

New Employee Orientation: Grain Inspection Packers and Stockyards Administration

Welcome! As a new employee at GIPSA you are joining approximately 700 other employees nationally that work throughout the US in the Federal Grain Inspection Service, Packers and Stockyards Administration, and Shared Services. New employee Orientation is to help you better function within your job and agency and department as a whole. In orientation, you will become familiar with:

- Your new job
- The immediate organization
- Work of the Agency and Department of Agriculture

Objectives for the new employee orientation are to give and create an understanding of:

- Federal personnel practices and procedures
- GIPSA and its functions
- The impact of employees actions on themselves, the Agency USDA and those we serve
- The information needed to be a professional Government employee.

The online orientation begins with your entrance on duty (the first pay period you start) and continues to be available as a resource. It is here to assist you in your professional development and maintain awareness of any changes within GIPSA that can help enhance your performance.

The GIPSA's Training Staff is responsible for developing and providing the outline of material covered during new employee orientation. The supervisor is responsible for ensuring that the material on the outline is read or completed by each new permanent part-time and full-time employee and, as appropriate, to intermittent employees.

What follows is the [New Employee Orientation Check List](#) provides an outline of topics to be addressed and also provides links within USDA and to various other Federal agencies, such as the Office of Personnel Management.

The Supervisor or Administrative Support person guiding the orientation needs to review the MRPBS – APHIS orientation for supplemental guidance at:

http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/index.shtml

Address subject matter questions to the subject matter experts in GIPSA. For additional assistance, contact the training office at 202-690-2332.

Certification of completion of orientation training must be documented in the employee's subsidiary personnel file with a copy of the outline signed and dated by the employee and supervisor. Please enter a training event to document the employees completion in their training history.

New Employee Orientation Check List, MRPBS and GIPSA Sites

PART I: USDA-MARKETING AND REGULATORY PROGRAMS

GO TO: http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/index.shtml

In the upper-right hand column of the page click on and complete the following sites or hold control key down and click on it to view site.

- [On Your First Day Forms](#) Review and complete all forms as appropriate. **Important**, coordinate photo identification with form: Request for USDA (ID) Badge.
- [During Your First Month](#) Read all statements and safety information.
- [Abbreviation Key](#) Review Acronyms
- [Employee Benefits](#) Review and enroll as appropriate. For **GIPSA** specific information, please contact your administrative officer. Review [Eligibility Charts](#) (PDF) and [Employee Benefits](#) (PDF).

- PART II: GIPSA**
- Bargaining Unit:** Complete.
- Contacts:** [Directory](#) and [Directories Page](#)
- Computer Security Awareness & Privacy Basics:** Consult with your local IT specialist or administrative officer. **Complete and Attach copy of completion certificate(s)**. Forward this to IT Security personnel. Also, the course is on www.aglearn.usda.gov. You will need E-auth to enter.
- Constitution Training:** Complete the voluntary course, in www.aglearn.usda.gov. In your account enter the text “Constitution 2010” in the search box in the upper right of your account. Click the browse button directly below the search box.
- IT Information:** Click here to access the [IT Webpage](#). Make sure you get your e-auth and e-mail systems set up. Call in DC 202-720-2255 and outside DC (Toll-Free) 866-484-4772
- EEO & Civil Rights:** Review click here, [EEO and CR Webpage](#) –Scroll to left and under Employee Resources click on **EEO/CR**. (Alternate Dispute Resolution and Special Emphasis Program Managers). In AgLearn at www.aglearn.usda.gov and complete: 1) No Fear Act training (Complete), 2) Civil Rights Training (Annual), 3) Cultural Transformation Training.
- Ethics:** Click on <https://ingipsa.gipsa.usda.gov/ethics.aspx> - Scroll to the left column and under **Employee Resources** review the **Ethics** link.
- Performance Management Training:** For all Federal permanent full-time and part-time employees—this is in AgLearn enter “Marketing and Regulatory Programs” in search box in the upper-right corner of your account site. Supervisors do: [Managing Performance in Marketing and Regulatory Programs](#) and employees do [Managing Performance in Marketing and Regulatory Programs \(Employee\)](#) .
- Pay Leave and Tours of Duty:** <https://ingipsa.gipsa.usda.gov/payleave.aspx> or www.opm.gov/html/topics.htm and review **Time and Attendance**. Also, view “Leave,” view

www.opm.gov/html/topics.htm (e.g., Family Friendly (FEFFLA), Family Medical (FMLA), Annual, Sick, Military).

- Organizational Structure:** Review this. This includes:
 - USDA Structure:
http://www.usda.gov/wps/portal/usda/usdahome?navid=USDA_ORG_CHART&navtype=RT&parentnav=ABOUT_USDA
 - GIPSA Chart <http://www.gipsa.usda.gov/about/strogr.html>
 - GIPSA strategic plan, and Vision
https://ingipsa.gipsa.usda.gov/planning/GIPSA_Strategic_Plan_72012.pdf

- Swearing In:** Go to: http://www.opm.gov/constitution_initiative/oath.asp

- Position Description:** Read.

- Safety and Wellness: Review** <https://ingipsa.gipsa.usda.gov/safetyhealth.aspx>
 - Reference Material and Directives
 - Employee Assistance Program (Contact: 800-222-0364, free counseling, legal and financial advice) or view <http://www.foh4you.com>
 - Workplace Violence Prevention
 - **Position Description:** Read.

- Telework:** If appropriate sign-up for Telework. Talk to your AO or manager if you qualify. [Click here](#) for details.1

- Training and Development:** <https://ingipsa.gipsa.usda.gov/training.aspx> . Scroll to the left column under Employee Resources go to Training and visit:
 - AgLearn at: www.aglearn.usda.gov
 - Individual Development Plan. Guide is at the bottom of the GIPSA Training webpage
 - Talk with your Administrative Officer if you need to pay for training from a vendor (SF-182)

 - **Employee Relations:** http://www.aphis.usda.gov/mrpbs/hr/hrd_er_aphis.shtml. Review: 1) Probationary Period, 2) Sexual Harassment, 3) Personal Business: Calls, email, mail etc GIPSA Directives 31403, 3140.4

- Job Description, Classification, and Performance Evaluation:**
http://inside.aphis.usda.gov/mrpbs/performance_management/toolkit_performance_plan.shtml
In right column of this web page click on the following listed sites or hold control key down and click:
[Performance Plan Establishment](#) ; [Mid-Year Progress Review](#) ; [Performance Discussion Guide](#) ; & [End of Performance Cycle Rating](#)

- Tour of Building/Facilities:** Provide Map, Building Maintenance Information and List of Contacts

- FGIS Video:** View “Harvest to Harbor” Federal Grain Inspection Service employees or talk with your Administrative Officer about related programs.

Supervisor:	Employee:
Date:	Date: