



Personnel

USE AND PREPARATION OF ARPC FORM 50

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the preparation and use of ARPC Form 50, **Supervisor's Checklist for Job Induction**.

1. **Reference.** AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*.
2. **Purpose:** Job induction of a new employee is an essential part of the overall employee orientation program. This checklist provides supervisors with a systematic outline for welcoming a new employee and conducting the job induction.
3. **Preparation:**
4. **Procedures:** To insure that no item is omitted, each should be checked as it is accomplished. This process should be accomplished within 5-working days after the new employee reports for duty. Document completion of job induction orientation on the AF Form 971, Supervisor's Employee Brief.
5. **Form Prescribed.** ARPC Form 50.

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