



U.S. COAST GUARD



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NEW CIVILIAN ORIENTATION PROGRAM

I recently signed COMDTINST 12140.12, Coast Guard Civilian Orientation Training, establishing a new Civilian Orientation Program which ensures every new civilian employee receives orientation training. Employees who do not attend the resident course in New London, Connecticut now have access to that training through the Coast Guard eLearning Program. The Civilian Orientation course is now available on CDROM, or through the Coast Guard's eLearning Internet portal at <http://learning.uscg.mil>. I ask that you give this new program your strongest support and ensure the widest dissemination of this information.

Civilian Orientation eLearning provides a centrally managed orientation to every new civilian hire. Prior to this new training, only 10% of new hires received centrally managed orientation training. Civilian employees in the Coast Guard have distinct challenges compared to their counterparts in non-military federal agencies. In addition to learning our business processes, roles, and missions, new civilian employees need to learn germane facts and relevant protocol associated with the military in order to work effectively. New employee orientation is an important part of the acclimation process because it provides an opportunity to network and learn important aspects of our organization. Upon completion of this training, new employees will be able to locate and use our many job automation programs such as UTS, Employee Express, Direct Access, CG Central, and Message traffic; be familiar with our military ranks and ratings system; understand our roles, missions and organizational structure; recognize our many vessel and aircraft assets; know how and where to find information on Civilian Personnel policy and the new MAXHR system; be aware of our culture and history . . . and more.

The program's procedures are fairly simple. Employees should be given five (5) hours during their normal workday to complete the training within the first 30 days of employment. You can offer the employee the option of taking the training at a location other than the job site. Distribution of the CDROM began 13 June 2005, and each new hire will receive the program during in-processing by the servicing Command Staff Advisor (CSA) or Human Resource Specialist. Supervisors are to ensure employees complete the training. As part of the orientation process, local commands are highly encouraged to support new employees in visiting an operational unit within their local area of responsibility so that they can see first hand the units and missions they support. Commandant (CG-133) will use an on-line evaluation survey to follow-up with employees within six months of being hired to determine how well this program was received.

Employees who did not receive an orientation when they were hired or who would simply like to review this invaluable information can do so at <http://learning.uscg.mil>.

Regards,

RADM Kenneth F. Venuto
Ken Venuto

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