



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5300.1

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NAVY MEDICINE EAST INSTRUCTION 5300.1

Subj: COMMAND ORIENTATION

Encl: (1) Orientation Program Questionnaire

1. Purpose. To welcome new employees, both military and civilian, to Navy Medicine East, to acquaint them with the command, to give them an accurate picture of their work, and to explain how that work contributes to the command mission.

2. Cancellation. HLTHCARESUPPONORINST 5300.1A

3. Discussion. Every supervisor has high hopes for a new employee. To have those hopes fulfilled and to acquaint a new employee to the command's culture and shared vision, a successful introduction to the command and to the employee's department is essential. Our focus is to have a very positive first impression - an effective orientation resulting in an enthusiastic employee.

4. Action

a. The Administrative Support Department will provide the new member with:

(1) A welcome aboard folder containing informational material, paperwork to be completed (including a copy of enclosure (1)), and a check-in sheet.

(2) A command organizational chart and a command telephone directory.

(3) Information for activating voice mail as well as parking regulations for the Naval Medical Center campus.

b. The Supervisor will provide the new member with:

(1) A copy of the command's Mission/Vision Statement and Strategic Goals.

(2) An overview of his/her department's mission, staff members, general physical layout, and member's assigned work

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space. Discuss how the department's mission contributes to the command's Mission/Vision Statement. Describe your own goals for the department and for the new employee.

(3) A more seasoned departmental member to act as the new employee's mentor.

(4) If the new employee is a civilian, a copy of the job's position description and standards. The standards will be set, and both the supervisor and new employee will sign the standards. If the new employee is military, job expectations will be discussed.

(5) An explanation of hours of work including annual and sick leave, special liberty, and sick-in-quarters. Procedures in case of a natural disaster (e.g., hurricane, snowstorm, etc.) will be explained.

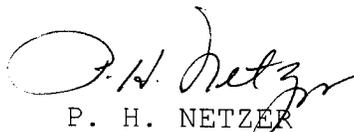
(6) Procedures for requesting travel/training and how to obtain any needed supplies.

(7) An explanation of lunchtime hours and command's wellness program. The location of snack machines the gym plus various local eating establishments will be described.

(8) His/her phone number and extension, as well as e-mail address.

(9) A tour of the command and introduction to the staff.

c. The Resource Management Directorate will provide a travel card application or transfer of existing travel card account to this command.



P. H. NETZER
Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1)
List A

ORIENTATION PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Orientation Program. We ask that you complete this questionnaire based on your experiences here at our command. **Upon completion, please return the questionnaire to the Administrative Support Officer.**

Name: _____

| Question | Yes | No | N/A |
|---|-----|----|-----|
| Were you given a folder containing informational material, a command organizational chart, and a command telephone directory? | | | |
| Were you provided with information for activating your voice mail and the parking instructions for the Naval Medical Center campus? | | | |
| Were you provided with a travel card application, if applicable? | | | |
| Did you receive a copy of the command's mission/vision and strategic goals? | | | |
| Were you given an overview of your department's mission, departmental staff members, and general departmental layout? | | | |
| Were you assigned a mentor? | | | |
| If civilian, were you given a copy of your position description and were your job standards set? | | | |
| If military, did your supervisor discuss job expectations with you? | | | |
| Were hours of work explained? | | | |
| Were procedures for requesting travel/training and how to obtain supplies explained? | | | |
| Did you receive your command phone number, extension, and e-mail address? | | | |

Thank you for taking the time to complete this questionnaire. If you have suggestions for improvements to our orientation program, just jot them on the back of this sheet.