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**Virtual New Employee Orientation Agenda**

**Select a session - 9:00am to 12:00pm ET or 2:00pm to 5:00pm ET**

**9:00am to 12:00pm ET**

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| **Start Times** | **Presentation** | **Facilitator** |  |
| 9:00am | Welcome/Video | NOAA Onboarding Team |  |
| 9:10am | Oath of Office | OHCS Senior Leadership/NOAA Onboarding Team |  |
| 9:15am | Equal Employment Opportunity Presentation | Office of Inclusion and Civil Rights (OICR) |  |
| 9:50am | Federal Payroll | Office of Human Capital Services (OHCS) |  |
|  | Break – 5 Minutes | NOAA Onboarding Team |  |
| 3:30pm only | Ethics – Mandatory Training at 3:30pm ET only | DOC/Office of the General Counsel |  |
| 10:25am | Federal Benefits & Retirement Presentation | OHCS/Retirement and Benefits Counseling Branch |  |
|  | Closing/Q&A | NOAA Onboarding Team |  |

**2:00pm to 5:00pm ET**

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| **Start Times** | **Presentation** | **Facilitator** |
| 2:00pm | Welcome/Video | NOAA Onboarding Team |
| 2:10pm | Oath of Office | OHCS Senior Leadership/NOAA Onboarding Team |
| 2:15pm | Federal Benefits & Retirement Presentation | Office of Human Capital Services (OHCS) |
| 3:05pm | Break – 5 Minutes | NOAA Onboarding Team |
| 3:10pm | Equal Employment Opportunity Presentation | Office of Inclusion and Civil Rights (OICR) |
| 3:30pm only | Ethics – Mandatory Training at 3:30pm ET only | DOC/Office of the General Counsel |
| 4:15pm | Federal Payroll | Office of Human Capital Services (OHCS) |
|  | Closing/Q&A | NOAA Onboarding Team |

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| Google Meet joining info  Video call link: https://meet.google.com/rxi-ohma-ypb  Or dial:  More phone numbers: https://tel.meet/rxi-ohma-ypb?pin=8900877315713  Questions/concerns: [noaa.onboarding@noaa.gov](mailto:noaa.onboarding@noaa.gov) |

**Important information to review:**

* All New Hire Forms are to be completed through the USA Staffing website. You can access the website by logging into <https://login.gov/>. If you have questions concerning the forms, please contact CSDOperations@noaa.gov.
* Federal Benefits and Retirement - Resources and forms are located at <https://www.noaa.gov/new-employees>. Please contact OHCS.Retirements@noaa.gov if you have questions.
* DOC requires all new Federal employees to complete the DOC Ethics Briefing within 30 days of hire. A live briefing is provided to NOAA new Federal employees at 3:30pm ET during the New Employee Orientation 2pm ET Session. This 45 minute briefing covers the Ethics Rules. Attendance is taken.

If you attend the 9am ET Session, you will be asked to return for the live briefing. Those that do not attend the briefing will be asked to return to a future briefing during New Employee Orientation. Attendance is taken.