

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of Engineers
FORT SHAFTER, HAWAII 96858-5440

PODR 600-1-4

PODEP

Regulation
No. 600-1-4

13 May 1985

Personnel - General
POD ORIENTATION PROGRAM

1. PURPOSE. To establish guidance for the Pacific Ocean Division Office (PODO) Orientation Program.

2. APPLICABILITY. The orientation program applies to all newly assigned civilian and military employees reporting for duty to the Pacific Ocean Division Office (PODO).

3. OBJECTIVES. Orientation Program

a. This program will:

(1) Start new arrivals off properly by making them feel needed and wanted and motivate them to contribute immediately to POD's mission.

(2) Be mandatory for all newly-assigned civilian and military employees.

4. RESPONSIBILITIES AND PROCEDURES

a. Civilian Personnel Office, Hawaii (CPOH), will be responsible for the following:

(1) In-processing orientation for civilian employees.

(2) New civilian employee orientation (dates established by CPOH) for employees new to the Federal Service or those being reinstated after a break in service.

b. Supervisors and managers will be responsible for the following:

(1) Review with the new employee the nature of his/her duties.

(2) Introduce the employee to his/her co-workers.

(3) Provide the employee with a tour of the work area and facilities.

(4) Explain to the new employee the functions of the immediate organization.

(5) Advise the employee what is expected in terms of performance, conduct, and appearance.

(6) Advise the employee of working hours and conditions.

(7) Provide a POD organization chart (from Manpower Management Branch, Resource Management Office).

(8) Provide POD Telephone Directory (from Office of Administrative Services).

c. PODEP will be responsible for the following:

(1) A new employee briefing will be held in POD the first Wednesday of each quarter at 1300. Briefings will be conducted in the 3rd floor conference room, Bldg 230.

(a) Include, as a minimum, briefings from the following organizations:

- (1) Public Affairs Office (PA)
- (2) Equal Employment Opportunity Office (EO)
- (3) Personnel Office (EP)
- (4) Security Office (SM)

(a) Include, as a minimum, in the briefing the following subject areas:

- (1) Organizational history (PA)
- (2) Organizational mission (PA)
- (3) Organizational facilities (PA)
- (4) Organizational structure (EP)
- (5) Personnel program (EP)
- (6) EEO program (EO)
- (7) Personnel and Physical security (SM)

5. REQUIRED READING.

a. As part of the orientation process, it will be mandatory that new employees certify that they have accomplished all required reading. Each Branch/Separate Office will be responsible for assuring that new employees have accomplished all required reading. New employees who have not completed the required reading by the date of the POD orientation will be advised to do so and provided with a suspense date to accomplish required reading. Each Branch/Separate Office will be provided with one copy of the required reading materials and will be the office of record for required reading documents and certification forms.

b. Required reading materials consist of the following:

- (1) Commander's Policy on EEO (Policy Letter dtd 22 Dec 82)

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(2) Commander's Policy Letter on Prevention of Sexual Harassment
(Policy Letter dtd 21 Dec 1982)

(3) Flexitime Regulation (POD Reg 690-1-20)

(4) USASCH Pay Fixing Policy (CPOH Pam 690-1)

(5) USASCH Merit Promotion Policy (USASCH Reg 690-3)

(6) Commander's Position Management and Classification Policy
Statements (Policy Letter dtd 10 Dec 82)

(7) POD Activities Listing

FOR THE COMMANDER:



WILLIAM G. COSSEY
Chief, Office of Administrative
Services

DISTRIBUTION: (List 85-1)

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