



Paperwork- Employee manuals, I9, W4, DS870, DS-860-prints, dot app, d/a policy
 Orientation w/ TM- Introduction to Terminal procedures
 File Review- Set up file, company determination, fingerprints, Electronic add, put into 3 computer systems
 Preservice/PPT- Training Coordinator will schedule

Responsibility
 Green- Anthony
 Yellow- Fred
 Blue- Linda
 Pink- Terminal Manager
 Grey- Ken

Updated
 10/22/10