

## New Employee Orientation Schedule

**Day 1 – Beightler Armory, HRO Classroom C201  
2825 W. Dublin-Granville Road  
Columbus OH 43235-2789**

<b>Time</b>	<b>Personnel</b>	<b>Activity</b>	<b>Instructor</b>	<b>Reference</b>	<b>Uniform</b>
<b>Day 1</b>					
0830 – 0840	Army and Air New Hires	Welcome & Introduction Safety Briefing	HRD Specialist		Duty Uniform
As available	New Hires	Common Access Card (CAC) Military ID Issue	J1 Personnel	ID Card Machine	Duty Uniform
0840 - 0900	New Hires	Education and Incentives Briefing/Statement of Understanding	Education Representative	Handouts	Duty Uniform
0900 - 0915	New Hires	Chief of Staff Briefing	JCOS		Duty Uniform
0915 – 0950	New Hires	RCAS Introduction/Security Briefing/RCAS Login & Password Paperwork/MS Outlook Setup/AKO Account Setup/Skillport Login and Password	J6 Personnel		Duty Uniform
0950 – 1000	New Hires	Personal Identifiable Information (PII Briefing)	J6 Personnel		Duty Uniform
1000 –1010	New Hires	Break			Duty Uniform
1010 – 1055	New Hires	Ethics Briefing	DVD		Duty Uniform
1055 – 1130	New Hires	Diversity policy, EO/Complaint Process	SEEM or EEO Specialist	Handouts	Duty Uniform
1130 –1230	New Hires	Lunch			Duty Uniform
1230 – 1310	New Hires	“Start Right...Stay Right” DVD/ Discussion of Application of video information on the job site		DVD	Duty Uniform
1310 – 1315	New Hires	Break			Duty Uniform
1315 - 1330	<b>Technicians</b>	Finance Briefing	USPFO Finance Representative	Forms	Duty Uniform
	<b>Technicians</b>	Union Briefing/AFGE Local 3970	Union Representative	Handouts	Duty Uniform

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1330 –1630	<b>Technicians</b>	Review SF 52  Processing Forms:  SF 1152 Designation of Beneficiary Appointment Affidavit Memo of Understanding (Temps only) OF 306 Form I-9 DD-214s SF 144 New Hire Reporting Form Change of Address Leave Booklet/LES Review FTLC FSA  ** Temporary Technicians Released  Deposit for Military Service  Benefits:  NGAUS – Term Life/ Disability  Benefit Video  TSP Video  FEGLI/FEHB TSP FERS  Technicians Released	HRO Staff	Handouts	Duty Uniform

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1310 -1630	<b>AGRs</b>	<p>In-processing Career Development Overview of AGR Policies</p> <p>Finance Review Finance Handouts LES Orders BAH Rates Understanding Your LES Web Page Links (DFAS.mil, TSP.gov) TSP</p> <p>Tri- Care AGR Dental Care Dependent Dental Care Temp/Perm Profile Dental Control Numbers TRICARE Enrollment Pharmacy Use Eye Care for Soldier/Family</p> <p>AAR</p>	<p>AGR Benefits</p> <p>AGR Benefits</p> <p>AGR Benefits</p> <p>AGR Benefits</p>	<p>AGR Handbook</p> <p>Handouts/ AGR Handbook</p> <p>AGR Handbook</p>	Duty Uniform
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## New Employee Orientation Schedule

**Day 2 – Rickenbacker Distance Learning Center  
8201 S. Access Rd, Bldg. 944  
Columbus OH 43217**

<b>Time</b>	<b>Personnel</b>	<b>Activity</b>	<b>Instructor</b>	<b>Reference</b>	<b>Uniform</b>
<b>Day 2</b>					
0830-0840	New Hires	Introduction to the Distance Learning Facility/ AKO Introduction/ Skillport / Skillport Mobile	Dana Pharis or SMSgt Renee Frey	Computer/ Internet Access	Duty Uniform
0840- 0900	New Hires	U.S. Constitution Training	Computer Based Training	Computer/ Internet Access	Duty Uniform
0900 - 1000	New Hires	Security Awareness Training Thumb Drive Awareness G3, WSNF courses	Computer Based Training	Computer/ Internet Access	Duty Uniform
1000 – 1030	New Hires	U.S. Army Information Assurance	Computer Based Training	Computer/ Internet Access	Duty Uniform
1030 – 1050	New Hires	Self Register with the Defense Travel System (DTS)	Computer Based Training	Computer/ Internet Access	Duty Uniform
1050 - 1200	New Hires	Skillport: Beginning Word Microsoft 2007	Computer Based Training	Computer/ Internet Access	Duty Uniform
1200-1300	New Hires	Lunch			Duty Uniform
1300-1600	New Hires	Skillport: Beginning Excel Microsoft 2007	Computer Based Training	Computer/ Internet Access	Duty Uniform
<b>Day 3</b>					
	<b>If needed</b>				
0800-1200	New Hires	Skillport: Beginning PowerPoint Microsoft 2007	Computer Based Training	Computer/ Internet Access	Duty Uniform
1200-1300	New Hires	Lunch			
1300-1600	New Hires	Skillport: Beginning Outlook Microsoft 2007	Computer Based Training	Computer/ Internet Access	Duty Uniform