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# ADMINISTRATIVE RESOURCES FOR ENTRANCE-ON-DUTY OF REE NEW HIRES

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We encourage you to make sure that the entrance-on-duty process is as warm and welcoming as possible by ensuring a warm greeting and introduction with the new employee and a comfortable space/location for the entrance-on-duty process.

This guide provides the minimum material that must be covered, presented, and/or distributed to new employees. In order to ensure that materials are understood, we highly recommend that you go over the required forms and handouts with employees and remain available while the employee views the mandatory trainings. In order to ensure that new employees receive the most helpful assistance possible on their first day, we encourage you to develop additional locations specific guidance (e.g., guidance on cafeteria hours or local restaurants, annual/recurring events summary, safety and health guidance, security/access guidance, etc.). Please ensure that any additional materials you supply remain up-to-date.

Please coordinate with the new employees' supervisors to ensure that they have properly prepared for their new employee's first day (if the supervisor has questions about this, refer supervisors to the Onboarding Checklist (included in the Supervisors tab of the Onboarding Portal linked below)). Please make sure that OCIO has been contacted and/or that other processes are in place to ensure that the Information Security Awareness and Rules of Behavior Training assessment can be administered on the first day. Finally, please coordinate a smooth transition from the entrance-on-duty process to the remainder of their day (e.g., preferably a personal escort to their office/lab and/or supervisor pick-up at the entrance-on-duty location; or minimally adequate explanations and directions to their office/lab).

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## USDA NEW EMPLOYEE ONBOARDING FORMS AND MINIMUM REQUIREMENTS

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All new employees will be sent to the USDA New Employee Onboarding Portal at: <http://www.dm.usda.gov/OBP/OBPIndex.htm> Please make sure that you are familiar with this site so that you can assist new employees throughout the Onboarding process.

Please ensure that all employees have completed all necessary forms and Mandatory Training (see the "Forms" and "Training" tabs of the USDA New Employee Onboarding Portal). In addition, you will need to:

- Conduct the official swearing in;
- Assist the employee and/or arrange for them to obtain their ID badge;
- provide an appropriate benefits briefings (additional assistance for benefits briefing including e-captivate trainings are included below); and
- provide a map/tour of the facility (you may arrange this with their supervisor or other staff member).

In addition to the New Employee Onboarding Portal, please ensure that all new employees are provided with the following resources:

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### REQUIRED HANDOUTS FOR DISTRIBUTION

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New Employee Essentials Handout (link: <http://www.afm.ars.usda.gov/hrd/empdev/index.htm>)

My EPP Brochure (link: <http://www.afm.ars.usda.gov/hrd/payleave/files/My%20EPP%20Brochure.pdf>)

AgLearn Brochure (link: [http://www.afm.ars.usda.gov/hrd/applications/files/AgLearn\\_Brochure.pdf](http://www.afm.ars.usda.gov/hrd/applications/files/AgLearn_Brochure.pdf))

e-OPF Brochure (link: <http://www.afm.ars.usda.gov/hrd/applications/files/eOPF-Booklet.doc>)

Safety, Health and Environmental Management Brochure (link: <http://www.afm.ars.usda.gov/shem/files/Safety%20brochure.pdf>)

Agency Civil Rights Statements (include the statements that pertain to your specific agency:

- ARS Civil Rights Related Guidance, including the Agency policy statements on Diversity/EEO; Anti-Harrasment; and Sexual Harrasment (link: <http://www.afm.ars.usda.gov/ODEO/policystatements.htm>)
- NASS Civil Rights Policy Statement: [http://www.nass.usda.gov/About\\_NASS/Civil%20Rights%20Statement%204.11.11%20Final.pdf](http://www.nass.usda.gov/About_NASS/Civil%20Rights%20Statement%204.11.11%20Final.pdf)

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### LIST OF REQUIRED TRAINING/VIDEOS THAT MUST BE VIEWED

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REE Pay & Leave Training (link: <http://www.afm.ars.usda.gov/hrd/eNeo/payleave/payleave1.htm>)

Benefits Videos: You may either provide the OPM Benefits videos, the REE Benefits e-captivate trainings, or both.

- You can acquire OPM Benefits videos at: <http://www.opm.gov/retire/pre/botdg/sales/index.asp>
- REE Benefits e-captivate trainings can be found at:  
Retirement: <http://www.afm.ars.usda.gov/hrd/eNeo/benefits/retirement.htm>;  
Life Insurance: <http://www.afm.ars.usda.gov/hrd/eNeo/benefits/1fegli.htm>; and,  
TSP: <http://www.afm.ars.usda.gov/hrd/eNeo/benefits/tsp.htm>

Agency Specific Overviews (While you may allow new employees to review all of the videos, you are only required to cover the videos that pertain to your specific agency)

- ARS: review information at: <http://www.ars.usda.gov/aboutus/docs.htm?docid=1505> and the ARS videos “[Science in Your Shopping Cart](#)” and “[Research for a Growing World.](#)”
- ERS: review ERS’ history and a presentation on their important work at: <http://www.ers.usda.gov/AboutERS/Overview.htm>;

- NASS: review informative videos [Safeguarding America's Agricultural Statistics Video](#) and [USDA Keeps Info Locked Up Safe](#), go to: <http://www.nass.usda.gov/Newsroom/index.asp>; and,
- NIFA: review information at: <http://www.nifa.usda.gov/about/background.html>)

Please remind new employees of Ethics requirements, including the requirement to take the USDA Ethics Orientation Online Training Module within 90 days of their appointment. They can access the training and notify the Ethics staff of their completion by going to: <http://www.usda-ethics.net/science/training/orientation.htm>

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#### LIST OF OTHER SUGGESTED/RECOMMENDED MATERIALS

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Overview of USDA EEO Complaints Process: [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html)

EEO Poster: <http://www.afm.ars.usda.gov/ODEO/files/EE0%20Poster.pdf>

Cooperative Resolution Program Poster:

[http://www.afm.ars.usda.gov/ODEO/files/Coopres\\_Poster\\_web.pdf](http://www.afm.ars.usda.gov/ODEO/files/Coopres_Poster_web.pdf)

Cooperative Resolution Program Brochure:

[http://www.afm.ars.usda.gov/ODEO/files/Coopres\\_Brochure\\_web.pdf](http://www.afm.ars.usda.gov/ODEO/files/Coopres_Brochure_web.pdf)

Civil Rights Accountability Policy and Procedures, DR-4300-010:

<http://www.ocio.usda.gov/directives/doc/DR4300-010.pdf>