



Office of the Chief Information Officer

NEW EMPLOYEE ONBOARDING CHECKLIST



IT Transformation

Modernizing Mission Support with 21st Century IT



New Employee Welcome (NEW) Program

Office of the Chief Information Officer (OCIO)

We are so happy you made OCIO your employer of choice!

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the OCIO. Using the checklist and accessing the helpful websites in this document will assist you through the entire onboarding process.

Please visit the New Employee Welcome (NEW) Program site (<http://www.doi.gov/ocio/onboarding/index.cfm>) to read the OCIO Employee Guide and obtain other helpful resources and information about your orientation experience and employment with OCIO.

Key Websites

Office of the Chief Information Officer
Leave & Earnings Statement
Training

<http://www.doi.gov/ocio/index.cfm>
<http://www.employeeexpress.gov>
<http://www.doi.gov/doilearn>

Your Federal Benefits

Health & Life Insurance
Retirement Planning
Thrift Savings Plan (TSP)
Flexible Spending Account
Dental & Vision Insurance
Long Term Care Insurance

<http://www.opm.gov/insure>
<http://www.opm.gov/retire>
<http://www.tsp.gov>
<http://www.fsafeds.com>
<http://www.benefeds.com>
<http://www.ltcfeds.com>

Human Resources (HR)

As an OCIO Employee, you will be supported by a Servicing Human Resources Office (Interior Business Center [IBC] HR) and a centralized Human Resources Operations Center (OCIO HR). OCIO HR is available to assist you with HR activities such as workforce planning, training, ethics, etc.

IBC HR, located in Lakewood, Colorado is available to answer questions and process actions related to health insurance, life insurance, retirement, and payroll forms. To contact IBC HR, please call: 1-877-642-4743. Fax: 303-985-6945.

Mailing Address:

Interior Business Center - HR Directorate
7301 W. Mansfield Ave.
Lakewood, CO 80235

How to Use This Checklist:

This document serves as a list of tasks for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the OCIO mission, history, culture, and organization. Use this document in partnership with your supervisor and HR to ensure you receive all of the necessary and beneficial tools and information.

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Your Name:	Enter on Duty (EOD) Date:
Position, Title, Pay Plan, Series, Grade:	
Your Supervisor's Name:	

PART I: BEFORE YOUR FIRST DAY

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Visit our website to learn more about the OCIO.	http://www.doi.gov/ocio/index.cfm
2	<input type="checkbox"/>	Complete Background Investigation (e-QIP) provided by IBC HR.	http://www.opm.gov/e-qip/
3	<input type="checkbox"/>	Return Federal Standard Forms (SF) provided by IBC HR in your Confirmation of Employment letter.	Mail or Fax to IBC HR (information provided in confirmation letter)
4	<input type="checkbox"/>	Complete Federal Information Systems Security Awareness (FISSA) + Privacy Records Management Training.	https://doi.doi.gov/trainingcds/DOI%20Information%20Resources%20Management%20Training.html
5	<input type="checkbox"/>	Return the certificate from the FISSA training, Rules of Behavior and Security Question forms (provided in confirmation letter) to OCIO HR.	Email to OCIO HR (information provided in confirmation letter)
6	<input type="checkbox"/>	Receive Welcome Email from OCIO HR with additional helpful information.	OCIO HR
7	<input type="checkbox"/>	Review the websites listed under “Pay and Benefits” section of OCIO New Employee Onboarding site to learn more about the excellent benefits package you are eligible for as an OCIO Federal employee.	http://www.doi.gov/ocio/onboarding/pay_benefits.cfm
7	<input type="checkbox"/>	Review the forms listed under “Training” and “Forms” section of OCIO New Employee Onboarding site to learn more about the training DOI provides, training for new employees, and additional forms to complete.	http://www.doi.gov/ocio/onboarding/training.cfm
8	<input type="checkbox"/>	Complete Permanent Change of Station (PCS) relocation paperwork (if applicable).	IBC HR


PART II: YOUR FIRST DAY

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Arrive at the building by 9:00a for orientation (remember to bring two forms of ID).	Address, directions, and room numbers will be provided by OCIO HR
2	<input type="checkbox"/>	Attend OCIO NEW (New Employee Welcome) Orientation	IBC & OCIO HR
3	<input type="checkbox"/>	Return to workspace and follow-up with supervisor	Supervisor
4	<input type="checkbox"/>	Meet your colleagues	Supervisor or Sponsor
5	<input type="checkbox"/>	Take a tour of the office with your supervisor, sponsor (if assigned), or other	

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		colleague to find out where communal office equipment (fax machine, copiers, etc.) and other areas (restrooms, kitchen, etc.) are located.	<i>Supervisor or Sponsor/Colleague</i>
6	<input type="checkbox"/>	Review security and safety procedures for the building.	<i>OCIO Employee Guide (Building Security Section)</i>

PART III: YOUR FIRST WEEK

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	View the OCIO Welcome video (if applicable)	http://www.doi.gov/ocio/onboarding/index.cfm
2	<input type="checkbox"/>	Discuss your specific work schedule, telework (if applicable), lunch breaks, and hours of operation with supervisor.	<i>Supervisor</i>
3	<input type="checkbox"/>	Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor	<i>Supervisor</i>
4	<input type="checkbox"/>	Make sure all forms that require a supervisory signature are signed.	<i>Supervisor</i>
5	<input type="checkbox"/>	Return signed paperwork (Quicktime, Work Schedule, Telework, etc.).	<i>OCIO HR</i>
6	<input type="checkbox"/>	Review inclement weather procedures	<i>Supervisor</i>
7	<input type="checkbox"/>	Schedule an appointment to pick up your DOI identification and building access card once you receive an automated email. If you have not received an email within a week of start date, contact OCIO HR.	<i>OCIO HR</i>
7	<input type="checkbox"/>	Review OCIO Employee Guide and How-to-Guide on OCIO Administrative Operations.	<i>OCIO Employee Guide & OCIO Administrative Operations</i>
8	<input type="checkbox"/>	Work with your supervisor, IT Department, and OBS to determine IT equipment and supply needs.	<i>Supervisor / IT/OBS</i>
9	<input type="checkbox"/>	Review and discuss position description and initial performance standards with your supervisor.	<i>Supervisor</i>
10	<input type="checkbox"/>	Review Employee Assistance Program (EAP)	http://www.eapconsultants.com
11	<input type="checkbox"/>	Explore DOI's intranet page, oneINTERIOR , to find additional information on the entire agency.	http://oneinterior.doi.net/index.cfm
12	<input type="checkbox"/>	Explore how to report injuries at work and the Office of Workers Compensation (OWCP).	http://www.doi.gov/workerscompensation/index.cfm
13	<input type="checkbox"/>	Meet with your supervisor at the end of the week to discuss how your first week went (any surprises, challenges, etc.) and how to prepare for the next week.	<i>Supervisor</i>

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PART IV: YOUR FIRST MONTH

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.nbc.gov/doi/
2	<input type="checkbox"/>	Sign into Employee Express and review and print your 1 st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it online.	Employee Express http://www.employeeexpress.gov/
3	<input type="checkbox"/>	Review the provided DOI payroll schedule with your supervisor. Note: DOI employees are paid bi-weekly on Tuesdays. If you have additional questions, please see OCIO HR.	Supervisor/OCIO HR
4	<input type="checkbox"/>	Review the Federal holiday schedule.	https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview
5	<input type="checkbox"/>	Complete the OGE 450 Confidential Disclosure Report or OGE 278 Public Disclosure Report forms within 30 days. You will receive a link from the Ethics Office inviting you to file the appropriate form (if applicable). Contact OCIO HR if you have additional questions.	OCIO HR http://www.doi.gov/ethics/index.html
6	<input type="checkbox"/>	Review the goals and mission of OCIO by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the OCIO mission.	Supervisor
7	<input type="checkbox"/>	<p>Talk with your supervisor about how to access DOI Learn, the Department's learning management system. Many of the courses offered and the mandatory online courses are available on this site. You will receive an email with login instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in DOI Learn. If you received more than one paycheck but haven't received your login please contact OCIO HR</p> <p>Review the following list of trainings. Check with your supervisor to see which ones are applicable to your position and timeframes for completing them. If you have any questions regarding training, contact OCIO HR.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discrimination and Whistleblowing in the Workplace (No FEAR). <input type="checkbox"/> Role-Based Information Technology Security Training. 	Supervisor/OCIO HR https://gm2.geolearning.com/geonext/doi/login.geo

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		<p>Annual, based on duties. Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equal Employment Opportunity Training. Annual requirement. 1-hour forums or courses are usually offered by Department and bureau EEO offices throughout the year. <input type="checkbox"/> Diversity Training. Annual requirement. 1-hour forums or courses are usually offered by Departmental Diversity and Civil Rights offices. <input type="checkbox"/> Ethics and Awareness Online Training Course. Annual requirement. <input type="checkbox"/> Safety Training. <input type="checkbox"/> Charge Card Training. <input type="checkbox"/> Uniformed Services Employment and Reemployment Rights Act (USERRA). Annual requirement for Supervisors, Managers and Human Resources personnel. <input type="checkbox"/> Veteran Employment Training. Annual requirement for Hiring Managers and HR Professionals. <input type="checkbox"/> Telework Training. One-time requirement. Online courses are available: Telework for Employees and Telework for Managers. 	
8	<input type="checkbox"/>	Meet with your supervisor at end of 30 days to discuss how your first month went (any surprises, challenges, etc.).	Supervisor

PART V: YOUR FIRST 60 DAYS

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Meet with your supervisor to discuss and develop your performance standards and Individual Development Plan (IDP). Make sure you receive a copy for your records.	Supervisor
2	<input type="checkbox"/>	Health Insurance Election form (SF-2809) must be turned in to IBC HR within first 60 Days.	IBC HR http://www.opm.gov/insure/
3	<input type="checkbox"/>	Life Insurance Election form (SF-2817) must be turned in to IBC HR within first 60 Days.	IBC HR http://www.opm.gov/insure/

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4	<input type="checkbox"/>	Flexible Spending Account (FSA) / Dental / Vision / Long Term Care Elections must be made within first 60 Days. To complete enrollment you must go to the individual websites and register.	http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com
5	<input type="checkbox"/>	Access the Thrift Savings Plan (TSP) website with the PIN information you received in the mail. If you have additional questions, please contact IBC HR.	IBC HR https://www.tsp.gov/index.shtml
6	<input type="checkbox"/>	Meet with your supervisor at end of your first 60 days to discuss how things are going (any surprises, challenges, areas for improvement, etc.).	Supervisor

PART VI: YOUR FIRST 90 DAYS

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Meet with your supervisor to discuss how your employment is going (progress, any surprises, challenges, areas for improvement, questions etc.).	Supervisor

PART VII: YOUR FIRST YEAR

	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30 th of each year and the new one begins on Oct 1 st .	Supervisor
2	<input type="checkbox"/>	The annual Health Insurance Open Season takes place from mid-November to mid-December and provides you the opportunity to make changes in your Health, Dental, and Vision each year. You must re-enroll in Flexible Spending (FSA) each year if you elect this option. You can make changes to your health insurance during Open Season using Employee Express.	http://www.opm.gov/insure/ http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com http://www.employeeexpress.gov/
3	<input type="checkbox"/>	The end of the year is a good time to review your Thrift Savings Plan (TSP) contribution elections. Go on the TSP website to make any adjustments in your contributions.	https://www.tsp.gov/index.shtml

Congratulations on your One Year Anniversary with the Office of the Chief Information Officer (OCIO)!!