



# U.S. COAST GUARD



## Homeland Security

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#### CIVILIAN ORIENTATION PROGRAM

An effective employee orientation program helps integrate recently hired civilians and assists with retention, motivation, and job satisfaction by more quickly enabling each new individual to become contributing members of the work team. The Coast Guard significantly improved our accessions process ten months ago with a new Civilian Orientation CDROM. Feedback indicates it is an excellent and very useful tool. I want to thank those units, supervisors and employees who ensure their new hires have the time and access to complete the CDROM.

Many of you have expanded the basic program to include visits to operational units. This additional – and early - familiarization is invaluable to understanding our Service. I urge all commands to partner within your region to afford your employees such an opportunity. It allows them to meet the people they will support while gaining a first-hand look at Coast Guard missions, and reinforces the CDROM's introductory information.

You will find all necessary guidance in COMDTINST 12410.12, Coast Guard Civilian Orientation Training. Just to re-cap, our policy requires us to provide every new civilian employee with basic orientation. The process is simple and straightforward. The Command Staff Advisor (CSA) or Human Resources (HR) Specialist gives a copy of the CDROM to the employee during in-processing. If the employee does not receive a copy, the supervisor should contact the CSA or HR specialist to obtain the CDROM or direct the employee to the e-Learning Internet portal <http://learning.uscg.mil/civorientation>. (Please don't overlook employees without a dedicated standard workstation – a survey revealed that employees without an e-mail address were often not given the training CDROM.)

Clearly, supervisors have a key role. It's up to the supervisor to ensure their employee completes the CDROM's five-hour orientation during work hours and within the first 30-days of reporting. I strongly encourage you to arrange visits to operational units within the next 30-days. During the recent Diversity Advisory Council out brief with the Commandant, Admiral Collins noted "...one of the best ways to orient our new employees is to let them see the Coast Guard in action." This might include underway time on cutters and boats or flight time with air station crews. One District Commander has gone so far as to ask new employees to accompany him on unit visits. And of course, supervisors continue to be responsible for providing unit and/or job-specific orientation and training throughout the first few months (the recently updated Individual Development Plan is another useful tool, see COMDTINST 5357.1A.)

Whether you are a new employee who was missed, or the most seasoned, I encourage you to check out the guidance and useful training contained in the references above.

Regards,

*RADM Kenneth T. Venuto*  
Ken Venuto

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