



# Welcome

United States Department of Agriculture

New Employee Orientation - 2022



United States Department of Agriculture



# Agenda

**INTRODUCTIONS:** We want to know you!

**NEW EMPLOYEE ONBOARDING PORTAL:** What is there?

**WHAT ARE WE ABOUT?:** Get to know us

**GROWTH OPPORTUNITIES & BENEFITS:** We want you to thrive

**GETTING SETUP:** How to gain access to your tools

**OATH OF OFFICE:** Let's make it official

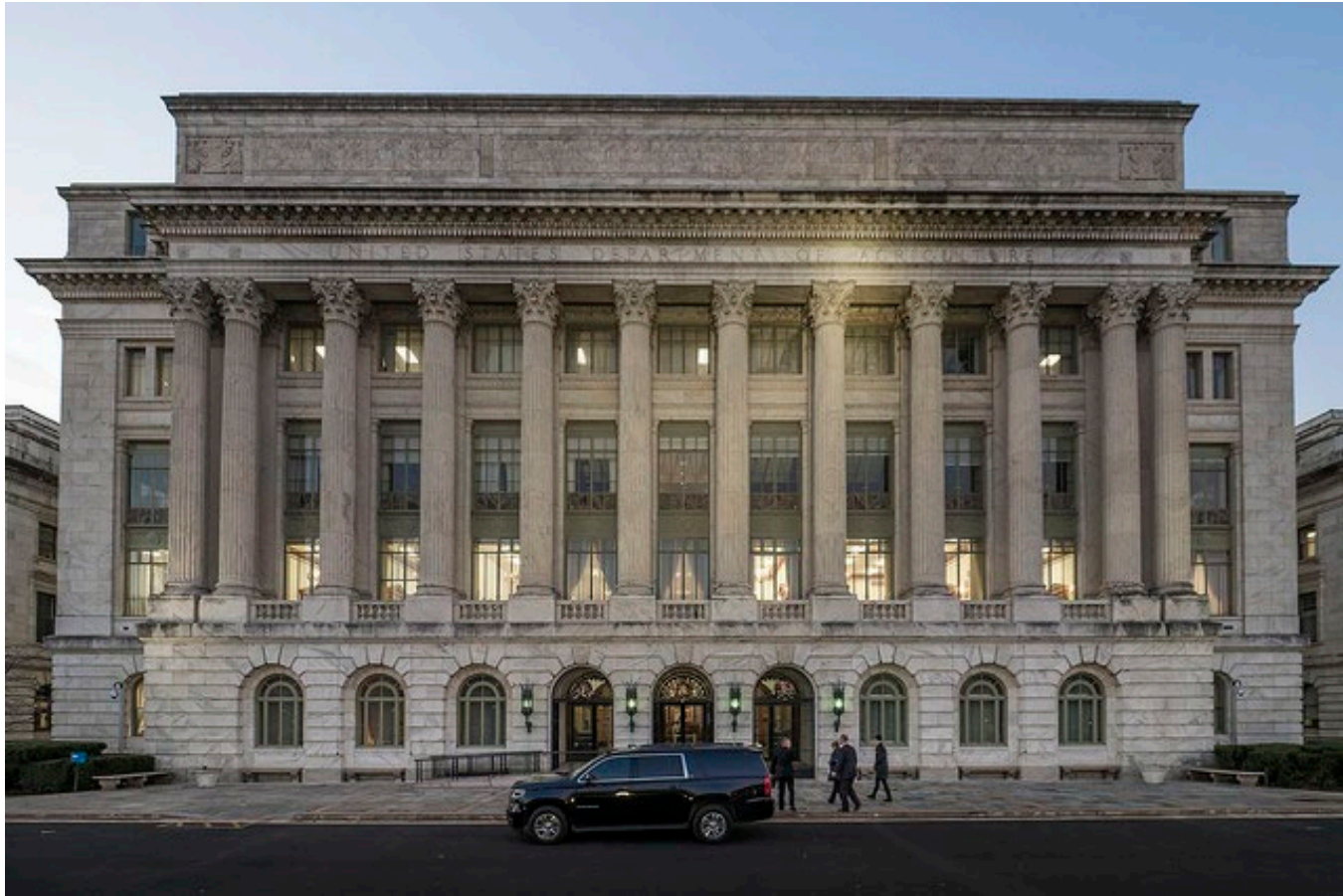


# COVID-19



Updated information is available at the **MyAPHS** Website

The US Department of Agriculture (USDA) is made up of 38 agencies and offices with nearly 100,000 employees who serve the American people at more than 4,500 locations across the country and abroad.



**We are lucky to have you join us!**





FILTER SELECTION

Pay Period End Date  
3/28/2020

Mission Area  
All

Agency  
All

Org Code Level 2  
All

Org Code Level 3  
All

Org Code Level 4  
All

Perm / Temp  
All

OCC Series  
All

Pay Plan  
All

Supervisory Status  
All

TOTAL EMPLOYEES

98,748

POLITICAL APPOINTEES\*

160

EXECUTIVES\*

436

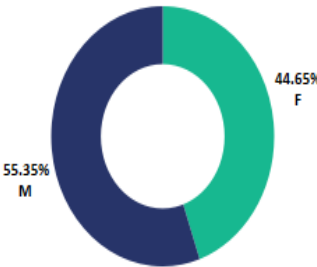
PATHWAYS INTERNS\*

818

GS / STEP PAY PLAN BREAKDOWN\*

Grade	0	1	2	3	4	5	6	7	8	9	10
01		331			1	1			2	1	1
02		414	6		1	3	1	1	1	2	7
03		1,590	43	2	3	6	4	11	6	7	31
04	2	1,616	97	35	36	30	13	36	28	12	74
05	14	3,014	596	197	287	160	133	147	79	92	358
06	5	1,067	383	307	347	174	175	193	165	122	335
07	22	1,971	851	795	1,173	794	665	996	819	674	1,942
08	2	323	189	252	443	313	370	412	304	257	515
09	36	1,648	857	818	1,253	1,080	1,002	1,324	1,086	1,023	2,494
10	13	23	22	35	82	70	71	94	71	89	161
11	40	1,371	899	703	1,229	1,087	747	1,001	759	695	1,857
12	92	1,079	949	951	1,556	1,192	1,203	1,441	1,093	867	2,325
13	25	675	526	604	1,137	1,040	897	1,077	774	547	1,484
14		253	231	205	531	494	499	578	388	285	662
15	1	183	85	142	249	274	296	332	265	183	501

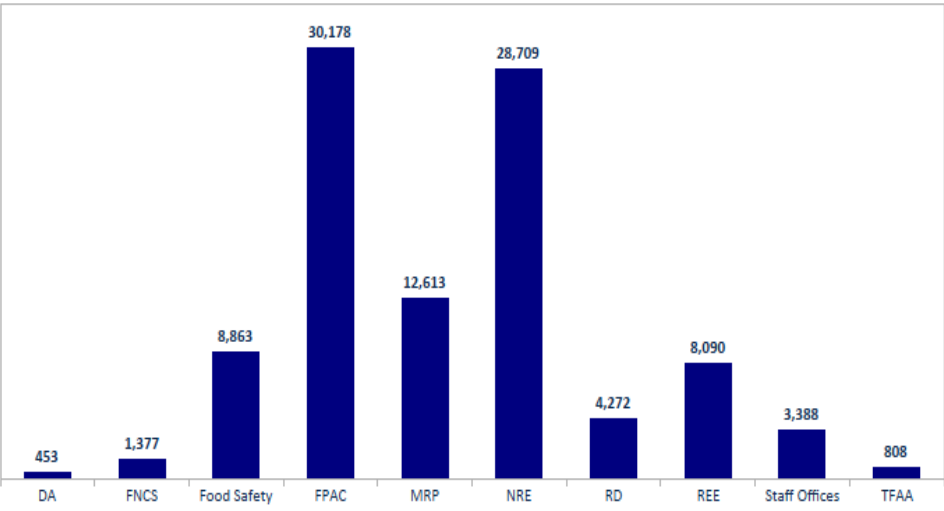
GENDER BREAKDOWN



VETERAN STATUS



HEADCOUNT BY ORGANIZATION\*





# Secretary of Agriculture – Thomas Vilsack



# Structure of the Organization

USDA

department

Marketing and Regulatory Programs

Animal & Plant Health Inspection Service

Agricultural Marketing Service

Programs & Support Units

# USDA WORKFORCE PROFILE | Print View



Data from NFC Insight as of 3/28/2020 (YR-PP 2020-06)  
Updates every 2 weeks per the latest pay period refresh

Pay Period End 3/28/2020 Mission Area MRP Agency All Org Code Level 2 All Org Code Level 3 All Org Code Level 4 All Supervisory Status All Perm / Temp All OCC Series All Pay Plan All

## KEY METRICS

Total Headcount: **12,613** Avg. Age: **47.30 Years**

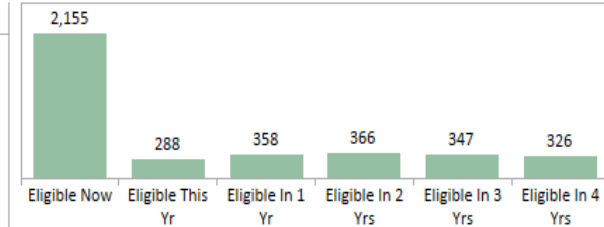
Political Employees: **3** Supervisor Ratio: **1 to 6.3**

Executives: **54** Avg Length of USDA Service: **12.0 Years**

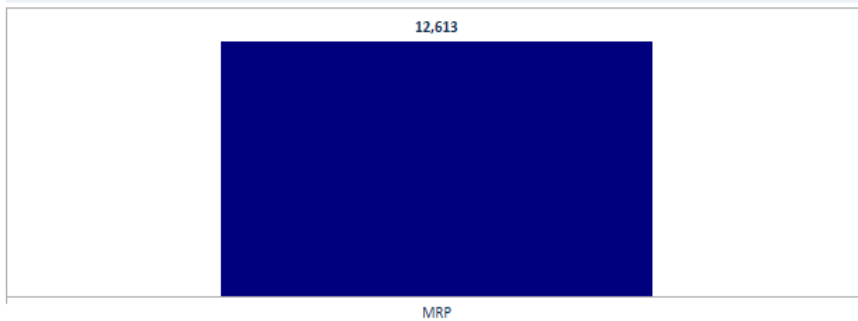
## DIVERSITY (RNO-ERI)

	F	M	Total
Hispanic or Latino	5.8%	6.4%	12.1%
White	24.3%	37.8%	62.2%
Black or African American	10.9%	6.3%	17.2%
Asian	1.8%	3.1%	4.8%
Native Hawaiian or Other Pacific Islander	0.2%	0.6%	0.8%
American Indian or Alaska Native	0.3%	0.5%	0.8%
Two or more	0.9%	0.9%	1.8%
Unspecified	0.1%	0.1%	0.2%

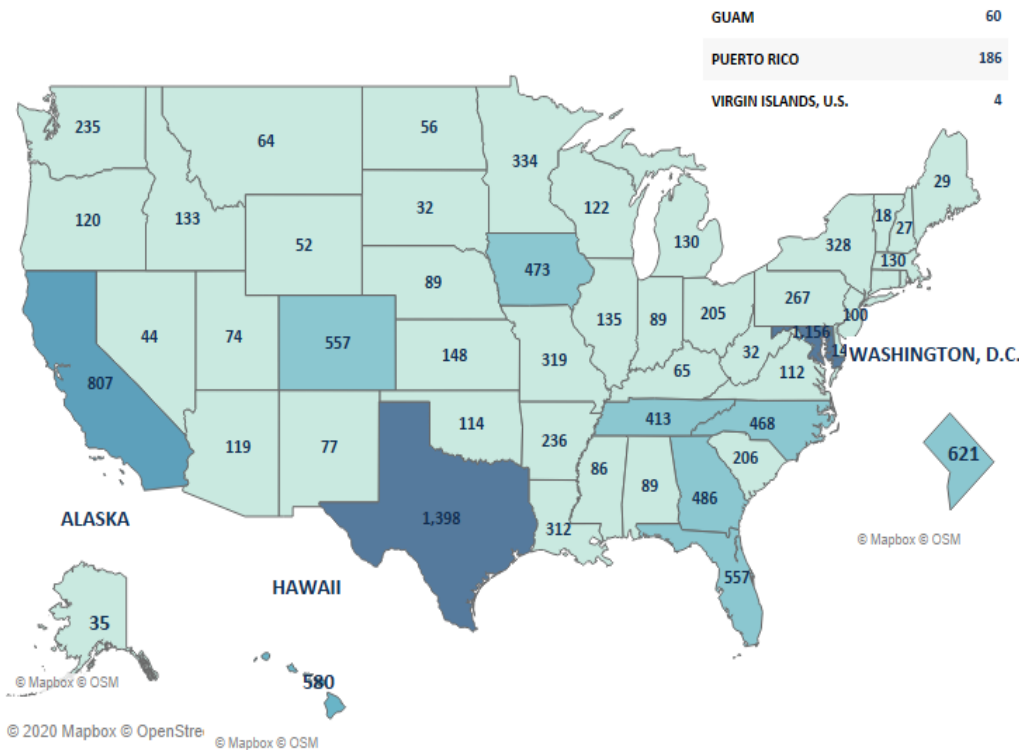
## VOLUNTARY RETIREMENT ELIGIBILITY BY YEAR



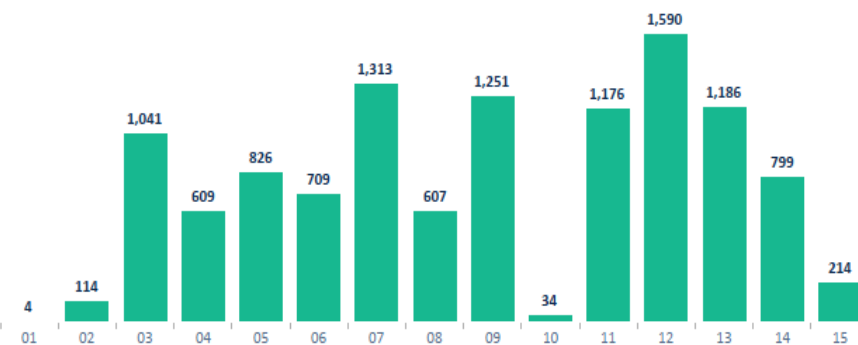
## HEADCOUNT BY ORGANIZATION



## HEADCOUNT BREAKDOWN BY U.S. STATE & TERRITORY



## GS PAY PLAN BREAKDOWN





# USDA's Promise

Each day USDA positively impacts lives by helping feed, fuel and clothe the nation and world, and by confronting major challenges like climate change and hunger to make a meaningful difference in the lives of everyone in America.

In the Biden-Harris Administration, USDA is transforming America's food system with a greater focus on more resilient local and regional food production, fairer markets for all producers, ensuring access to safe, healthy, and nutritious food in all communities, building new markets and streams of income for farmers and producers using climate-smart food and forestry practices, making historic investments in infrastructure and clean energy capabilities in rural America.

USDA is committed to equity across its workforce by removing systemic barriers and building a department more representative of America.

Nearly 100,000 USDA employees work collaboratively to support one another and deliver our programs with integrity and compassion to the people we serve.

Visit [www.usda.gov](https://www.usda.gov) to learn more.




# 2021

## Accomplishments

It is a priority for USDA to ensure that all can benefit from our programs and services, and I am proud of the work this Department has done, and will continue to do, to meet the needs of the agriculture community.

*USDA Secretary of Agriculture Tom Vilsack*

- Ensuring Pandemic Assistance benefits all of Agriculture
  - Resolving Heirs' Property Succession Issues
  - Investing in Historically Black Colleges & Universities
  - Strengthening Commitments to Hispanic-Serving Institutions
  - Renewed Commitment to Tribal Nations
  - Conservation Assistance to underserved Producers
  - Risk Management Education for underserved Producers
  - Combating Generational Poverty
  - Tribal Collaboration on National Forests
  - Diversity and Civil Rights at USDA
- 

# Department of Agriculture – Goals & Priorities in 2022

- Addressing Climate Change via Climate Smart Agriculture & Forestry
- Advancing Racial Justice, Equity and Opportunity
- Creating More and Better Market Opportunities
- Tackling Food and Nutrition Insecurity
- Making USDA a Great Place to Work for Everyone



# Structure of the Organization

USDA

Marketing and Regulatory Programs

mission area

Animal & Plant Health Inspection Service

Agricultural Marketing Service

Programs & Support Units



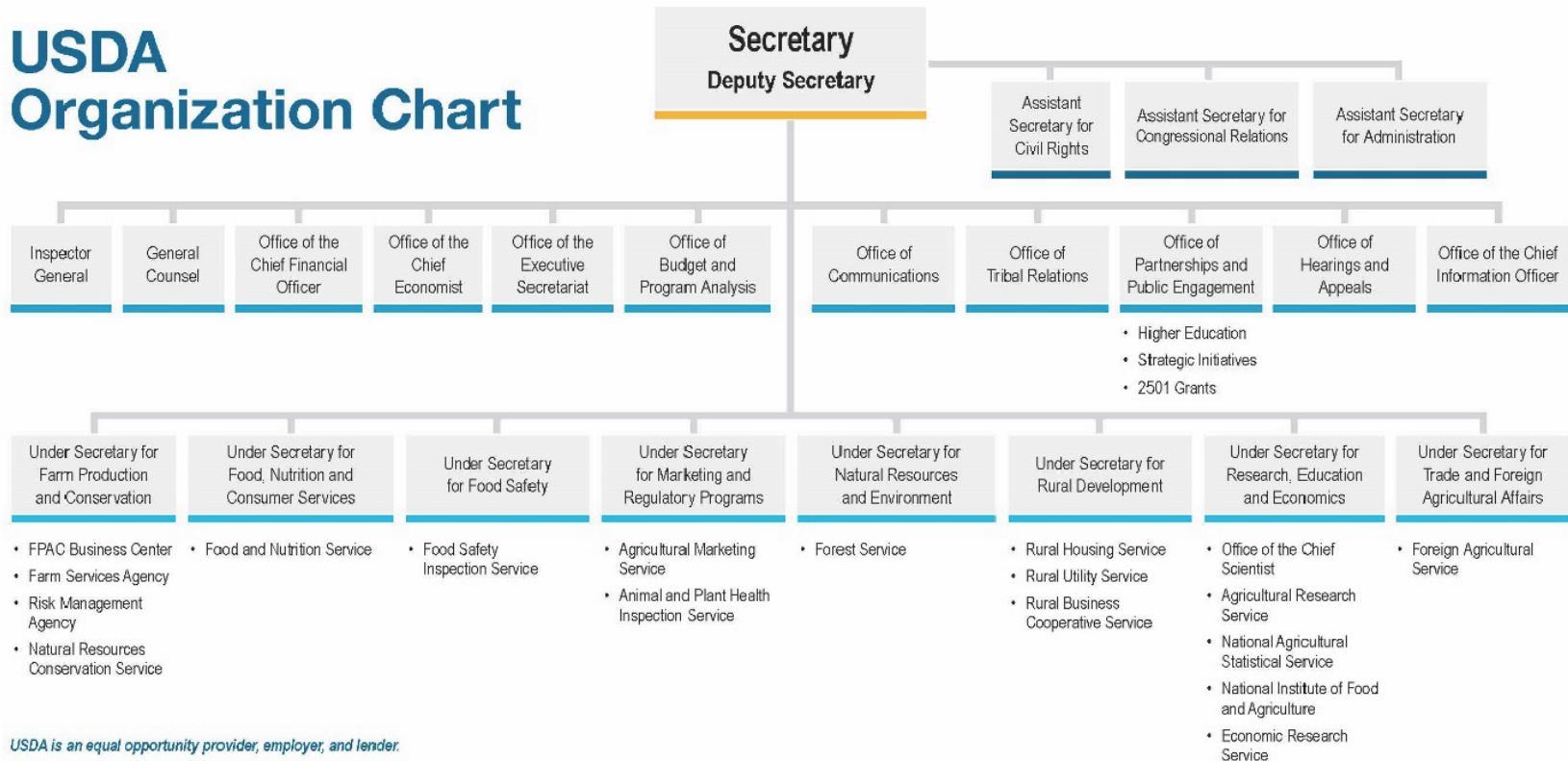


# USDA Mission Areas

- Natural Resources & Environment
- Farm Production & Conservation
- Food Safety
- Marketing & Regulatory Programs
- Trade & Foreign Agriculture Affairs
- Food, Nutrition & Consumer Safety
- Research, Education & Economics
- Rural Development



# USDA Organization Chart



USDA is an equal opportunity provider, employer, and lender.

# Natural Resource & Environment



Natural Resources and Environment ensures the health of the land through sustainable management.

**The Forest Service (FS)** works to prevent damage to natural resources and the environment, restore the resource base, and promote good land management



# Trade & Foreign Agriculture Affairs



The role of the **Foreign Agriculture Service (FAS)** is to provide our farmers and ranchers with opportunities to compete in the global marketplace. It oversees and facilitates foreign market access and promotes opportunities for U.S. agriculture through various trade programs and high-level government negotiations.



# Food Nutrition & Consumer Safety



Food, Nutrition and Consumer Services works to harness the Nation's agricultural abundance to end hunger and improve health in the United States.

- The **Food & Nutrition Service (FNS)** administers federal domestic nutrition assistance programs.
- The **Center for Nutrition Policy and Promotion (CNPP)**, which links scientific research to the nutrition needs of consumers through science-based dietary guidance, nutrition policy coordination, and nutrition education.





# Food Safety & Inspection Service



Summer Toolkit to Prevent Foodborne Illness

The **Food Safety & Inspection Service (FSIS)** ensures that the Nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and properly labeled, and packaged.







# Research, Education & Economics



Honey bee on a flower

The five agencies that make up REE are dedicated to the creation of a safe, sustainable, competitive U.S. food and fiber system, as well as strong communities, families, and youth through integrated research, analysis, and education





# Farm Production & Conservation



Farm Production and Conservation (FPAC) is the Department's focal point for the nation's farmers and ranchers and other stewards of private agricultural lands and non-industrial private forest lands. The three FPAC agencies implement programs designed to mitigate the significant risks of farming through crop insurance services, conservation programs and technical assistance, and commodity, lending, and disaster programs.







# Rural Development

**Rural Development (RD)** is committed to helping improve the economy and quality of life in all of rural America by providing financial programs to support essential public facilities and services as water and sewer systems, housing, health clinics, emergency service facilities and electric and telephone service. **Rural Development** promotes economic development by providing loans to businesses through banks and community-managed lending pools, while also assisting communities to participate in community empowerment programs.







# Marketing & Regulatory Programs



Marketing and Regulatory Programs facilitates domestic and international marketing of US agricultural products and ensures the health and care of animals and plants.

**APHIS & AMS** are active participants in setting national and international standards.





# **USDA MRP**

Agricultural Marketing Service

**AMS**

+

Grain Inspection, Packers & Stockyard  
Administration

**GIPSA**

Animal & Plant Health Inspection  
Service

**APHIS**

# Structure of the Organization

USDA

Marketing and Regulatory Programs

Animal & Plant Health Inspection Service

agency

Agricultural Marketing Service

agency

Programs & Support Units

# APHIS Administrator

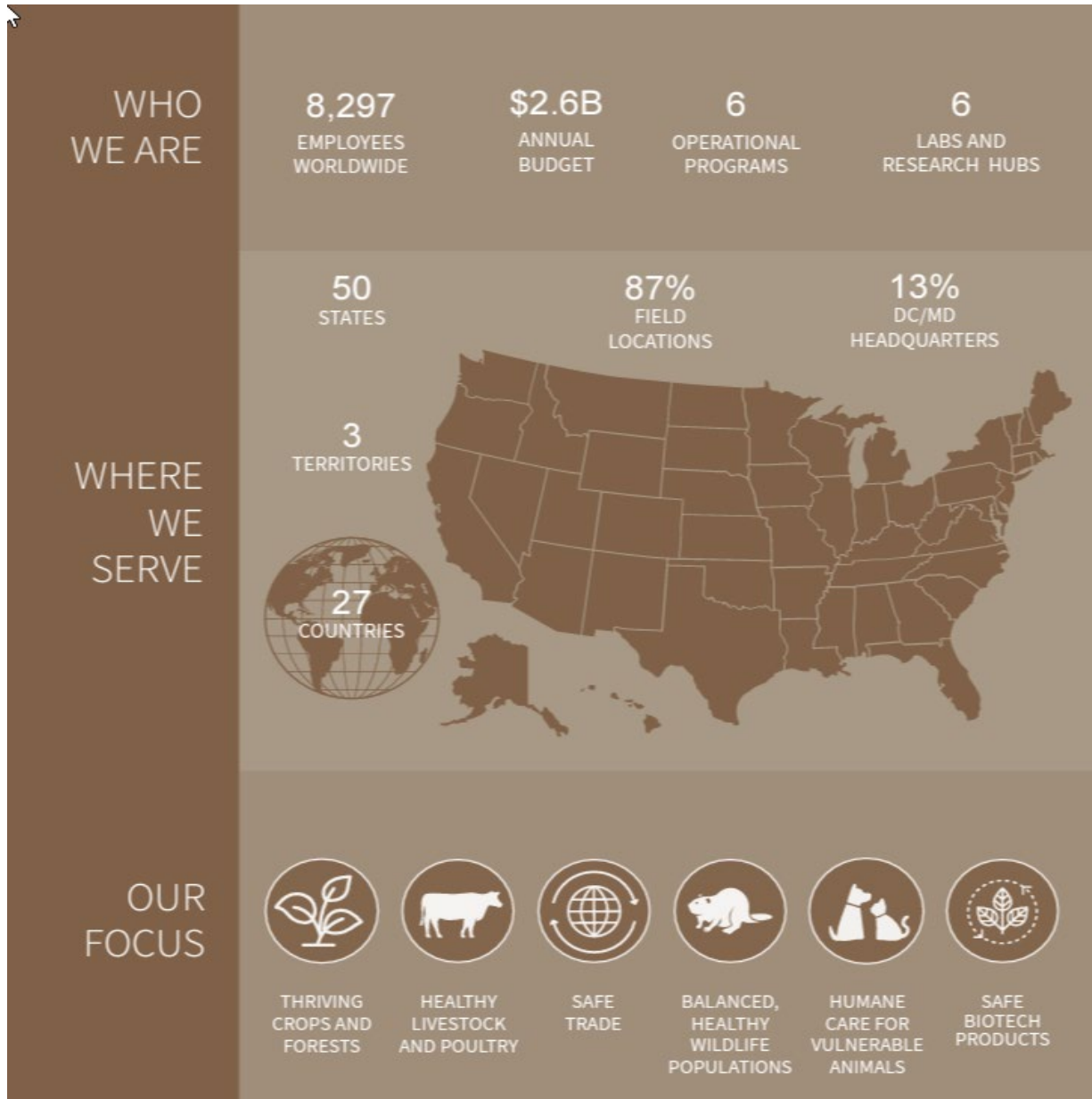
*“APHIS employees are the agency’s  
most valuable resource.”*

—Kevin Shea





# Healthy Animals – Healthy Plants – Healthy World





# 2021

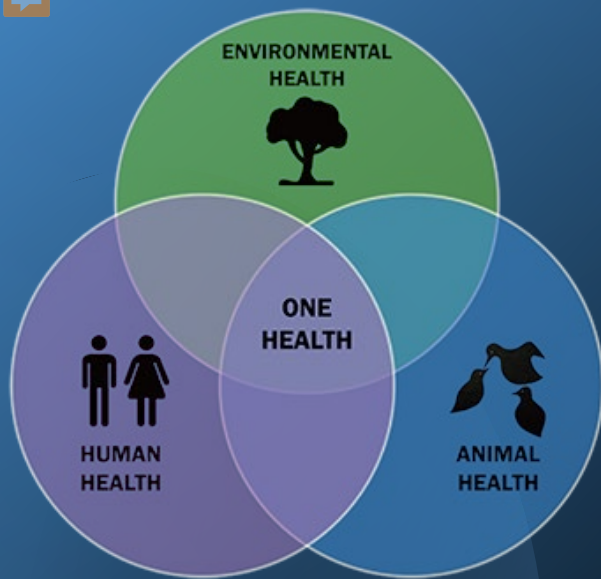
## Accomplishments

In 2021, APHIS continued 100% of our mission-critical work, despite the ongoing COVID-19 pandemic and the need to remain flexible in how we did our jobs. I know each of you worked hard throughout the year on a wide variety of issues to protect America's agriculture and natural resources, as well as vulnerable animals.

I know the list below only scratches the surface of everything APHIS accomplished last year. So much work goes into all that we do every day, across all our programs and units, and I thank you for your hard work and dedication to our mission.

*APHIS Administrator Kevin Shea*

- American Rescue Plan
- African Swine Fever Response & Outreach
- Trade Preservation
- Animal Surveillance during COVID-19 Pandemic
- Clarifying Rules for buying & selling Seeds and Plants online from other Countries
- Implementing Biotechnology Regulations
- Animal Welfare Act Enforcement
- Assisting with the Vaccinate America Campaign



Happy Birthday APHIS!

# 50 Years

As we pass the half century mark, we look ahead to the next 50 years. Our mission is timeless, and we know that some things will remain the same, but many new opportunities and challenges await us.

SARS CoV-2 has changed the way we do some of our work and brought new virtual communications tools. It has also brought renewed focus on One Health—the idea that the health of animals, people, and the environment are interconnected. APHIS has begun to expand its efforts to address and prevent animal diseases with public health implications using American Rescue Plan funding. APHIS will also play a role in USDA’s efforts to address issues posed by increasing climate change.

In these and other areas, APHIS will need to continue to grow its scientific skills, leadership, investment, and collaboration—ensuring that our decisions and programs are grounded in sound science. Our people are our strength, and we will continue to cultivate a diverse and inclusive workplace that embraces family-friendly policies for the employee’s of today and tomorrow.

As it enters its 50th year, APHIS is developing a new strategic plan, building a new web site, and battling a new outbreak of highly pathogenic avian influenza—all while continuing its day-to-day mission work with skill and dedication. We look forward to seeing what the Agency and its employees will accomplish in its next decade.



## AMS Administrator

Over the last 78 years, AMS  
has evolved to support American  
farmers, ranchers, importers,  
exporters and many other facets  
of the agricultural industry.



Bruce Summers





# 2021

## Accomplishments

In 2021, AMS advanced bold solutions to reduce food insecurity, improve market opportunities for local and regional food systems as well as socially disadvantaged farmers and ranchers. AMS looks forward to building on this momentum in 2022 while providing tools to enable farmers, ranchers and consumers to access markets that are fair, competitive, distributed and resilient.

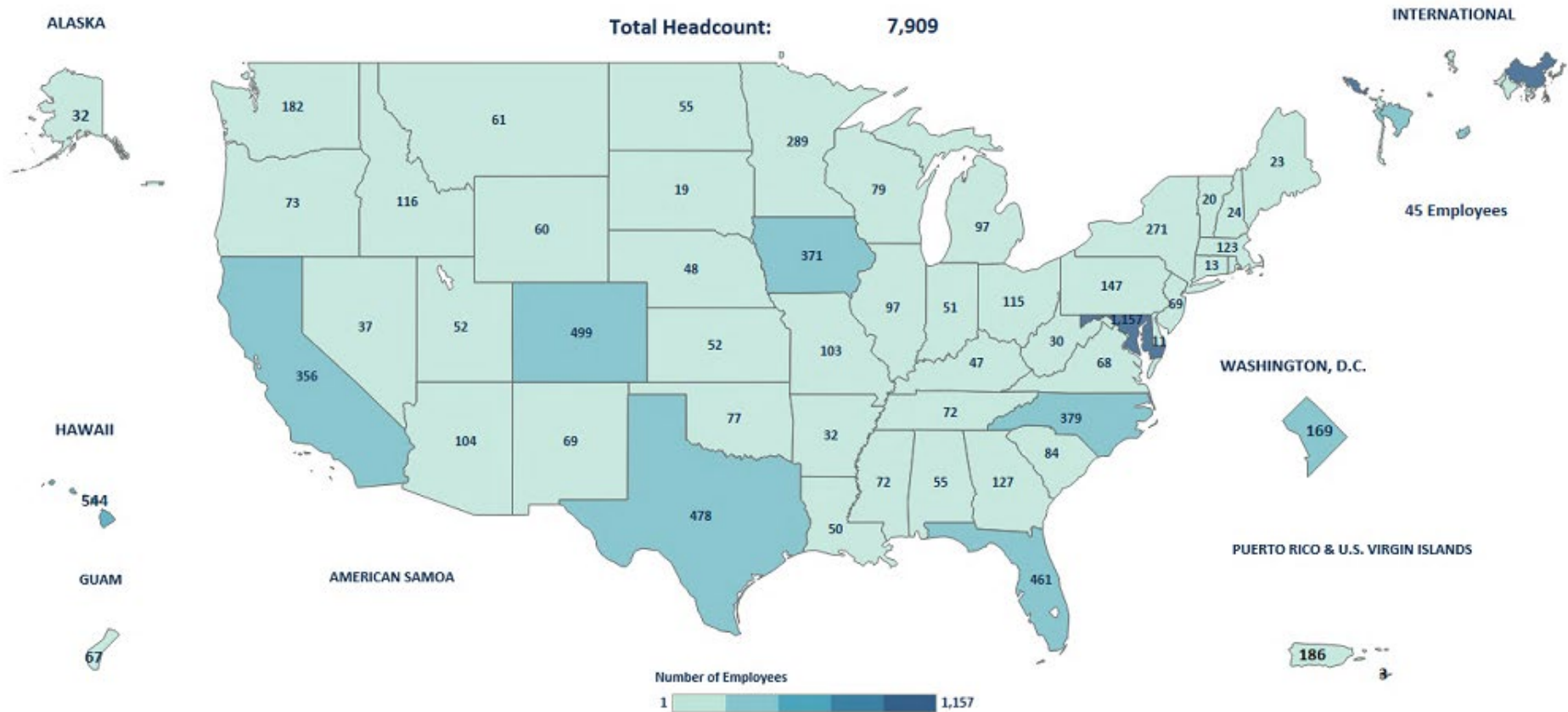
- Donation of Dairy Products & Reduction in Food Waste
- Local Food Purchase Assistance Cooperative Awards
- Delivery of purchases to food banks, soup kitchens, elderly, tribal organizations supporting 34 agricultural markets
- Payments to 25,000 Dairy Farmers impacted by COVID-19
- Relief Programs to aid farmers, food processors and other agricultural stakeholders

**Total purchases in FY21 represented a 79% increase  
over typical purchases for nutrition &  
food assistance programs**



## USDA WORKFORCE PROFILE | Headcount Geography

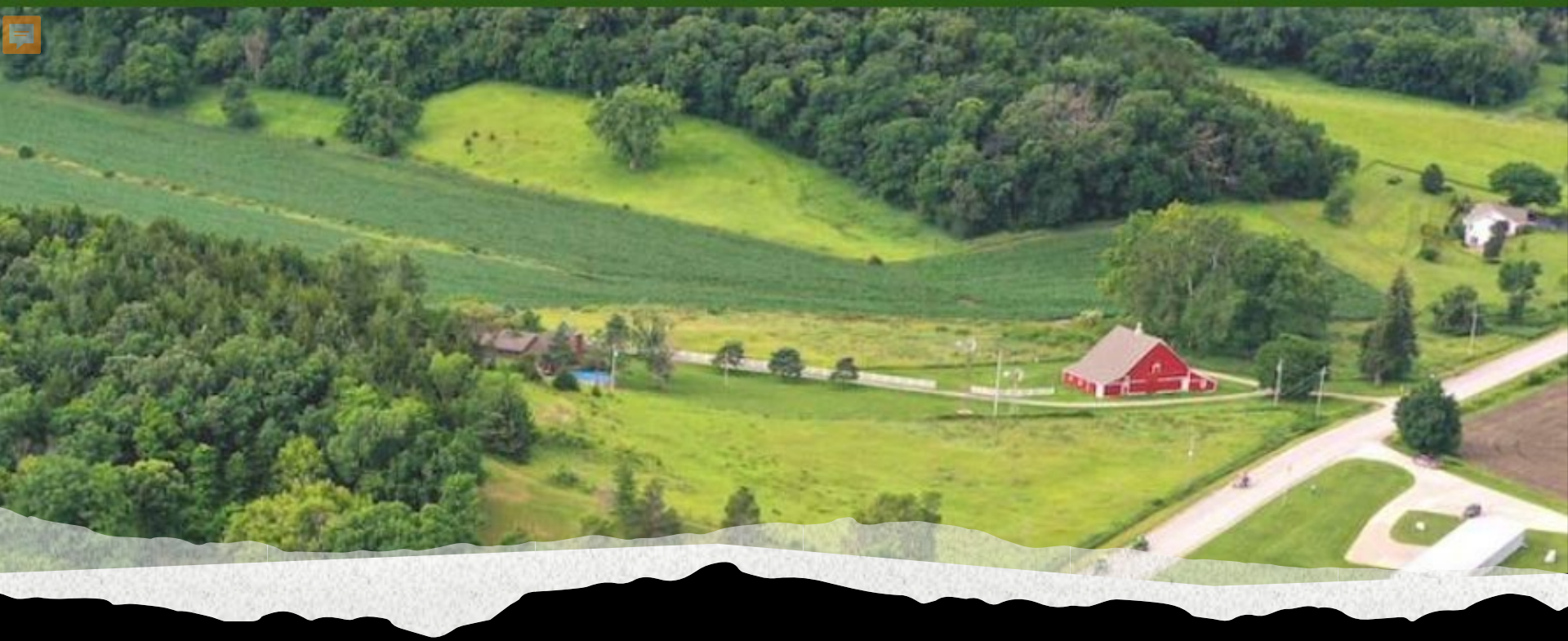
HEADCOUNT BREAKDOWN BY U.S. STATE



# Employees and Offices



- APHIS' protects the health of animal and plant resources and facilitate their movement in the global marketplace, ensuring safe & abundant agricultural products for U.S. customers.
- APHIS' guards against the introduction or re-emergence of animal and plant pests and diseases that could limit agricultural production and damage export markets.
- APHIS' monitors and respond to potential acts of agricultural bio-terrorism, invasive species, diseases of wildlife and livestock, and conflicts between people and wildlife.
- APHIS' works to eliminate trade barriers and ensure the humane treatment of animals.
- APHIS' ensures that biotechnology-derived agricultural products are safe for release into the environment.



The Agricultural Marketing Service (AMS) administers programs that create domestic and international marketing opportunities for U.S. producers of food, fiber, and specialty crops. AMS also provides the agriculture industry with valuable services to ensure the quality and availability of wholesome food for consumers across the country

# Structure of the Organization

USDA

Marketing and Regulatory Programs

Animal & Plant Health Inspection Service

agency

Agricultural Marketing Service

Programs & Support Units

program



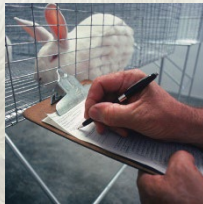
# APHIS

## Organizational Structure

- **Animal Health**
  - Animal Care
  - Veterinary Services
  - Wildlife Services
- **Plant Health**
  - Plant Protection & Quarantine
  - Biotechnology Regulatory Services
- **Global Partnerships**
  - International Services
- **Support Units**
  - Office of Civil Rights Inclusion & Diversity
  - Legislative & Public Affairs
  - Policy & Program Development
  - Marketing & Regulatory Programs - Business Services
  - Emergency & Regulatory Compliance Services



# Animal



## Animal Care

- Animal Welfare
- Horse Protection
- Licensing and Registration
- Emergency Programs



## Veterinary Services

- Veterinary Accreditation
- Export Import Quarantine
- Animal Health
- Emergency Programs



## Wildlife Services

- Wildlife Management
- Invasive Species Management
- Agriculture Protection
- Emergency Programs





# Plant



## Biotechnology Regulatory Services

- Regulation and oversight for certain Genetically Engineered organisms
  - Compliance and Inspection
  - Importation, movement, and environmental release



## Plant Protection & Quarantine

- Safeguarding American agriculture and facilitating safe trade
- US Agriculture against plant pests and pathogens
- Phytosanitation certification for Import and Export of plants and plant products





# Global Partnerships



## International Services

- Collaboration with foreign countries to promote plant and animal health
- Facilitating safe agricultural trade
- Effective and efficient management of international programs
- Investing in International Capacity building



A background image of a lush green cornfield under a clear blue sky. The corn plants are tall and dense, with their characteristic long leaves and developing tassels visible. The image is slightly faded to allow the text to be read clearly.

# Support Units

- Promote diversity, inclusion and civil rights
- Manage communications with Congress, States, industry stakeholders, trading partners and the media
- Provide human resources, financial, acquisition and information technology services
- Conduct budgetary regulatory and programmatic evaluations & analysis
- Deliver emergency preparedness and response, regulatory investigative and enforcement services; lead safety initiatives, and regulate agricultural select agents



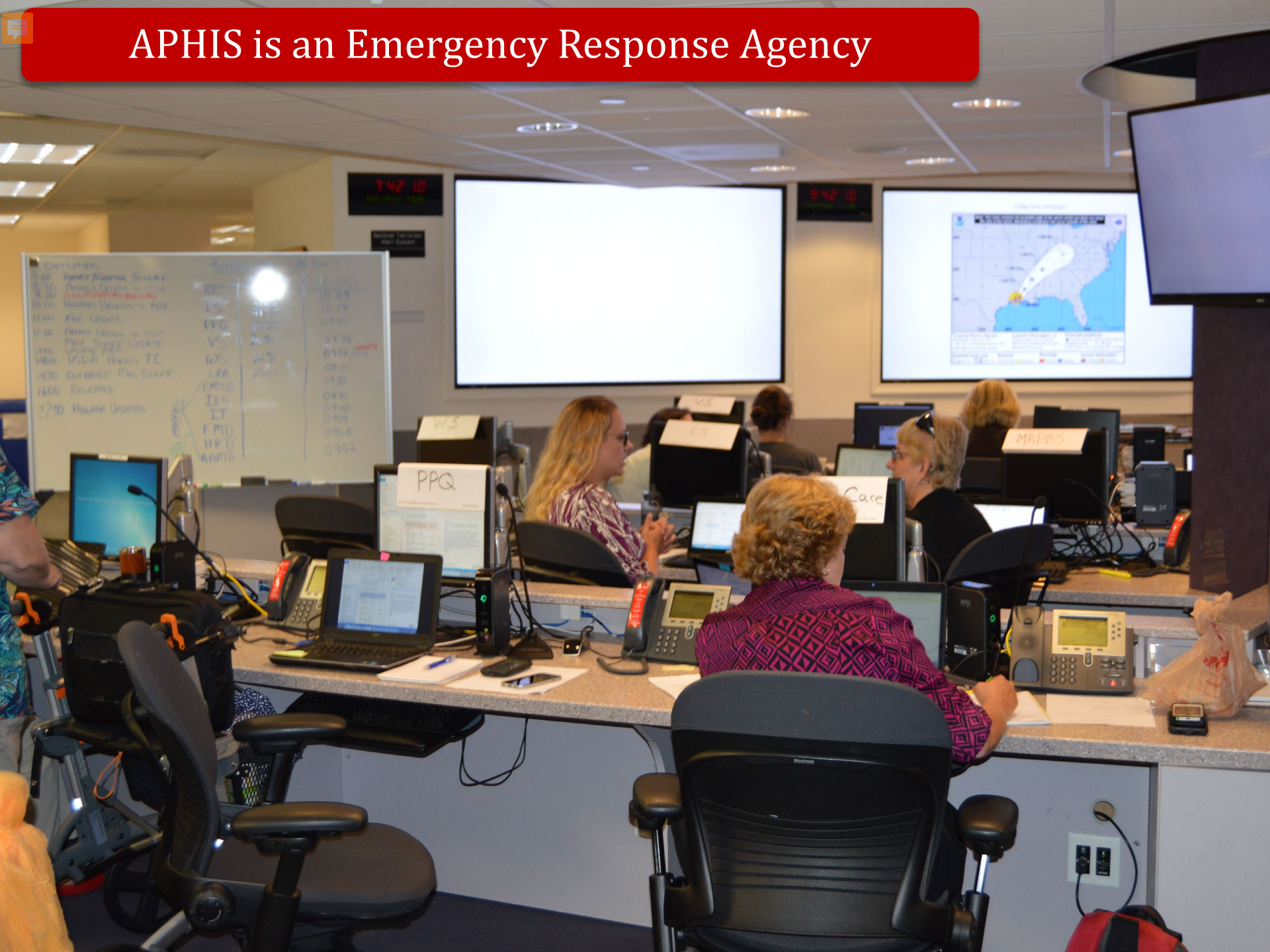


# AMS

## Organizational Structure

- Cotton & Tobacco Program
- Commodity Procurement Program
- Dairy Program
- Fair Trade Practices Program
- Federal Grain Inspection Service
- Livestock & Poultry Program
- National Organic Program
- Science & Technology Program
- Specialty Crops Program
- Transportation & Marketing Program
- Administrative Office Staffs

# APHIS is an Emergency Response Agency





APHIS is an Emergency Response Agency

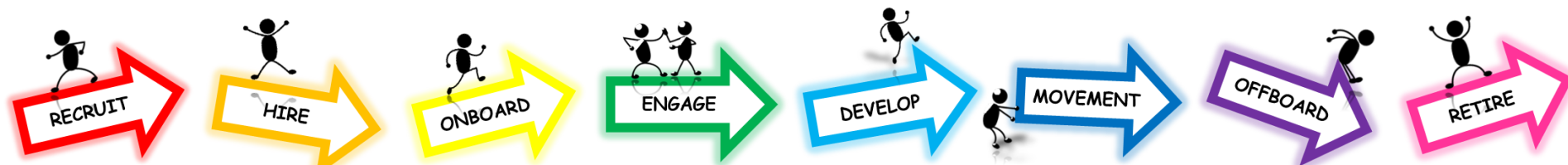


## **Volunteer Emergency Ready Response Corps (VERRC)**

**APHIS Employees may be required to deploy to an incident site.**



# - CURRENT - EMPLOYEE LIFE CYCLE



Outreach	USA Jobs	Onboarding Application	APHIS Portal	Promote	Exit Interviews	Exit Interviews
Recruitment	Special Hiring Authority	ISA Test	Town Hall	Detail	Knowledge Transfer	Knowledge Transfer
Pathways	Direct Hire	New Employee Orientation	Emerging Leaders Program (ELP)	Convert	Benefits	Retirement Seminars
Summer Intern	Veteran Flexibility	Resource Portal	Performance Management	Lateral	Off-boarding Checklist	Benefits
Recent Grad		My APHIS	Shadowing/Mentoring	Relocate		Off-boarding Checklist
Scholar or Fellowship Program		New Hire Checklists	Site Visits	Reassign		
Peace Corp		APHIS Buddy	Leadership Development Programs	Emergency Response		
Veteran		eAuth and Linc Pass	Financial Planning			
			Center for Training & Development			





# APHIS×Talks

The story behind the SCIENCE

DOG DAYS OF SCIENCE

July 10, 2019; 1-3pm EST

with the APHIS Video Hub

APHIS is committed to developing and applying scientific methods that protect the health of domestic animal and plant resources, sustain agriculture ecosystems, and promote animal welfare. However, our scientist can't do it alone. So, even at APHIS, *every dog has its day.*

# Let's Get to Work!!

An official website of the United States government [Here's how you know](#)

**USDA** eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE



[HOME](#) | [CREATE ACCOUNT](#) | [MANAGE ACCOUNT](#) | [HELP](#)

**We'll take you to your destination in just a moment...**

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

**Log In with LincPass (PIV)**

JAN2020  
USDA  
Alexander, Bobby S.

**Log In with Password**

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

**Log In with LincPass** **Log In with Password**

**Create Account** **Update Account** **Find Help**

- **eAuthentication** works in partnership with Linc Pass.
- Before you get your physical Linc Pass you will use your designated eAuth User ID and Password to access applications.
- When you have your Linc Pass you'll use your identified PIN to access those same applications

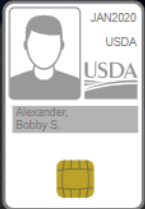
You will receive an email message about eAuthentication within your first week of employment. It will instruct you on how to accept the invitation and create your User ID and Password.

# Let's Get to Work!!

We'll take you to your destination in just a moment...


The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC



Log In with PIV/CAC

Log In with MobileLinc



User ID [Forgot User ID](#)

Log In with MobileLinc

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Create Account

Update Account

Find Help

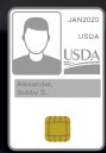
**The eAuthentication and/or Linc Pass interface is changing.**

**Here are some other ways it may be presented**

We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.


Log In with PIV/CAC



Log In with PIV/CAC

**I have a PIV exemption**

Log In with MobileLinc



User ID [Forgot User ID](#)

Log In with MobileLinc


Create Account


Update Account


Find Help


# Let's Get to Work!!

We'll take you to your destination in just a moment...  
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

**Log In with PIV/CAC**

**PIV/CAC**  
Enter PIV/CAC PIN

**MobileLinc**  
Confirm security challenge on mobile device


**Log In with Password**


User ID [Forgot User ID](#)


Password [Forgot Password](#)

☐ Show Password

**Log In with Password**

**Create Account**


**Update Account**


**Find Help**


- Clear your Cache
- Utilize specific Internet Browsers for specific Applications
- Provide additional information as a part of Multi Factor credentialing
  - Answer to a security question
  - Enter a code sent to your cell phone/email


As more and more applications move behind PIV Card protections you may required to:

Attempting Desktop Single Sign-On

**Log In with PIV/CAC**

**PIV/CAC**  
Enter PIV/CAC PIN


**MobileLinc**  
Confirm security challenge on mobile device


**Log In with Password**


User ID [Forgot User ID](#)

Password [Forgot Password](#)

**Log In with Password**

**Create Account**

**Update Account**

**Find Help**



# Let's Get to Work!!

You are here: [eAuthentication Home](#) > eAuthentication Login

## eAuthentication Login

LincPass (PIV) ?

User ID & Password ?

User ID:

Password:

any User ID | Password

R

LOGIN

[Change my Password](#)

Windows Security

### Select a Certificate

Site [www.eauth.usda.gov](http://www.eauth.usda.gov) needs your credentials:



Signature - NANCY BRADFORD

Issuer: Entrust Managed Services SSP CA

Valid From: 7/10/2018 to 7/9/2021

[Click here to view certificate properties](#)

#### More choices



Signature - NANCY BRADFORD

Issuer: Entrust Managed Services SSP CA

Valid From: 7/10/2018 to 7/9/2021



Authentication - NANCY BRADFORD

Issuer: Entrust Managed Services SSP CA

Valid From: 7/10/2018 to 7/9/2021

**eAuthentication** works in partnership with Linc Pass.

When you have your Linc Pass, you will sign in to applications using that Linc Pass PIN

ActivClient Login

ActivID®  
ActivClient®

Please enter your PIN.

PIN

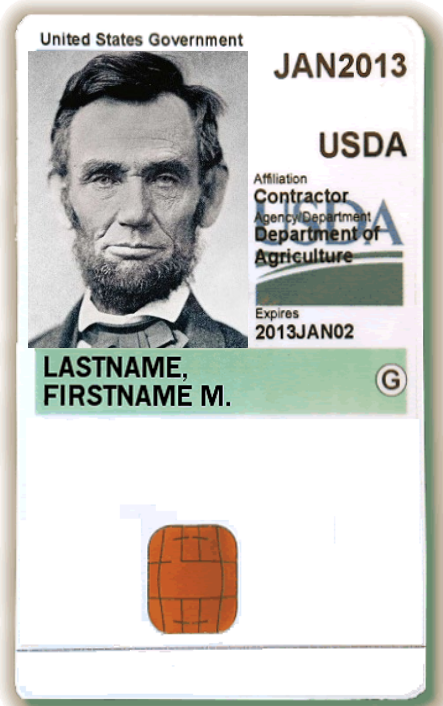
\*\*\*\*\*

OK

Cancel



# Let's Get to Work!!



Most employees and contractors working for USDA will be issued a Linc Pass.

Linc Pass gets its name from **Abraham Lincoln**, founder of the U.S. Department of Agriculture.

## It's also known as:

- Personal Identify Verification card (PIV Card)
- US Access Credential

## Your Linc Pass provides you

- Physical access to your building, designated office, parking lot
- Logical access to your laptop & the ability to digitally sign electronic documents
- Biometric data for background investigations & security clearances



# Get Familiar with the Office Tools!



Email



Microsoft Teams



Chat, Meet, Call, and Collaboration Tools



Travel



Official Personnel  
Folder



Employee Personal  
Page



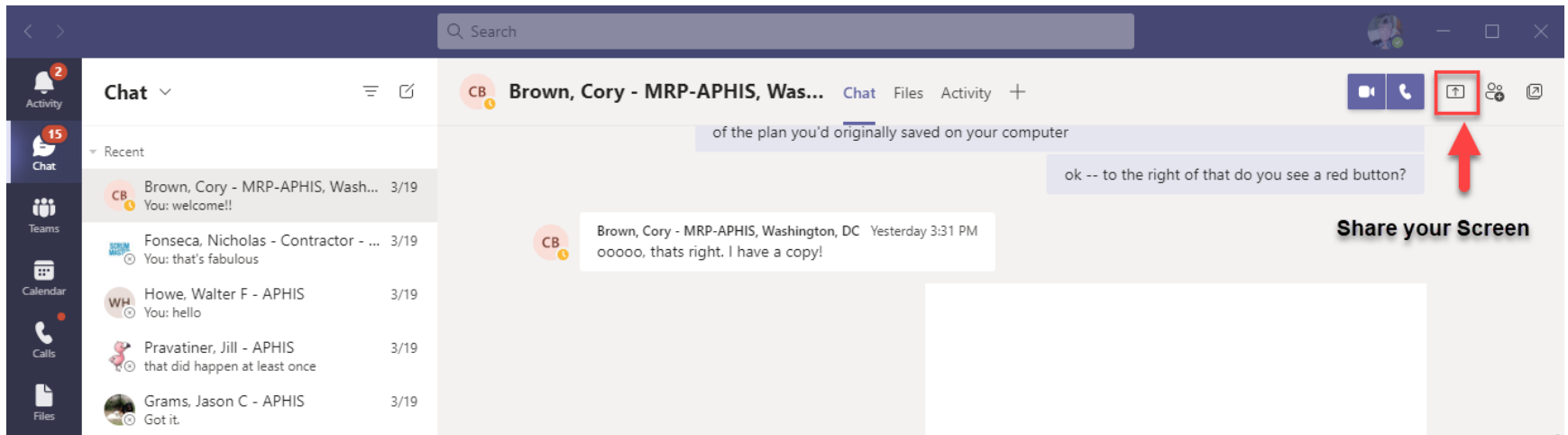
Training



Time &  
Attendance



# Microsoft Teams



The left side Navigator displays options for:

- Chats
- Teams
- Calendar
- Phone
- Files



# Bookmark -> My.aphis.usda.gov/myportal

Also called the 'APHIS Portal' this site offers single sign on access to multiple applications, information and services

Shout Outs

APHIS Administrator  
Town Hall

Provide Feedback

Access Employee Services &  
Benefits

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

Welcome Nancy Bradford Log Out  
Acronyms Help Suggestions

Search Site Search

Home Office of the Administrator News & Video Programs Employee Resources Support

Applications & Resources

- APHIS IT Support
- AgLearn
- ConcurGov
- EQPF
- EQS
- MyEPP
- NFG
- TSP
- Telework
- USDA Connect
- WebTA

ALL \*\*Additional Quick Links\*\*

## 2017 APHIS Accomplishments

**Important changes to Acrobat PDF software**  
APHIS is in the process of updating all Adobe Acrobat Software  
[Visit the PDF help center to learn more about the process](#)

myAPHIS News Latest News In The News Shout Outs

[View All Shout Outs!](#) or [Submit a Shout Out!](#)

**Secretary Perdue Announces OneUSDA and Telework Changes**  
Jan 5, 2018, 12:00:00 AM MST  
TO: All Employees FROM: Kevin Shea, Administrator  
SUBJECT: Secretary Perdue Announces OneUSDA and Telework Changes DATE: January 5, 2018 APHIS  
Colleagues, By now you likely have seen a message from Secretary Perdue regarding his goal to make USDA the most effective, the most efficient, the [more](#)

**2017 APHIS Accomplishments**  
Jan 1, 2018, 5:00:00 AM MST  
Every day, APHIS employees work to fulfill our mission to protect and promote the value of American agricultural and natural resources. In 2017, our Agency's major achievements included successfully responding to two animal health emergencies, making significant progress toward the elimination [more](#)

**23 Agency Employees Graduate from Basic Leadership Development Program**  
Dec 22, 2017, 5:00:00 AM MST  
On December 21, the second cohort of this year's Basic Leadership Development Program (BLDP) graduated. Twenty-three Agency employees—representing Animal Care, Plant Protection and Quarantine, Wildlife Services, Veterinary Services, the Office of Civil Rights, Diversity, and Inclusion, and Mark [more](#)

**Bionic Porcupines Connect with Wildlife Services to Improve Airport Safety**  
Dec 21, 2017, 5:00:00 AM MST  
Earlier this year, a team of Utah students working with Wildlife Services developed an innovative device to help keep aircraft safe. The team of 6 th graders—called the "Bionic Porcupines 2.0"—created a cost-effective, portable wind dancer, similar to much larger versions used by car dealers [more](#)

**APHIS Honors Dr. Jere Dick**

**New Faces in APHIS**  
Justin Carrera  
Safety/Occup. Health Spec.  
MRPBS  
Riverdale, MD  
[View all the new faces that have joined APHIS!](#)

**Some Love** Make your pledge today!

**New AgLearn Info and Updates**

**APHIS Diversity Calendar** [Read More](#)

**Athena Pappas & NJ Special Emphasis Committee** in PPQ  
January 3rd 2018 by Bertha Hines  
SHOUT OUT to Athena Pappas & the NJ Special Emphasis Committee for sharing their Field Ops SE... [read more](#)

**Evelyn Celli** in AC  
January 3rd 2018 by Angela DePoe  
Evelyn Celli goes above and beyond! Only a couple of days into the new year and already she is... [read more](#)

**James Haley** in WS  
January 3rd 2018 by Sherry Peacock  
I have worked with James over the last several years and found him to be a huge asset to the... [read more](#)

**Renee Devries** in PPQ  
December 29th 2017 by Matt Farmer  
Thank you Renee for your commitment and knowledge in resolving the parsley/parsnip, KHB and... [read more](#)

**Candace Funk** in PPQ  
December 29th 2017 by Matt Farmer  
Thank you Candace for your dedication and expertise in resolving the parsley/parsnip and Costa Rica... [read more](#)

# New Employee Resource Site

A resource site with information for new or existing employees, onboarding buddies and supervisors



Animal and Plant Health Inspection Service  
U.S. DEPARTMENT OF AGRICULTURE

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[Blog](#)

Search APHIS



USDA FAQ's and resources about coronavirus (COVID-19). [LEARN MORE](#)

[Business Services](#) / [New Employee Onboarding](#)

## Welcome New Employee

Last Modified: Dec 27, 2021



### Welcome

Congratulations on your new employment with USDA Marketing and Regulatory Programs (MRP). MRP facilitates domestic and international marketing of U.S. agricultural products and ensures the health and care of animals and plants.

### Onboarding New Employees during COVID-19

During this unprecedented time in our history we are taking some extra steps to ensure that you feel welcomed into our Agencies and that you have the information, support and resources you need to be successful at your job. We've asked your Supervisor and/or Onboarding Point of Contact in your program to stay in close communication with you before and during your onboarding process. Please reach out to them or these informational websites if you have any questions

- [APHIS COVID-19 Information](#)
- [USDA COVID-19 Information](#)

Your first day of work will likely be different than you imagined as you may not be in an office or laboratory setting but instead may be "onboarding" from your home. Refer to the [Before you Start](#) page for information about documentation and/or forms you should have ready to sign when requested to do so.

Whether you are a current employee moving within your existing program or agency, a transfer from another USDA or federal governmental agency, or someone brand new to federal service we hope you can find some useful resources and information at this site. Please note: current federal employees may not need to complete all the forms or request all the services identified at this site as many of your credentials and access to applications will move with you. If you have questions, please talk to your Supervisor.

### Related Links

- [Home](#)
- [Before You Start](#)
- [Your Personal Checklist](#)
- [First Week](#)
- [Onboarding Buddy Resources](#)
- [Personnel Security](#)
- [Benefits](#)
- [Employee Resources](#)
- [Supervisor Resources](#)
- [Contact Us](#)

# Sign up for APHIS Weekly News


Sign up to receive the APHIS Weekly News delivered directly to your mailbox!



help our new employees feel welcomed, informed, and part of a great team. We understand that the cultivation of our employees is vital in ensuring the success of our organization.

To help you get better acclimated within your

Agency/Program, please take some time to review the following resources:


eAuthentication is Required to View the Links Shown Below with the  Icon


- ✓ [Web Sites](#)
- ✓ [Applications & Systems](#)
- ✓ [Work Links for Common Applications or Resources](#)
- ✓ [Other Links and Resources](#)










## APHIS Ergonomics Program

APHIS provides a comprehensive Safety and Health Program for APHIS employees with work places and conditions of employment in which the risk of exposures to potential hazards is minimized.

## APHIS Weekly News

APHIS Weekly News is a weekly newsletter for all APHIS employees with updates on agency-wide training, events and other information. You can find past issues of the APHIS Weekly News by clicking [here](#) .

You should begin receiving the newsletter approximately 6 weeks after you start working for APHIS. If you'd like get the APHIS Weekly News in your email inbox before that, please email [meghan.k.klingel@usda.gov](mailto:meghan.k.klingel@usda.gov) .

-  [Home](#)
-  [Before you Start](#)
-  [Your Personal Checklist](#)
-  [First Week](#)
-  [Benefits](#)
-  [POC for Onboarding](#)
-  [Employee Resources](#)
-  [Supervisor Resources](#)
-  [Contact Us](#)



# History of APHIS

APHIS at 50



## APHIS at 50

USDA's Animal and Plant Health Inspection Service – A Visual History

Joelle Hayden | August 26, 2020

It is really interesting to see APHIS' history, even before we officially became APHIS. It's a nice way to gain an even greater appreciation for our work. I hope you will take a few minutes to check out this StoryMap to learn more about how APHIS came to be. There are some great videos and photos from the archives that even I wasn't aware of.

Find a lot of information on the [APHIS 50<sup>th</sup> Anniversary page](#)

Kevin Shea  
APHIS Administrator

# Human Resources

## Workplace resolution & wellness



- Transit Subsidy Program
- Telework Initiative
- Employee Assistance Program (EAP)
- Work Life Wellness Program
- Reasonable Accommodation
- Conflict Resolution
- Fitness Subsidy

## Center for Training & Development (CTOD)



- Employee Mandatory Training
- Supervisory Mandatory Training
- AgLearn –
  - 24/7 Books
  - Register for Training Courses
- Coaching/Mentoring
- Leadership Development Programs
- Career Development Center

## Benefits



- Health Insurance
- Flexible Spending Accounts
- Dental & Vision Insurance
- Retirement
- Thrift Savings Plan (TSP)
- Life Insurance

# Telework – Remote – Onsite Designation

In response to the COVID 19 pandemic, USDA issued Directive [DR 4080-811-002](#). The formalization of the Telework/Remote program enabled USDA to recruit and retain a diverse workforce and accommodates more people with disabilities.

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Any new or existing employee who has questions or concerns about their position designation should talk with their Supervisor.

Positions were designated as ineligible for telework/remote based only on the following criteria:

- Position duties require daily physical presence and do not include any portable or administrative work that can be accomplished from an alternate office or location
- Position responsibilities require daily access to specialized equipment located at the official worksite and do not include any portable or administrative work that can be accomplished from an alternate office or location
- Position activities require daily access to classified materials and do not include any portable or administrative work that can be accomplished from an alternate office or location



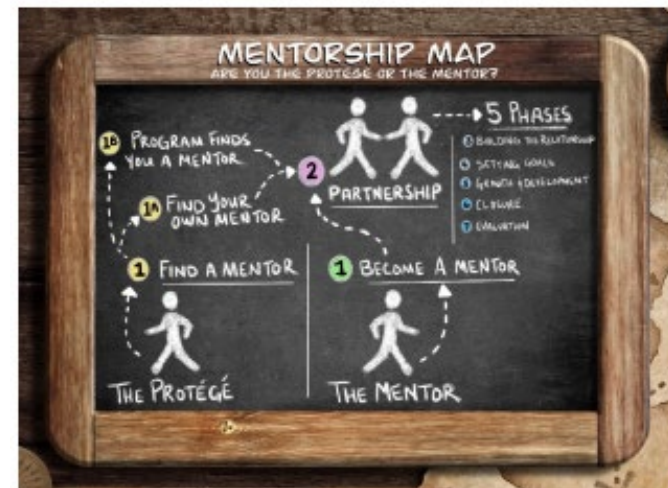


# APHIS Mentoring Program – Partnering for Success

The program supports all APHIS employees and programs that mandate a formal mentoring component. It is built on leveraging the knowledge, skills, and experiences of individuals who have strong leadership abilities and technical competence to develop others. Mentoring produces an environment of trust and continual learning and in turn sustains the foundation of the agency mission.

- Increase employee engagement and job satisfaction
- Transfer tacit (hidden knowledge gained through experience) and explicit knowledge
- Expand cross-functional knowledge
- Expand leadership, coaching, and interpersonal skills
- Facilitate personal and professional growth
- Leverage diversity and experience to provide learning and development opportunities

***Mentorship is the art of creating & nurturing leaders for tomorrow***



# Administrative Leave - Authorized absence from duty without loss of pay or charge to leave

## Common Examples

- Voting
- Before or After a Holiday
- Death of a President
- Inauguration Day
- COVID Vaccination or Recovery
- Severe Weather – Late Start or Early Dismissal
- Blood Donation
- Volunteer Activities
- Jury Duty
- Relief or Recovery after  
Severe Weather or other Emergency

Tuesday, January 16, 2001  
MSG 2001-007



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

**MEMORANDUM FOR:** Human Resources Directors  
**From:** Janice R. Lachance, Director  
**Subject:** Preventive Health Services at the Federal Workplace

President Clinton signed the attached memorandum directing agencies to take steps to encourage Federal employees to take full advantage of health screening programs and other effective preventive health measures. I strongly encourage all of you to support this endeavor.

The President has also directed agencies to review policies and make maximum use of existing work schedule and leave flexibilities to allow Federal employees to take advantage of screening and prevention programs. In addition, he has directed that we accommodate those employees with fewer than 80 hours of accrued sick leave by granting them up to 4 hours of excused absence each year.



# The Selection of Benefits is a Personal Choice

Your Benefits Service Provider can answer many questions around the completion of the forms – they can not guide you around what health insurance provider to select or how much money to put into your Thrift Savings Plan

- Health Insurance – 60 days to enroll using the SF-2809
- Life Insurance – 60 days to elect additional coverage using the SF-2817
- Thrift Savings Plan – 3% is automatically contributed. You can increase this any time
- Designation of Beneficiary Forms – ONLY complete these if you do not want to follow the normal order of precedence
- Other Benefits to consider:
  - Flexible Spending Account – 60 days to enroll
  - Dental & Vision Insurance – 60 days to enroll
  - Federal Long Term Care Insurance – 60 days to enroll using abbreviated application



# Protecting Personal Identifiable Information (PII)

The growth in information technology, networking & electronic storage has made it easier to collect and maintain information about individuals. An accompanying growth in incidents of loss and unauthorized use has led to increased concerns about protecting this information within Federal Systems.

Data protection in USDA is not solely limited to PII (personal or financial data that can be linked directly to a person).

Employees are also expected to follow the same protection protocols for Program specific data you may be allowed access to.

Contact your Supervisor if you have additional questions.

**All USDA employees are responsible for protecting PII. They must protect it from unauthorized access, disclosure and alteration.**



# Facility Overview

It is important for each facility to ensure a healthy and safe environment for building occupants, visitors and staff as well as a coordinated response for all emergencies.

Your facilities Occupant Emergency Plan (OEP) is designed to guide buildings occupants' through various safety situations (fire, earthquake, active shooter, etc.)

The overall building response needs to be quick, professional, supportive, and meet the changing demands of the situation.



**Find the Emergency Exit nearest to you and ask your Supervisor about your Team's Rally or Meeting Point after a building evacuation**

A woman with long brown hair, wearing a dark blue blazer, is shown from the chest up. She has her right hand raised with fingers spread, and her left hand is resting on a thick red book. The book has gold lettering on its cover. In the background, an American flag is visible, with the stars on the left and the stripes on the right. The text "Oath of Office" is overlaid in the center of the image.

# Oath of Office



# Onboarding Buddies & Day One Forms –

- **OF306** Declaration for Federal Employment (signed as the applicant & verified/validated and signed as the appointee)
- **Form W-4** Federal & State
- **FMS 11-92** Direct Deposit
- **AD-349** Employee Address
- **SF-144** Statement of Prior Federal Service
- **SF-256** Self Identification of Disability
- **SF-181** Ethnicity and Race
- **I9** Employment Eligibility Verification
- **SF61** Appointment Affidavit

# What's Next?

- Continue Onboarding within your Program Buddy or Supervisor
  - **Discuss Program Policies**
    - Tour of Duty & Work Schedules & Core Hours
    - Telework
    - Performance & Individual Development Plans
    - Program 'Norms'
  - **Obtain the 30 day PIV Exception & Network Access/Email Group Access**
  - **Obtain access to Program developed applications**
- Meet Co-Workers – in person or virtually
- Set up Your Workstation
- Receive Equipment from ITD
  - Laptop, Tablet, iPhone – ITD will provide user name & passwords
  - Able to access Internet & Outlook Mail
- Watch for eAuthentication Invitation Email
- Watch for Linc Pass Enrollment Email
- Make Benefits Decisions



Take a Selfie  
to post on  
APHIS  
New Faces

# Questions?

