

USCS New Employee Orientation (SAID: 80000)

“Please contact your Command training POC to reserve a seat”

DATE/TIME:	Regional Training Schedule/English General Course: https://www.cnic.navy.mil/regions/cnrj/om/workforce_development/general_courses.html
COST:	None
DESCRIPTION:	This is an orientation for the newly entered U.S. civilian service employees upon accession to fill the following subject area; includes civilian personnel matters (with an emphasis on oversea employment), Position Classification, Employment /Staffing, Payroll, Employee Relations, EEO, Safety, Ethics/Standards of Conduct, Operations Security, Information for Pay Patients and Employee Development.
ELIGIBILITY:	<u>New employees just entered civilian service</u> , or recommended current civilians with new overseas appointment and Military supervisors of civilians.
ENROLLMENT	Minimum: 10 Maximum: 36
TRAINERS:	CFAY, RLSO, CNRJ, USNH, HRO, WD staff
LOCATION:	Bldg A-20 2F, CNRJ WD Classroom
POC:	Commander Navy Region Japan, Workforce Development (N15)
NOMINATION PROCEDURES:	<u>Please contact your training POC to CNRJ WD to reserve a seat.</u> To confirm your seat, you MUST submit a <u>completed SF-182 form</u> through your command training POC to CNRJ WD NLT the nomination deadline date above. Emailto: rwd-student-services@fe.navy.mil or call DSN 243-7079.
NOTE:	<ul style="list-style-type: none"> • No Parking No Smoking Bldg A-20