

## **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	<a href="http://www.nps.gov">http://www.nps.gov</a>
Leave & Earnings Statement	<a href="http://www.employeeexpress.gov">http://www.employeeexpress.gov</a>
Training	<a href="http://www.parktraining.org">http://www.parktraining.org</a> <a href="http://www.doi.gov/doilearn">http://www.doi.gov/doilearn</a> <a href="http://www.nps.gov/training/fund">http://www.nps.gov/training/fund</a>
Association of National Park Rangers	<a href="http://www.anpr.org">http://www.anpr.org</a>

### **Your Federal Benefits**

Health & Life Insurance	<a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a>
Retirement Planning	<a href="http://www.opm.gov/retire">http://www.opm.gov/retire</a>
401K	<a href="http://www.tsp.gov">http://www.tsp.gov</a>
Flexible Spending Account	<a href="http://www.fsafeds.com">http://www.fsafeds.com</a>
Dental & Vision Insurance	<a href="http://www.benefeds.com">http://www.benefeds.com</a>
Long Term Care Insurance	<a href="http://www.ltcfeds.com">http://www.ltcfeds.com</a>

### **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.

#

Topic

Links and/or Contacts

### PART A: BEFORE YOUR FIRST DAY

- 1  Complete Background Investigation (eQIP).
- 2  Return security and other forms provided by the Servicing Human Resources Office (SHRO).

<http://www.opm.gov/e-qip/>

SHRO address in your informational email or letter

- 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.

National Park Service  
 Attention: HROC  
 12795 W. Alameda Pkwy  
 Lakewood, CO 80228  
 Fax: 303-985-6945

- 4  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.

Employee checklist (this document)

- 5  Complete Permanent Change of Station (PCS) relocation paperwork (*if applicable*).

<http://www.aoc.nps.gov/>

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

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

- 7  Visit <http://www.nps.gov> to learn more about the National Park Service and your local park or business unit.

<http://www.nps.gov>

## PART B: YOUR FIRST DAY

- 8  Take the oath of office and complete Affidavit Form (SF-61) on your first day of employment.
- 9  Complete OF-306 Form and sign on line 17b on your first day of employment

Provided in advance by your SHRO

Provided in advance by your SHRO

- 1 Complete I-9 Form on your first day of employment.
- 0  Make sure you bring two forms of ID (valid driver's license, birth certificate, passport, etc.) Provided in advance by your SHRO
- 1  Meet your supervisor and the rest of your department at your park/office. Supervisor
- 1  Meet your Peer Assistance Liaison (PAL), if assigned. Supervisor
- 2
- 1  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
- 3
- 1  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
- 4
- 1  Discuss uniform policies with your supervisor and order a uniform (*if required*). Ask questions about uniform standards, the history of the uniform and what it symbolizes. NPS Uniform System  
<https://uaa.nps.gov/>  
  
[Reference Manual](#)  
  
<http://www.nps.gov/applications/npspolicy/search.cfm>
- 5
- Park or Office Uniform Coordinator; Supervisor

## NPS Uniforms History

[http://www.cr.nps.gov/history/online\\_books/workman1/index.htm](http://www.cr.nps.gov/history/online_books/workman1/index.htm)

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

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- 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.

Supervisor

## PART C: YOUR FIRST WEEK

[New Employee Orientation Program Website](#)

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- View the NPS Director's Welcome video

<http://inside.nps.gov/orientation>

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- Watch the 45-minute Ken Burns "The National Parks" documentary from the National Park Ken Burns's Screening Event, 26 September 2009; discuss the film with your supervisor.

Supervisor

- 1  Discuss your specific work schedule, lunch breaks, Supervisor  
9 and hours of operation with supervisor.
- 2  Review inclement weather procedures. Supervisor  
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- 2  Review pay and leave policies and understand how Supervisor  
1 to request leave, overtime, compensatory time, and  
1 credit hours with your supervisor.
- 2  1.1.1.1 Talk with your supervisor about how to Supervisor  
2 access DOI Learn, the NPS learning  
2 management system. Many of the courses  
2 offered and the mandatory online courses are  
2 available on this site. You will receive an  
2 email with [login](#) instructions from the system  
2 when your account has been created. Please  
2 be patient. It can take several weeks for your  
2 information to appear in [DOI Learn](#). If you  
2 received more than one paycheck but haven't  
2 received your login, please contact your  
2 Bureau Data Steward at [doilearn@nps.gov](mailto:doilearn@nps.gov).  
2 [doi.gov/doilearn](http://doi.gov/doilearn)
- 2  Schedule an appointment to pick up your  
3 Department of Interior (DOI) identification and  
3 building access card. Talk to your supervisor about  
3 the purpose and use of these cards. Supervisor
- 2  Work with your supervisor & IT Department to Supervisor / IT  
4 determine IT equipment and needs.
- 2  Review and discuss position description and Supervisor  
5 performance standards with your supervisor.

EEO and Diversity Policies

<http://inside.nps.gov/was/o/custommenu.cfm?lv=2&prg=22&id=7109>

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

Employee Relations

<http://inside.nps.gov/was/waso.cfm?prg=934&lv=3>

Ethics

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

Other Policies

<http://www.doi.gov/hrm/pmanager/er11c.html>

Weingarten Notice

<http://inside.nps.gov/was/o/custommenu.cfm?lv=3&prg=1042&id=9841>

<http://inside.nps.gov/was/o/custommenu.cfm?lv=3&prg=1042&id=9841>

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- Review Employee Assistance Program (EAP)

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- Talk with your supervisor about how to report injuries at work and the Office of Workers Compensation (OWCP)

Safety Management Information System (SMIS)

<https://www.smis.doi.gov/>

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- If you haven't already, visit [www.nps.gov/training/fund](http://www.nps.gov/training/fund) and complete the online training named "NPS Overview."

NPS Fundamentals

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

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0
- 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.

Supervisor

## PART D: YOUR FIRST MONTH

- 31
- Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).

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

- 32
- Sign into Employee Express and review and print your 1<sup>st</sup> 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](#)

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.

- 33  Review the federal holiday schedule with your supervisor.

[New Employee Onboarding Handbook](#)

<http://inside.nps.gov/orientation>

Credit Card Application

<http://www.aoc.nps.gov/>

- 34  Complete the DOI purchase/travel credit card application and take required training, if applicable.

DOI Learn

<http://www.doi.gov/doilearn>

- 35  Talk with your supervisor about your eligibility for career ladder promotions, step increases and Telework in the future.

Supervisor

- 36  Talk with your supervisor about obtaining business cards (*if applicable*).

Supervisor

- 37  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

- Register for the first residential course of the NPS Fundamentals Training Program and attend within your 1<sup>st</sup> year. *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.*
- 38  NPS Fundamentals  
<http://www.nps.gov/training/fund>
- 39  Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc. Supervisor

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.

Supervisor

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**Annual, based on duties.** Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.).

DOI Learn

<http://www.doi.gov/doilearn>

- Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access.

- 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

- 41  Health Insurance Election form (SF-2809) must be turned into the HROC within first 60 Days. <http://www.opm.gov/insure/>
- 42  Life Insurance Election form (SF-2817) must be turned into the HROC within first 60 Days. <http://www.opm.gov/insure/>
- 43  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>
- 44  Access the Thrift Savings Plan (TSP) website with the Pin information you received in the mail. <https://www.tsp.gov/index.shtml>
- 45  Meet with your supervisor to discuss and develop your Individual Development Plan (IDP). <http://inside.nps.gov/we>  
Select “Documents & Resources Listing tab”
- 46  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 F: YOUR FIRST 90 DAYS

- 47  Meet with your supervisor to discuss how your employment is going, progress, any surprises, challenges, areas for improvement, etc. Supervisor

## PART G: YOUR FIRST YEAR

- 48  Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30<sup>th</sup> of each year.
- 49  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.* NPS Fundamentals  
<http://www.nps.gov/training/fund>
- 50  Register for the second residential course of the NPS Fundamentals Training Program and attend within your first two years of employment. NPS Fundamentals  
<http://www.nps.gov/training/fund>
- 51  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  
<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.

<http://www.employeeexpress.gov/>

The end of the year is a good time to review your Thrift Savings Plan (TSP)

- 52  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 National Park Service!!**