

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

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

<b>DATE/TIME:</b>	<b>12 Jan 2017 (0800-1600)</b>
<b>COST:</b>	None
<b>NOMINATION DEADLINE:</b>	27 December 2016
<b>DESCRIPTION:</b>	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, Operations Security, and ethics/standards of conduct.
<b>ELIGIBILITY:</b>	<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>
<b>ENROLLMENT</b>	Minimum: 10 Maximum: 50
<b>VENDOR:</b>	CFAY Safety, RLSO, NCIS, CNRJ, USNH, HRO/RWD staff
<b>LOCATION:</b>	Building A-20, Classroom 205, Yokosuka Naval Base
<b>POC:</b>	Regional Workforce Development, Commander Navy Region Japan
<b>NOMINATION PROCEDURES:</b>	You must have supervisory authority first. To reserve a seat prior to nomination deadline, email <a href="mailto:rwd-student-services@fe.navy.mil">rwd-student-services@fe.navy.mil</a> or call DSN 243-7079.
<b>NOTE:</b>	<ul style="list-style-type: none"><li>• RWD will process student completions in DCPDS.</li></ul>