

Congratulations and Welcome Aboard!

Your employer, the Staff of the Non-Public Funds, Canadian Forces (NPF) operates with a fundamental principle in mind:

The client is first.

Our clients are the members (regular, reserve or retired) of the Canadian Forces and their families as well as our colleagues of the Non-Public Funds. Our programs and services are designed to cultivate team spirit among Canadian Forces members and their families while fulfilling our mission.

Our mission

To enhance the morale and welfare of the military community, thus contributing to the operational readiness and effectiveness of the Canadian Forces.

Our motto: *Serving those who serve.*

We have over 6000 employees at 31 Wings, Bases and Units across Canada, within Europe and the United States of America working to provide services to Canadian Forces members and their families. Whether at work in a retail outlet, in a gym, at a mess, in a recreation center, in a financial office or at Headquarters, each one of us strives to provide top quality service and support.

As an organization, we believe in the importance of work life balance and wellness, which is why we offer various options related to health,

pension and leave benefits. Being a separate employer from the public service, we have considerable autonomy around our operations and our management decisions.

CANEX, our retail Division, offers many advantages and rebates, such as a no interest credit plan, a Club Xtra loyalty program and many other programs which you can learn about on the web site at cfpsa.com.

Included in this welcome kit are a few reference sheets. On the flip side of this letter is the checklist to guide you through your orientation and integration experience. The **Go To** and **Acronyms** charts will be great reference tools for you. We also believe that you will want to keep the **rank insignias** pamphlet and **map** of where our offices are, close at hand. We hope you will post these tools at your work station and refer to them frequently.

The **Orientation Go To** link on the web site is your access to the e-booklet. It will help you get to know this international organisation as it holds the critical new employee information. Open the table of contents and enjoy the tour at your pace. Take the time to read everything, you will be glad you did and find that it was time well spent.

Finally, we wish you many successes and a rewarding experience with our organization.

Vice President Human Resources, Staff of the Non-Public Funds, Canadian Forces

Staff of the Non-Public Funds
Canadian Forces



Personnel des fonds non publics
Forces canadiennes

Your Orientation Checklist



First week	✓ Second week	✓
1. I was greeted by my supervisor and was informed of the plan for the day.	I completed my 'new hire' paperwork with Human Resources.	
2. I received the Welcome Kit and was introduced to my sponsor.	I received a brief history of the NPF and NPP.	
3. I was accompanied to my work area and explained its neatness and etiquette guidelines.	I was briefed on our " <i>Customer is First</i> " philosophy.	
4. I was given the necessary keys and office supplies.	My supervisor and I met daily, or as necessary to answer my questions and see how I was doing.	
5. I received a tour of the facility: emergency exits and assembly points, restrooms, mail room, eating area and kitchen, printing, copy and fax centers, office supplies and bulletin boards.	I was informed about our communication vehicles - staff meetings, newsletters, directories, dictionaries, online manuals.	
6. I got familiar with my computer, log on, e-mail, telephone and CSN numbers, our web site and internet security guidelines.	I reviewed the organizational charts and reporting structures. My Division's function and interrelationships with other divisions was explained to me.	
7. Arrangements were made for my parking and building passes.	I received a copy of the e-mail announcing my arrival.	
8. I was introduced to the members of my Division.	My supervisor and I discussed workplace norms.	
9. My supervisor and I discussed my work schedule, lunch/breaks periods and timekeeping systems.	I was given an initial work assignment.	
10. I reviewed my job description and was explained my role and how it relates to the organization's overall business objectives.	My supervisor and I discussed educational opportunities and recommended reading.	
11. I reviewed the key policies: anti harassment, vacation, sick leave, official languages, work ethics, work place safety, handling confidential information.	Business cards were ordered for me.	
12. I read the e-booklet .	Over the next three months, if applicable	✓
13. My supervisor and I discussed vacation, sick and other types of leave as well as who and how to notify in case of absence.	Schedule regular progress review meeting	
14. I reviewed payroll timing and rules for overtime work.	Identify specific support and/or training requirements	
15. My supervisor met with me at the end of the day to answer questions and find out how the day went.	Begin the performance planning process	
Notes	✓ Mandatory courses	✓
_____	Now Available : WHMIS	
_____	Forthcoming :	
_____	Official Languages Awareness	
_____	Harassment Prevention/Human Rights	
_____	Diversity and Employment Equity Awareness	
_____	Workplace Health and Safety	