE

**JOB-SITE ORIENTATION CHECKLIST**

**SUPERVISOR INSTRUCTIONS:**

Discuss the topics listed on this form with the new employee.  
 Discuss items in Part B within **the first week** after the employee reports to the job-site.  
 Discuss items in Part C within **30 days** after reporting to the job-site.  
 Use a checkmark to indicate that each item is completed. If an item does not apply, check "N/A".  
 The signature of supervisor, and employee are to appear where indicated.  
 This form is to be maintained in the employee's file at the immediate supervisory level.

**PART A - EMPLOYEE INFORMATION**

NAME OF EMPLOYEE		POSITION TITLE
EOD DATE	ORGANIZATIONAL UNIT	NAME OF SUPERVISOR

**PART B - DISCUSS WITHIN FIRST WEEK**

		COMPLETED	N/A
<b>INTRODUCTION</b>	1. Meet co-workers, key supervisors, and others with whom employee will interact frequently	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Tour of work area	<input type="checkbox"/>	<input type="checkbox"/>
	3. Location of cafeteria, snack bars, parking, restrooms	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOUR OF DUTY</b>	1. Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>
	2. Break(s) and lunch period	<input type="checkbox"/>	<input type="checkbox"/>
	3. Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMPLOYEE'S JOB</b>	1. Supervisory chain - from whom employee will receive instruction and supervision	<input type="checkbox"/>	<input type="checkbox"/>
	2. Explain employee's duties and responsibilities. Review and discuss job description to assure common understanding of its meaning.	<input type="checkbox"/>	<input type="checkbox"/>
	3. Explain levels of decision-making authority	<input type="checkbox"/>	<input type="checkbox"/>
	4. Work assignments and rotation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAY AND LEAVE</b>	1. How to request leave and who approves it	<input type="checkbox"/>	<input type="checkbox"/>
	2. When, how, and whom to notify if unable to report for work	<input type="checkbox"/>	<input type="checkbox"/>
	3. Procedures for completing and submitting the Time and Attendance Report	<input type="checkbox"/>	<input type="checkbox"/>
	4. When employee can expect first salary check	<input type="checkbox"/>	<input type="checkbox"/>
	5. Explain use of FSIS Form 5110-1, Services Rendered (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>SAFETY AND HEALTH</b>	1. On the job a. Safety equipment: element, nonslip footwear, hearing protection, and eye protection Protection afforded employees working with hazardous material and hazard communication program (FSIS Directive 4791.5) b. Safe working tools: knives, scabbard, steel, node hook, safety link chain belt, whet stone (demonstrate proper use)	<input type="checkbox"/>	<input type="checkbox"/>
	2. Location of First Aid Kit (FSIS Directive 4792.1)	<input type="checkbox"/>	<input type="checkbox"/>
	3. Explanation of what to do if injured at work (CA-10 posted) (FSIS Directive 4810.1, Revision 2)	<input type="checkbox"/>	<input type="checkbox"/>
	4. How and where to obtain medical attention (FSIS Directive 4792.1)	<input type="checkbox"/>	<input type="checkbox"/>
	5. Importance of reporting all injuries and use of CA-1 (FSIS Directive 4810.1, Revision 2)	<input type="checkbox"/>	<input type="checkbox"/>
	6. Reporting occupational diseases and use of CA-2 (FSIS Directive 4810.1, Revision 2)	<input type="checkbox"/>	<input type="checkbox"/>

FSIS FORM 4200-1a (06/07/2007)



PART B - DISCUSS WITHIN FIRST WEEK (Continued)		COMPLETED	N/A
SAFETY AND HEALTH (Continued)	7. Discuss right and obligation to report hazards; reporting and recording "near misses". AD-1010 posted (FSIS Directive 4791.12)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	8. Review emergency evacuation plan, location of fire alarms and extinguishers (FSIS Directive 4791.6)		
	9. Reporting motor vehicle accidents (if applicable) (FSIS Directive 4791.13)		
	10. Review local or regional safety policy		
	11. Take employee on a "safety tour" of work environment, pointing out hazards		
	12. Injury free awards for inplant employees		
CONDUCT, RIGHTS, PRIVILEGES	1. Review and highlight pertinent sections of 5 CFR 2635 (Standards of Ethical Conduct) and FSIS Directive 4735.3. Ensure that Forms OGE-450 or AD-1101, if applicable, are filled out and forwarded to LERD		
	2. Review policy prohibiting sexual harassment and discuss other unacceptable conduct		
	3. Prohibition on using government property for personal use (including use of government or plant phones)		
	4. Prohibition on performing personal business or activities on government time		

PART C - DISCUSS WITHIN FIRST 30 DAYS		COMPLETED	N/A
PERFORMANCE	1. Discuss and establish performance elements and standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Explain performance appraisal and how often progress reviews will be held (FSIS Directives 4430.1, 4430.4 (Import Inspection) and 4430.5)		
	3. Probationary period and reports (FSIS Directives 4315.2, 4315.3)		
	4. Requirement to have at least a "fully successful" rating to receive a within grade increase		
	5. Merit Promotion Plan (FSIS Directive 4335.1)		
	6. Incentive Awards Programs		
	a. Performance-Based Awards for Non Bargaining Unit Employees (FSIS Directive 4430.2)		
	b. In-Plant Performance System Reviews (FSIS Directive 4430.3)		
	c. Performance Awards Program for Veterinary Medical Officers, Supervisory Food Technologists, and Supervisory Food Inspectors (FSIS Directive 4451.2)		
d. Performance-Based Awards for Bargaining Unit Employees (FSIS Directive 4451.3)			
e. Extra Effort Awards, Non-monetary Awards (FSIS Directive 4451.6)			
f. Time-off Awards (FSIS Directive 4451.7)			
g. Spot Awards (FSIS Directive 4451.8)			
g. Employee Suggestion Program (FSIS Directive 4451.12)			
TRAINING	1. Discuss Career Development Plan which typically includes:		
	a. On-the-job training (OJT) - teaches procedures and tasks, under the direction of the supervisor		
	b. Training as a Condition of Employment (FSIS Directive 4338.1)		
	c. Employee Development Guide (EDG)		
	d. Self-development (course work, reading materials, cassette programs, or other developmental activities taken on employee's own time)		
	e. Formal training - supplements self-development and OJT		
TRAVEL	f. Flexiplace, Flexible Work Schedules, FMLA, and other family-friendly flexibilities		
	1. Obtaining approvals (FSIS Directive 3805.1)		
	2. Mode of travel (private vehicle or public carrier)		
	3. Allowable expenses		
	4. Reimbursement (includes proper use of Government issued travel cards; request for advances; submission of vouchers) (FSIS Directive 3830.2, 3805.3, 3810.3).		

SIGNATURE OF EMPLOYEE	DATE
SIGNATURE OF SUPERVISOR	DATE