

## New Employee Orientation Schedule

### **Day One: Monday**

0800-0845: New Hire Paperwork

0845-0930: Welcome/Introductions-Arielle Hanson

0930-1030: MCCA Culture/Brand Rollout/MCCA-Arielle Hanson

1030-1045: Welcome from MCCA Director-Brent Norquist

1045-1100: Break

1100-1115: MCCA Structure/Table of Organization-Arielle Hanson

1115-1130: NEO Packet Content Review-Arielle Hanson

1130-1145: Wildlife Brief-Richard Osborne

1145-1230: Lunch

1230-1400: MCCA Structure Marine Corps Acculturation-Walter Edwards

1400-1415: Break

1415-1445: Cyber Awareness/PII/PCI-MIS Staff

1445-1530: Benefits (RFT/RPT only)

### **Day Two: Tuesday**

0800-0915: Customer Centricity-Erica Tuttle

0915-0920: Tips Training-Arielle Hanson

0920-0930: Payroll (PeopleSoft Account Set-up)-Arielle Hanson

0930-0945: Group Activity

0945-1000: Break

1000-1200: SAPR One Team, One Fight-Dilmira Liquori

1200-1300: Lunch

1300-1430: Annual Security: Anti-Terrorism/ Counter Espionage/OPSEC –Walt Edwards

1430-1445: Break

1445-1500: Training & Development Offerings, Learning Development Plans, &  
Performance Goal Setting-Arielle Hanson

1500-1530: Union Representative