

**Federal Communications Commission
New Hire Orientation Schedule
10:00am-12:00pm**

NOTE: The Payroll and Benefits team will contact the new hires separately to schedule a separate virtual payroll/benefits orientation.

Recruitment & Staffing Servicing Center (RSSC) POC for Orientation, Kristin Young, 540-303-8108.

Time	Location	Activity	Org	POC Name	Phone
10:00 am	MS Teams	HR In-Processing <ul style="list-style-type: none"> • Appointment Affidavit • Declaration for Federal Employment (OF-306) • Statement of Prior Federal Service Form • Form I-9 • Designation of Unpaid Beneficiary- MUST SEND TO BENEFITS@FCC.GOV BY END OF THE WEEK. • Ethnicity Form • Self-Identification of Disability Form • Employee portal Log in instructions • Transfers from another federal government agency-Provide final LES to the HR staff member conducting new employee orientation • Metro Subsidy/Parking Form • Veterans-Active duty/Reservists-Reminder to provide active duty or Reservist documentation to ensure you receive 120 hours of veteran leave to which you're entitled • Former veterans-Reminder to provide military documentation (Member 4 copy of DD-214, VA letter) • New hires will attend a separate payroll/benefits orientation • New hires will attend a separate Paycheck8 time and attendance training-Next Wednesday at 9:30am 	HR – RSSC	Gwenisha Lawrence	(202) 418-1922
10:30 am	MS Teams	FCC Library	Office of the Secretary/Library	Julia Gross	(202) 418-2525
11:00 am	MS Teams	Office of Workplace Diversity <ul style="list-style-type: none"> • Reasonable Accommodations 	OWD	Jedidiah Gibson/ Farnese McDonald	202-418-1080/ 202-418-0765
11:30 am	MS Teams	NTEU (BU) Presentation	Union Rep	Bill Knowles- Kellett/ Mike Hennigan	717-338-2505/ 202-418-2869

Afternoon	New Hires will complete training on their own	Computer Security Awareness Training <ul style="list-style-type: none">• Complete from home; refer to IT Setup Instructions	Office of Chief Information Officer (OCIO)	IT Service Center (Service-Center@fcc.gov)	202-418-1200
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