

New Employee Orientation –Day One
Agenda for July 27, 2015
32nd Iteration

Agenda

Topic	Presenter	Times
Welcome		
▪ Opening Remarks/Introductions	Mr. Clifton Coates	8:00am – 8:25am
▪ “US” Sessions		
▪ Mission, Vision, Values, ICARE videos	Mr. Clifton Coates VALU	8:25am – 8:50am
▪ Swearing-In Ceremony	TBD	8:50am – 9:00am
▪ BREAK		9:00am – 9:10am
▪ VHA Organization and Administration Presentation	Ila A. Flannigan Office of the VHA Chief of Staff	9:10am – 9:25am
▪ VBA Organization and Administration Presentation	E. Maquel Marshall & Team Program Analyst – Military & Veteran Outreach Services Benefits Assistance Service	9:25am – 9:40am
▪ NCA Organization and Administration Presentation	Richelle Taylor Public Affairs Specialist NCA	9:40am – 9:55am
▪ VACO Organization and Administration Presentation	Mr. Clifton Coates VALU	9:55am – 10:10am
▪ Center for Women Veterans	Dr. Betty Moseley Brown Associate Director Center for Women Veterans	10:10am – 10:25am
▪ Veteran Guest Speaker	Mr. David Austin Education Program Specialist – VA Learning University	10:25am – 10:40am
▪ Why we work at VA Video & Discussion	Ms. Rosye Cloud (Via Video) Mr. Clifton Coates VALU	10:40am – 11:00am
▪ BREAK		11:00am – 11:10am
▪ “YOU” sessions		
▪ Electronic Questionnaire for Investigations Processing (e-QIP) Process	Mr. John Lewis/AI Robinson Security Specialist	11:10am – 11:30am
▪ Personal Identification Verification (PIV) Cards	Mr. George Colón Office of Security and Preparedness	11:30am – 11:50am



▪ AFGE Local 17-Union Presentation	Mr. William A. Preston President AFGE Local 17	11:50am – 12:10pm
▪ HR Best Practices & Paperwork Pre-Work	Ms. Terresa Love COHRS	12:10pm – 12:25pm
▪ Administrative Remarks	Mr. Clifton Coates VALU	12:25pm– 12:30pm
LUNCH ON YOUR OWN (RETURN 1:00PM)		

Topic	Presenter	Times
▪ HR Workshop	Ms. Terresa Love COHRS	1:00pm – 1:30pm
▪ Benefits	TBD	1:30pm – 2:30pm
▪ VA Extra Benefits	Participants: Benefits (Dental, FERS, etc.) COHRS Canteen Services DVA Federal Credit Union MyCareer@VA The VACO Library Other sponsors	2:30pm – 3:45pm
Closing		
▪ Supervisor Contact (Optional)	Office Sponsors pick up employees	3:45pm – TBD



New Employee Orientation –Day Two
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Topic	Presenter	Times
Welcome		
▪ Opening Remarks	Mr. Clifton Coates VALU	7:55am – 8:00am
▪ Information Security Awareness	Mr. Stephan Chan Information Security Officer	8:00am – 8:55am
▪ BREAK		8:55am 9:05am
▪ VACO Office of Property Accountability and Responsibility	Ms. Shellece Hankerson Property Management Division	9:05am- 9:25am
▪ Freedom of Information Act (FOIA), Privacy and Identity Safety Awareness	Ms. Laurie Karnay VA FOIA Service Ms. Lori Russell VA Privacy Service Dr. Amy L. Rose Identity Safety Service	9:25am 10:05am
▪ BREAK		10:05am – 10:10am
▪ Personal Safety and Security	Mr. Odie Butler Criminal Investigator	10:10am – 10:40am
▪ Emergency Preparedness ▪ Safety and Occupational Health	Mr. Kevin Fowlkes Emergency Preparer Occupational Safety & Health Manager	10:40am – 11:00am – 11:20am
▪ BREAK		11:20am – 11:30am
▪ Insider Threat Training	Mr. Richard Canady Operations and National Security Service	11:30am – 12:00pm
LUNCH ON YOUR OWN (RETURN 12:45PM)		



Topic	Presenter	Times
▪ LUNCH	Lunch continue	12:45pm – 1:00pm
▪ EEO, Diversity and Inclusion Policies	Mr. Lester Stephens Office of Diversity and Inclusion	1:00pm – 1:40pm
▪ BREAK		1:40pm – 1:45pm
▪ VESO	Dennis May Deputy Director VECS	1:45pm – 2:00pm
▪ Lean Six Sigma Presentation	Xavier Woods	2:00pm – 2:30pm
Employee Assistance Program (EAP)	Aaron Jones	2:30pm – 2:45pm
▪ Q & A Discussions ▪ Closing Remarks	Mr. Clifton Coates VALU	2:30pm – 2:45pm

