

# U.S. Immigration and Customs Enforcement (ICE) Checklist for New Employees

Welcome to ICE! This checklist is designed to help guide you through your first few weeks at ICE. The checklist includes items you will need to take care of during your first days and weeks on the job, and identifies key policies, programs, and administrative matters that will be explained to you by your supervisor, a human resources representative, or other designated representative. The checklist lets you know what you can expect and identifies what actions you will need to make your transition to ICE as smooth as possible. We're glad to be your employer of choice, and hope you find your time as a member of the ICE team to be an enjoyable and rewarding experience!

## ENTRANCE ON DUTY (EOD) - YOUR FIRST DAY

**You will be asked to complete the following forms:**

- OF-306 (Declaration for Federal Employment)
- I-9 (Employment Eligibility Verification)
- SF-61 (Appointment Affidavit/Oath of Office)
- SF-256 (Self-Identification of Handicap)
- SF-181 (Race & National Origin Identification)
- SF-144 (Statement of Prior Federal Service)
- SF-1152 (Designation of Beneficiary)
- Form AD 349 (Employee Address)
- Form W-4 (Federal Taxes)
- State Tax Form (as applicable)
- SF-1199A (Direct Deposit Form)
- Uniform Service Status

## DURING YOUR FIRST FEW DAYS

- Complete a Facility Tour**
  - Work areas
  - Restrooms/water fountains
  - Cafeteria/break rooms, vending machines
  - Location of copiers (passwords) printers, fax machines, etc.
  - Conference rooms
  - Office supply areas
  - Restaurants/other local amenities (e.g., ATM)
  - Parking/public transportation
- Review Telephone Information/Procedures**
  - Phone numbers
  - Dialing instructions for local/long distance calls
  - Telephone features (e.g., voice mail, call transfers, conferencing, etc.)
  - Personal use policies
- Review Information Technology Procedures**
  - Network access (including remote email access)
  - ICE Intranet (IRMNET)
  - Help Desk support
  - IT Use Policy and IT Security Awareness (see "Mandatory Training" section)

- Review Physical Security/Emergency Procedures**
  - Employee ID badge
  - Building access
  - Office keys/codes
  - Emergency evacuation/dismissal procedures
  - Inclement weather
- Review Payroll/Travel Information/Policies and procedures**
  - Employee Express
  - Salary/Pay matters (e.g., within-grade increases, career promotions, as applicable)
  - Direct deposit
  - Transit subsidy
  - Travel reimbursement procedures
  - Travel credit card (as applicable)

## FIRST WEEK ON DUTY

- Discuss Job Duties with Supervisor or Other Designated Instructor**
- Review HR/Administrative Policies and Procedures**
  - Core work hours
  - Office coverage
  - Telework policy
  - Alternate work schedules
  - Lunch/break periods
  - Federal holidays
  - Timekeeping/work reporting procedures
  - Types of leave
  - Procedures for requesting leave and reporting illness/emergencies
  - Leave bank/transfer programs

## 30 DAYS ON DUTY

- Complete Follow-up Orientation Activities**
  - Participate in Day II Orientation with your supervisor
  - Participate in three part onboarding experience survey

## U.S. Immigration and Customs Enforcement (ICE) Checklist for New Employees (Continued)

### 30 DAYS ON DUTY (Continued)

- Discuss Position Information and Performance Management Process with Supervisor**
  - Performance Standards/Appraisal Process
  - Individual Development Plan (IDP) Process
  - Position description/SF 50
  - Probationary period guidance (as applicable)
  - Work plan and organizational goals – relationship to the *ICE Strategic and Operational Plan*
  
- Review ICE Overview Information**
  - ICE Organizational Directory of Key Officials  
*ICE Strategic and Operational Plan*

### NEW GOVERNMENT HIRES

- Review Your Benefits Information (as applicable)**
- Check Employee Personnel Page (EPP) and official personnel file (eOPF) for accuracy (30 days)
  - Retirement Plan (CSRS, CSRS-Offset, FERS)
  - Federal Employees Health Benefits Program (FEHB) (must elect within 60 days of EOD)
  - Federal Employees Group Life Insurance Program (FEGLI) (automatic “Basic” coverage unless waived; may elect additional coverage within 31 days of EOD)
  - Thrift Savings Plan (TSP)
  - Flexible Spending Accounts (must elect within 60 days after EOD)
  - Federal Long Term Care Insurance Program (must elect within 60 days of EOD)
  - Federal Employees Dental & Vision Insurance Program (FEDVIP)
  - Designations of Beneficiary for Retirement, TSP, FEGLI (as applicable)

### MANDATORY TRAINING

**ICE employees must complete the following mandatory training:**

- DHS Preparedness: IS 907-Active Shooter: What Can You Do? (immediately upon gaining access to the VU)
- Privacy Training for SharePoint Collaboration Site Users 2012 (immediately upon gaining access to the VU)
- DHS Together (immediately upon gaining access to the VU)
- IT Security Awareness Training (first week)
- DHS 101 (30 days)
- Operations Security (OPSEC) Basic (60 days)
- ICE Ethics Orientation (read within 90 days)
- DHS NO FEAR Act Training (90 days)
- Sexual Harassment Prevention for Federal Employees (90 days)
- ICE Ethics Orientation (90 days)
- Integrity Awareness Program (IAP) Training (annually)
- OPSEC Refresher Training (annually)
- A Culture of Privacy Awareness (annually)
- ICE Counterintelligence Awareness (Oct 1)

Note that some ICE Divisions/Offices have their own specific requirements for new staff. Your supervisor will provide additional information to you if other requirements apply. Also note that some of the items listed above may not be applicable to you, depending on factors such as the type of your appointment, prior Federal status, etc.