

***Please contact your training POC or email to RWD
to reserve your seat.**

**New Employee Orientation
(SAID: 80000)
*Conducted in English***

DATE/TIME:	16 April 2015 (0800-1530)
COST:	None
NOMINATION DEADLINE:	2 April 2015
DESCRIPTION:	Civilian Personnel Instruction (CPI) 410 requires an orientation for all newly assigned U.S. civilian employees upon accession. To satisfy this requirement, CNRJ RWD schedules this orientation quarterly. The orientation includes civilian personnel matters (with an emphasis on oversea employment), position classification, employment/staffing, payroll, employee relation, equal employment opportunity, safety, training, employee development, and ethics/standards of conduct.
ELIGIBILITY:	<ul style="list-style-type: none"> • <u>New employees just entered civilian service.</u> • Highly recommended for current civilians with new overseas appointment and Military supervisors of civilians.
ENROLLMENT	Minimum: 10 Maximum: 30
VENDOR:	CFAY Safety, RLSO, NCIS, HRO/RWD staff
LOCATION:	Building A-20, Classroom 205, Yokosuka Naval Base
POC:	RWD, HRO, Commander Navy Region Japan at 243-7328
NOMINATION PROCEDURES:	You must have supervisory authority first. To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328.
NOTE:	<ul style="list-style-type: none"> • RWD will process student completions in DCPDS.