National Park Service

The National Parks – America’s Best Idea

Since 1916, the American people have entrusted the National Park Service with the care of their most special places – their national parks. The National Park System comprises 397 units covering more than 84 million acres, and we share our stories with more than 275 million visitors every year. Taking care of the national parks is a job we love, and the more than 20,000 uncommon men and women of the National Park Service share a common trait: A passion for caring for the nation’s special places and sharing their stories. We know you will love working for the National Park Service as much as we do!

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 National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you’ll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (http://inside.nps.gov/orientation) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

Key Websites
National Park Service  http://www.nps.gov
Leave & Earnings Statement  http://www.employeeexpress.gov
Training  http://www.parktraining.org
          http://www.doi.gov/doilearn
          http://www.nps.gov/training/fund
Association of National Park Rangers  http://www.anpr.org

Your Federal Benefits
Health & Life Insurance  http://www.opm.gov/insure
Retirement Planning  http://www.opm.gov/retire
401K  http://www.tsp.gov
Flexible Spending Account  http://www.fsafeds.com
Dental & Vision Insurance  http://www.benefeds.com
Long Term Care Insurance  http://www.ltcfeds.com

Human Resources (HR) and New Employee Appointment Paperwork
As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.

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

Address:
National Park Service
Attention: HROC
12795 W. Alameda Pkwy
Lakewood, CO 80228
Your Name: 

Enter on Duty (EOD) Date: 

Position, Title, Pay Plan, Series, Grade: 

Your Supervisor’s Name: 

### How to use this checklist

This document serves as a list of activities 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 National Park Service mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary and beneficial tools and information.

<table>
<thead>
<tr>
<th>#</th>
<th>Topic</th>
<th>Links and/or Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART A: BEFORE YOUR FIRST DAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>☐ Return security and other forms provided by the Servicing Human Resources Office (SHRO).</td>
<td>SHRO address in your informational email or letter</td>
</tr>
</tbody>
</table>
Return payroll forms provided by the centralized Human Resources Operations Center (HROC).

3 ☐ These documents should be completed as soon as possible and returned to the HROC no later than two days after you begin your new position.

Review the websites listed under “Your Federal Benefits” section of this document to learn more about the excellent benefits package you are eligible for as a National Park Service employee.

4 ☐ Complete Permanent Change of Station (PCS) relocation paperwork (if applicable).

Go to: http://www.nps.gov/training/fund and complete the online training named “NPS Overview”.

5 ☐ Visit http://www.nps.gov to learn more about the National Park Service and your local park or business unit.

PART B: YOUR FIRST DAY

8 ☐ Take the oath of office and complete Affidavit Form (SF-61) on your first day of employment. Provided in advance by your SHRO

9 ☐ Complete OF-306 Form and sign on line17b on your first day of employment Provided in advance by your SHRO
Complete I-9 Form on your first day of employment. Provided in advance by your SHRO

☐ Make sure you bring two forms of ID (valid driver’s license, birth certificate, passport, etc.)

Meet your supervisor and the rest of your department at your park/office. Supervisor

Meet your Peer Assistance Liaison (PAL), if assigned. Supervisor

Obtain your New Employee Meet and Greet Card from your supervisor. Make sure it includes your office phone number, fax, office address and email address. Supervisor

Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building. Supervisor

Park or Office Uniform Coordinator; Supervisor

Discuss uniform policies with your supervisor and order a uniform (if required). Ask questions about uniform standards, the history of the uniform and what is symbolizes. NPS Uniform System

☐ NPS Uniform System

Reference Manual

http://www.nps.gov/applications/npspolicy/search.cfm

https://uua.nps.gov/
Take the Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access training to obtain a network user ID, password and email access (if applicable). Access to DOI Learn is not available until 4-6 weeks after you come on board. Your supervisor can provide you with a CD, or access to a computer to complete the training.

PART C: YOUR FIRST WEEK

1  ☐ View the NPS Director’s Welcome video

Watch the 45-minute Ken Burns “The National Parks” documentary from the National Park Ken Burn’s Screening Event, 26 September 2009; discuss the film with your supervisor.
Discuss your specific work schedule, lunch breaks, and hours of operation with supervisor.

Review inclement weather procedures.

Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.

Talk with your supervisor about how to access DOI Learn, the NPS 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 your Bureau Data Steward at doilearn@nps.gov.

Schedule an appointment to pick up your Department of Interior (DOI) identification and building access card. Talk to your supervisor about the purpose and use of these cards.

Work with your supervisor & IT Department to determine IT equipment and needs.

Review and discuss position description and performance standards with your supervisor.
Review the following Federal Government policies:

☐ Prevention of Sexual Harassment
☐ Zero Tolerance of Discrimination
☐ Workplace Violence
☐ Illegal Drug Use
☐ Weingarten Notice (for employees covered by a bargaining unit agreement)
☐ Employee Relations Policies including CorePlus
☐ Whistleblower Protection

EEO and Diversity Policies

Employee Relations
http://inside.nps.gov/waso/waso.cfm?prg=934&lv=3

Ethics
http://inside.nps.gov/waso/waso.cfm?lv=3&prg=37

Other Policies
http://www.doi.gov/hrm/pmanager/er11c.html

Weingarten Notice
http://inside.nps.gov/waso/custommenu.cfm?lv=3&prg=1042&id=9841
http://inside.nps.gov/waso/custommenu.cfm?lv=3&prg=1042&id=9841

☐ Review Employee Assistance Program (EAP)
Talk with your supervisor about how to report injuries at work and the Office of Workers Compensation (OWCP)

If you haven’t already, visit www.nps.gov/training/fund and complete the online training named “NPS Overview.”

Meet with your supervisor at the end of the week to discuss how your first week went, any surprises, challenges, and how to prepare for the next week.

PART D: YOUR FIRST MONTH


Sign into Employee Express and review and print your 1st 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. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you’ll need a Personal


NPS Fundamentals http://www.nps.gov/training/fund

Supervisor

https://eopf.nbc.gov/doi/

Employee Express http://www.employeeexpress.gov/

New Employee Onboarding Handbook http://inside.nps.gov/orientation
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.

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>✔️ Review the federal holiday schedule with your supervisor. <a href="http://inside.nps.gov/orientation">New Employee Onboarding Handbook</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>✔️ Complete the DOI purchase/travel credit card application and take required training, if applicable. <a href="http://www.aoc.nps.gov/">Credit Card Application</a> <a href="http://www.doi.gov/doilearn">DOI Learn</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>✔️ Talk with your supervisor about your eligibility for career ladder promotions, step increases and Telework in the future. [Supervisor]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>✔️ Talk with your supervisor about obtaining business cards (<em>if applicable</em>). [Supervisor]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>✔️ Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission. [Supervisor]</td>
</tr>
</tbody>
</table>
Register for the first residential course of the NPS Fundamentals Training Program and attend within your 1\textsuperscript{st} year. \textit{The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.}

Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.
Review the following list of trainings. Check with your supervisor to see which ones are applicable to your position and timeframes for completing them.

☐ Discrimination and Whistleblowing in the Workplace (No FEAR).  
**Required every 2 years.** The 2011 version of the No FEAR online training course is currently available.

☐ Role-Based Information Technology Security Training.  
**Annual, based on duties.** Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.).


☐ Equal Employment Opportunity Training.  
**Annual requirement.**  
1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year.
☐ Diversity Training. **Annual requirement.** 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices.

☐ Ethics and Awareness Online Training Course. **Annual requirement.**

☐ Safety Training.

☐ Defensive Driving. **Based on duties.** [NSC Defensive Driving](#) online course is available to help meet this requirement.

☐ Charge Card Training.

☐ Uniformed Services Employment and Reemployment Rights Act (USERRA). **Annual requirement for Supervisors, Managers and Human Resources personnel.**

☐ Veteran Employment Training. **Annual requirement for Hiring Managers and HR Professionals.**
☐ Telework Training. **One-time requirement.**
Online courses are available: [Telework for Employees](#) and [Telework for Managers](#).
PART E: YOUR FIRST 60 DAYS

Health Insurance Election form (SF-2809) must be turned into the HROC within first 60 Days.

Life Insurance Election form (SF-2817) must be turned into the HROC within first 60 Days.

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.

Access the Thrift Savings Plan (TSP) website with the Pin information you received in the mail.

Meet with your supervisor to discuss and develop your Individual Development Plan (IDP).

Meet with your supervisor at end of your first 60 days to discuss how things are going, any surprises, challenges, areas for improvement, etc.

PART F: YOUR FIRST 90 DAYS
Meet with your supervisor to discuss how your employment is going, progress, any surprises, challenges, areas for improvement, etc.

PART G: YOUR FIRST YEAR

Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30th of each year.

Complete the first residential course of the NPS Fundamentals Training Program. *The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.*

Register for the second residential course of the NPS Fundamentals Training Program and attend within your first two years of employment.

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

NPS Fundamentals

http://www.nps.gov/training/fund

http://www.opm.gov/insure/

http://www.fsafeds.com

http://www.benefeds.com

http://www.ltcfeds.com
(FSA) each year. You can make changes to your health insurance during Open Season using Employee Express.

The end of the year is a good time to review your Thrift Savings Plan (TSP) contributions. Go on the TSP website to make any adjustments in your contributions.

Congratulations on your One Year Anniversary with the National Park Service!!