

New Employee Orientation In-Processing Schedule/Timeline 2019

Time 0830-1500	NEO Agenda	Presenter
0830-0835 (5 min)	Administrative Announcements State ID Forms Collection of documents	COL Soares Human Resources Officer
0835-0905 (30 min)	Welcome HING 1-on-1 brief	COL Soares Human Resources Officer
0905-0945 (40 min)	Employee Benefits	Ms. Quiambao Employee Benefits Specialist
0945-1000 (15min)	OWCP	CMSgt Orr Benefits Supervisor/ Air AGR
1000-1010 (10 min)	Break	
1010-1040(30 min)	My Biz/ e-OPF	Mr. Masaki Information Systems
1040-1110 (30 min)	Classification	Mr. Tokunaga Classifier
1110-1130 (20 min)	Staffing	Ms. Pasion Staffing Specialist
1130-1200 (30 min)	Training and Development	Mr. Mariano Human Resources Development Specialist
1200-1300 (1 hr)	Lunch	
1300-1330 (30 min)	Labor Relations/Union	Mr. Yim Labor Relations Specialist
1330-1350 (20 min)	Equal Employment	Mr. Yim Labor Relations Specialist
1350-1400 (10 min)	Break	
1400-1420 (20 min)	Out brief/ Questions/ Comments	HRO Staff
1420-1435 (15 min)	Short Survey	HRO Staff
1435-1450 (15 min)	Appointment Affidavit	CMSgt Orr Benefits Supervisor/ Air AGR