

New Employee Orientation Table of Contents

New Employee Orientation and Important Information About US DOE

New Employee Orientation

Welcome to US department of Energy (DOE), Environmental Management Consolidated Business Center (EMCBC). This orientation website provides all of the forms you will need to present on Day One at EMCBC as well as information you need on employment, employee benefits, ethics, security, and more. A few of the links (to EMCBC Services and K drive) will not be available until you have entered on duty. At that time, you will be able to continue to use NEO as a helpful reference.

Depending on whether you are a new or transferring federal employee, the program will take up to two hours to complete. You do not have to finish the program in one sitting. To get started, click the "Start Orientation" button at the bottom of this page and proceed section by section. After using hyperlinks (e.g., to forms or other informational internet sites) use the left arrow key to return to the previous page of the orientation.

The most important information to complete is on the following pages: 2, What to Bring on Your first Day; 4, Employee In-Processing Forms; and page 14, Mandatory Ethics Training. The remaining pages have information that will facilitate your entrance on duty and provide useful references for you as an EMCBC employee

About the U.S. Department of Energy

As a new employee of DOE, EMCBC, you are entering a Cabinet-Level Executive Branch Agency with a long history of achievement. DOE has won more [R&D awards](#) than any private sector organization, and twice as many as all other Federal agencies combined. As the nation's top sponsor of research on promising technologies, DOE is responsible for [key accomplishments](#) in the fields of Alternative Fuel Vehicles, Biological & Environmental Research, Clean Power, Computers & Microelectronics, Energy Efficiency, Gene Research & Therapy, High Efficiency Vehicles, Material Sciences, Medical Technology, Nanoscience, Pollution Prevention, Renewable Energy, Solar Energy, and Transportation Technologies.

DOE's [history](#) can be traced to the Manhattan Project and the race to develop the atomic bomb during World War II. Use the hyperlink to trace the steps from the Manhattan Project to the DOE.

Today, DOE contributes to the future of the nation by ensuring our energy security, maintaining the safety and reliability of our nuclear stockpile, cleaning up the environment from the legacy of the Cold War, and developing innovations in science and technology. For more information about the Office where you will be working, please visit the EMCBC Home Page, <http://www.emcbc.doe.gov>

The [Office of Environmental Management \(EM\)](#) is committed to cleaning up the environmental legacy brought about by over 50 years of nuclear weapons development. The EMCBC is the business arm of EM, dedicated to supporting that mission by being the preferred provider of financial, contracts, diversity, logistics, IM, legal, human resources, cost estimating, and technical support services to customers nationwide through exemplary service. You will be a primary resource to achieve those services.

What To Bring On Your First Day

Unless otherwise directed, plan to report to the Fifth Floor (Suite 500) Main Lobby Visitor Area at EMCBC or the Main Lobby area at your Field Station (as directed by your HR contact) by 8:00 a.m. on your first day of work. You will be greeted by an HR representative and escorted to the Entrance-On-Duty Orientation Session. EMCBC is located in the Chiquita Building, 250 East Fifth Street, Cincinnati, OH 45202.

For parking on the first day, you may want to park in the Chiquita Building underground garage (\$12 for 10 hours; \$15 for longer than 10 hours) or one of the lots/garages nearby. The following website shows downtown parking and provides rates (Northeast of Vine and Southeast of Vine each have some locations within a couple of blocks of the Chiquita Building):

<http://www.downtowncincinnati.com/PlanYourVisit/Parking.aspx>

For those who want to ride bikes to work, the following may be useful:

http://www.cincinnati-oh.gov/transeng/downloads/transeng_pdf37809.pdf

In order to complete your in-processing into the Department of Energy, you must bring the following items and paperwork with you:

- Photo ID
- Current U.S. Passport, birth certificate, or citizenship naturalization papers
- New Employee Orientation Checklist
- Printed copy of Employment Forms (see page 6 of orientation) Printed copy of Benefits Forms (see page 13 of orientation)
- If required by the nature of your job position, Form OGE 450 (contact the HR specialist if you need clarification):
- <http://www.oge.gov/Financial-Disclosure/Confidential-Financial-Disclosure-450/OGE-Form-450/>

- Verification of United States citizenship is required for Federal employment, except for exceptional circumstances, not addressed here. You must provide proof of citizenship in order to be appointed to this position. All proofs of identity must have identical names. The names may not differ, even as to the following:
 - middle name versus middle initial,
 - hyphenated name versus non-hyphenated name, or
 - Hispanic use of surname with mother's maiden name appended versus shortened surname without mother's maiden name appended.
- Note that although the I-9 requires that only one primary identification document (from List A) be presented, DOE has a second requirement for proof of identity, which originates through Department of Homeland Security in Presidential Directive 12 (HSPD 12), which is on the USAccess website and may be reached by using the following link:
 - <http://www.fedidcard.gov/viewdoc.aspx?id=109>
 - This requirement for the second proof of identification is necessary for your receipt of a DOE entry/security badge. Note the requirement, stated on the above web pages, for a linking document if your name has changed to reflect marital status.
 - Without a complete set of identification verification documents, an applicant is not eligible for a DOE badge, which will result in a delay in the appointment to federal service.

Introduction to Employee Forms and Oath of Office

Introduction to Employee Forms and Oath of Office

The employment forms found in this section collect important and necessary information about you that will be used to verify your identity and eligibility for Federal Employment, capture all creditable Federal Service Time, establish direct deposit for salary payment, and enumerate exemptions for Federal and state Income Tax.

One thing that you will not see in the online portion of your orientation is the Appointment Affidavit; also known as the Oath of Office. Every new Federal employee, including the President, is required by law to take an oath to support and defend the Constitution. The Oath of Office will be administered on your first day of employment. To learn more about the Oath of Office and the U.S. Constitution, [visit the Office of Personnel website](#) and [National Archives Website](#).

Employee In-Processing Forms

The employment forms in this section collect important information about you that will be used to verify your identity and eligibility for Federal Employment, capture all creditable federal service time, establish direct deposit for salary payments, and establish status and exemptions for federal, state, and, as applicable, city income taxes:

- Some of the forms are in a single [PDF file](#). They include the following:
 - Employee Information Form
 - SF-144, Statement of Prior Federal Service
 - DOE F 1600-7, Applicant Disability, Race/National Origin and Sex Identification, 2 pgs
 - Notice concerning Pre-Appointment Certification Statement for Selective Service Registration
 - FMS 2231, FastStart Direct Deposit, 3 pgs
- Some of the forms must be reached separately. Links are provided for each form:
 - W-4, Federal Income Taxation Form - 2010 Income Taxation Form for the United States <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
 - State Income Taxation Forms <http://www.taxadmin.org/fta/link/forms.html> (choose the state in which you live, not the one in which you work, if they differ)
 - Notification to City of Cincinnati (required for all employees who work in Cincinnati) <http://www.cincinnati-oh.gov/cityfinance/pages/-5322/>
 - Optional: Email address to request DOE payroll deduction for Cincinnati City Tax payrollCSRHelpDesk@hq.doe.gov
 - SF 3881, Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form,
 - SF-61, Appointment Affidavit http://www.opm.gov/forms/pdf_fill/SF61.pdf
 - SF-1152, Designation of Beneficiary for Unpaid Compensation, http://www.opm.gov/forms/pdf_fill/SF1152.pdf
 - I-9, Employment Eligibility Form <http://www.uscis.gov/files/form/I-9.pdf>
 - DOE GC-203, Agreement Covering Discoveries, Inventions, and Improvements
 - Bring if position requires financial disclosure: OGE 450, http://www.oge.gov/forms/oge450_pdf/oge450_automated.pdf

Available Benefits at EMCBC

Those employees who are new to the federal government or are being reinstated after a break in service will want to review the benefits options and be ready to ask questions when meeting with the HR Benefits Specialist on the Entrance on duty date. Employees who are transferring to EMCBC from other DOE offices/organizations or other federal agencies may have their benefits elections transferred with them and may not need to fill out new forms. Check with the HR Benefits specialist upon reporting for duty to determine whether all benefits transferred. Be especially careful if you were in a local-area HMO in the previous agency. It will not transfer to your new location unless you remain in the same local coverage area. Remember, benefits election decisions are your responsibility. The FEHB web page gives you comparisons and tips to help make your decisions, but only you can determine the best coverage for your unique situation. In-depth information and web links to benefits-related sites, plan comparisons, and election forms are on the following pages in this NEO website.

Types of benefits for eligible employees:

- o Health
- o Dental
- o Vision
- o Life insurance
- o Retirement Savings
- o Flexible spending accounts
- o Long-term care

EMCBC family-friendly programs:

- o Alternative work schedules
- o Flexiplace / telecommuting
- o Transit subsidy
- o Exercise / Wellness subsidy

Pay

- o Gross pay amount is in individual Offer Letter
- o Net pay depends on benefit elections, tax exemptions
- o Pay Calendar is biweekly, every other Thursday, direct deposit into your bank account

Benefit Forms, Initial Election Period, and Effective Date of Coverage

Benefit Forms

- o [SF-2809 - Federal Employees Health Benefits Registration Form](#) - Allows an employee to enroll or waive health insurance coverage.
- o Acknowledgement of Health Benefits Information - Acknowledges receipt of FEHB election information
- o [SF-2817 - Life Insurance Election Form \(Federal Employee Group Life Insurance\)](#) - Allows an employee to elect or waive life insurance coverage.
- o [SF-2823 - Designation of Beneficiary \(Federal Employee Group Life Insurance\)](#) - Allows an employee to designate a beneficiary for FEGLI.
- o [SF-3102 - Designation of Beneficiary \(Federal Employee Retirement System\)](#) - Allows an employee to designate a beneficiary for FERS.
- o [SF-2808 - Designation of Beneficiary \(Civil Service Retirement System\)](#) - Allows an employee to designate a beneficiary for CSRS
- o [SF-1152 - Designation of Beneficiary \(Unpaid Compensation of Deceased Civilian Employee\)](#) - Allows an employee to designate a beneficiary for unpaid compensation (e.g. salary, annual leave or awards).
- o [TSP-1 - Thrift Savings Plan Election Form \(Thrift Savings Plan\)](#) - Enrolls an employee in the Thrift Savings Plan (TSP).
- o [TSP-3 - Designation of Beneficiary \(Thrift Savings Plan\)](#) - Allows an employee to designate a beneficiary for TSP.
- o [FE-6 DEP](#) - Certification for Foster Children (the FE-6 DEP Certification Form is Attachment 1 on page 7)

Initial Election Period, and Effective Date of Coverage

- o 60-days maximum from date of appointment to elect health benefits
- o Submit Health Benefits Election form, SF-2809, to Human Resources (HR) Office
- o If you miss 60-day deadline, open season is next chance (second Monday in November through second Monday in December) except for a qualifying life event (see <http://www.opm.gov/insure/health/planinfo/qle.asp>)

- Effective date of coverage: first pay period after HR receipt of election and in-pay status

General Eligibility Criteria for Family Members

- Eligible: spouse (including valid common-law spouse)
- Unmarried dependent children under age 22 (including legally adopted and recognized natural children (born out of wedlock) who meet certain dependency requirements)
- Certified financially dependent grandchildren/foster children

Online guidance to FEHB with detailed information on plan differences, cost, deductible, co-pays, prescription drugs, choice features, and much more: <http://www.checkbook.org/newhig2/hig.cfm>

To log in -

Username: first name space last name, e.g., John Doe

Password: your zip code, e.g., 45202

You will be assigned a permanent username and password after entering duty at EMCBC.

Federal Employees' Group Life Insurance (FEGLI)

Initial Enrollment Period

All Employees in eligible positions are automatically enrolled in Basic Life Insurance unless they choose to waive it. Basic Life Insurance is effective on the first day you enter a pay and duty status. New employees have 31 days from the date of their appointment to elect additional Optional Insurance or to waive coverage entirely. Employees must be enrolled in Basic Life in order to elect Optional Insurance. Your completed Life Insurance Election Form, SF-2817, must be submitted to your Human Resources Office in a timely manner. Additionally, employees are strongly encouraged to submit SF-2823 Designation of Beneficiary form.

The Types of Coverage Available

Basic Life

Basic life is based on your annual basic rate of pay, rounded up to the nearest \$1,000, plus \$2,000 (example: annual salary is \$35,260, rounded up to \$36,000 plus \$2,000 equals \$38,000). FEGLI is term insurance and has no cash value.

Optional Insurance

Three types of Optional Insurance are available to employees:

- Option A provides \$10,000 of additional coverage.
- Option B coverage comes in 1, 2, 3, 4, or 5 multiples of your annual basic rate of pay.
- Option C coverage insures your spouse for up to 5 multiples of \$5,000 and/or eligible children for up to 5 multiples of \$2,500.

Cost of Insurance

The cost of Basic Life Insurance is shared between the employee and the Government; you pay 2/3, the Government pays 1/3. Your age is not a factor in calculating cost of Basic Life. The employee pays the full cost of Optional insurance, which depends on the employee's age. To calculate cost and face value of coverage, visit the online, interactive [FEGLI calculator](#).

[FEGLI Handbook](#) Detailed guidance on the FEGLI Program is available by clicking on the FEGLI Handbook link. Last updated December 23, 2002 (reformatted March 2003).

The Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) is a voluntary retirement savings and investment plan for federal employees.

- To be a participant, file the contribution election form with HR (available on TSP website, "Forms and Publications for Civilian Employees" and on page 13 of this website).
- Election is effective the beginning of the pay period in which election is made.
- Contribution allocations or interfund transfers can be made any time by using the TSP website, www.tsp.gov.
- TSP has two types of options: Lifecycle Funds and individual TSP Investment Funds.
- You may invest in any of the 5 types of Lifecycle funds, the 5 types of investment funds, or any combination of funds (funds are explained on the TSP website).

FERS Employees:

- Eligible to contribute up to IRS annual limit (\$16,500 in 2010 - 2011)
- Receive Agency Automatic 1% contribution whether you contribute or not
- Receive Agency Matching Contributions

- Dollar for dollar for first 3% you contribute
- Fifty cents (\$0.50) per dollar for next 2% you contribute
- Capped at 4% matching contribution

CSRS Employees:

- Eligible to contribute up to IRS annual limit (\$16,500 in 2010 - 2011)
- Do not receive Agency Automatic 1% contribution or matching contribution

Foster Children Requirements

To be considered a foster child for health benefits and life insurance purposes:

- The child must be unmarried and under age 22 (or, if the child is over age 22, he/she must be [incapable of self-support](#)).
- The child must live with you.
- The [parent-child relationship](#) must be with you, not the child's biological parent.
- You must be the primary source of [financial support](#) for the child.
- You must expect to raise the child to adulthood.

You don't need to be related to the child, nor to legally adopt him/her. As long as the above requirements are met, you may have a foster parent-child relationship even when:

- The child's natural parents are alive.
- The child's natural parent lives with you.
- The child receives some support from sources other than you (e.g., Social Security payments or support payments from a parent).

Common examples of a foster parent-child relationship are:

- A child whose parents have died is living with, and being supported by, a close relative who is an enrollee.
- A child who is living with and financially dependent on a grandparent who is an enrollee. (The natural parent of the child may also be a dependent.)
- A child who is living with an enrollee under a pre-adoption agreement.
- A child who is in the legal custody of an enrollee.

A Family-Friendly Workplace

DOE takes its commitment to recruiting, retaining, and motivating a highly skilled, diverse, and productive workforce very seriously. Our objective is to be employer of choice in the public sector. We are the Top-Ranked Cabinet-Level Agency for employee satisfaction and engagement according to the 2005 Best Places to Work in the Federal Government. Below is a summary of additional benefits and family-friendly programs.

Annual and Sick Leave

- Four (4) hours of sick leave is accrued each pay period throughout federal service
- No accrual limit on sick leave
- Sick leave hours belong to the government and are not paid out if you leave civil service
- If you leave civil service and return, the previous sick leave hours will be credited to you
- Annual leave is earned as follows
 - First 3 years: 4 hrs/pay period
 - Years 4 -15: 6 hrs/pay period
 - After 15 years: 8 hrs/pay period
- A limit of 240 hours of annual leave may be carried over from year to year
- If you leave civil service, your accrued annual leave will be paid to you.
- All leave use should be approved in advance by the supervisor

Flexible Spending Accounts

Flexible Spending Accounts (FSA) enable eligible employees to pay for certain medical and dependent care expenses with pre-tax dollars. To learn more, visit <http://www.opm.gov/insure/flexible/index.asp> or <http://www.fsafeds.com/>.

Subsidy for Energy Employee Transit (SEET) with Electronic Transit Subsidy Reimbursement Forms

The program is designed to promote use of public transportation to conserve energy resources. DOE participants receive a quarterly benefit to help offset commuting fares of participating regional transit providers. [DOT Application](#) Additional information is on the EMCBC Services site already on your desktop.

Flexible Schedules, Telecommuting, and Health/Wellness

- Discuss alternative work schedule (AWS) opportunities with your supervisor.
- Limited telecommuting may also be available, depending on nature of work and circumstances. See your supervisor.
- The Childtime Child Care Center is located in the adjacent Federal Building with a capacity of 76 children, infants through pre-K (513/522-4453) <http://www.childtime.com/>
- Optional subsidy is available for health & fitness facility membership.
- Walk-In clinic in adjacent Federal Building is available; check with supervisor.
- EMCBC has employees trained in emergency medical treatment

Employee Assistance Program (EAP)

It's always a good feeling to know that you have options. Sometimes, job problems occur as the result of things going on outside of the workplace as well as things in the office. If you are facing issues that weigh heavily on you, and if you don't want fellow workers or supervisor to know about issues that are really not their business, you have another resource that is confidential, free, and professional. It is the Federal Occupational Health's Employee Assistance Program (EAP). It has helped people with all kinds of problems. The toll free number is 800/222-0364. Nobody in this office will know that you have called or made an appointment. <https://www.magellanassist.com/default.aspx?extern=FOH4YOU>

Free EAP services for DOE EMCBC employees include the following:

24-hour phone access (1-800-222-0364)
Short-term face-to-face counseling
Legal consultation
Child and elder care resources
Financial consultations
Health management information
Onsite health and wellness presentations
Community resources and referrals
Web site resources

EAP services are available for both home and workplace situations that affect employee ability to perform work and function adeptly. Confidentiality is assured.

Department of Energy Substance Abuse Testing Program

[Executive Order 12564, Drug-Free Federal Workplace](#), states in part that "the use of illegal drugs or the use of legal drugs illegally by Federal employees impairs the efficiency of Federal Agencies, jeopardizes public health and safety, and violates the public trust." Substance abuse increases the burden on other employees who do not use illegal drugs and also is an economic problem due to lost productivity in the workplace, insurance claims, sick benefits, accidents, and theft. Abusers endanger all who rely on them for their well being and safety. The Department's Substance Abuse Testing Program covers all Federal employees of the Department of Energy.

If your new position requires a pre-employment drug testing, your HR Specialist will contact you with more information and instructions. Executive Order 12564, Drug-Free Federal Workplace, applies to all employees, even if your position is not designated as part of the testing pool.

Additional information concerning the Department's Drug-Free Workplace Program can be obtained by reviewing [DOE O 3792.3, Drug-Free Federal Workplace Testing Implementation Program](#). You may also contact Robin Campbell at robin.campbell@emcbc.doe.gov or 513-246-0515 with questions about the Department's Drug-Free Workplace Program as it relates to EMCBC. For overall information on the subject, the contact is Beau Newman (beau.newman@hq.doe.gov or 202/586-8585).

Security and Emergency Preparedness Forms and Information

Homeland Security Presidential Directives (HSPD-12) establishes policy for a common identification standard for all Federal employees and contractors.

When reporting for duty, all new federal employees must comply with the following:

- Present two identity source documents bearing identical names. See <http://www.fedidcard.gov/viewdoc.aspx?id=109> for a complete explanation of the types of documents that are acceptable.
- Present documentation that establishes U.S. citizenship, such as a birth certificate with raised seal, current U.S. passport, Naturalization Certificate, Citizenship Certificate, or a Report of a Birth Abroad of a U.S. Citizen.

On your first day, you will meet with a representative of the EMCBC Security organization and undergo further credentialing and enrollment activities.

An HSPD-12 security badge will not be issued until the above requirements are met

Building Access, DOE Badges and Inspections

- DOE will issue an HSPD-12 Security Badge or an EMCBC issued Local Site Specific Only (LSSO) Badge to all Federal and contractor employees.
- DOE will also issue a proximity card to use with access readers.
- Display the badge above the waist in plain view at all times when inside of DOE facilities/floor space.
- The Chiquita Building is open Monday thru Friday 6:00 am to 6:00 pm and Saturday 6:00 am to 1:00 pm.
- Sign in or out at Chiquita Main Lobby Security Desk outside of normal hours cited above.
- You must have your credentials and proximity card to enter the DOE floor space.
- Access codes for elevator usage are required outside of normal business hours. Please contact Joanne Merritt (513/246-0594) or Bud Sokolovich (513/246-0595) to obtain codes. Do not share the codes with non EMCBC employees.
- Additional information is provided in EMCBC Mandatory Training for Security (see page 29 of this NEO site). Pat Vent (513/246-0605) will answer any additional questions on security.

Prohibited Articles

The following articles are prohibited from DOE property and facilities:

- Weapons
- Explosives
- Dangerous instruments/material likely to produce substantial injury or damage to Persons/Property
- Alcohol and Alcoholic Beverages
- Illegal Drugs and Drug Paraphenalia

Emergency Preparedness

The EMCBC has established an Occupant Emergency Plan. Employees are responsible for reading and understanding this plan after they come on board. There is also EMCBC Mandatory Training regarding Emergency Preparedness. General information is available in the link provided here <http://www.emcbc.doe.gov/files/dept/hr/EMCBC%20EMERGENCY%20PREPAREDNESS%202010.doc>. Questions regarding Emergency Preparedness should be directed to Greg Campbell at 513 246-0591.

Links: Information for Employees

DOE Order 3792.3, Drug-Free Federal Workplace Testing: <http://www.directives.doe.gov/pdfs/doe/doetext/oldord/3792/o37923c1.html/>
Employee Assistance Program: <http://www.hhs.gov/ohr/eap/aboutus.html>
Employee Self Service (ESS): http://mis.doe.gov/ess/about_ess.cfm
Flexible Spending Accounts (FSA): <http://www.fsafeds.com/>
Pay & Pay Scales: <http://www.opm.gov/html/topics.asp#P>
Facts on Leave Programs: <http://www.opm.gov/oca/leave/html/factindx.asp>
Health Benefits: <http://www.opm.gov/insure/health/index.asp>
Life Insurance Benefits: <http://www.opm.gov/insure/life/index.asp>
Long Term Care: <http://www.ltcfeds.com/>
Retirement Benefits: CSRS: <http://www.opm.gov/retire/pubs/pamphlets/csrs.asp>
FERS: <http://www.opm.gov/retire/pubs/pamphlets/fers.asp>
Thrift Savings Plan (TSP): <http://www.tsp.gov/>

Where to Find It -Other Information and Resources That Are Available to All Employees

Telephone and Email contacts for Permanent Change of Station (PCS): PCS phone number: 513-246- 0606 PCS mailbox: PCS@emcbc.doe.gov

EMCBC Phone Book: Click on the EMCBC Services icon (Services) on your desktop PC.

EMCBC Mission: [PS 111-01](#).

EMCBC Occupant Emergency Plan: [IP-472-01](#)

Restrictions on political activities: <http://www.osc.gov/hatchact.htm>

EMCBC Work Schedule Policy: [PS-322-01](#). See also "In Lieu of Holiday for Employees on AWS for FY10"

Sample DFAS Leave and Earnings Statement: <http://www.dfas.mil/civilianpay/payandentitlements/leaveandearningstatement.html>

EMAIL: Outlook 2003 icon on your PC. See Help Desk (6-0600) for Username and Password.

Phone: See IM Help Desk (6-0600) for phone instruction. Extension is displayed on phone.

Work Attire: EMCBC Dress Code Guidelines provide guidance for Office Casual dress, which is the EMCBC standard, with Casual Fridays as defined in the [guideline](#).

Visitor Access Procedure: [IP-470-01](#).

Chiquita Elevator Codes for after hours use: See Joanne Merritt, 6-0594, or Bud Sokolovich, 6-0595, Logistics

Maintenance Issues: Online maintenance request capability in Services. Primary contacts: Bud Sokolovich 6-0595 and Joanne Merritt, 6-0594. Emergency phone # 579-1144.

Bus schedules: Metro (Ohio) <http://www.sorta.com> and Tank (N. KY) <http://www.tankbus.org>

Inclement Weather Policy: [DOE-EMCBC-001](#).

Traffic Conditions online, Services, Traffic Conditions: <http://www.artimis.org/traffic.php>

Government Travel Card: Get supervisory approval. Train online; print certificate of completion: <http://www.emcbc.doe.gov/files/dept/finance/BOA%20application%20form.doc>. Take the online training embedded in the link; and return the certificate of completion to Deborah.ross@emcbc.doe.gov for travel card. You and supervisor must sign acknowledgement; your FICO credit score must be 660 to receive standard card with \$10,000 limit.

Official Government Travel: [PS-522-01](#)

Use of GSA vehicle: Contact Erin Clark, ext. 6-1368. These vehicles are for official government use only, not personal use. Review [PS-550-01, Rev 2](#), on EMCBC Services prior to using a GSA vehicle.

Limited use of Government Office Equipment, including Information Technology: DOE O 203.1, <http://www.directives.doe.gov/cgi-bin/explhcg?qry1104309930;doe-49> and (as it relates to email) <http://humancapital.doe.gov/resources/appendix-h-end-user-rules-of-behavior.pdf>

Use of Mailroom: See your organization's Administrative Assistant or Lynette Chafin 6-0461 for instructions

Professional Credential Expense Reimbursement: In accordance with [USC 5757 \(Public Law 107-107, 1112\)](#) DOE reimburses certain"(1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, and professional certification; and (2) examinations to obtain such credentials." This capability is not an employee entitlement. Contact Carolyn Roehrig, Training Manager, for details.

EMCBC Leave policy/procedures: [DOE O 322.1B, Pay and Leave Administration and Hours of Work; Services, PPP](#). Leave slips are available from your organization's Administrative Assistant or on <http://www.opm.gov/forms/html/opm.asp>, OPM form 71.

EMCBC General Supply List will be available during in-processing. Supplies are kept in the mailroom on the fifth floor. Joanne Merritt orders supplies on the general list once each month. Non-general supplies are ordered by each department.

EMCBC has recycling boxes in various locations, including lunch rooms, for paper, plastic, and aluminum cans. See your organization's Administrative Assistant for further details.

Mandatory Ethics Training Module (with 9 sections)

This guide contains the mandatory Ethics training that each new employee must take follow as a federal employee. When you have completed the training, successfully print out and sign the Certification form on page 2 of this NEO site, entitled, "What to Bring on Your First Day."

If you have any ethics questions after completion of the training, your HR Specialist will put you in contact with your ethics counsel or supervisor.

Public service is a public trust. Federal employees must always place loyalty to high ethical standards above private gain. Understanding and observing ethics rules are essential to fulfilling that trust. Review and internalize the following instructional material and bring your certification of completion when you report for duty.

Ethics Training Modules

- [Fourteen Principles of Ethical Conduct for Federal Employees](#)
- [Gifts from Outside Sources](#)
- [Gifts Between Employees](#)
- [Conflicting Financial Interests](#)
- [Impartiality in Performing Official Duties](#)

- [Seeking Other Employment](#)
- [Misuse of Position](#)
- [Outside Activities](#)
- [Restrictions on Former Employees](#)

Training (Mandatory Annual & Biennial Training included)

Employee training is a high priority for US DOE EMCBC. Use the IDP process to establish priorities with your supervisor, and utilize the services of the EMCBC Training Officer, Kendal Holt, kendal.holt@emcbc.doe.gov or 513-246-0511 for support and information on access to training modules/systems.

The DOE Online Training Service, ETS, retains a record of each employee's training request and completion file online. This reference file is available to the individual employee and supervisor.

[IP-361-01](#), the EMCBC Implementing Procedure for training, sets forth types of training available, priorities for approving training requests, and use of the Individual Development Plan (IDP) to ensure that funding is available for requested training. [IP-361-01](#), "Training and Qualification for Federal Employees," is on the EMCBC Services website (on every EMCBC employee's desktop menu) under "Policies, Procedures, and Plans."

The characteristics of conferences, including whether they qualify as training, and the requirements for justification of conference attendance are delineated in the attached document "[Criteria for Conference Attendance](#)."

Each EMCBC employee will take the following mandatory training, as indicated. In addition, EMCBC Serviced Sites have specific mandatory training needs which are explained during the orientation process at the site.

Mandatory Training

- One-Time New Employee Orientation 2-6 hours
- [Security \(initial security briefing\)](#)
- Annual Security Briefing 1 hour
- Annual [Cyber security Awareness](#) 1 hour
- Annual Continuity of Operations (COOP) 1 hour
- Annual Worker Protection 1 hour
- Annual Ethics 1 hour (includes Hatch Act)
- Annual Privacy Act 1 hour
- Biennial Prevention of Sexual Harassment 1 hour
- Biennial No Fear Act 1 hour
- Annual EEO (non-supervisors) 3 hours
- Annual EEO (supervisors) 4 hours
- [FEOSH Training](#)
- [Records Management for Everyone](#)
- [General Employee Training](#)

New federal supervisors are required to complete the following on-line and/or classroom training within 12 months of entering officially into their position as a supervisory official:

- EEO training Supervisors No
- Fear Act Training Survival
- Skills for Managers

IDP Requirements and Benefits

Each new, transferred, and/or reassigned (including promoted) employee is required to prepare and have approved an Individual Development Plan (IDP) within 60 days of reporting for duty on the new job. Guidance for IDP preparation is located in [DOE M 360.1-1B \(4.C 1-3\)](#). The EMCBC utilizes electronic preparation/approval of IDPs, which contribute to employee development, succession planning, mission achievement, and formulation of individual training requirements. The IDP is an important tool for EMCBC, and every employee is required to have an approved annual plan. Training and developmental activities not included in the IDP may become unattainable due to time and budgetary constraints.

- Annually, employee and supervisor discuss Career Development/Training needs
- Once goals are agreed upon, employee prepares the IDP online
- Supervisor electronically reviews/approves the IDP to enter it into the system

- o ETS develops training requirements by using the completed IDPs in the system

IDP Process:

An explanation of the IDP process and its importance to you is on the US DOE website, <http://humancapital.doe.gov/training-03-idps.htm>. Links are provided to help you choose personal career objectives. After formulating tentative objectives, schedule a meeting with your supervisor to discuss your organizational and individual goals.

Next, begin the IDP preparation process. You should already have an MIS user ID and password. If not, see your HR representative. Then go to <https://mis.doe.gov/ess> and follow the on-screen instructions. Caution: if this is not your first IDP in the system, besure to use the ROLLOVER feature so that your prior year IDP is preserved and your basic information is automatically rolled into the new IDP. When the rollover feature is not used, the previous year's IDP is overwritten and lost.

When your IDP is completed, the system will prompt you to select your supervisor's name and will send the IDP to him/her for approval and entry into the DOE system so that courses you need for career development are budgeted for and scheduled.

Orientation and Welcome for the New Employee's Family into the DOE EMCBC Family!

Your family member has been selected to work for the US Government. If this is the first federal position he/she has held, the learning curve will be steep. He/She needs your support and understanding to assimilate and embrace the unique opportunities, ethical rules, restrictions, and even acronyms that are part of federal government life.

Many standard operating procedures in the private sector are not permitted for the federal employee. The oath of office (see page 4 of this website and follow the hyperlinks for more information) he/she takes before entering on duty brings both privileges and a code of conduct that requires a higher standard of behavior than the ordinary citizen is required to follow. Political activity, giving and acceptance of gifts, even discussion of work activities that could potentially give someone an advantage are all restricted. Please understand his/her responsibilities as a federal government representative and support your family member in these areas.

Advantages of working with DOE EMCBC far outweigh the restrictions. This is a premier organization; your family member will receive formal and informal training/mentoring to expand his/her horizons. Each day, he/she will actively take part in shaping our nation by contributing to the EM mission of environmental responsibility and managerial excellence. Core values of EMCBC are Integrated Acquisition, Financial & Project Mgmt; High Quality Program & Technical Support; and Managerial Excellence. EMCBC is a top service provider that works to maintain its position as provider of choice to its customers. Your family member will contribute to its image and pursuit of excellence.

Please feel free to browse in this website (especially page 15) to learn about benefits and options for your civil service employee family member. As announcements are made, he/she will also bring you information about holiday parties, community service projects, and reduced price ticket opportunities for local events, such as sports, theater, movies, lectures, amusement parks, and more.

This webpage is provided to assist you in making the transition with your family member into the EMCBC culture, goals, and achievements. He/She will make choices about health and welfare benefits, educational opportunities, wellness options, transit subsidies, and other opportunities that will enrich your life as well. Once again, welcome, as a family support link connected to the EMCBC by your family member federal employee. Congratulations!

Your First Day on the Job as a DOE EMCBC Federal Employee

Welcome to EMCBC! We want your first days with us to be satisfying as you quickly become an effective part of the EMCBC team. This New Employee Orientation (NEO) resource is one way we support you. Your supervisor, sponsor, organization, and other colleagues are also support links. You, of course, are the biggest factor for success in your new job, so here are some tips to help you adjust and flourish:

10 Nuggets for Survival on Your First Day

1. Before arriving, contact your HR representative, sponsor and supervisor to confirm your arrival and ask any last minute questions. Have all required documents (forms and two approved proofs of identity) ready to bring with you. Without them, you will be sent home.
2. At the Chiquita Building garage, you can usually find parking early in the morning. If not, know where other nearby parking lots/garages are so you're not delayed.
3. Arrive on time and expect in-processing to take much of your first day.
4. Expect success and be congenial to those you meet. They are your co-workers at EMCBC, so build positive work relationships beginning on Day 1. This is an organization with lofty goals and an excellent track record. Enjoy your role as part of EMCBC.
5. Badging and finger-printing will be part of in-processing. Security is a priority here.
6. You may want to wear office casual clothes since you will be in the office during in-processing and probably meeting senior members of the staff.
7. If you have used this NEO resource, you will have completed most of the first-day forms, which will greatly shorten the in-processing time.

8. If you've not done so, present the information needed for Direct Deposit of paycheck, i.e., bank routing code and your account number (on bottom of your personal check).
9. Begin today, or as soon as possible, to use the icon on your desk entitled, EMCBC Services. It is an especially valuable tool. Read through the "Policies and Procedures" section, and learn from your supervisor which of these documents are particularly relevant to your roles and responsibilities.
10. Stay focused. You won't remember all the names, locations, and information you receive on the first day, but retain as much as possible. You're on your way!