

New Employee Orientation: Grain Inspection Packers and Stockyards Administration (GIPSA)

Welcome!

Where are you? As a new employee at GIPSA you are joining an agency of approximately 700 other employees nationally that work throughout the US. The agency is located in the US Department of Agriculture (USDA) under the Marketing and Regulatory Programs (MRP) mission area along with two sister agencies, the Agricultural Marketing Service (AMS) and the Animal and Plant Health Inspection Service (APHIS). GIPSA has two program areas, the Federal Grain Inspection Service and the Packers and Stockyards Administration, whose purpose is ensuring a productive and competitive marketplace for U.S. agricultural products.

New Employee Orientation: New employee Orientation is to help you better function within your job, agency and department as a whole. In orientation, you will become familiar with the requirements of your new job, your immediate organization, and the work of the GIPSA and Department of Agriculture.

Objectives: The objectives 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.

What follows is the New Employee Orientation Check List 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.

Certification is Required: Certification is documented by checking the appropriate boxes on the check list outline which needs to be signed and dated by the employee and supervisor. The check list is put into the employee's subsidiary personnel file. Your local AgLearn Administrator will be able to document completion in AgLearn as a course item titled the [New Employee Checklist](#) or ID # [GIPSA-NEWEMPLOYEE](#).

Supervisors and Guides: The supervisor is responsible for ensuring that the material on the outline is read, completed with certified signature by each new permanent part-time and full-time employee and, as appropriate, to intermittent employees. 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

Questions: Address subject matter questions to the subject matter experts in GIPSA. For additional assistance, contact the training office.

The GIPSA's Training Staff is responsible for developing and providing the outline of material covered during new employee orientation. Please contact Caroline Thorpe at 202-690-2332 or email at caroline.c.thorpe@usda.gov with your comments or questions.

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

Instructions: At the top of the site is a series of tabs or click on the items listed below

A. FIRST DAY

- | | |
|--|--|
| <input type="checkbox"/> On Your First Day | Review and complete all forms as appropriate. Important , coordinate photo identification with following form--Request for USDA Identification (ID) |
|--|--|

B. DURING YOUR FIRST MONTH

- | | |
|--|--|
| <input type="checkbox"/> During Your First Month | Read all statements and safety information. |
| <input type="checkbox"/> Acronyms | Review Acronyms |
| <input type="checkbox"/> Employee Benefits | Review and enroll as appropriate. For GIPSA specific information, please contact your administrative officer. Review Eligibility Charts (PDF) and Employee Benefits (PDF) for explanations click on Overview of Employee Benefits . |
| <input type="checkbox"/> Resources | Review Resources |

PART II: GIPSA

- Bargaining Unit:** If appropriate complete.
- Computer Security Awareness & Privacy Basics: Constitution Training:** Consult with your local IT specialist or administrative officer. Completed, **attach copy of completion certificate(s)**. The course is on www.aglearn.usda.gov.
- User IT Responsibilities:** All new users must be aware of the IT responsibilities such as password set up and contacts located at: <http://ingipsa/Business-Support/Information-Technology.aspx>. Please review site.
- EEO & Civil Rights:** <http://ingipsa/Employee-Resources/EEO-CR.aspx> . Review:
 - Alternative Dispute Resolution
 - Special Emphasis Program Managers
 - Sexual Harassment Policy -- review -- <http://archive.gipsa.usda.gov/aboutus/cr-policy.pdf>
- Ethics:** <http://ingipsa/Employee-Resources/Ethics.aspx>. Review.
- View Pay, Leave, and Travel:** www.opm.gov/html/topics.htm or <http://ingipsa/Employee-Resources/Pay---Leave.aspx>
 - Time and Attendance
 - Types of Leave <http://www.opm.gov/oca/leave/html/factindx.asp> Family Friendly (FEFFLA), Family Medical (FMLA), Annual, Sick, Military.
- Organizational Structure: Familiarize yourself with it. This is includes:**
 - Chart <http://archive.gipsa.usda.gov/rdd/gipsa-org.pdf>
 - GIPSA strategic plan, and Vision <http://ingipsa/Planning---Performance/Planning.aspx>
 - Personnel Directories <http://ingipsa/directories.aspx>
- Position Description:** Read.

- Safety and Wellness: Review.** <http://ingipsa/Business-Support/Workplace-Safety.aspx>
 - Reference Material and Directives
 - Employee Assistance Program <http://www.foh4you.com>
 - Workplace Violence Prevention

- Training and Development- Review:** <http://ingipsa/Employee-Resources/Training.aspx>
 - AgLearn - www.aglearn.usda.gov
 - Individual Development Plan and Guide
 - Steer your Career and Individual Development Plans (DOCUMENT)
 - Administrative Guidance-Payment of Training Costs (SF-182 Form)

- **Employee Relations:** <http://www.aphis.usda.gov/mrpbs/hr/>. In the right column
 - Probationary Period
 - **Directive 4070-735-001**—Employee Responsibilities and Conduct
 - Under 16. B. of Directive 4070-735-001, review 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 below:
 - [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

- Questions and Answers**

- Video:** “Harvest to Harbor” Federal Grain Inspection Service employees. Please talk to your administrative officer.

Supervisor:	Employee:
Date:	Date: