



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

NOV 9 2012

IMDR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #12-09, Garrison Orientation for New Employees (ONE)

1. References:
 - a. AR 350-1, Army Training and Leader Development, 18 December 2009.
 - b. IMCOM Reg 350-1, IMCOM Training and Leader Development, 1 June 2010.
 - c. IMA Pam 600-2, Orientation for New Employees (ONE), 8 September 2005.
2. Purpose. This memorandum provides procedures for implementation of Installation Management Command's (IMCOM) ONE program. The ONE program was developed to in-process new employees to IMCOM organizations, to ensure standardization throughout garrisons, and to reduce time to complete mandated training.
3. Applicability. This policy applies to all personnel involved with in-processing new (first time assigned to the Fort Drum garrison) appropriated fund garrison civilian employees. Non-appropriated fund employees will continue in-processing under their current standing operating procedures.
4. Responsibilities:
 - a. Directorate of Human Resources (DHR):
 - (1) Workforce Development Division (WDD):
 - (a) Implement and evaluate the IMCOM ONE program for the garrison commander.
 - (b) Evaluate, coordinate, and implement revisions to improve employee in-processing and the Garrison ONE program policy and information.
 - (c) Track progress of civilians being in-processed.
 - (d) Report non-compliance to the garrison commander.

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(e) Schedule monthly Garrison ONE and provide dates and locations to the Civilian Personnel Advisory Center (CPAC).

(f) Coordinate with garrison commander's office, DHR, Directorate of Family and Morale, Welfare and Recreation (DFMWR), and Equal Employment Opportunity Office for instructors/presenters for the monthly garrison orientation

(g) Provide presenter for monthly garrison orientation.

(h) Coordinate with CPAC to provide the Fort Drum Garrison ONE In-Processing Checklist (Encl 1) to new appropriated fund garrison employees at CPAC's bi-monthly in-processing at Clark Hall. This checklist includes the date the employee is scheduled to attend the monthly Garrison ONE and quarterly mandatory training at the Multi-Purpose Auditorium.

(2) Employee Assistance Program. Provide instructor for monthly Garrison ONE.

b. Directorate of Family and Morale, Welfare and Recreation:

(1) Provide DFMWR welcome packets to WDD, as needed.

(2) Provide presenter for monthly Garrison ONE.

c. Equal Employment Opportunity. Provide instructor for monthly Garrison ONE.

d. Civilian Personnel Advisory Center:

(1) Provide Fort Drum Garrison ONE In-Processing Checklist to new garrison employees at CPAC's bi-monthly in-processing at Clark Hall.

(2) Provide names of new garrison employees and assigned organization to WDD.

(3) Administer the Oath of Office, provide required personnel in-processing, and direct new employees to Occupational Health for establishment of baseline medical records.

e. Garrison Directors/Chiefs:

(1) Ensure adherence to procedures and responsibilities in this policy within their respective organization.

(2) Ensure all supervisors use Fort Drum Garrison ONE In-Processing Checklist.

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f Supervisors:

(1) Assign a sponsor to assist the new employee prior to and during the orientation phase.

(2) Prepare, for the division chief's signature, a welcome letter (sample at Encl 2) that identifies the sponsor. The letter should be mailed through official mail as soon as the new employee accepts the final job offer from CPAC.

(3) Review all items on the Fort Drum Garrison ONE In-Processing Checklist with employee.

(4) Return a copy of the Fort Drum Garrison ONE In-Processing Checklist, with employee's and supervisor's signatures, to DHR's WDD.

(5) Allow new employee time for the following actions:

(a) Obtain Common Access Card (CAC) during first week of employment.

(b) Register for benefits during first week of employment.

(c) Complete mandatory on-line training requirements.

(d) Attend Garrison ONE and mandatory training as scheduled on the Fort Drum Garrison ONE In-Processing Checklist.

5. Point of contact is for this policy memorandum is Ms. Melissa Haapala, Chief, WDD, DHR, 772-5226.

- 2 Encls
- 1-2. as
- 3. Mandatory Trng Inst
- 4. ONE and Mandatory Trng Sch


GARY A. ROSENBERG
Colonel, SF
Garrison Commander

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