New Employee Orientation
Checklist
(As of 13 December 2015)

All Employees
Initial each item to certify receiving information on each subject area

____ I have completed the following forms:
  • Declaration for Federal Employment (OF 306)
  • Direct Deposit Sign-Up Form
  • Employee’s Withholding Allowance Certificate (W-4 Form)
  • Employment Eligibility Verification (Form I-9)
  • Self-Identification of Handicap (SF 256)
  • Ethnicity and Race Identification (SF 181)
  • Appointment Affidavit

____ I have received orientation in the following subject areas:
  • Lean Overview
  • Security Operations
  • Emergency Preparedness
  • Environmental Overview
  • Equal Employment Opportunity (EEO)
  • IT Requirements
  • Enlistment/Re-enlistment Bonus Acknowledgement
  • Sick Leave

____ Unemployment Insurance Benefits
If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both. I acknowledge understanding of the above statement.

____ Occupational Health Notice (Army only)
I understand that if my position in the Washington Army National Guard Technician Program has workplace hazards such as exposure to noise that I am required to contact the occupational health office within my first week of employment.

____ Designation of Beneficiary
I received all applicable Designation of Beneficiary forms (retirement, TSP, life insurance, unpaid compensation). While optional, I understand that HRO highly encourages completion and submission of these forms. Important Note: Only natural children and formally adopted children are eligible for benefits under the Standard Order of Precedence in the absence of a Designation of Beneficiary Form. Entitlement for Stepchildren must be established by a Designation of Beneficiary Form.

____ Statement of Prior Federal Service (SF 144).
I acknowledge that my annual leave earnings category cannot be adjusted until the required annual leave documents (DD214, Title 10 Active Duty Orders, SF50s) have been submitted and verified.
Conditions of Temporary Employment:
I acknowledge that I have read and understand the Conditions of Temporary Employment, and have received a copy of the same.

I received a basic benefits information package which includes information regarding:
- HRO phone numbers and web links
- On the Job Injuries (OWCP)
- Commute Trip Reduction Program
- Annual, Sick and Military Leave
- EBIS - Employee Benefit Information System [https://www.ebis.hr.dla.mil/ebisii/login.aspx](https://www.ebis.hr.dla.mil/ebisii/login.aspx)
- FEHB - Federal Employees' Health Benefit Program
- FEDVIP – Federal Employee Dental and Vision Insurance Program
- Flexible Spending Accounts
- Long Term Care
- FEGLI - Federal Employees' Group Life Insurance Program
- National Guard Association of the United States (NGAUS) Technician Insurance Program
- FERS - Federal Employee Retirement System
- Military Buyback
- Thrift Savings Plan (TSP)

Standards/Appraisals
I received a NGB Form 904-1 (orange card) to take to my immediate supervisor. I understand that my supervisor must provide initial counseling and performance standards within 30 days of my hire date. Generally, I am due a performance appraisal on a yearly basis (certain personnel actions may alter the due date (for example: a promotion or reassignment).

Union Representation
I understand that not all positions within the Technician Program are covered by the Bargaining Unit Contract. If you are not sure if you are a part of the bargaining unit please check with your supervisor.

Membership in Professional Organizations
I understand that membership in professional organizations is a personal option. There are many excellent organizations available that lobby to further or retain benefits of National Guard members. One local organization that lobbies for benefits for both the military and technician side is the National Guard Association of Washington (NGAW).

Printed Name

Signature Date