

## **Attachment 3**

### **General Orientation Topics**

The following topics are of general interest to all new employees of the U.S. Nuclear Regulatory Commission (NRC) and do not specifically relate to the role of an inspector. This attachment provides this list as a convenience to ensure that each new inspector is familiar with key topics. This list is not all inclusive. Additional useful information is available in NRR Office Instruction ADM-503, "NRR New Employee Orientation and Training Guide." The Office of Human Resource may have additional information. Key topics include the following:

- employment (Management Directive 10.1)
- salary, leave, manpower reporting, work hours (Management Directive 10.4)
- new employee probationary period
- non-Senior Executive Service appraisal system (Management Directive 10.67)
- physical examinations and drug screening
- telephone use
- NRC motor vehicle operator standards (Management Directive 13.5)
- library services
- mail policy
- union membership
- word processing services
- filing systems, including the Nuclear Documents System (NUDOCS) and the Agencywide Documents Access and Management System (ADAMS)
- travel (Management Directive 14.1)
- individual development plans
- use of Government equipment for personal use
- use of Government credit card
- employee grievances

Revision History Sheet

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