New Hire Orientation

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Updated as of 01/10/2018
Agenda

• Background
• What’s covered?
• Looking Ahead
• What can you do to help?
Background

- New hire orientation used to be handled once a year at the “Annual Intern Conference”
- Events slowly morphed from new employee events, to CAPSTONE events for NADP’s preparing to graduate
- After 2011 the process to plan and execute a large event became more difficult, requiring OSD cost estimates and DON/AA level approval of the event.
  - 2016 was the last large event
- 2017 saw some smaller events hosted at the Navy Yard, Patuxent River, Quantico, etc.
Background
What’s Covered?

• Early 2018 we decided to take the show on the road and plan events for new hires at various fleet locations

• Target audience – 30-90 days in the program, NLT 180 days onboard

• Topics covered include:
  o HRO brief provided by local HR shop
  o Training requests/Open Season
  o Development Plans
  o eDACM/DAWIA
  o DTS/Travel
  o Promotions
  o Administrative Processes
Looking Ahead

- May 2018 – Patuxent River 77 employees – tours of facilities on the Naval Air Station
- July 2018 – Silverdale, WA – 61 employees – tours of Trident Training Facility, SSBN, and CVN
- Sep 2018 – Groton Sub Base – final stages of planning
- Nov 2018 – NB Norfolk – planning
- Dec 2018 – NAS Jacksonville – planning

Two-year schedule being developed
Looking Ahead

Tours
What can you do to help?

- Get employee set up in DTS as soon as possible
- Have them apply for the GTCC immediately
- When the invite goes out, help your employee make their plans, this will be the first time traveling/using DTS for most all
What can you do to help?

• Host an event!
  • *Meeting space* – seats for about 70-80, projection capability, internet preferred
  • *Tours & Transportation* – Long pole in the tent for orientations
  • *HR Brief* – local HR shop “experts” provides benefits and other information
Questions?

UNDERSTAND YOU DO NOT?

ASK QUESTIONS YOU SHOULD.