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
Updated information is available at the MyAPHIS 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!
### USDA WORKFORCE PROFILE | Executive Overview

**Total Employees:** 98,748  
**Political Appointees:** 160  
**Executives:** 436  
**Pathways Interns:** 818

#### GS / STEP PAY PLAN BREAKDOWN*

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#### GENDER BREAKDOWN

- Male: 44.65%
- Female: 55.35%

#### VETERAN STATUS

- Active: 10.87%
- Reserved: 89.13%

#### HEADCOUNT BY ORGANIZATION*

- DA: 30,178
- FNCS: 28,729
- Food Safety: 8,863
- FPAC: 12,613
- NAP: 12,134
- NRE: 11,013
- RD: 4,277
- REE: 8,019
- Staff Offices: 3,388
- TFAA: 968
Structure of the Organization

USDA
Marketing and Regulatory Programs
Animal & Plant Health Inspection Service
Agricultural Marketing Service
Programs & Support Units
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](http://www.usda.gov) to learn more.
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

Animal & Plant Health Inspection Service

Agricultural Marketing Service

Programs & Support Units
USDA Mission Areas

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

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.
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 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 (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 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.
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

Agricultural Marketing Service

Programs & Support Units
APHIS Administrator

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

—Kevin Shea
Healthy Animals – Healthy Plants – Healthy World

**WHO WE ARE**
- 8,297 Employees Worldwide
- $2.6B Annual Budget
- 6 Operational Programs
- 6 Labs and Research Hubs

**WHERE WE SERVE**
- 50 States
- 87% Field Locations
- 13% DC/MD Headquarters
- 3 Territories
- 27 Countries

**OUR FOCUS**
- Thriving Crops and Forests
- Healthy Livestock and Poultry
- Safe Trade
- Balanced, Healthy Wildlife Populations
- Humane Care for Vulnerable Animals
- Safe Biotech Products
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
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.
Over the last 78 years, AMS has evolved to support American farmers, ranchers, importers, exporters and many other facets of the agricultural industry.
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.
**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
- Agricultural Marketing Service
- Programs & Support Units
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
Veterinary Services

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

Wildlife Services

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

Animal Care

- Animal Welfare
- Horse Protection
- Licensing and Registration
- Emergency Programs
• Regulation and oversight for certain Genetically Engineered organisms
  • Compliance and Inspection
  • Importation, movement, and environmental release

• 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

- 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
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.
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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!!

- 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!!

The eAuthentication and/or Linc Pass interface is changing.

Here are some other ways it may be presented.
Let’s Get to Work!!

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

- 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
Let’s Get to Work!!

*eAuthentication* works in partnership with Linc Pass.

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

SAP Concur

Travel

Official Personnel Folder
Employee Personal Page
Training
Time & Attendance
The left side Navigator displays options for:

- Chats
- Teams
- Calendar
- Phone
- Files
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
A resource site with information for new or existing employees, onboarding buddies and supervisors.
Sign up to receive the APHIS Weekly News delivered directly to your mailbox!
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 50th 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
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.

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
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
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% in 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
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.
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?