

**FACILITATOR CHECKLIST for NEW EMPLOYEE ORIENTATION FORMS** revised 03/03/2010 This page has been set up as a checklist for the Administrative facilitator or Supervisor who will be guiding the new employee through the New Employee Orientation: [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/index.shtml](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/index.shtml).

**To Do - Checklist First day of Employment**

Employee completes all forms as required: [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/firstday.shtml](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/firstday.shtml).  
HINT: It may be helpful for you to print this document, so that you have the same instructions the employee used: [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/downloads/FIRST\\_DAY\\_FORMS.pdf](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/downloads/FIRST_DAY_FORMS.pdf).  
When you collect the forms from the employee on the first day, review all of them for completeness. The following forms require YOU to complete a portion:  
SF-61, Appointment Affidavit. [http://www.opm.gov/forms/pdf\\_fill/SF61.pdf](http://www.opm.gov/forms/pdf_fill/SF61.pdf). After you administer the Oath of Office, ask the employee to sign this form, and you complete the rest as the Officer.  
I-9, Employment Eligibility Verification. <http://www.aphis.usda.gov/library/forms/pdf/I9.pdf>. Verify the identity documents and complete the Employer information.  
Instructions for AD-1197: <http://www.aphis.usda.gov/library/forms/pdf/ad1197instr.pdf>.  
AD-1197, Request for USDA ID Badge: <http://www.aphis.usda.gov/library/forms/pdf/ad1197.pdf>. Verify the identity documents, complete the identity and sponsor information, and make a copy of the identity documents (one MUST be a photo ID). If a provisional badge is required, make an additional copy of this document and the identity documents, and give the copy to your Agency's designated official.  
Fingerprint the employee, or give the employee 2 SF-87 Fingerprint cards with instructions on where to go to be fingerprinted, and to return the cards to you this week.  
HRO 1197: <http://www.aphis.usda.gov/library/forms/pdf/ad1197instr.pdf>. Complete this form. The HRO 1197 and accompanying forms must be mailed to HRO Minneapolis no later than the third day of employment. Timely receipt of these forms is required for employment suitability and background investigation checks.  
HRO 444c: <http://www.aphis.usda.gov/library/forms/pdf/ad1197instr.pdf>. Complete this form. The HRO 444c and all accompanying forms must be mailed to HRO Minneapolis no later than the third day of employment. Click here for your Servicing Processing Associate (PDF; 10Kb).

**Employee Benefits Checklist**

If the employee is **eligible for benefits** (PDF; 27Kb), the employee should continue the orientation at [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/benefits.shtml](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/benefits.shtml).  
HINT: It may be helpful for you to print this document so that you have the same instructions the employee used. Please be aware of the deadlines for enrollment: [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/downloads/Employee\\_Benefits.pdf](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/downloads/Employee_Benefits.pdf).  
Use the HRO 444d to send benefits forms to Minneapolis HRO: <http://www.aphis.usda.gov/library/forms/pdf/hro444d.pdf>. If a form is **not** listed on this transmittal, do **not** send it to HRO. If the employee chooses to submit Designation of Beneficiary forms, mail the forms to the receiving offices as each form indicates. Do NOT automatically send all designations to Minneapolis HRO.  
Contact the servicing **Benefits Specialist** if there are any questions on employee benefits.

**First month of Employment**

Employee should be given the opportunity to review this information: [http://www.aphis.usda.gov/mrpbs/publications/new\\_employee\\_orientation/firstmonth.shtml](http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/firstmonth.shtml).

**Agricultural Marketing Service (AMS) Supervisors only:**

In addition to the above, **Agricultural Marketing Service supervisors** must follow **AMS Directive 4410.1** – New Employee Orientation at <http://www.ams.usda.gov/AMSV1.0/amsissuances> and complete the AMS Orientation Checklist, at <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5071350>.