

**New Employee Orientation**  
(SAID: 80000)

DATE/TIME:	<b>15 Jan 2013</b> (0815-1500)
COST:	None
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"> <li>• <u>New employees just entered civilian service.</u></li> <li>• Highly recommended for current civilians with new overseas appointment and Military supervisors of civilians.</li> </ul>
VENDOR:	HRO/RWD staff
LOCATION:	Bldg. A-20 2F classroom
POC:	RWD, HRO, Commander Navy Region Japan at 243-7328.
NOMINATION PROCEDURES:	<b>MUST</b> make a reservation and confirm with RWD <b>NLT 04 Jan 13</b> . Nomination should be made by email or call DSN 243-7328.
NOTE:	<b>No parking available at A-20.</b>