

U.S. ARMY SECURITY ASSISTANCE COMMAND  
5001 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22333-0001

**USASAC POLICY STATEMENT NUMBER: 103.2**

**SUBJECT:** U.S. Army Security Assistance Command (USASAC) New Employee Orientation

**POLICY:** Each new USASAC employee will be assigned a sponsor of same or higher grade and receive orientation briefings.

**DISCUSSION:**

1. The Resources Division (AMSAC-SR) will coordinate all hiring actions with the Security and Administration Division (AMSAC-SA). All Standard Form 52's (Request for Personnel Action) will be submitted to AMSAC-SA for review, coordination and verification of the correct position sensitivity by the appropriate Security Manager at Alexandria or New Cumberland.

2. The AMSAC-SR will provide the following information to AMSAC-SA after selection of a new employee(s) has been made: (1) name, (2) position, (3) supervisor and (4) projected report date. This policy will apply to every new employee, regardless of grade, prior experience or service.

3. The AMSAC-SA will solicit the gaining activity for the name of a sponsor for the new employee and will be responsible for sending the new employee a "Welcome Letter" signed by the Commander, USASAC providing sponsorship and orientation to the new employees. The gaining office/supervisor will be responsible for providing initial information to the new employee which is not included in the attached list of responsibilities.

**PROPONENT AREA:** Personnel

**PROPONENT:** AMSAC-SA

**SUPERSESSSION:** This Policy Statement supersedes Policy No. 103.2, 1 April 1990.

FOR THE COMMANDER:

CARL BRIESKE  
Colonel, GS  
Chief of Staff

**(Sample Sponsorship/Welcome Letter)**

(LETTERHEAD)

Dear \_\_\_\_\_,

Welcome to the United States Army Security Assistance Command (USASAC).

We in USASAC have the mission of supporting the national security interests of the United States and those of Allied and other friendly nations through approved security assistance programs.

You are joining a combined military and civilian work force whose members take great pride in working with more than one hundred foreign countries and international organizations. With your help, we will enjoy continued success.

Your assignment to the \_\_\_\_\_ Directorate, \_\_\_\_\_ Division is an important one and I know you will enjoy working there. (Insert one or two sentences describing the primary mission, goals, etc of the gaining organization.)

Your sponsor, (name, phone/room number), will be contacting you very soon. Feel free to ask for any information or assistance that you may need.

Again, welcome aboard.

Sincerely,

Larry G. Smith  
Major General, USA  
Commanding

# **New Employee Orientation Responsibilities**

## **Chief, Administration and Security Office:**

Responsible for coordinating the following aspects of the sponsorship and orientation programs:

### **Sponsorship (Admin Office):**

Prepare welcome letter in conjunction with gaining activity. Sample letter attached.

### **Command Briefing (PAO):**

Description of organization, functions to be tailored specifically to new employees. Will include a general overview of all USASAC directorates, offices.

### **USASAC Personnel Policies (Administrative Officer):**

To include information on work hours, services available on-site, parking, transportation available, other pertinent details.

### **Security Briefing (Security Officer):**

Details of physical security, clearances, handling of classified materials, other pertinent details.

### **Information Management Briefing (AMSAC-SM):**

Includes information on computer training, SM responsibilities and services, system administration and ADP security.

### **Gaining Supervisor:**

"Walking tour" of USASAC (Alexandria or NCAD), including introductions to fellow employees.