

## AMS ORIENTATION CHECKLIST

Employee's Name		Position Series & Title			
Entrance-On-Duty Date		Program/Branch & Duty Station			
Supervisor's Name		Supervisor's Title			
<p><b>INSTRUCTIONS:</b> Orientation sessions for new AMS employees should be scheduled within two months of the employee's entrance-on-duty date. Supervisors should provide employees with information addressing items indicated on this checklist. Identified below is recommended basic information to be addressed during the orientation process. Additional information appropriate to the employee's specific job requirements and environment may also be included. Likewise, only items relevant to the employee requires addressing. Identify items to be covered in the orientation interview(s) and initial each item as it is completed. Once entire form is completed and signed, forward the checklist to the Program Administrative Office. It should then be forwarded for filing in the employee's Official Personnel Folder (OPF).</p>					
1	<b>ORGANIZATIONAL OVERVIEW</b>		• Legal Holidays	10	<b>SAFETY, HEALTH AND EMPLOYEE SERVICES</b>
	• USDA & AMS Mission and Goals		• Reporting Attendance Status (on-duty, absence, tardiness, illness, emergencies)		• Roles and Responsibilities
	• Organizational Structure and Culture		• Procedures for Requesting Leave		• Maintaining a Safe and Healthy Work Environment
2	<b>ORGANIZATIONAL COMMUNICATIONS</b>		• Policies and Procedures		• Reporting Unsafe and/or Unhealthy Working Conditions
	• Electronic Communications	6	<b>EMPLOYEE RESPONSIBILITY AND CONDUCT</b>		• Emergency Procedures
	• Computer Security		• Employee Ethics		• Emergency Evacuation Plan
	• AMS News Letter		• Use of Government Property		• Emergency Contact Information
3	<b>EMPLOYEE'S POSITION AND PERFORMANCE</b>		• Outside Employment		• Work Life Program
	• Position Description, Duties and Responsibilities		• Reporting Misconduct and Other Offenses	11	<b>TRAINING AND DEVELOPMENT</b>
	• Performance Plan		• Misconduct and Penalties		• Individual Development Plan
	• Probationary Periods		• Grievance Process and Procedures		• Access and Availability of Training Opportunities
	• Performance-Based Actions (Promotions & WGLs)		• Workplace Violence		• Program Policies and Procedures
	• Performance Appraisal & Review		• Alternative Resolution Program	12	<b>EMPLOYEE RECOGNITION</b>
	• Recordkeeping: Form-SF-50: Notification of Personnel Action	7	<b>LABOR-MANAGEMENT RELATIONS</b>		• Types of Awards
4	<b>PAY AND LEAVE</b>		• Rights and Responsibilities		• Policies and Procedures
	• Pay Systems	8	<b>EQUAL OPPORTUNITY AND CIVIL RIGHTS</b>	13	<b>OFFICIAL GOVERNMENT TRAVEL</b>
	• Pay Periods		• USDA & AMS Civil Rights Policies		• Travel Authorization
	• Salary Check & Pay Deductions		• Roles and Responsibilities		• Travel Voucher
	• Form AD-334: Leave & Earnings Statement		• Sexual Harassment		• Travel Policies and Procedures
	• Types of Leave		• Formal and Informal EEO Complaint Process and Procedures	14	<b>TRANSPORTATION</b>
	• Leave Usage	9	<b>EMPLOYEE BENEFITS</b>		• Vehicle Parking
	• Leave Policies & Procedures		• Health Insurance (FEHBA)		• Carpool/Vanpool/Ride Sharing
5	<b>TIME AND ATTENDANCE</b>		• Life Insurance (FEGLI)		• Transportation Subsidy Program
	• Tour of Duty		• Retirement Systems (CSRS/FERS/Social Security)	15	<b>FREEDOM OF INFORMATION AND PRIVACY ACT</b>
	• Lunch Period		• Designation of Beneficiaries		• Handling FOIA Requests
Supervisor's Signature and Date			Employee's Signature and Date		