



New Employee Orientation 101: Building a World-Class Orientation Program

Rebecca Fields

**Department of the Interior, National Business Center,
Human Capital Strategy Office**

March 25, 2010



Think Back To Your First Day As A New Employee.....





Orientation- Definition

Main Entry: **ori·ent**

Pronunciation: \or-ē-ent\
/

Function: *transitive verb*

Etymology: French *orienter*, from Middle French, from *orient*

Date: circa 1741

2 a : to set right by adjusting to facts or principles **b** : to acquaint with the existing situation or environment





Background/History



- ▶ Background
 - Output of 2007 NBC Workforce Plan- 17 discrete human capital initiatives identified
 - Program was slated for development in FY-09
- ▶ 1 of the 4 NBC Strategic Goals focuses exclusively on Human Capital
- ▶ Current Orientation
 - Transactional, operational-typical paperwork
 - Lasted 1-2 hours on first day
 - No strategic issues addressed



Where Did We Begin?

- ▶ Literature and website review
- ▶ Best practices- looked at both Federal and private sector
- ▶ Looked at current NBC onboarding process. Decided what components could be integrated into the new program.
- ▶ Determined the goals and outcome of the project.





Goals of the New Employee Orientation Program (NEOP)

1. To aid in integrating and acculturating new employees into the NBC and their respective Directorate
2. To provide new employees with the tools, resources and knowledge to be successful and productive

It is a framework for integrating and engaging new employees.



Timeframe and Budget

Timeframe:

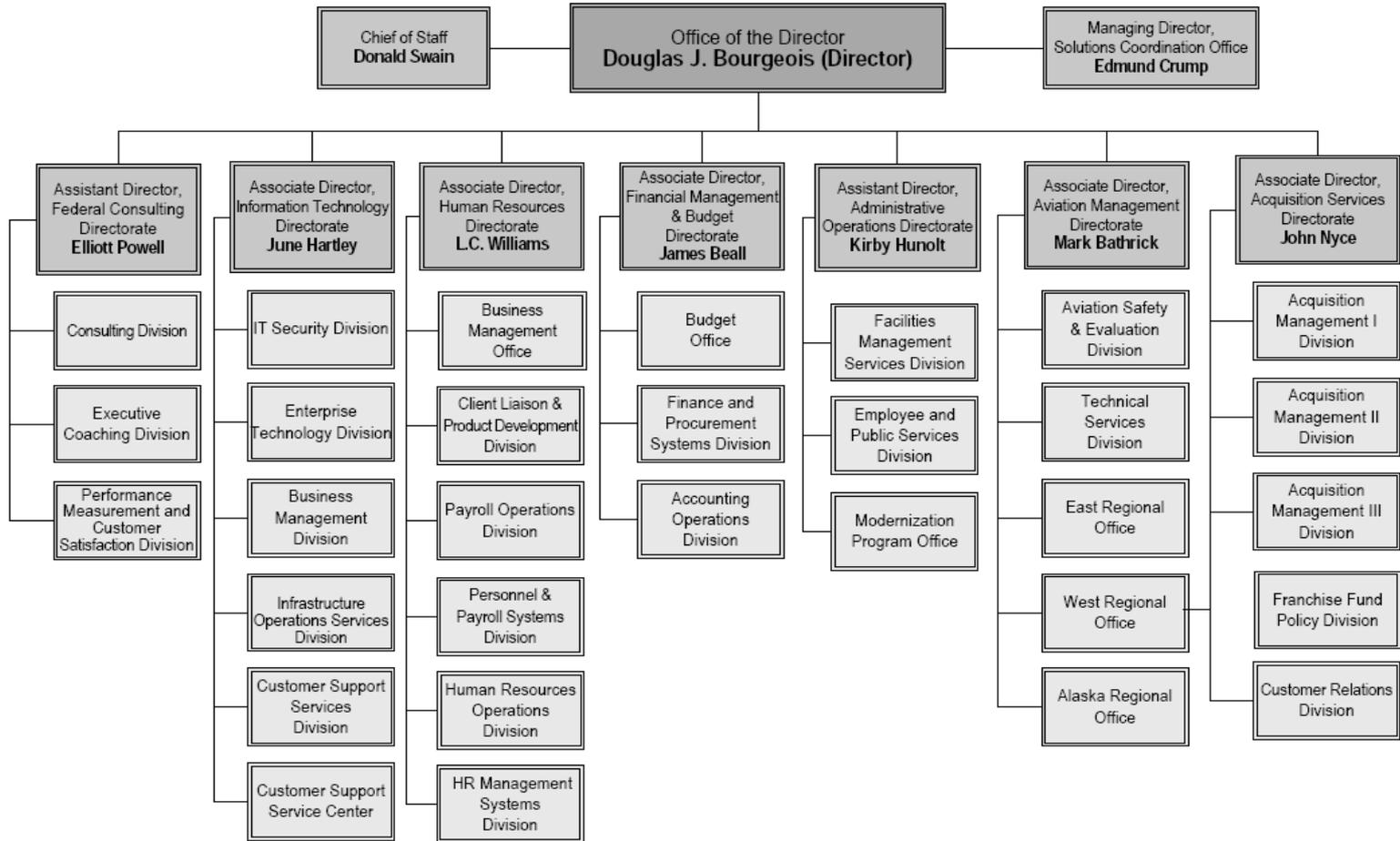
- ▶ Project was slated for completion in FY'09
- ▶ Developed a project plan totaling 5½ months to completion
- ▶ Finished two weeks late- total of 6 months

Budget:

- ▶ Budget of \$100K
- ▶ Came in 65% UNDER budget- spent approx. \$35K



NBC Organizational Structure





Key Deliverables

Established following key deliverables:

1. Live, two-day orientation- strategic and enterprise-wide- mix of learning and fun
2. New Employee Orientation website
3. Tools for employees and managers (templates, checklists)



Mandatory Program Components

- ▶ Wanted to be judicious in what we made mandatory. Didn't want people to be overburdened with requirements.
- ▶ Decided on two components:
 - ✓ Live Orientation
 - ✓ NBC New Employee Checklist





Branding the NEOP

- ▶ Designed a logo. Logo was used on every communication we sent out. Gave a polished and professional look to everything we did.



- ▶ Created an NBC New Employee Orientation email account. All communications to new employees would be sent from this address.
- ▶ Program was developed using a more laid-back and casual approach. The website and our communications took more of a casual tone. Similar to the Southwest Airlines philosophy.



National Business Center
NEW EMPLOYEE ORIENTATION

NBC 2-Day Live Orientation



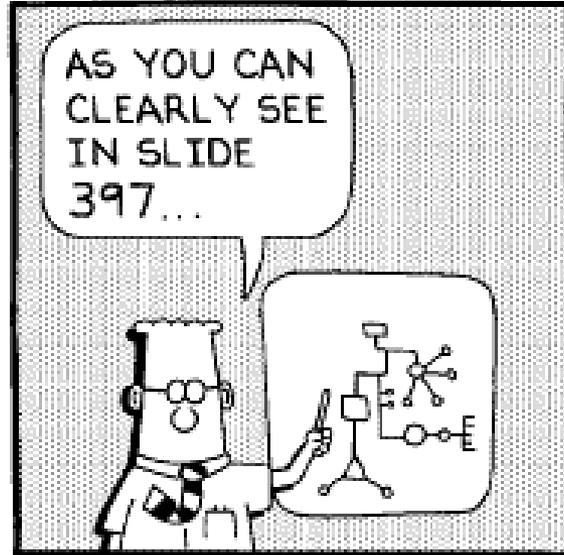
Stumbling Blocks

- ▶ How often Orientation would be conducted?
 - Technology Options?
- ▶ Where would Orientation be held?
- ▶ How to fund travel to each location?





Here's What We Didn't Want Orientation To Be



www.dilbert.com scottadams@aol.com



© 2000 United Feature Syndicate, Inc.





Components of Live Orientation

- ▶ Wanted to combine educating our employees about NBC and DOI, and do it in a fun way.
- ▶ NBC Director/each Directorate Head presents an overview of their Directorate.
- ▶ Presentation on several key program areas.
- ▶ Field Trip!
- ▶ Customer Service game.
- ▶ Ethics game.



National Business Center
NEW EMPLOYEE ORIENTATION



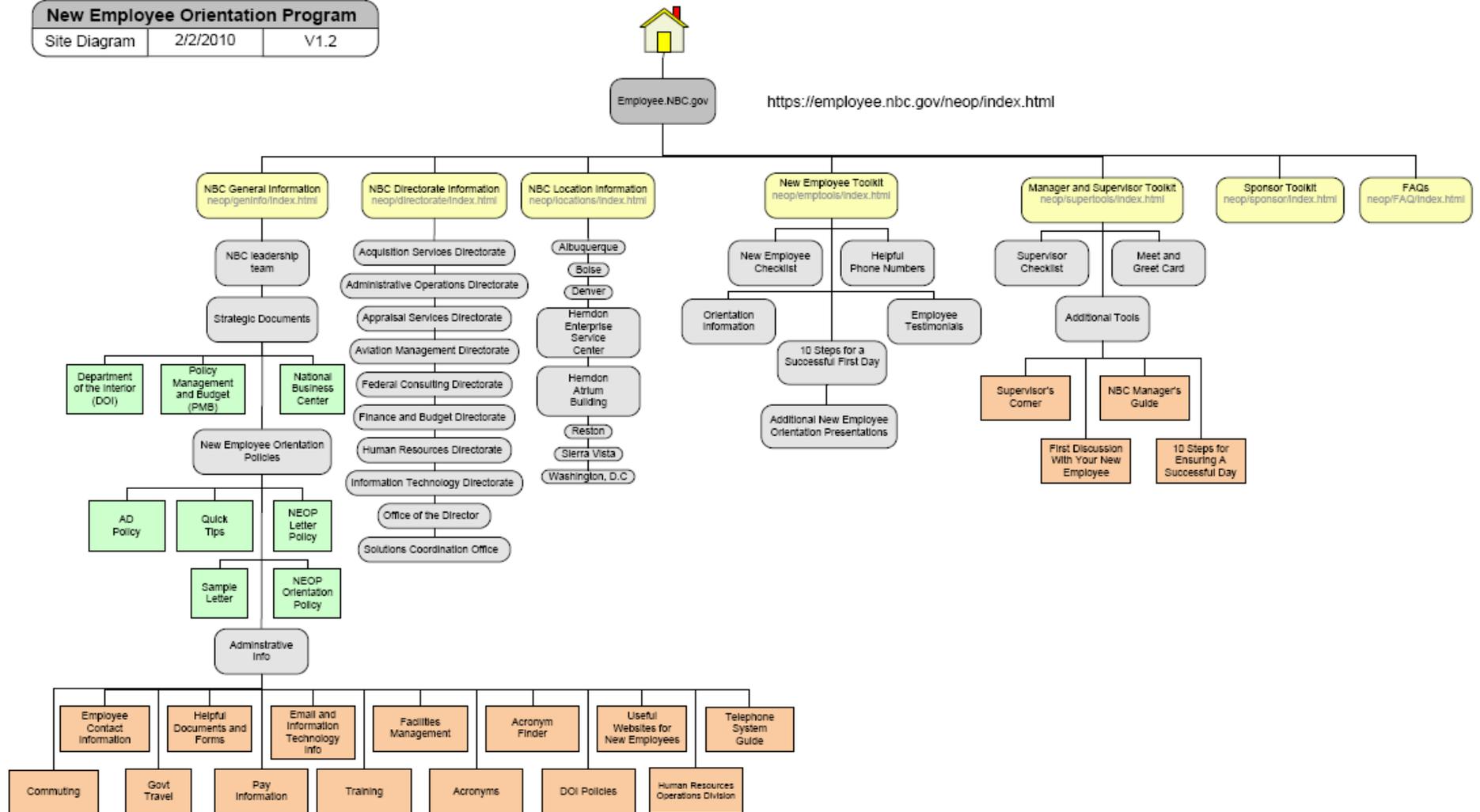
The New Employee Orientation Website



NEOP Website Site Design

New Employee Orientation Program

Site Diagram 2/2/2010 V1.2





Welcome to the NBC



Welcome to the New Employee Orientation website, designed for all NBC employees: new NBC employees, NBC supervisors and managers, and even current NBC employees. New employees will find key information such as forms, checklists, and documents to aid in transitioning to the NBC. Managers and supervisors will find templates, checklists, and tips

to assist in orienting your new employees to the NBC. Current employees will find important documents, presentations, and assorted tools helpful to conducting daily NBC business.

History

The New Employee Orientation Program (NEOP) was developed as an output of the 2008 NBC Workforce Plan Implementation Initiative. The two overarching goals of the NEOP are:

See, here at the NBC, we believe employees are our greatest asset. This is a belief we take great pride in, and carry out each and every day. To illustrate the importance of our employees, you'll have to look no further than the [NBC Strategic Plan](#). Check out Strategic Goal #4- Develop and Sustain a World Class Organization by Investing in Human Capital. Amazing, isn't it? And we can't wait for you to experience all the exciting ways we show our employees how much we appreciate them. In the NBC, we don't just talk the talk. We walk it too.

There is a wealth of information for you to explore here on our website. You should plan on visiting this website on multiple occasions, because as you soon will learn, we're a very complex organization and it will take some time to figure us out! But not to worry. What you see and learn about here on the website will be reinforced and expanded on in the [Live New Employee Orientation](#), which is conducted quarterly.



NEOP
Homepage

General
Information

New Employee
Toolkit

Managers &
Supervisors

Sponsor
Toolkit

Directorate
Information

NBC
Locations

Orientation
FAQs

General Information

NBC Senior
Leadership
Team

Strategic
Documents

Administrative
Information

New Employee
Orientation
Policies



[<< Return to the NEOP home page](#)



By now you may have an idea of just how diverse NBC is. Yeah, really diverse. And if you think we do a lot, wait until you discover the rest of DOI! We're just a tiny part of a huge and enormously varied agency. After all, people used to, and sometimes still do, refer to DOI as "The Department of Everything Else". So, we developed this General

Information section where you'll find lots of great information to assist you in gaining a better understanding of DOI and the NBC, all in an effort to help you carry out your daily NBC work.

While we couldn't possibly fit EVERYTHING you might need or want to know about DOI and NBC into this section, we've compiled some of the more important information you'll be interested in having at your fingertips. First you'll want to check out the "Senior Leadership Team" section (commonly

Lastly, we've included the "must-have" policies section. Because after all, what self-respecting federal website would be caught without a policies area? Not us.

Again, we've assembled a smidgen of the information that we think will be helpful and valuable to both new and current employees. But if you think there is additional information NBC employees should absolutely know that's not listed here, by all means, drop us a line. We consider this website a "living website" and will be updating it periodically. So send us your thoughts and suggestions at: newemployeeorientation@nbc.gov.



NEOP
Homepage

General
Information

New Employee
Toolkit

Managers &
Supervisors

Sponsor
Toolkit

Directorate
Information

NBC
Locations

Orientation
FAQs

New Employee Orientation Policies



[<< Return to the Gen Info main page](#)

Associate Directors

Policy (memo) on developing welcome letter to new employees.

>> Click [here](#) to download Word doc.

Quick Tips about the NBC New Employee Orientation Program

Quick Tips about the New Employee Orientation Program.

>> Click [here](#) to download Word doc.

Policy (memo) on developing letter to direct reports welcoming new employee.

>> Click [here](#) to download Word doc.

Sample letter

>> Click [here](#) to download Word doc.

NBC New Employee Orientation Policy

>> Click [here](#) to download the PDF.



[NEOP Homepage](#)

[General Information](#)

[New Employee Toolkit](#)

[Managers & Supervisors](#)

[Sponsor Toolkit](#)

[Directorate Information](#)

[NBC Locations](#)

[Orientation FAQs](#)

New Employee Toolkit

[New Employee Checklist](#)

[Helpful Phone Numbers](#)

[Orientation Information](#)

[10 Steps for a Successful First Day](#)

[Employee Testimonials](#)

[Additional New Employee Orientation Presentations](#)



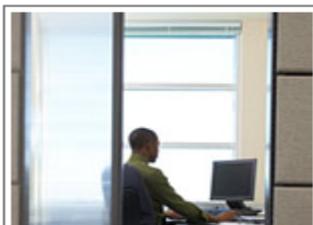
[<< Return to the NEOP Homepage](#)

Welcome to the New Employee

Again, welcome to the NBC! Whether this is your first time, or 10th time visiting the website, we're glad you're here. This is definitely where you want to be if you're a new employee. Actually, this is also the place to be if you're a current employee. So remember, once you've become acclimated into the NBC and no longer consider yourself a newbie, don't forget about this website. It's a great resource for all NBC employees.

Ask any employee who has been here for a while and they'll tell you the real deal: NBC is a complex organization and it takes a while to figure out everything we do and how we work. We looked at lots of different data (we do that a lot here in NBC!) to determine what would be most helpful to our newest members of the NBC Family. What we've developed is a New Employee Orientation Program that we think will greatly assist in integrating and engaging you into the NBC culture. We've designed a program to help you navigate the NBC workplace and understand NBC's culture, services, policies, and procedures. The program is essentially two-fold: the [Live New Employee Orientation](#) which is held quarterly (make sure you talk to your supervisor about which session to attend—and don't forget to sign up!), and this New Employee Orientation website. The whole orientation process will actually take many months to complete. After all, orientation isn't just one day or even one week. It is a process and a learning experience which involves many steps and the entire NBC organization.

Where Should I Begin?



Here's a quick overview of the website. We're sure this goes without saying, but this website, most importantly, was designed with YOU, our new employee, in mind. So, you'll most likely want to begin with the Employee Toolkit section, and print out the [New Employee Checklist](#). Think of this checklist as your own personal Orientation Guide. Just follow each activity and you'll be talking the NBC lingo in no time.

And speaking of lingo, be sure to also check out [DOI and NBC acronyms list](#). Because really,

Orientation Information

New Employee
ChecklistHelpful Phone
NumbersOrientation
Information10 Steps for a
Successful
First DayEmployee
TestimonialsAdditional New
Employee
Orientation
Presentations

<< Return to the New Employee

2009-2010 Orientation Calendar

EMPLOYEES HIRED IN:	SUGGESTED ORIENTATION:*	REGISTRATION CUT OFF DATE:
April, May, June 2009	July 14-15; Washington (travel days Monday and Thursday)	Tuesday, June 30, 2009
July, August, September 2009	October 14-15; Denver (travel days Tuesday and Friday)	Wednesday, September 30, 2009
October, November, December 2009	January 12-13; Washington (travel days Monday and Thursday)	Tuesday, December 29, 2009
January, February, March 2010	April 13-14; Denver (travel days Monday and Thursday)	Tuesday, March 30, 2010

* New employees are required to attend Orientation within six months of their start date, but are encouraged to attend the Orientation closest to their start date.

Orientation Registration Form

Click [here](#) to download PDF

Orientation Agenda

DC Agenda > Click [here](#)

Denver Agenda > Click [here](#)

Frequently Asked Questions

ing form.



**National Business Center
NEW EMPLOYEE ORIENTATION
New Employee Checklist**



Name of Employee:	Position Title, Pay Plan, Series, Grade:		
Directorate:	Name of Supervisor:	EOD Date:	

#	✓	Topic	Electronic docu	Name of Directorate	Additional Information	Questions? Please see:
---	---	-------	-----------------	---------------------	------------------------	------------------------

PART A: WHAT HAPPENS BEFORE YOUR FIRST DAY

Completed Forms Needed To Start Orientation						
1	<input type="checkbox"/>	OF-306 (Declaration of Federal Employment)			Form will be collected on your first day.	Your Servicing Human Resources Office
Completed Employee Forms						
2	<input type="checkbox"/>	Form I-9 (Employment Eligibility Verification) /PIV (Personal Identity Verification)			I-9 and PIV are completed prior to first day in order to get badging process started a head of time.	Your Servicing Human Resources Office
Safety and Health						
3	<input type="checkbox"/>	Employee Badge			This process begins before your first day. The badging process may take several weeks to complete. A temporary badge may need to be obtained on the first day.	Your Servicing Human Resources Office

ing form.

Your Job

51	<input type="checkbox"/>	Receive general overview of NBC Performance Management System	http://www.doi.gov/hrm/guidance/370dm430hndbk.pdf		Your Supervisor/ Servicing Human Resources Office
52	<input type="checkbox"/>	Discuss how your work grouping is organized; your supervisory chain; your roles and responsibilities			Your Supervisor
53	<input type="checkbox"/>	Review goals and mission of your Directorate and work unit			Your Supervisor
54	<input type="checkbox"/>	Determine when and where staff meetings are held			Your Supervisor
55	<input type="checkbox"/>	Determine if additional IT needs (e.g. laptop, BlackBerry) are required			Your Supervisor/IT Help Desk/ Telecommunications
56	<input type="checkbox"/>	Determine if access to NBC Collaborative Workspace is needed	http://www.doi.gov/nbc-formsmgt/forms/NBC_20_2001_FORM_TSD_adaptation.pdf		Your Supervisor/IT Help Desk/CW Project Manager
57	<input type="checkbox"/>	Identify which email groups you need to be added to and have supervisor take relevant action			Your Supervisor/IT Help Desk
58	<input type="checkbox"/>	Review administrative policies for your branch or Directorate (e.g., requesting office supplies)			Your Supervisor
59	<input type="checkbox"/>	Review NBC New Employee Orientation	https://employee.nbc.gov/NEOP/index.html		Your Supervisor/ Human Resources







National Business Center NEW EMPLOYEE ORIENTATION



SEARCH

NEOP Homepage	General Information	New Employee Toolkit	Managers & Supervisors	Sponsor Toolkit	Directorate Information	NBC Locations	Orientation FAQs
------------------	------------------------	-------------------------	---------------------------	--------------------	----------------------------	------------------	---------------------

Supervisor Checklist
Meet and Greet Card
Additional Tools



Manager and Supervisor Tools

[<< Return to the NEOP Homepage](#)



Welcome to the Managers and Supervisors area of the New Employee Orientation website! We understand you have a lot on your plate: from doing your work projects, to managing your current employees, to dropping everything for the ubiquitous "data calls". And just when work is getting really crazy, you find out you have a new employee joining your organization. Of course, you're excited about your new employee starting, but may not know how to get the process started. Well, you can now breathe a sigh of relief. This toolkit was developed to help you navigate the entire orientation process: from before your new employee comes through the door, to throughout the first year.

Do you know just how critical a role you play in a new employee's experience? To be honest, it's huge. And even more, poor managers are one of the top reasons why employees decide to stay or leave an organization¹. That's a lot to carry on one's shoulders! But not to worry, we've got tools to help you. Inside the Managers and Supervisors Toolkit you'll find an assortment of information to assist you in orienting, (and hopefully retaining!) your new employee.

ing form.

Position Title, Pay Plan, Series, Grade:

#	✓	Topic	Electronic document:	Additional Information	Questions? Please see:
---	---	-------	----------------------	------------------------	------------------------

PART A: WHAT TO DO BEFORE YOUR EMPLOYEE'S FIRST DAY

Employee's Job					
1	<input type="checkbox"/>	Complete employee New Employee Meet and Greet Card	https://employee.nbc.gov/NEOP/subertools/NBCMeet_Greet_Card.pdf	This is an individualized list of contacts that you will provide to your new employee, specific to his/her position.	Human Capital Strategy Office
2	<input type="checkbox"/>	Identify sponsor for new employee (if applicable)	https://employee.nbc.gov/heap/sponsor/index.html	You are strongly encouraged to assign a sponsor to each new employee. This type of sponsorship is very informal and will require a minimal amount of time.	Human Capital Strategy Office
3	<input type="checkbox"/>	Familiarize yourself with the New Employee Checklist	https://employee.nbc.gov/NEOP/emptools/NewEmpChecklist_09.pdf	The checklist will be the completed by the new employee, but there are numerous orientation actions that you will need to assist your new employee in completing.	Human Capital Strategy Office
4	<input type="checkbox"/>	Determine employee's IT needs (desktop, laptop, VPN, Blackberry, etc.). Work with IT Help Desk to image desktop with appropriate software; work with Telecommunications for telecom needs.	www.doi.gov/nbc/formsmgmt/forms/NBC_20_2001_FORM_TSD_adaptation.pdf	NBC-20 should be completed prior to new employee's first day. Once employee completes mandatory IT Security training, system access will be granted.	IT Helpdesk for computer issues, Telecommunications for Telecom issues
5	<input type="checkbox"/>	Determine if access to NBC Collaborative Workspace is needed	http://www.doi.gov/nbc/formsmgmt/forms/NBC_20_2001_FORM_TSD_adaptation.pdf		IT Help Desk/CW Project Manager



National Business Center
NEW EMPLOYEE ORIENTATION
NBC New Employee Meet and Greet Card



This information in this table was developed by your Supervisor and provides a quick reference guide showing your contact information.

Contact	Name	Title	Email	Phone	Office Number
New Employee Information					
My Sponsor (if applicable)					
My 1 st Level Supervisor					
My 2 nd Level Supervisor					
My Associate / Assistant Director					
My Servicing Human Resources Specialist					

PEOPLE MY SUPERVISOR WOULD LIKE FOR ME TO MEET

Contact	Name	Title	Email	Phone	Office Number



NEOP
Homepage

General
Information

New Employee
Toolkit

Managers &
Supervisors

Sponsor
Toolkit

Directorate
Information

NBC
Locations

Orientation
FAQs

Additional Tools



[<< Return to the Manager and Supervisor Toolkit](#)

Tools and Resources

10 Steps for a Successful First Day(Supervisor Version)

Click [here](#) to download the PDF

Suggested Talking Points for First Discussion with a New Employee

Click [here](#) to download the PDF

NBC Manager's Guide

Click [here](#) to download the PDF

Supervisor's Corner

<https://employee.nbc.gov/HRservices/supervisor.html>



Sponsor Toolkit



[<< Return to the NEOP home page](#)



The anticipation. The anxiety. The butterflies. Wondering if you'll find the right desk. And more importantly, wondering who you will eat lunch with? Your first day of 8th grade? No, it's your first day at a new job. Remember YOUR first day and all the trepidation that came with it? Well, odds are most new employees feel the same way. But the great news is that you can now help in welcoming and orienting your new colleagues.

As part of the New Employee Orientation Program, we've developed a Sponsor Program to help ease the transition for new NBC employees. It's informal and relaxed, and all you really need to do is be welcoming. And charming. And pleasant and polite. Oh, but that all comes so easily to you!

Seriously, we know you already have a lot on your plate, so we've taken the guesswork out of what it means to be a sponsor. We've developed a checklist with a few items to help guide you and your sponsee through the dark and twisty black hole called "navigating the NBC". And by the way, we intentionally made the sponsor role to be one that is a bit more casual (because after all, we already have a lot going on with our daily work). There is no prescribed way to be a sponsor. Just follow the checklist, enjoy yourself, and when the relationship is ready to end, it will occur naturally.

So, take the plunge. Let your supervisor know you would like to volunteer to become a sponsor. We promise it will be easy, rewarding, and when you least expect it, you may just make a new friend.

As always, we want to hear from you. If you have questions, comments, suggestions, or just want to tell us how great you think this website is, feel free to send an email to: newemployeeorientation@nbc.gov.

[Sponsor Checklist](#)
[Sponsor Tips](#)



- NEOP Homepage
- General Information
- New Employee Toolkit
- Managers & Supervisors
- Sponsor Toolkit
- Directorate Information
- NBC Locations
- Orientation FAQs

Acquisition Services Directorate

[<< Return to Directorate Information](#)

Acquisition Services Directorate

The Acquisition Services Directorate (AQD) provides strategic guidance on acquisition transaction policies and practices; serves as a competition advocate; provides administrative services; and administers a management control review program to ensure compliance with acquisition and administrative services under the delegated authority of the U.S. Department of the Interior for service-for-fee intergovernmental revolving fund contract management services. The headquarters office is located in Herndon, VA. Regional offices are located in Denver, CO, Sierra Vista, AZ, Boise, ID, Sacramento, CA, and, Anchorage, AK.

- Acquisition Services
- Administrative Operations
- Appraisal Services
- Aviation Management
- Federal Consulting
- Financial Management and Budget
- Human Resources
- Information Technology
- Office of the Director
- Solutions Coordination Office



- [Presentation - Directorate Overview](#)
- [Organizational Chart](#)
- [Key Officials and Contacts](#)
- [Directorate Specific Jargon/Acronyms](#)



[NEOP
Homepage](#)

[General
Information](#)

[New Employee
Toolkit](#)

[Managers &
Supervisors](#)

[Sponsor
Toolkit](#)

[Directorate
Information](#)

[NBC
Locations](#)

[Orientation
FAQs](#)

NBC Locations

[<< Return to the NEOP home page](#)



[Albuquerque](#)

[Boise](#)

[Denver](#)

[Herndon
Enterprise
Service Center](#)

[Herndon Atrium
Building](#)

[Reston](#)

[Sierra Vista](#)

[Washington DC](#)

NBC Locations

[Albuquerque](#)

[Boise](#)

[Denver](#)

[Herndon Enterprise Service Center](#)

[Herndon Atrium Building](#)

[Reston](#)

[Sierra Vista](#)

[Washington D.C.](#)

NBC employees are located in more than 35 locations

across the country. We determined which locations have the most NBC employees and designed *Welcome to the Neighborhood* booklets for these locations. The booklets contain a variety of information: from details about building services and amenities, to emergency and evaluation procedures, to directions from the airport and hotel and restaurant information. *Welcome to the Neighborhood* is a great resource for employees located in these major locations, but is also a great resource for employees when traveling to other NBC offices.



Evaluation

- ▶ Initial baseline of recent hires (conducted prior to NEOP implementation).
- ▶ Will review turnover statistics each year.
- ▶ Will compare data for the past few years against employees who have gone through program. See where they compare as far as how long they are staying with the NBC.
- ▶ Right now we're focusing on the qualitative measures and after the first year we'll be looking at more quantitative metrics.
- ▶ All new hires surveyed at end of live orientation and at periodic intervals throughout first year.





So How Much Is This Gonna Cost Me?

- ▶ Program Development: **\$18,000**
 - \$14K- website
 - \$4K- design work for all NEOP materials
- ▶ Annually: **\$23,000**
 - \$6K- website maintenance
 - \$4K- NBC paraphernalia for new hires
 - \$1K- general refresh of materials (design work)
 - \$12K- Orientation materials (e.g., CD inserts/labels, name tags, tent cards, travel etc.)
 - Directorates pay for travel costs for their attendees





Lessons Learned

- ▶ Live Orientation
 - Removed presentation on Activity-Based Costing- redundant, employees already receive training.
 - Working with presenters on presentation skills- not all our Directorate Heads are natural presenters.
 - Suggestions from new employees to have an orientation specific to their Directorate.
- ▶ Website
 - Few modifications to checklists based on continued feedback.
 - Allow for more time in development of website.
- ▶ Program Management
 - Announce program roll out by means other than email.



What Took A Bit Longer Than Expected?

- ▶ Developing process to transmit new hire information to Director, Directorate Heads, Hiring Managers.
- ▶ Content for website- majority was newly developed.
- ▶ Developing New Employee Checklist.
- ▶ Developing assorted communications.





If I had A Genie And 3 Wishes...

I'd only need one: **AUTOMATION**





Keys to Success?

- 1) No orientation program previously- anything we put in place was a positive
- 2) Enormous autonomy as to how the program would be developed and what to include in the components
- 3) Senior Leadership commitment
- 4) Employees found it meaningful. They immediately became connected to the organization. Saw the value.
- 5) Implemented a schedule of constant communication with new employees (and presenters for the Live Orientation).





What Our New Hires Saying

- ▶ "This orientation surpassed all prior orientations I have attended in the past."
- ▶ "Being new it gave me a better understanding of the NBC, the ability to network with others in my division as well as other Directorates."
- ▶ "Having the orientation in DC helped me to grasp the significance of the Dept. of the Interior and how NBC fits within its scheme."





What Are We Most Proud Of?

- ▶ Welcome letter from the Director
- ▶ Live Orientation
- ▶ New Employee Orientation website
- ▶ New Employee Checklist





The End Result:





NEOP Key Deliverables



National Business Center NEW EMPLOYEE ORIENTATION

- ▶ New Employee Orientation Website
- ▶ 2-day Live Orientation
- ▶ New Employee Checklist
- ▶ Supervisor's Checklist for new employees
- ▶ Sponsor (Buddy) for new employees
- ▶ Sponsor's Checklist
- ▶ "Top 10 Steps for a Successful First Day" (Supervisor/New Employee)
- ▶ NBC New Employee "Meet and Greet" Card
- ▶ Employee Testimonials
- ▶ Welcome letter from NBC Director
- ▶ Welcome email from Associate/Assistant Director
- ▶ Welcome email from Supervisor to new hire's team
- ▶ DOI/NBC/Directorate acronyms
- ▶ Suggested Talking Points for First Discussion with New Employee
- ▶ "*Welcome to the Neighborhood*" booklet of services and resources (for 8 NBC locations)



Highlights of the New Employee Orientation Website



National Business Center NEW EMPLOYEE ORIENTATION

- ▶ New Employee Toolkit
 - New Employee Checklist
 - Helpful Phone Numbers
 - Orientation Information
 - Employee Testimonials
- ▶ Manager and Supervisor Toolkit
 - Supervisor Checklist
 - Meet and Greet Card
 - *10 Steps For Ensuring A Successful First Day For Your New Employee*
 - NEOP Policies and Memos
 - *First Discussion With Your New Employee- Suggested Talking Points*
- ▶ Sponsor Toolkit
 - Sponsor Checklist
 - *10 Steps For Being a Successful Sponsor*
- ▶ Senior Leadership Team- Bios and Pictures
- ▶ DOI/NBC Acronyms
- ▶ Strategic Documents and Websites- NBC
 - *NBC Insider's Guide*
 - NBC Org Charts
 - Key Officials and Contacts
 - NBC Phone Directory
- ▶ Strategic Documents and Websites- DOI and PMB
- ▶ Helpful Documents and Forms
 - DOI and NBC Forms
- ▶ Travel Information and Tips
- ▶ Helpful websites for new employees
- ▶ NBC Directorate Information
 - Presentation- Directorate Overview
 - Directorate Key Officials and Contacts
 - Directorate Org Charts
 - Directorate Acronyms/Jargon
- ▶ *Welcome to the Neighborhood-* Guide to services and amenities for major NBC locations



Contact Information

Rebecca Fields



rebecca_p_fields@nbc.gov



(202) 208-4841