

New Employee Pre-Arrival Information Guide

INSTRUCTIONS

In an effort to ensure that a prospective employee's first impression of the NRC has a lasting positive impact, the attached Pre-arrival Information Guide is provided for your use. The Guide provides links to important information regarding the agency and an overview of the first few days of employment. Supervisors are encouraged to email this information to prospective employees before their scheduled arrival date. In addition, supervisors are also encouraged to identify a docent/buddy within the organization who will assist the new employee with orientation to the office and work-related questions. It is desirable that both the supervisor and docent/buddy establish and maintain contact with the prospective employee via phone and email after offer acceptance and prior to his/her arrival at the NRC.

Congratulations as a new member of the NRC! The following provides answers to a few questions as you begin your journey with one of the best places to work in the Federal Government.

❖ **How can I learn a little more about the NRC before I arrive?**

Before arriving at NRC you should be contacted by our human resources office to arrange your acceptance process including your start date and the activities you will need to complete to obtain your security clearance. You should also expect to be contacted by your future supervisor and your docent. The docent is an experienced member of your work unit that serves as your guide and a resource for answering questions during your first few days at NRC.

These links below are provided for your review to start your familiarization with NRC. Some information may be covered during your initial orientation, and is included here to give you a head start. Be sure to visit each site.

NRC Website - <http://www.nrc.gov/>

History of NRC – <http://www.nrc.gov/about-nrc/history.html>

The Nuclear Regulatory Commission Fact Sheet - <http://www.nrc.gov/reading-rm/doc-collections/nuregs/brochures/br0099/>

NRC: Regulator of Nuclear Safety - <http://www.nrc.gov/reading-rm/doc-collections/nuregs/brochures/br0164/r4/br0164r4.pdf>

NRC Organization (Organization Charts and Functional Descriptions) - <http://www.nrc.gov/about-nrc/organization/nrcorg.pdf>

NRC's Strategic Plan - <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1614/>

The Inspector General (IG) at the NRC - <http://www.nrc.gov/reading-rm/doc-collections/nuregs/brochures/br0146/>

Glossary of Nuclear terms - <http://www.nrc.gov/reading-rm/basic-ref/glossary.html>

❖ **What can I expect during my first days at NRC?**

After arrival, you can expect an orientation session with a representative from human resources. You will be sworn in as a Federal employee and provided with an overview of the NRC mission and activities. You will also receive benefits information on personnel items such as health insurance, life insurance, retirement, Thrift Savings Plan (TSP) etc. In addition, the orientation will cover items such as payroll arrangements, hours of work options, building safety, and parking and transportation.

After orientation you can expect to meet your "branch docent" and take a tour of the NRC office. (If you are at headquarters -- at a minimum, visit the supply room, NRC library, health unit, fitness center, child development center, credit union, cafeterias, snack shop, Employee

Welfare and Recreation Association (EWRA) store, parking/ transit subsidy, and Commissioners' Hearing Room (1st floor)).

You can also expect a meeting with your supervisor and brief introductions to the staff in your work unit.

You will also receive access to our computer network and telephone systems including passwords for your computer and network access, telephone voice mail, HRMS Time and Labor System, Employee Express (payroll and related), and ADAMS (document management system).

Orientation at the NRC continues after your first day. Most NRC offices have structured orientation activities that facilitate your familiarization with NRC. You need to be sure certain forms are completed and returned, specific self-study training is completed, and a variety of Web sites are visited to learn more about the NRC and its services.

Depending on your office, there is usually a training or qualification process designed to provide you with the information, knowledge, and skills that you will need to be successful in your new position. Again there is someone in your work unit who will assist with training you as you complete these activities. This person is often the docent you met your first day.

❖ **What types of initial orientation training can I expect?**

The following online training is required or recommended for all employees:

Computer Security Awareness Course (Required)

Information Security Awareness Course (Required)

Freedom of Information Act (Required)

No Fear Act Training (Required)

ADAMS Overview (Recommended)

Allegations Training (Required)

more info: <http://www.nrc.gov/about-nrc/regulatory/allegations-resp.html>

HRMS Site (NRC's time and attendance system) (Must be Reviewed)

Ethics Training (Required)

The following classroom training is recommended for employees (if applicable):

ADAMS for NRC Staff

Financial Planning and Thrift Savings Plan (TSP) for New Employees to the Federal Employees' Retirement System (FERS)

NRC: What It Is and What It Does

Reactor Concepts Course (R-100)

Regulatory Process (best taken after at least six months with the agency)

❖ **What can I find out about benefits information on personnel items such as health benefits, life insurance, retirement, Thrift Savings Plan (TSP), relocation expenses, student loans, union representation, etc. ?**

Basic information on benefits is located at: <http://www.nrc.gov/about-nrc/employment/benefits.html>

- ❖ **What about quality of life information such as the onsite child development center (headquarters), hours of work options, headquarters eating establishments, headquarters fitness center, and transportation benefits?**

Quality of life information can be found at: <http://www.nrc.gov/about-nrc/employment/quality-life.html>