

**Social Security Administration**

**Office of Central Operations (OCO)**

**New Employee Orientation Agenda**

**Woodlawn Office Complex (WOC)**

**Room 109**

**April 20, 2015**

**Day 1**

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|  |  |  |
| 8:00am – 8:30am | **Welcome/Sign-In**  Housekeeping / Blue folders  Center for Human Resources **(CHR)** | Colleen Wright **(CHR)**  Tonya Pledger **(CHR)**  Connie Caceres **(CHR)**  Lizzie Johnson **(CHR)**  Juanita Carter **(CHR)**  Cathleen Jones**( EBPB)** |
| 8:30am – 12:00 pm | Credentialing & Badging  Suitability Forms Processing  Labor and Employee Relations Branch **(LERB)** | **Parking Office**  SUITABILITY TEAM  **(LERB)** |
| 12:00pm–12:30pm | AFGE Local 1923 | Barbara Flynn |
| 12:30pm– 1:30 pm | **LUNCH** |  |
| 2:00 pm-3:00pm | Payroll  Time and Leave  Transit Subsidy Program  Telework | Tanisha Payne  Program Expert  Employee Benefits & Payroll Branch **(EBPB)** |
| 3:00-pm-4:15pm | EEO Policies, Sexual Harassment Training Advisory Councils  Civil Rights & Equal Opportunity Staff **(CREO)** | Phyllis Branch-McCoy  Kaleb Sipes  EEO Specialists |
| 4:15pm-4:30pm | Questions/ Dismissal | **CHR STAFF** |



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**April 21, 2015**

**Day 2**

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| 8:00am – 8:15am | **Welcome/Sign-In** | Colleen Wright **(CHR)**  Tonya Pledger **(CHR)**  Connie Caceres **(CHR)**  Lizzie Johnson **(CHR)**  Cathleen Jones **(EBPB)** |
| 8:15am – 9:15am | Ethics and Standards of Conduct  Office of the General Council  **(OGC)** | Julie Burger  Ethics Attorney |
| 9:15am - 9:45am | Employee Assistance Program  **(EAP)** | Marina Gethers  Human Resources Specialist **(EAP)** |
| 9:45am-10:15am | Constitution Training  Identity Protection Program  No Fear Act | **CHR Staff** |
| 10:15am-10:30am | **BREAK** |  |
| 10:30am- 11:30am | Systems Security  Center for Security & Integrity **(CSI)** | Calvin Robertson  Chrystal Samons  Security Specialist |
| 11:30am -12:00pm | Email Policies  Center for Information Technology **(CIT)** | John Kinsley, Jr  Arnetta Robinson  IT Specialist |
| 11:30am – 12:30pm | **Lunch** |  |
| 12:30pm-4:00pm | Health Benefits/Onboarding Forms  **Break will be given during session** | Roland Cameau  Stephanie Leuchtman  Employee Benefits & Payroll Branch **(EBPB)** |
| 4:00pm-4:30pm | Questions/Oath of Office Dismissal | **CHR STAFF** |



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**April 22, 2014**

**Day 3**

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| 8:00am – 8:15am | **Welcome/Sign-In** | Colleen Wright **(CHR)**  Tonya Pledger **(CHR)**  Connie Caceres **(CHR)**  Lizzie Johnson **(CHR)**  Juanita Carter **(CHR)**  Cathleen Jones **(EBPB)** |
| 8:15am – 9:30am | Occupant Emergency Plan  **(OEP)** | Michael Lee & Rick Lewis  Security Specialist  Center for Security and Integrity **(CSI)** |
| 9:30am – 9:45am | **BREAK** |  |
| 9:45am – 11:15am | Security Plus Credit Union | Lynne Talon  **Business Development Officer** |
| 11:15am – 12:15pm | LUNCH |  |
| 12:15pm -12:45pm | Health and Wellness | Rosanna Delficio  Fitness Center Specialist |
| 12:45pm - 1:30pm | Veterans Programs | Ed Jackson  National Veterans Outreach Coordinator |
| 1:30pm – 1:45pm | **BREAK** |  |
| 1:45pm – 4:00pm | Employee Benefits – FERS,  FEGLI, TSP, eOPF/On-Boarding, Creating SSA Account | Stephanie Comissiong  Program Expert  Employee Benefits &Payroll Branch **(EBPB)** |
| 4:00pm – 4:30pm | Meet with Management/Dismissal | **CHR STAFF** |