



MG Robert M Joyce, Installation Management Academy School for Family and MWR

NAF Personnel Management: Recruitment, Readiness & Retention

Session 5 Participant Guide



Virtual Classroom Course

Onboarding – Keepting the Right People on the Bus

"You seldom improve quality by cutting costs, but can often cut costs by improving quality" Karl Albrecht

In Session 5 of the NAF Personnel Management virtual course learners identify the strengths in onboaridng, review onboarding models, and practice the process of establishing performance standards.

Session 5 Objectives

- Define onboarding & outline benefits
- Review three onboarding model; discuss merits and drawbacks
- Practice process of establishing performance standards

Pre-Session

- Read HO-005-PM (Getting onboard)
- Read HO-005-PM (Getting new hires)
- Review AR 215-3 Chapter 6: 6.1-6.5

In addition to the Participant Guide, have available the assigned document listed below:

- 1. HO-005-PM (John Hopkins)
- 2. HO-005-PM (Department of Personnel)
- 3. HO-005-PM (University of MN)
- 4. JA-002-PM(PDP-RecAssist-Sports-NF03

Defence Connect Online (DCO):

Your virtual classroom is located at https://sfmwr.acms.com/pm

Please login 15 minutes prior to the start of your session



OCONUS

For OCONUS there are several dialing options. You will need to test each option to determine which one is best for your location.

Option 1 – dial 94 866-748-1120

Option 2 - dial 94 517-623-2946

Option 3 – dial 517-623-2946 as if you are dialing a local commercial number

Option 4 – dial 809-463-3376, wait for a second dial tone, and then dial 1-866-748-1120

CONUS 866-748-1120 (No DSN for CONUS calling)

Participant Pass Code: 64104442#

AR 215-3 Chapter 6 (sections 6-1 through 6-5) review

1. True or false: The use of forms designed for appropriated fund employees is authorized for writing performance standards for NAF personnel?

Choose from the following for Q 2-5

- a) Employee
- b) First line supervisor
- c) Second line supervisor
- d) Servicing CPAC/NAF CPU

2. According to AR 215-3, who is responsible for developing Performance Standards?

3. Who is responsible for reviewing ratings and has final authority?

4. Who is responsible for administering the personnel performance evaluation program?

5. Who provides input into performance standards to ensure that the established standards are realistic in view of current assignments?

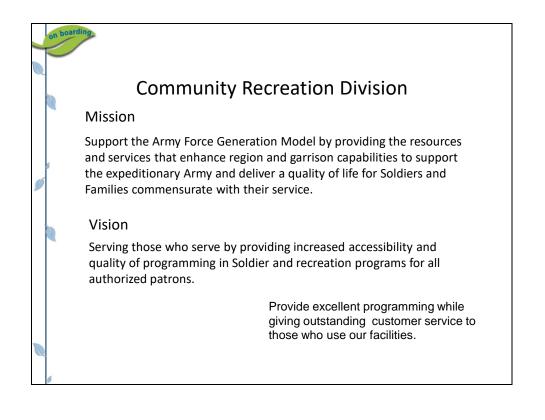
6. Which of the following could be considered aspects of performance in writing performance standards?

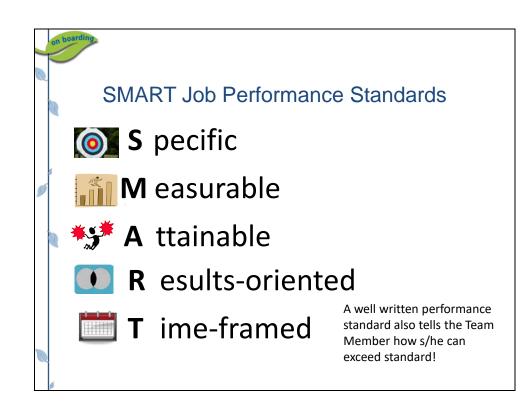
- a) Quality of finished work
- b) Timeliness
- c) Leadership and initiative
- d) Courtesy to the public
- e) All of the above

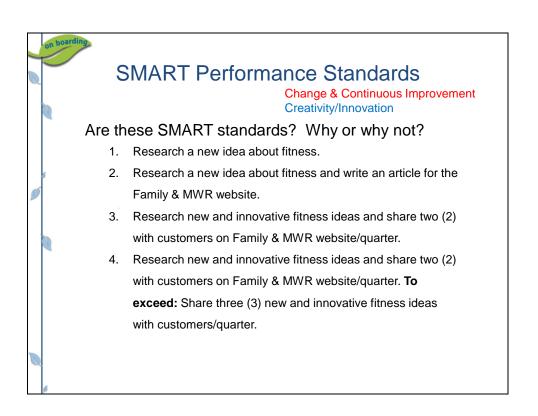
7. Performance evaluations will be used as a basis for which of the following in making decisions about an employee?

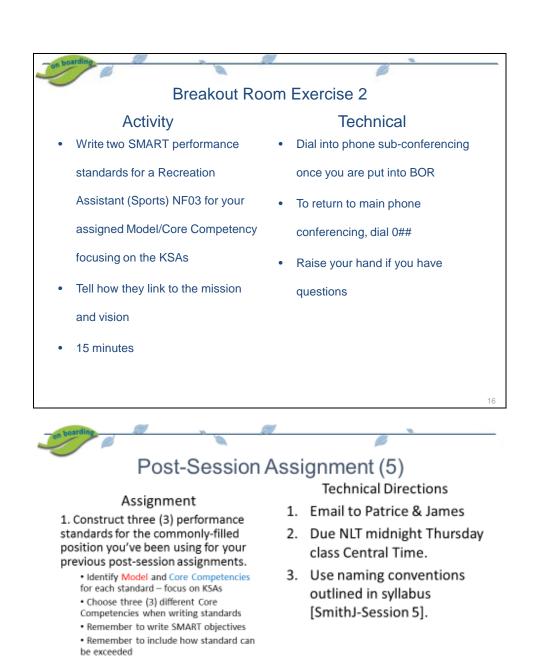
- a) Training
- b) Retention
- c) Promotion
- d) Reassignment
- e) Removal
- f) All of the above











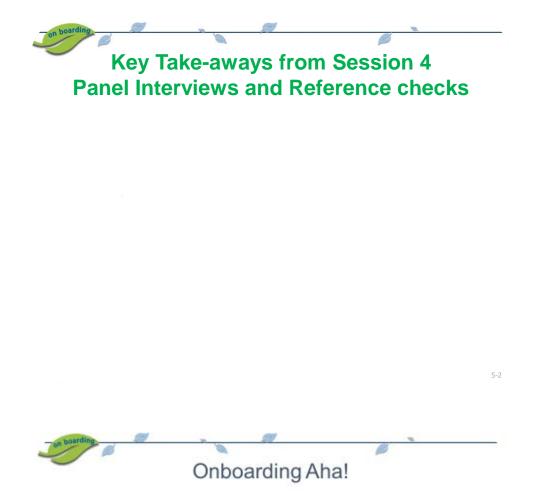
6

Include facility's/program's mission
Please review the syllabus for grading

See syllabus and Participant Guide for Session 6

rubric

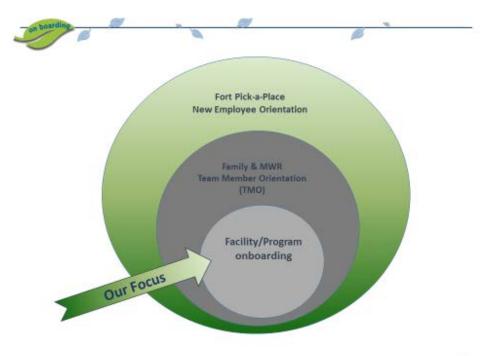
Pre-Session assignment(s).



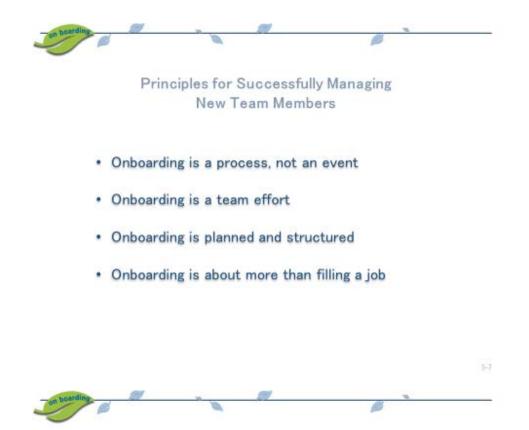
5-4



Partnership for Public Service. (2008). Getting On Board: A Model for Integrating and Engaging New Employees.



5.6



Performance Standards

Why is this an important part of onboarding?

5-11



Partnership for Public Service. (2008). Getting On Board: A Model for Integrating and Engaging New Employees.

5-12

Community Recreation Division

Mission

Support the Army Force Generation Model by providing the resources and services that enhance region and garrison capabilities to support the expeditionary Army and deliver a quality of life for Soldiers and Families commensurate with their service.

Vision

Serving those who serve by providing increased accessibility and quality of programming in Soldier and recreation programs for all authorized patrons.

Provide excellent programming while giving outstanding customer service to those who use our facilities.



Partnership for Public Service. (2008). Getting On Board: A Model for Integrating and Engaging New Employees. 5-14

