



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 document:	Additional Information	Questions? Please see:
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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
Your Training					
4	<input type="checkbox"/>	Security Awareness Training		This process begins before your first day. You should have received information on how to access this training and completed it prior to your first day.	Your Servicing Human Resources Office/IT Help Desk
5	<input type="checkbox"/>	Cost Accounting Training		This process begins before your first day. You should have received information on how to access this training and completed it prior to your first day.	Your Servicing Human Resources Office/ NBC Budget Office

PART B: WHAT HAPPENS ON YOUR FIRST DAY

Completed Forms Needed To Start Orientation					
6	<input type="checkbox"/>	SF-61 (Appointment Affidavit)		Form will be completed on your first day.	Your Servicing Human Resources Office
Completed Employee Forms					
7	<input type="checkbox"/>	Collect completed forms from employee		Forms (e.g., beneficiary, direct deposit, tax withholding, etc.)	Your Servicing Human Resources Office
Safety and Health					
8	<input type="checkbox"/>	Inclement weather procedures	www.opm.gov/Operating_Status_Schedules/		Your Supervisor

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9	<input type="checkbox"/>	Review building security procedures during work hours and after-hours			Your Supervisor/ Security Office
Your Work Environment					
10	<input type="checkbox"/>	Commuting/parking information			Your Supervisor/ Facilities Office/ Administrative Officer
11	<input type="checkbox"/>	Locate communal office equipment (e.g., fax machine, copier)			Your Supervisor
12	<input type="checkbox"/>	Tour of building facilities and amenities (e.g., restrooms, snack shop, water fountains, fitness center)			Your Supervisor
13	<input type="checkbox"/>	Your New Phone Number			Your Supervisor/NBC Telecommunications
14	<input type="checkbox"/>	Your New Fax Number			Your Supervisor/NBC Telecommunications
Your Job					
15	<input type="checkbox"/>	Review your position description, duties, and responsibilities of your job			Your Supervisor for questions on the content of the position description and job assignments/ Your Servicing Human Resources Office for questions on rules and regulations
16	<input type="checkbox"/>	Review critical authorities and/or regulations relevant to your job			Your Supervisor for questions on job specific authorities/ Your Servicing Human Resources Office for general HR questions on rules and regulations
17	<input type="checkbox"/>	Determine your specific work week and scheduled work hours	https://employee.nbc.gov/HRservices/documents/AWS_Agreement_AFGE_Local_1114_Final_as_of_062306.pdf	Various work schedules may be available to you. Discuss with your supervisor what may be the best for you and the organization.	Your Supervisor
18	<input type="checkbox"/>	Review your breaks and lunch periods			Your Supervisor
19	<input type="checkbox"/>	Review safety requirements of job (as applicable)			Your Supervisor
20	<input type="checkbox"/>	Review contacts/sources of assistance for your branch or Directorate	https://employee.nbc.gov/neop/locations/index.html		Your Supervisor

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21	<input type="checkbox"/>	Meet your sponsor (if applicable)		NBC encourages supervisors to assign a sponsor to new employees. If you are not assigned a sponsor and you would like one, please speak to your supervisor.	Your Supervisor
22	<input type="checkbox"/>	Obtain your New Employee Meet and Greet Card	https://employee.nbc.gov/NEOP/supertools/NBC_Meet_Greet_Card.pdf	An individualized list of contacts will be provided to you, specific to your position.	Your Supervisor
Your Rights and Responsibilities					
23	<input type="checkbox"/>	Review Zero Tolerance of Discrimination, Sexual Harassment, and Workplace Violence Policy			Your Servicing Human Resources Office
24	<input type="checkbox"/>	OGE Form 450 (Confidential Financial Disclosure Report)(if applicable)	http://www.doi.gov/ethics/docs/OGE%20Form%20450,%202008%20Version.pdf		Your Supervisor/ Your Servicing Human Resources Office
25	<input type="checkbox"/>	DOI Policy on illegal drug use	www.doi.gov/nbc/eps/DOIdeptManual.html		Your Supervisor/ Your Servicing Human Resources Office
26	<input type="checkbox"/>	Weingarten Notice (union)		Only applicable to non-supervisory, non-professional employees in the NBC Denver location .	Your Servicing Human Resources Office
27	<input type="checkbox"/>	Collective Bargaining Agreement	https://employee.nbc.gov/HRservices/documents/CBA_NBC-AFGE_1-16-09.pdf	Only for employees covered by the union agreement and their supervisors.	Union Point of Contact/Your Servicing Human Resources Office
28	<input type="checkbox"/>	Personnel Files (OPF, EPF, EMF)		Human Resources Office has established procedures to review your files if you are transferring from another Federal agency.	Your Servicing Human Resources Office
29	<input type="checkbox"/>	Read Rules of Behavior Policy and sign certification	https://employee.nbc.gov/Security/ROB.pdf		IT Help Desk/ Your Supervisor/Your Servicing Human Resources Office
30	<input type="checkbox"/>	Review of Smoking Policy	http://www.nbc.gov/facilities/pdfs/SmokingAreas.pdf		Facilities Office/Your Supervisor
31	<input type="checkbox"/>	Security in the Workplace			Your Servicing Human Resources Office
32	<input type="checkbox"/>	Review of Privacy Act	http://www4.law.cornell.edu/uscode/5/552a.html		Your Servicing Human Resources Office/ Privacy Officer
Your Pay					
33	<input type="checkbox"/>	Review procedure for requesting time off and reporting time and attendance	https://qtime.nbc.gov/proweb/qtime/534/login	Requesting time off and reporting time and attendance is generally done through NBC's time and attendance system, QuickTime. Your will complete paperwork on first day and once account has been set up, you will receive an email notification with User ID and Password.	Your Supervisor/ QuickTime Help Desk

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34	<input type="checkbox"/>	Review your accrual rate for sick and annual leave	www.opm.gov/ocal/leave/HTML/ANNUAL.asp www.opm.gov/ocal/leave/HTML/SICKLV.asp		Your Servicing Human Resources Office/Your Supervisor
35	<input type="checkbox"/>	Review paid/unpaid leave policies	www.opm.gov/ocal/leave/index.asp		Your Servicing Human Resources Office
36	<input type="checkbox"/>	Review your rate of pay and potential pay increases (within-grade increases/grade)	www.opm.gov/ocal/pay/HTML/wgifact.asp		Your Supervisor
37	<input type="checkbox"/>	Review eligibility for career-ladder promotion (if applicable)			Your Supervisor
38	<input type="checkbox"/>	Review pay days, pay periods, payroll schedule	http://www3.nbc.gov/customer/PersonnelPay/Payroll/payrolltopics/payrollschedules.html		Your Servicing Human Resources Office/ Payroll Help Desk
39	<input type="checkbox"/>	Review how earning statements are distributed	www.employeeexpress.gov	Pay information is available at Employeeexpress.gov. A PIN will be mailed to your home address. Prior to receiving your PIN, you will receive hard copy statements to your address of record.	Your Supervisor/ Payroll Help Desk/ Your Servicing Human Resources Office
40	<input type="checkbox"/>	Review Federal Holiday Schedule	www.opm.gov/Operating_Status_Schedules/fedhol/2010.asp		Your Servicing Human Resources Office
41	<input type="checkbox"/>	Review Leave Balance Transfer Procedures			Your Servicing Human Resources Office
42	<input type="checkbox"/>	Review Electronic Fund Transfer (EFT) policy for paycheck deposit	http://www.doi.gov/pfm/fams/fam1998-34a.pdf		Your Servicing Human Resources Office

Your Benefits

43	<input type="checkbox"/>	Review beneficiary and election forms		Provided with new hire packet prior to first day.	Your Servicing Human Resources Office
44	<input type="checkbox"/>	Review and sign Benefits Acknowledgement Notice		Provided with new hire packet prior to first day.	Your Servicing Human Resources Office

PART C: WHAT HAPPENS WITHIN THE FIRST WEEK

Safety and Health

45	<input type="checkbox"/>	Building emergency response procedures	https://employee.nbc.gov/neop/locations/index.html http://www.nbc.gov/facilities/		Your Supervisor/Safety Office
46	<input type="checkbox"/>	Reporting injuries at work	www.smis.doi.gov www.doi.gov/workerscompensation/	DOI employees must report accidents/injuries online through the Safety Management Information System (SIMS).	Your Supervisor/ Servicing Human Resources Office
47	<input type="checkbox"/>	Reporting injuries at work			Your Supervisor

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Your Work Environment					
48	<input type="checkbox"/>	Fare Subsidy	http://www.nbc.gov/facilities/transportation_subsidy.html		Your Supervisor/ Facilities Office
49	<input type="checkbox"/>	Meet your colleagues and gain understanding of their job functions			Your Supervisor
50	<input type="checkbox"/>	Review Welcome to the Neighborhood on the NEOP website (if applicable to your location)	https://employee.nbc.gov/neop/locations/index.html		Your Supervisor/ Human Capital Strategy Office
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, VPN access) 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
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 website	https://employee.nbc.gov/NEOP/index.html		Your Supervisor/ Human Capital Strategy Office
60	<input type="checkbox"/>	Complete application for DOI Purchase Card (if necessary)	http://www.doi.gov/archive/pam/chargecard/forms/DOI%20Application-Corporate%20Card%2004.01.2010.pdf		Your Supervisor/ Administrative Officer
61	<input type="checkbox"/>	Confirm Name Plate Ordered			Your Supervisor/ Administrative Officer/ Facilities Office

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62	<input type="checkbox"/>	Confirm Business Cards Ordered (if applicable)	https://employee.nbc.gov/graphics/business.html	Must use NBC Business Card template.	Your Supervisor/ Administrative Officer
Your Rights and Responsibilities					
63	<input type="checkbox"/>	Review policies and procedures that govern your employment with the Federal government	www.opm.gov/ovrsight/mspidx.asp www.opm.gov/ovrsight/proidx.asp		Your Servicing Human Resources Office
64	<input type="checkbox"/>	Become familiar with the DOI Office of the Inspector General and its responsibilities	www.doiig.gov/		Your Supervisor
65	<input type="checkbox"/>	Review DOI policy statements on non-harassment and diversity	www.doi.gov/diversity/workforce_diversity.html		Your Servicing Human Resources Office
66	<input type="checkbox"/>	Read and sign DOI Ethics Policy	www.doi.gov/ethics/docs/Ethics%20Guide%20for%20DOI%20Employees,%20January%202009.doc		Your Supervisor/ Your Servicing Human Resources Office
67	<input type="checkbox"/>	Disciplinary Procedures	http://206.131.241.18/app_dm/act_getfiles.cfm?relnum=3738		Your Supervisor/ Your Servicing Human Resources Office
68	<input type="checkbox"/>	Limited Use Policy	www.doi.gov/pam/personalusepolicy.html		Your Supervisor/ Your Servicing Human Resources Office
69	<input type="checkbox"/>	Equal Employment Opportunity (EEO)	www.doi.gov/diversity/8doi_policy.htm www.doi.gov/diversity/complaints_brochure.html		Your Servicing Human Resources Office/EEO Counselor
70	<input type="checkbox"/>	Employee Administrative Grievance Procedures	http://206.131.241.18/app_DM/act_getfiles.cfm?relnum=3627		Your Servicing Human Resources Office
71	<input type="checkbox"/>	Review negotiated grievance procedures	https://employee.nbc.gov/HRservices/documents/CBA_NBC-AFGE_1-16-09.pdf		Your Servicing Human Resources Office/Your Union Representative
Your Pay					
72	<input type="checkbox"/>	Review if overtime is ever required and how it is managed.			Your Supervisor
Your Benefits					
73	<input type="checkbox"/>	Overview of Retirement Requirements: CSRS or FERS	www.opm.gov/retire/prel/csrs/index.asp www.opm.gov/retire/prel/fers/index.asp		Your Servicing Human Resources Office

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74	<input type="checkbox"/>	Review FEBS (Federal Employee Benefits Statement)	http://training.nbc.gov/febs	Provides calculation of basic retirement annuity and other benefits information. Ability to enter emergency contact info.	Your Servicing Human Resources Office/ EEXHelp@opm.gov (for access issues)
75	<input type="checkbox"/>	Review Employee Assistance Program (EAP) Features	www.eapconsultants.com	Provides program features and information.	Your Servicing Human Resources Office/ EAP Phone Number (800) 869-0276/Your Supervisor
Your Training					
76	<input type="checkbox"/>	Complete Purchase and/or Travel card training (if applicable)	https://cctrain.nbc.gov http://www3.nbc.gov/customer/finance/govtrip/index.html		Administrative Officer
Your Development					
77	<input type="checkbox"/>	Discuss mandatory/optional trainings and when to take them	https://employee.nbc.gov/NEOP/geninfo/Mandatory_Training_Requirements_for_DOI_Employees.doc		Your Supervisor
78	<input type="checkbox"/>	Review how to request training and access to NBC Talent Management System (TMS)	https://tms.nbc.gov/nbc/user/login.jsp		Your Supervisor/ Administrative Officer
Information Technology					
79	<input type="checkbox"/>	Obtain a User ID and Password for network and Lotus Notes access		NBC-20, IT Security Awareness Training and Rules of Behavior must be completed before account is activated.	Your Supervisor/IT Help Desk
80	<input type="checkbox"/>	Obtain access to systems and software (as applicable)	www.doi.gov/nbc/forms/mgt/forms/NBC_20_2001_FORM_TSD_adaptation.pdf	Some positions require specific software and system access.	Your Supervisor/IT Help Desk
Travel					
81	<input type="checkbox"/>	Complete credit card application for travel to Orientation (if applicable) and send completed application to NBC Travel POC	http://www.doi.gov/archive/pam/chargecard/forms/DOI%20Application-Corporate%20Card%2004.01.2010.pdf		Supervisor/ Administrative Officer/ NBC Travel POC
82	<input type="checkbox"/>	Review travel and reimbursement procedures	http://www3.nbc.gov/customer/finance/govtrip/index.html	NBC uses GovTrip for travel authorization and vouchers.	Your Supervisor/ Administrative Officer

PART D: WHAT HAPPENS WITHIN THE FIRST TWO WEEKS

DOI/NBC Overview					
83	<input type="checkbox"/>	Review NBC Orientation schedule to determine when your Orientation will occur	https://employee.nbc.gov/NEOP/emptools/orientinfo.html	A 2-day live, in-person Orientation will occur every quarter and will rotate between DC and Denver.	Your Supervisor/ Human Capital Strategy Office

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Information Technology					
84	<input type="checkbox"/>	Obtain iNotes (internet-based Lotus Notes) User ID and Password (if applicable)		An iNotes account is automatically created when your LAN/Lotus Notes account is initially set up. Must contact IT Help Desk for User ID and Password.	IT Help Desk

PART E: WHAT HAPPENS WITHIN THE FIRST 30 DAYS

DOI/NBC Overview					
85	<input type="checkbox"/>	Review NBC Strategic Plan	http://www.nbc.gov/organization/pdf/NBC_strategic_Plan_2008_2012.pdf	Provides NBC's mission, vision, goals, and other information.	Your Supervisor/ Solutions Coordination Office
86	<input type="checkbox"/>	Review DOI, PMB, NBC websites, and NBC intranet	www.doi.gov www.doi.gov/pmb www.nbc.gov www.nbc.gov/only_e.cfm	Provides overview of DOI and NBC's mission, roles, responsibilities, and other information.	Your Supervisor
Your Benefits					
87	<input type="checkbox"/>	Review TSP PIN information from Federal Retirement Thrift Investment Board	www.tsp.gov	Allows you to review account balances and change allocations. A PIN will be mailed to your home address.	Your Servicing Human Resources Office/TSP Help Desk
Appointment and Verification					
88	<input type="checkbox"/>	Review SF-50 (Justification of Personnel Action) and Position Description			Your Servicing Human Resources Office

PART F: WHAT HAPPENS WITHIN THE FIRST 31 DAYS

Your Benefits					
89	<input type="checkbox"/>	Review Life Insurance Options	http://www.opm.gov/insure/life/index.asp http://www.opm.gov/forms/pdf_fill/sf2817.pdf	Provides information needed to select life insurance coverage.	Your Servicing Human Resources Office
90	<input type="checkbox"/>	Review Federal Health Benefit Plans	http://www.opm.gov/insure/health/index.asp http://www.opm.gov/forms/pdf_fill/sf2809.pdf	Provides information needed to choose a health plan.	Your Servicing Human Resources Office
91	<input type="checkbox"/>	Review FEDVIP (supplemental dental and vision insurance)	www.opm.gov/insure/archive/DentalVision/index.asp	Provides program features and information.	Your Servicing Human Resources Office/ FEDVIP Help Desk (877) 888-3337

PART G: WHAT HAPPENS WITHIN THE FIRST 60 DAYS

Your Job					
92	<input type="checkbox"/>	Receive and review your performance plan	www.doi.gov/hrm/guidance/370dm430hndbk.pdf http://www.doi.gov/nbc/forms/mgt/forms/DI_3100.doc	Development of performance standards is a joint process between the new employee and supervisor. Supervisor must provide performance management system training prior to issuance.	Your Supervisor for questions on the content of the plan/ Your Servicing Human Resources Office for questions on rules and regulations

#	✓	Topic	Electronic document:	Additional Information	Questions? Please see:
Your Benefits					
93	<input type="checkbox"/>	Review Long-Term Care (LTC) Features and Options	www.opm.gov/insure/ltc		Your Servicing Human Resources Office/ LTC Help Desk (800) 582-3337
94	<input type="checkbox"/>	Review Flexible Spending Account (FSA) Features and Options	www.fsafeds.com	Provides enrollment and plan information.	Your Servicing Human Resources Office/ FSAFEDS Help Desk (877) FSAFEDS (372-3337)
Your Training					
95	<input type="checkbox"/>	Privacy Act Training	https://tms.nbc.gov/nbc/user/login.jsp		Your Supervisor/ Privacy Act Office
96	<input type="checkbox"/>	Records Management Awareness Training	https://tms.nbc.gov/nbc/user/login.jsp		Your Supervisor
Your Development					
97	<input type="checkbox"/>	Meet with Supervisor to develop Individual Development Plan (IDP)	http://206.131.241.18/app_dm/act_getfiles.cfm?relnum=3787 http://www.doiu.nbc.gov/idp/		Your Supervisor

PART H: WHAT HAPPENS WITHIN THE FIRST THREE MONTHS

Your Training					
98	<input type="checkbox"/>	No Fear Act Training	https://tms.nbc.gov/nbc/user/login.jsp		DOI University
Evaluation					
99	<input type="checkbox"/>	Complete all activities on New Employee Checklist and fax or email Certification of Completion to Human Capital Strategy Office	https://employee.nbc.gov/neop/emptools/checklist.html	Employee and supervisor will sign the Certification of Completion and fax or email to Human Capital Strategy Office at (202) 208-7794, or newemployeeorientation@nbc.gov	Human Capital Strategy Office

PART I: WHAT HAPPENS WITHIN THE FIRST FOUR MONTHS

Your Job					
100	<input type="checkbox"/>	Complete New Employee Orientation Surveys		You will automatically receive a survey at the following intervals: approximately 3 weeks, 6 months, and one year following your start date with NBC.	Human Capital Strategy Office

PART J: WHAT CAN BE COMPLETED AT ANY TIME

Your Benefits					
101	<input type="checkbox"/>	Review TSP features and options	www.tsp.gov	Provides information needed to enroll in Thrift Savings Plan.	Your Servicing Human Resources Office/TSP Help Desk

#	✓	Topic	Electronic document:	Additional Information	Questions? Please see:
102	<input type="checkbox"/>	Review TSP Catch-Up Provision	www.employeeexpress.gov	Provides additional information needed to enroll. Use Employee Express system to enroll.	Your Servicing Human Resources Office/TSP Help Desk



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



By signing below, I certify that I have completed all activities listed in the
New Employee Orientation Employee Checklist.

Employee Name (printed)

Supervisor Name (printed)

Employee Signature

Supervisor Signature

Date

Please email or fax completed form to newemployeeorientation@nbc.gov or (202) 208-7784.