



Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

ONBOARDING MANUAL



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WELCOME TO THE FOOD SAFETY AND INSPECTION SERVICE!

Welcome to the Food Safety and Inspection Service (FSIS), and congratulations on your new employment with us! FSIS is among one of the [many agencies](#) that make up the United States Department of Agriculture (USDA). As a public health regulatory Agency, FSIS is responsible for ensuring that domestic and imported meat, poultry, and egg products are safe, wholesome, and properly labeled. FSIS is part of a science-based national system for food safety. FSIS ensures food safety through the authorities of the [Federal Meat Inspection Act \(FMIA\)](#), the [Poultry Products Inspection Act](#), and the [Egg Products Inspection Act](#), as well as humane animal handling through the [Humane Methods of Slaughter Act](#).

FSIS employs around eight thousand highly motivated, skilled, and trained professionals who work collaboratively to fulfill our mission of protecting public health. As a new member of this dedicated team, you are now part of the effort to prevent foodborne illnesses and safeguard public health.

Open communication has a vital role in FSIS' success, and the Agency is committed to keeping its employees informed and engaged. FSIS employs various channels to share information and gather input and ideas from its workforce, and employees are expected to keep up with information delivered through these venues.

The [Employees page](#) of the FSIS public website is a valuable resource where employees can find information about benefits, professional development and more. Employees also receive Agency updates through FSIS.UserInformation@usda.gov and AgencySignedIssuances@usda.gov. In addition to the website and distributed updates, employees receive a weekly newsletter called *Food for Thought* featuring news, announcements, and success stories via an All User Notice email. You can also visit the [Policy page](#) on the FSIS website for information about regulations, directives, notices, and *Federal Register* notices that enable FSIS to carry out its mission of protecting public health. You can also sign up to receive updates on the website for various topics (add link).

To foster a culture of open dialogue, FSIS organizes monthly virtual [Employee Town Halls](#). [Access previous town hall recordings on the FSIS section of the OneUSDA Intranet](#) (eAuthentication required, for additional information see page 9). These gatherings offer employees an opportunity to learn about important topics, provide feedback, and ask questions directly to leadership. Furthermore, employees can communicate directly with FSIS leadership by emailing FSISFeedback@usda.gov to ask questions and share feedback. FSIS values and appreciates the voices of each and every employee. By promoting transparent and accessible communication, FSIS ensures that its employees are well informed, involved, and equipped to carry out their essential role in safeguarding public health.

As a Federal employee, you hold a public trust position and represent the Agency in the eyes of the public. A public trust is a type of background check, but it is not a security clearance. A public trust allows employees access to sensitive but not classified information. Applicants go through a basic criminal and credit check. Therefore, it is essential to maintain high standards of ethical conduct and professionalism. Displaying professionalism means maintaining high standards of skill, competence, ethics, and courtesy, as well as consistently following Agency policy and making sound decisions as you carry out the Agency's mission. It is crucial to understand that your actions and behavior reflect on the Agency, and it is your responsibility to uphold the Agency's reputation. As a new employee, we expect you to maintain the highest standards of professionalism and ethical conduct while carrying out your duties.

Again, congratulations on your new employment, and welcome to FSIS!

FSIS Vision

Everyone's food is safe.

FSIS Mission

The Food Safety and Inspection Service is responsible for ensuring that meat, poultry and egg products are safe, wholesome and properly labeled.

FSIS Strategic Plan

The [strategic plan](#) is a long-term, overarching roadmap that outlines the Agency's goals, strategies, and key performance indicators for a four-year period. This plan aligns with the USDA Strategic Plan, providing a framework for understanding how FSIS fulfills its mission and addresses public health challenges. The FSIS strategic plan serves as the foundation for all other planning efforts within the Agency.

FSIS's annual plan is a short-term tactical document that breaks down the strategic plan into actionable steps and objectives for a specific year. The annual plan helps align the Agency's resources, activities, and initiatives with the broader strategic goals.



Prevent Foodborne Illness

Protect public health by preventing contamination in regulated products.



Transform Inspection Strategies, Policies, and Scientific Approaches to Improve Public Health

Adopt innovative approaches to improve safety and humane handling based on science & data.



Achieve Operational Excellence

Maintain a well-trained and engaged workforce, and improve processes and services.

Individual Performance Plans are specific to each employee and outline their goals, responsibilities, and performance expectations for the year. These plans align directly with the Agency's strategic and annual plans, ensuring that each employee's work contributes to the overall organizational mission.

FSIS Leadership

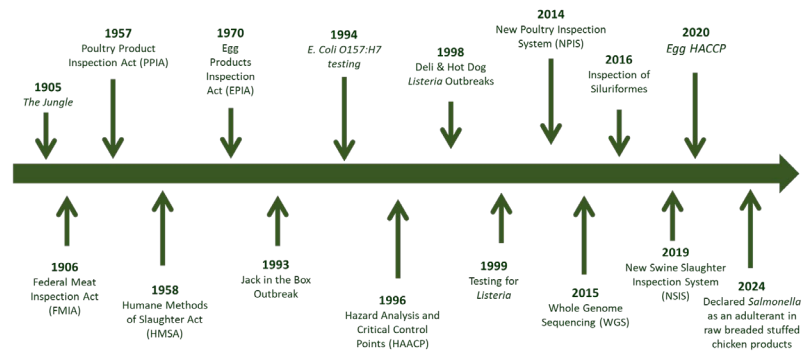
The Office for Food Safety is the USDA mission area that houses the Under Secretary and Deputy Under Secretary for Food Safety and is charged with carrying out the Administration's food safety priorities. FSIS is led by the Administrator, Deputy Administrator, and Chief Operating Officer, who set the goals for the Agency and oversee all inspection and standard-setting activities. For further details about FSIS, visit [FSIS Programs and Offices](#) and [FSIS organizational structure](#).

The History of FSIS

USDA has a long, rich history of improving and protecting America's food supply. In 1862, President Abraham Lincoln founded the U.S. Department of Agriculture (USDA) and appointed a chemist, Charles M. Wetherill, to lead USDA's Division of Chemistry, which in 1901 became the Bureau of Chemistry.

In 1883, Harvey W. Wiley, M.D., was appointed chief chemist at USDA. Wiley devoted his career to raising public awareness of problems with [adulterated](#) food; developing standards for food processing; and campaigning for the Pure Food and Drugs Act, also known as the "Wiley Act."

Figure 1: Agency Milestones



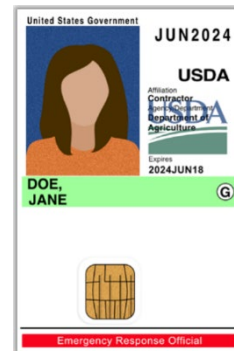
In 1905, author Upton Sinclair published a novel titled *The Jungle*, taking aim at the poor working conditions in a Chicago meatpacking house. However, it was the filthy conditions, described in nauseating detail—and the threat they posed to meat consumers—that caused a public furor. Sinclair urged President Theodore Roosevelt to require federal inspectors in meatpacking houses.

The Pure Food and Drug Act and the [Federal Meat Inspection Act](#) (FMIA) became law on the same day in 1906. The Pure Food and Drug Act prevented the manufacture, sale, or transportation of adulterated or misbranded foods, drugs, medicines, and liquors. The FMIA prohibited the sale of adulterated or misbranded meat and meat products for food and ensured that animals used to produce meat products are slaughtered and processed under sanitary conditions.

Figure 1 does not list every single milestone but paints a picture of the development of the Agency's food safety mission from Upton Sinclair's 1905 *The Jungle* to modernizing the egg products inspection regulations in 2020. FSIS amended the egg products inspection regulations to require egg products plants to develop and implement Hazard Analysis and Critical Control Point (HACCP) Systems and Sanitation Standard Operating Procedures (Sanitation SOPs) and to meet other sanitation requirements consistent with FSIS' meat and poultry regulations. In 2024 the Agency announced its final determination to declare *Salmonella* an adulterant in raw breaded stuffed chicken products when they exceed a specific threshold (1 Colony Forming Unit per gram or higher) for *Salmonella*. To learn more about [Our History](#) visit the FSIS website.

LincPass

All USDA Federal government employees receive a Personal Identity Verification (PIV) card, known as LincPass. The LincPass is for identification purposes and access to Federal computer systems and USDA/FSIS Federal facilities. USDA's LincPass card is designed to link a person's identity to an ID credential and the credential to a person's ability to physically and logically access federally controlled buildings and information systems, respectively.



LincPass cardholders must always safeguard their LincPass. Contact your supervisor and sponsor as soon as you realize your LincPass is lost or stolen. If you do not know who your sponsor is, call the USDA HSPD-12 Helpdesk at usdahspd12help@usda.gov or 1-833-682-4675.

WebTA

WebTA is the official enterprise time and attendance system used by USDA agencies. The system is an automated employee-entry tool that offers easy-to-use online access with numerous capabilities for efficiently managing timekeeping tasks. Before gaining access to WebTA, you must have an eAuthentication account. All new hires will have their WebTA accounts set up by their timekeeper for the first official pay period. For additional information, access [WebTA](#).

eAuthentication

USDA eAuthentication (eAuth) is the information technology (IT) system used by USDA agencies to enable employees to obtain accounts that will allow them to access USDA web applications and services via the Internet. An eAuth account consists of a Personal Identity Verification Card (in the LincPass), or User ID and a password, and your customer profile containing information about you that will help USDA applications make decisions about your identity. Your eAuth account is a vital aspect for FSIS, as it allows you to access programs such as WebTA and AgLearn. eAuth for new hires are set up after the first official pay period through an FSIS Personnel Security Sponsor.

Windows Hello for Business

[Windows Hello for Business](#) is a computer login option for USDA employees that eliminates the need for new users to use cumbersome passwords prior to getting their LincPass card and the need for LincPass exemptions in order to access their computer. If you find yourself without your LincPass card, Windows Hello for Business will be there for you as a computer login backup, and you won't need to contact the USDA Client Experience Center (CEC) Help Desk to request a LincPass exemption.

Employee Personal Page (EPP)

The Employee Personal Page (EPP) allows you to view your payroll, leave, travel, health and life insurance, and other personal information. You can change your residence address, Federal and state tax withholding, financial allotments, direct deposit, and health savings account information in EPP. You may access your EPP at [My EPP](#).

Training

FSIS encourages the training and development of all employees. Employees attend mandatory training courses and can attend developmental courses of choice after approval by their supervisor. Training is encouraged to enhance employee performance, develop new skills, enhance existing skills, and improve employee productivity. Training can also help build confidence in the workforce and create a better working environment.

[AgLearn](#) is USDA's web-based learning management system. It provides training resources for various purposes such as mandatory, professional, and personal development. AgLearn offers an engaging and user-friendly interface, playlists (digital media, videos, etc.), a comprehensive search function, collaboration tools, and many other features to make your training experience as effective as possible. To access AgLearn, you need to have an e-Authentication account. Employees may also take free training courses to enhance their knowledge and skills through [LinkedIn Learning](#).

The [Continuous Development Initiative](#) offers employees at least 40 hours of development and training per fiscal year to be completed during their tour of duty.

All FSIS personnel will receive have some form of on-the-job training or training as a condition of employment. Employees may also access additional training resources and videos in [IPP Help](#), [Employee Help](#) and [Supervisor Help](#).

FSIS' [Continuing Education Program](#) (CEP) is open to all FSIS employees. CEP college tuition reimbursement program provides employees an opportunity to develop and enhance core competencies, further their education, better perform in their role, or qualify for other roles.

Performance Management

Like other federal food safety and public health agencies, FSIS engages in major federal performance measurement initiatives, which allow the Agency to set meaningful goals to achieve the Agency's its intended outcomes.

Performance standards are established for each employee in FSIS. Your supervisor is responsible for establishing a performance plan for you. This is accomplished through the [Employee Performance Management Application](#) system. USDA's official appraisal period is October 1 through September 30 of each calendar year. Throughout the appraisal period, your supervisor will meet with you to evaluate your work performance, identify strengths and weaknesses, offer feedback, and sets goals for future performance discussions regarding each element in the performance standards. Performance reviews will occur quarterly to ensure that communication between you and your supervisor is frequent and ongoing to promote transparency to ensure fairness and consistency. Supervisors are obligated to advise employees when their performance drops below the fully successful level and take appropriate action to address performance not meeting expectations. At the end of the appraisal period, your supervisor determines your final rating.

Individual Development Plan

As a new employee, it's important to collaborate with your supervisor to create an individual development plan (IDP). An IDP is a personalized action plan outlining short-term and long-term goals and activities for your career development. It also outlines the training and other developmental experiences necessary to achieve those goals within a specific time frame, benefiting you and FSIS.

Probationary Employees

In accordance with the Employee Performance and Awards Departmental Regulation [DR 4040-430](#) the Rating Official (supervisor) must continually evaluate a probationary employee to determine whether the employee has demonstrated the ability to perform the functions of the position at the Fully Successful level, including an informal assessment no later than at each of the 3, 6, and 9 month marks.

An employee's probationary period ends upon completion of the scheduled tour of duty on the day before the anniversary date of employee's appointment. If a probationary employee is to be terminated for performance reasons, the Rating Official must notify the employee in writing of the reason for termination, the effective date, and the official's conclusions as to the inadequacies of the employee's performance.

Position Description

Your supervisor will provide you with a description of your job. A position description is the official record of your major duties and responsibilities and the supervisory relationship of your position. The duties and responsibilities that have been assigned to you will determine your title, the kind of position you occupy, the level or grade, the series, position sensitivity, and the base pay that you will receive for performing the work. The new employee must make certain that their position description represents

the current duties and responsibilities that are assigned to them. For more information about position descriptions, talk to your supervisor.

Recognition

Throughout the performance rating cycle, employees may be recognized with several [types of awards](#):

- Achievement Awards
- Administrator's Awards for Excellence and Under Secretary's Awards
- Employee Suggestion Program
- Non-monetary (FSIS-branded) awards
- Peer-to-Peer Awards
- Quality Step Increase (QSI)

FSIS Mentoring Program

FSIS supports mentoring as an opportunity for employees to find their niche in the organization, build strategic relationships, and gain a broader prospective of FSIS' mission and future.

The goals of a mentoring partnership (between a mentor and mentee) include:

- Facilitating the transfer of technical and professional knowledge and expertise.
- Facilitating an environment for open dialogue regarding employee strengths, career choices, and aspirations.
- Gaining an understanding of organizational values, relationships, and unwritten rules.
- Increasing exposure and access to employees at different organizational levels throughout the USDA community.

Mentoring partnerships can be as formal or informal as you like. To explore this opportunity and to individualize your mentoring experience to suit your needs and circumstances, meet with your supervisor to begin the conversation.

For additional information, please contact: FSISMentoring@usda.gov.

Equal Employment Opportunity and Civil Rights (EEO/CR) Program

At FSIS, we hold ourselves to the highest standards of fairness, respect, and equality, and it is imperative that each and every one of us wholeheartedly upholds these principles. The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability,

sex (including pregnancy), religion, reprisal, political beliefs, marital status, and familial or parental status.

FSIS' [Civil Rights Staff](#) (CRS), Office of the Administrator, enforces EEO/CR laws, regulations, and policies. CRS also provides advice, guidance and assistance on the implementation and management of EEO/CR programs. Such programs include Complaints Management, Alternative Dispute Resolution, EEO/CR Training, and Compliance with Title VI and Title VII of the Civil Rights Act of 1964.

Current and former federal employees, as well as applicants for positions with the federal government, are protected from discrimination under Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 (ADEA), the Equal Pay Act of 1963 (EPA), Sections 501 and 505 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Pregnant Workers Fairness Act of 2023. These laws are enforced by the [U.S. Equal Employment Opportunity Commission](#). USDA regulations also prohibit discrimination on the basis of a person's marital or familial status, parental status, or political affiliation/belief. USDA also has a [civil rights accountability process](#) to ensure appropriate disciplinary or corrective actions are taken when discrimination, retaliation, civil rights violations, harassment, bullying, or related misconduct occurs.

Current FSIS employees, former employees, and applicants for employment with FSIS may contact the CRS if they believe they have been subjected to discrimination based on race, color, sex (including pregnancy), national origin, religion, mental or physical disability, age (40 or over), marital or familial status, parental status, protected genetic information, political beliefs, or reprisal for engaging in prior EEO activity or voicing opposition to discrimination. Employees may contact CRS by telephone at 1-800-269-6912 or by email at AskCRD@usda.gov. Employees who believe they have been the victim of discrimination must contact CRS within 45 calendar days of the alleged discrimination, within 45 calendar days of when they became aware of the alleged discrimination, or in the case of a personnel action, within 45 calendar days of the effective date of the action.

Alternative Dispute Resolution

The FSIS Alternative Dispute Resolution (ADR) program provides a fast and confidential process to help resolve workplace disputes and makes available a number of conflict resolution services to assist employees, supervisors, and managers in addressing conflict. The goal of these services is to provide prompt intervention where workplace conflict exists and provide an opportunity to enhance communication among employees and improve workplace conditions. To seek ADR services, contact the CRS at 1-800-269-6912 or by email at MCRG@usda.gov.

Anti-Harassment/Workplace Violence Prevention and Response Program

The FSIS Anti-Harassment/Workplace Violence Prevention and Response Program provides guidance, training, reporting systems, and management of incidents related to workplace violence prevention and response. Workplace violence is any type of violence, threat, intimidation, assault, retaliation, harassment, interference, or other disruptive behavior in the workplace. Workplace violence will not be tolerated in FSIS because it is harmful to employees, and it prevents us from fulfilling our mission. No one can predict when this type of behavior will occur, which makes it even more important to be aware of the warning signs. For more information, email workplaceviolenceprevention@usdsa.gov or call 877-987-3747 (24/7 Helpline).

Administrative Grievance Process

FSIS recognizes that occasional concerns or disagreements may occur in a working environment. It is the Agency's goal to resolve employee concerns quickly and fairly. Employees who are not in the bargaining unit may file a grievance using the [USDA Administrative Grievance System](#). The Administrative Grievance Process covers subjects related to one's employment that cannot be filed in other forums such as EEO, and the Office of Personnel Management and Office of Workers' Compensation Program (OWCP).

Negotiated Grievance Process

Bargaining unit employees (BUE) may follow the grievance procedure provided in Article 34 of the [Labor-Management Agreement](#). BUEs are a group of employees who are represented by a union and have a common interest in wages, hours, and working conditions. Some subjects such as OWCP claims are barred from being heard, but the grievance process allows employees to voice their concerns and seek redress for alleged harms.

Merit Systems Protection Board

The Merit Systems Protection Board (MSPB) is an independent, quasi-judicial agency in the Executive branch that serves as the guardian of Federal merit systems. One of the MSPB's primary statutory functions is to protect Federal merit systems against partisan political and other prohibited personnel practices by adjudicating employee appeals over which the Board has been given jurisdiction. The way they do this is by reviewing and making decisions on appeals made by employees who believe they have been treated unfairly. Career employees receiving adverse and certain types of disciplinary actions may be eligible to appeal to the Merit Systems Protection Board (MSPB). More information is available at www.mspb.gov.

Uniformed Services Employment and Reemployment Rights Act

The [Uniformed Services Employment and Reemployment Rights Act](#) (USERRA) protects military service members and veterans from employment discrimination on the basis of their service, and allows them to regain their civilian jobs following a period of uniformed service.

Office of Special Counsel

[Prohibited personnel practices](#) (PPPs) are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules, or regulations that directly concern the merit system principles. The U.S. Office of Special Counsel has the authority to investigate and, where appropriate, prosecute violations of the PPP.

Ethics

The USDA Office of Ethics assists in navigating ethics laws and provides training and advice to help USDA personnel comprehend the rules that govern their conduct as government employees. This includes training about compliance with ethics laws and regulations, conflict of interest and impartiality rules, as well as the rules governing political activity by Federal employees.

At the USDA, we pride ourselves on the fact that our employees work diligently to meet both the letter and the spirit of the ethics laws and regulations. Ethics training is crucial for a complete understanding of the rules and regulations. By continuing our tradition of compliance with Federal ethics regulations, we ensure the public's confidence in the integrity and effectiveness of our programs. All new employees nationwide must complete Orientation Ethics training located on AgLearn. Food and Consumer Safety Inspectors are required to take the [Initial Ethics Training for FIs and CSIs](#). All other employees are to take the [Initial Ethics Training](#).

Additional Requirements for FSIS

The Federal Meat Inspection Act (FMIA) directly applies to you as an FSIS employee, specifically to those FSIS employees who have duties under the FMIA. The FMIA has specific gift rules, as you will find in the ethics training mentioned above; in addition to the government-wide ethics rules, the FMIA gift rules exceed the government-wide ethics rules. The FMIA is overall stricter than the government-wide ethics rules, and that is due to the overarching goal of maintaining public trust in an industry that is so closely intertwined with public safety.

Political Activities

Under the [1939 Hatch Act](#), Federal employees face restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit

more political activity, although many restrictions still apply. A few of the key restrictions that apply to you are: no running for partisan public office; no fundraising for partisan political groups or candidates; no partisan political activity on duty, in any federal room or building, while wearing a uniform or official insignia, or while using any federally owned or leased vehicle; and no misuse of official position. If you have any questions about this, it is best to reach out to the ethics inbox (Ethics-FoodSafety@usda.gov). Further information can be obtained from the [Office of Ethics website](#).

Employee Services/Programs

FSIS contracts with [Federal Occupational Health](#) (FOH) to provide FSIS employees Agency-paid benefits designed to support employees in managing professional and personal challenges. FOH provides valuable information, educational materials, resources, and self-assessments to help you address personal and work-related issues pertaining to depression, anxiety, relationships, work/life balance, alcohol abuse, legal/financial matters, overall well-being, and much more.

FOH services provide employees and their family members with resources and tools to effectively manage life's milestones, transitions, and responsibilities at work and at home. Work/Life specialists have expertise in numerous fields, including child development, gerontology, education, finance, and law and provide personalized guidance and pre-screened referrals to meet each employee's specific needs.

Employee Assistance Program (EAP)

EAP is a free and confidential program that helps employees work through life challenges impacting job performance, health, and well-being. EAP is available 24 hours a day, seven days a week, to provide employees support, sound guidance and referrals to helpful resources for all of life's challenges. No matter what the issue relates to—work, family relationships, health, finances, or substance abuse—EAP is here to help. EAP encourages voluntary participation for any employee or employee's family member who may need assistance with an issue. A professional EAP counselor will work directly and confidentially with the employee or family member to help resolve the problem and determine what additional community resources can provide future assistance if needed. For more information, visit www.FOH4you.com or email eap@usda.gov.

Employees also have access to the [LifeMart Discount Center](#), which offers employees millions of pre-negotiated discounts on a wide variety of products and services, such as delivery and streaming services, grocery coupons, learning resources and more. Employees and their family members can use any personal device (iPhone, iPad, Android, Notebook, etc.) to access the discount center. (Screen Name = LMDISCOUNTS and Password = LMDISCOUNTS).

Nursing Mothers Program

The Nursing Mothers Program is an Agency-wide program designed to provide reasonable accommodations for new and expectant parents. FSIS must provide 2 two types of accommodations to nursing mothers up to one year after the birth of their child: 1) A private space, permanent or temporary, other than a bathroom, to express breast milk; and 2) Reasonable break time to express breast milk for a nursing child. Expectant or nursing mothers are encouraged to check in with their supervisor on an ongoing basis, keep their supervisor informed of their needs, keep lines of communication open, be patient, and remain flexible.

The [Pregnant Workers Fairness Act](#) provides additional examples of possible reasonable accommodations, including the ability to sit or drink water; receive closer parking; have flexible hours; receive appropriately sized uniforms and safety apparel; receive additional break time to use the bathroom, eat, and rest; take leave or time off to recover from childbirth; and be excused from strenuous activities or activities that involve exposure to compounds not safe for pregnancy. Employers must provide reasonable accommodations unless they cause an “undue hardship” on the employer’s operations. An “undue hardship” is a significant difficulty or expense for the employer.

Health & Wellness Services

A variety of health and wellness educational seminars and classes are offered to employees by Federal Occupational Health (FOH) or internal program representatives. FOH also provides strategies to improve physical, mental, and nutritional health through personalized consultations, research, and guidance. Individual and group wellness challenges are also periodically offered to employees to help them achieve and maintain healthy lifestyles.

For each of the above-mentioned services, assistance is available 24 hours a day, seven days a week, by calling 800-222-0364 – TTY: 888-262-7848. You may also visit www.worklife4you.com and log into your WorkLife4You account or set up your new account by clicking “Start Now!” (Located below the “Log In” box on the right). Enter an email address or screen name and password, and use “**FSIS**” as the registration code. For all other questions or requests for information, please email eap@usda.gov or worklifeandwellness@usda.gov.

FSIS also provides its employees benefits in the form of alternative work arrangements, which may help to improve an employee’s work/life balance and other needs for flexibility. Employees are encouraged to speak with their supervisors to learn which arrangement is available to them.

USDA Commuter Transit Subsidy Benefits Program

This benefit is a USDA non-taxable subsidy, designed to encourage employees to use mass transportation for their daily commute to and from their duty station. USDA offers

transit benefit distribution services nationwide, to all USDA agencies and offices, utilizing the automated TRANServe service by the Department of Transportation.

Qualifying employees (current USDA paid Federal employees or USDA paid interns) can receive the benefits up to the set limit allowed per month as authorized by Congress. Remote work employees are not eligible to participate in this program. For more information, see [USDA Department Regulation 4080-811-04, USDA Commuter Transit Subsidy Benefits Program](#) or contact transitsubsidy2@usda.gov.

Pre-Tax Parking Program

The pre-tax parking benefit program is an Internal Revenue Service (IRS) authorization that allows eligible employees to exclude certain qualified parking expenses from taxable income. The program is available to employees who park at eligible parking locations (e.g., public transportation parking lots, commercial parking lots, privately owned parking lots, parking garages, parking meters, or employer-provided parking) and use mass transportation or ride in a vanpool or carpool of two or more persons from the parking location to work; or serve as the primary driver in a vanpool or a carpool of two or more persons to commute to work. Participating employees are authorized to exclude qualified parking expenses from their taxable income up to \$300, the IRS set limit allowed per month (or any subsequent statutory limit), or their actual parking cost, whichever is less. Employees may be eligible for both commuter transit subsidy benefits and pre-tax parking benefits simultaneously. To apply for the program, [download the Pre-Tax Parking Application, Form AD-1185](#), complete it and submit it to pretaxparking@usda.gov. For more information, contact pretaxparking@usda.gov.

Workers' Compensation Program

The FSIS' Workers' Compensation Program is designed to help employees who sustain a work-related injury or illness receive benefits such as medical care, wage loss replacement, and assistance in returning to work. As such, the Workers' Compensation Program provides guidance to employees and supervisors on the completion and submission of workers' compensation claims and return-to-work efforts. Find helpful resources as listed below:

- [FSIS Directive 4810.1, On the Job Injury and Illness Compensation](#)
- [Printable and Fillable Forms](#)
- [How to File a Form](#)
- [Employees Compensation Operations and Management \(ECOMP\)](#)

For additional information, email askworkerscomp@usda.gov or call the FSISHR1 Helpline at 1-877-FSIS-HR1 (1-877-374-7471), Opt. 6.

Pay and Leave

General Schedule

The [General Schedule](#) (GS) classification and pay system covers the majority of civilian Federal employees in professional, technical, administrative, and clerical positions. The GS system is divided into 15 grades, each of which has 10 steps. Entry-level hiring into a grade normally is done at step 1. Pay is locality based. For GS employees, there are more than 30 locality pay areas and a catchall “rest of the U.S.” locality for everywhere else within the 48 contiguous States. Raises are set by local labor market conditions, subject to the availability of funds appropriated by Congress.

Pay

FSIS Federal employees are paid biweekly in accordance with the Office of Personnel Management (OPM) Pay Administration guidelines. Your annual pay rates are based on 26 pay periods of 80 hours each. You will receive a salary payment every two weeks on designated paydays. Employees are hired at the beginning of a pay period so new employees will work for nearly 4 weeks before receiving their first paycheck.

Within Grade/Step Increases

Within-grade increases (WGIs) or step increases are periodic increases in a GS employee’s rate of basic pay from one step of the grade to the next higher step of that grade. Employees who occupy permanent positions earn WGIs upon meeting the following three requirements established by law:

- The employee’s performance must be at an acceptable level of competence. To meet this requirement, an employee’s most recent performance rating of record must be “Fully Successful.”
- The employee must have completed the required waiting period to advance to the next higher step.
- The employee must not have received an “equivalent increase” in pay during the waiting period. (See [5 CFR 531.407](#))

Overtime

Overtime is defined as work in excess of eight hours in a day or 40 hours in a workweek. Overtime also is work that is officially ordered and approved by your supervisor. Regardless of tour, overtime hours of work in excess of eight hours in a day are not included in computing hours of work in excess of 40 hours in an administrative workweek. Not all employees are eligible for overtime, consult with your supervisor for approval.

Annual Leave

Annual leave can be used for whatever purposes you desire. Most people use it for vacations and personal business. Except for emergencies, annual leave must be authorized in advance by your supervisor.

An employee earns annual leave for each full pay period of employment. A full-time employee does not earn leave in any pay period during the leave year when an increment of 80 hours (e.g., 80, 160, 240, etc.) in a nonpay status is reached (e.g., leave without pay, absent without official leave, suspension). Annual leave accrual rates for eligible employees may be based on creditable service rather than length of service. The following table outlines the annual leave categories and the accrual rates for each:

Full-Time Employees	Leave Hours per Pay Period	Total Days per Year
Less than 3 years of service	4-hour	13
3 years but less than 15 years of service	6-hour	20
15 years or more of service	8-hour	26

Part-Time Employees	One hour of leave is accrued for each
Less than 3 years of service	20 hours in pay status
3 years but less than 15 years of service	13 hours in pay status
15 years or more of service	10 hours in pay status

Pay status hours for part-time employees that do not equal the number necessary for a minimum leave credit are carried over from one pay period to the next to accumulate toward future leave credits. Employees can carry 240 hours of unused annual leave from year to year. You are advised to use your annual leave throughout the year to avoid losing accrued leave above the 240-hour limit.

Review [FSIS Directive 4630.2 Leave](#) for more information about the FSIS leave program.

Leave Donation

The Leave Bank Program (LBP) allows FSIS employees to donate a minimum amount of annual leave each year to become a member of the LBP. Members of the LBP may apply for donated leave directly from the bank for absences due to a personal or family-related medical emergency.

[The Voluntary Leave Transfer Program](#) allows a federal employee to donate unused accrued annual leave to another Federal employee who is an approved recipient and needs leave due to a personal or family-related medical emergency. This program does not allow for the donation of sick leave, compensatory time, or credit hours.

Sick Leave

Sick leave may be used when you: receive medical, dental, or optical examination or treatment; are incapacitated by physical or mental illness, injury, pregnancy, or childbirth; would, because of exposure to a communicable disease, jeopardize the health of others by your presence on the job; or must be absent from work for adoption-related activities. In addition, you may use a limited amount of sick leave to provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment; or make arrangements necessitated by the death of a family member or attend the funeral of a family member.

For full-time employees, the sick leave accrual rate is 13 days a year: for part-time employees, it's one hour for every 20 days in pay status. There is no limit on how much sick leave can be accumulated.

Other Leave

There are other forms of leave, including: compensatory time off; excused absences without loss of pay and without charge to leave; family and medical leave; seven days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone-marrow donor and 30 days to serve as an organ donor; time off as a form of performance recognition; leave without pay used instead of paid leave for various purposes with supervisory approval; religious reasons, and military leave.

Requesting Leave

Employees should request the use of leave as far in advance as possible using the [WebTA](#) system. Consult your immediate supervisor for their internal process for requesting leave. For more information regarding leave refer to [FSIS Directive 4630.2](#).

For additional information on leave entitlements and policies, please contact the Office of Human Resources at FSISHR1@usda.gov or 1-877-FSIS-HR1 (1-877-374-7471).

Office Closures in the Event of Emergencies

There are policies and procedures nonemergency FSIS employees are to follow for early dismissal or closure of activities due to emergency conditions. This information applies to snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution, power failures, interruptions of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work on time or which require offices to close all or part of their activities. Most FSIS employees are designated as nonemergency employees. "Emergency employees" are defined as those who occupy critical positions that may be vital to public health, safety, welfare, national defense, or the operation of essential facilities or functions. If this definition applies to you, you will be notified in writing by your supervisor.

Employees located in the Washington, D.C. Metropolitan Area inside the Capital Beltway (including offices in Beltsville, Maryland)

When a weather emergency occurs that affects Federal employees working inside the Washington Capital Beltway, the OPM makes the final decision regarding the dismissal of employees and closure of executive agencies. USDA and/or Agency Administrators will make dismissal and closure decisions during non-weather emergencies. Those decisions, including the time of the earliest dismissal, are communicated through the USDA Chief Human Capital Officer (CHCO) Director of Human Resources Management to the FSIS CHCO Human Resources (OHR) Director. The FSIS CHCO HR Director will relay this information to FSIS officials for dissemination throughout the Agency. OPM also provides announcements to the media.

You can also find information regarding emergency office closures through OPM's [Current Status](#) webpage or OPM Alert, the official operating status app of OPM. This free app provides a real time look at the current operating status of Federal Government offices in the Washington, DC area. This app allows you to instantly view the current and active operating status and sign up for optional push notifications when status changes occur. You can download the mobile app at [OPM Alert Mobile App](#).

Employees located outside the DC Metro Area

Facilities outside the Washington, DC, metropolitan area have their own emergency dismissal or closure plans. Employees who work in establishments should follow guidance from their supervisor. District Offices and Laboratories have designated officials who will notify employees within their geographical areas of early dismissal. Decisions to excuse employees will be based on any one of the following:

- 1) Federal Executive Board declares an emergency for which Federal employees will be excused;
- 2) Official public announcement by local, state, or Federal authorities that travel should be avoided, or;
- 3) Advice is obtained from FSIS Human Resources if the decision cannot be made by any of the above.

If you have any questions or concerns about these types of office closures, please talk to your supervisor or refer to the OPM Washington, DC, Area Emergency Dismissal or Closure Procedures available at: [Snow & Dismissal Procedures \(opm.gov\)](#)

Employee Benefits

Premium Conversion

Premium conversion allows you to reduce your taxable income. Premium conversion uses Federal tax rules to allow you to deduct your share of health insurance premiums, dental and vision insurance premiums, and flexible spending account contributions from your taxable income, which means you save on Federal income tax, Social Security, Medicare tax, and state tax (varies from state to state).

As an employee newly eligible for benefits, you will automatically be enrolled under premium conversion, unless you waive your participation. For additional information on premium conversion, please visit the Office of Personnel Management's OPM's premium conversion webpage.

Health Insurance

Your health insurance coverage becomes effective the first day of the first pay period after your completed SF-2809 is received in Human Resources Operations (HRO), and that follows a pay period during any part of which you are in pay status.

The Federal Employee Health Benefits (FEHB) program offers a variety of health insurance plans. Detailed information on the types of plans, plan options, and premiums available in your area is available at OPM's [FEHB Program](#) website.

Coverage is available for the following family members of employees:

- Spouses, including those in a [state-recognized](#) common-law marriage.
- Children under the age of 26, including adopted children, recognized natural children, or stepchild/foster children (if living with employee in regular parent-child relationship).
- Children, age 26 or older, who are incapable of self-support, if the condition occurred before age 26.

Instructions: To enroll, complete the Health Benefits Election Form SF-2809 through staffing within 60 days of the effective date of your appointment. If you are participating in premium conversion, you may not change your enrollment status until the next annual "open season", or if you experience a qualifying life event like getting married, having a baby, or losing health coverage. The annual open season is held each year from mid-November to mid-December and provides you an opportunity to change your enrollment by electing to enroll in, change, or cancel your enrollment in a health plan, or change your level of health coverage. For more information about changes you can make outside of open season visit [OPM](#).

Federal Employees Group Life Insurance

Federal Employees Group Life Insurance (FEGLI) provides group term life insurance coverage for you and for eligible family members. You are automatically covered by FEGLI Basic Life insurance unless you choose to waive that coverage. Basic life insurance coverage is based on an employee's basic pay rounded up to the nearest \$1,000, plus an additional \$2,000, plus Accidental Death & Dismemberment (AD&D) coverage.

You can also elect optional insurance for you or your eligible family members within 60 days of your employment eligibility date.

Coverage is available for the following family members of employees:

- Spouses, including those in a [state-recognized](#) common-law marriage.
- Children under the age of 22, including adopted children, recognized natural children, or stepchild/foster children (if living with employee in regular parent-child relationship).
- Children, age 22 or older, who are incapable of self-support, if the condition occurred before age 22.

Additional information may be found on OPM's [Federal Employee Group Life Insurance Program \(FEGLI\)](#) website, including the FEGLI Program Booklet, which provides general information for employees about this program and the FEGLI and the Online Calculator, which determines costs for various combinations of FEGLI coverage.

Instructions: To accept, waive, or elect additional optional life insurance, complete the Life Insurance Election Form, [SF-2817](#), through [USA Staffing Onboarding](#) **within 60 days of the effective date of your appointment**. Basic coverage is effective the day you enter on duty in pay status. Optional coverage is effective the first day you enter on duty in pay status on or after HRO receives your SF-2817. Opportunities to increase your coverage include open season, a qualifying life event, or upon Office of FEGLI approval after completing a physical exam. There are no regular open seasons for life insurance enrollment.

The Federal Employees Dental and Vision Insurance Program

The Federal Employees Dental and Vision Insurance Program (FEDVIP) provides a variety of nationwide and some regional plans. FEDVIP allows self only, self plus one, or self and family enrollment options. Eligible family members are identified below:

- Spouses, including those in a [state-recognized](#) common-law marriage;
- Unmarried dependent child under the age of 22, including adopted children, recognized natural children of stepchild/foster child (if living with employee in regular parent-child relationship; and
- Children, age 22 or over, if incapable of self-support, if disabling condition happened before age 22.

Instructions: You can enroll through the [BENEFEDS](#) website **within 60 days of the effective date of your appointment**. Enrollment is effective the first day of the first pay period after your enrollment request is received by BENEFEDS. Once you enroll, you may not change your enrollment until the next annual open season or until you experience a qualifying life event. Questions about BENEFEDS can be addressed by calling 1-877-888-3337 or (TTY: 1-877-889-5680).

Federal Flexible Spending Account Program

The Federal Flexible Spending Account Program (FSAFEDS) provides you the opportunity to pay for out-of-pocket medical expenses or child and elder care expenses with pre-tax dollars, - which saves you money.

There are three types of accounts available: a general purposes health care flexible spending account (HCFSA), a limited expense health care flexible spending account (LEXFSA), and a dependent care flexible spending account (DCFSA). Eligible family members for HCFSA and LEXFSA reimbursement are identified below:

- You.
- Spouses, including those in a [state-recognized](#) valid common-law marriage.
- Any person who may be claimed as a taxable dependent.
- Adult children under the age of 27 (Adult children are covered through December 31 of the year in which they turn 26.)

Eligible family members for DCFSA reimbursement are identified below:

- Children under the age of 13.
- Any person who may be claimed as a taxable dependent.

Instructions: Enroll through the [FSAFEDS](#) website **within 60 days of the effective date of your appointment**. You are not eligible to enroll on or after October 1 of each year but can enroll during the annual open season period following October 1. Additional information may be found on OPM's FSAFEDS program webpage. Questions about FSAFEDS can be addressed by calling 1-877-372-3337 or (TTY: 1-800-952-0450).

Federal Employees Retirement System (FERS)

- Coverage is automatic based on type of appointment and work schedule; however, if you were previously covered by the CSRS, the FERS information may not apply to you.
- Your FERS annuity (pension) will be based on your highest three years of salary and your years of creditable service.
- If you have performed active-duty military service, find out how to add this military time to your FERS Service Credit. For additional information on military service deposits, please contact the Office of Human Resources at 1-877-FSIS-HR1 (1-877-374-7471)

Thrift Savings Plan (TSP)

[The Thrift Savings Plan \(TSP\)](#) is a savings and investment plan similar to a 401(k). Employees covered by the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS)/CSRS- Offset are eligible to contribute tax-deferred salary to the TSP. Newly hired or re-hired employees with a break in service of more than 30 days will automatically have 5 percent of their basic pay contributed to their

account. FERS employees are eligible for Agency contributions immediately – there is no waiting period for receiving Agency automatic (1 percent) contributions or matching contributions of up to 5 percent of basic salary.

Newly eligible employees are able to opt out of the automatic enrollment and request a refund within the first 90 days; however, to request a refund, they must contact TSP direct at 877-968-3778 or set up a TSP My Account and request a refund directly from TSP. The [TSP Summary Booklet](#) provides general information for employees about this program.

You may change your contribution through [USA Staffing Onboarding](#) **within 60 days of the effective date of your appointment.**

If your onboarding account closes, you may still change your TSP contribution at any time through your Employee Personnel Page (EPP). Additional information about TSP and how to designate a beneficiary is available at tsp.gov.

Designation of Beneficiary Forms

Certain federal benefits provide a monetary payment to your beneficiaries if you die as a federal employee or annuitant. It's important to understand how federal beneficiaries are determined, so you can make good decisions about whether or not to file Designation of Beneficiary forms.

All federal benefit designations follow a normal order of precedence. To designate other beneficiaries or change the order of payment order, you must file one or more designations. The normal order of precedence is:

- 1) To your widow or widower.
- 2) To your child or children in equal shares, or to the descendants of any deceased child, in equal shares. A child includes a natural child and an adopted child, but does not include a stepchild, unless adopted. A court will usually have to appoint a guardian to receive payment for a minor child.
- 3) To your parents in equal shares or the entire amount to your surviving parent. A parent does not include a stepparent unless your stepparent has adopted you.
- 4) To the executor or administrator of your estate.
- 5) If none of the above, to your other next of kin as determined under the laws of the state where you legally reside.

If you are satisfied with the order listed above, you do not need to designate a beneficiary.

You may submit the following designation forms at any time.

- [SF 2823, Federal Employees' Group Life Insurance Program](#) (FEGLI). If carried, FEGLI provides a lump sum payment upon your death.

- [SF 3102](#), Civil Service and Federal Employees Retirement System. If covered by a retirement system, the payment may include a death benefit, monthly annuity or refund of retirement contributions.
- [SF 1152](#), Unpaid Compensation of Deceased Civilian Employee. This payment includes any monies owed to you by the Agency such as your last paycheck and unused annual leave.
- Thrift Savings Plan - Employees must manage beneficiaries via their TSP My Account, tsp.gov, by making an online election.

Other than TSP, send your designation forms to: FSISHR1@usda.gov, Subject Line: Designation of Beneficiary.

Make sure you keep copies of all designations forms and ensure your loved ones know where and how to access them.

Official Government Travel

Temporary Duty Travel (TDY)

Official Government travel must be approved by your supervisor prior to travel and submitted through [ConcurGov](#). If you are required to travel for official purposes, you will be reimbursed for expenses essential to the transaction of official business. The [General Services Administration](#) (GSA) establishes the rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel. Travel expenses above the GSA per diem rates must be preapproved. Refer to [FSIS Directive 3900.1 Temporary Duty Travel](#) to determine what travel expenses are reimbursable. Reimbursable expenses include, but are not limited to:

- Transportation (such as contract city-pair airline fares or common carrier commercial fares);
- Per diem (Meals and incidental expenses (M&IE) and lodging);
- Miscellaneous expenses (such as baggage expenses fees);
- Taxi fares (including tips);
- Rental cars; and
- Mileage allowances for privately owned vehicles, parking, and tolls.

Government Travel Credit Card

Policy around the Government Travel Charge Card program is set forth in the USDA *Government Travel Charge Card Regulation* and *Temporary Duty Travel*. A Government travel card is required for FSIS employees who travel, unless an employee has a valid exemption, as outlined in the departmental regulation. To the maximum extent possible, employees shall utilize the charge card for expenses incurred in connection with official travel.

Possession of the card does not exempt you from the use of the Department's Travel Management Centers (TMC) or Government contract carriers. Use of the card does not relieve you of the responsibility to employ prudent travel practices and to observe rules and regulations governing travel at USDA as set forth in [Federal Travel Regulation](#), [Agriculture Travel Regulation](#), [Departmental Regulation 2300-001](#) and [FSIS Directive 3900.1](#).

Employees who use the charge card for inappropriate or nonofficial purposes or who fail to pay their account balance in a timely manner will be subject to disciplinary action, which can range from a letter of reprimand to removal from duty.

When you receive your card and complete the Travel Card training in AgLearn, you can set up your online access to your U.S. Bank travel card account at access.usbank.com. With online access you can pay your bill online, review your account transactions, update account information (address, phone numbers, fax, and email address), and view account details (account limits, past due information, payment due date, daily authorizations/declines).

ConcurGov

The USDA travel system, ConcurGov, is used for your travel arrangement, authorizations and vouchers. You may access the ConcurGov website using either your LincPass or eAuthentication account at the following link: [ConcurGov](#), or through your FSIS Applications shortcut folder located on your desktop.

You can access ConcurGov training, which includes user-interactive demonstrations for completing various tasks, on the USDA ConcurGov Training page by SAP Concur Training., located at [ConcurGov - USDA - Training Page | SAP Concur Training](#).

In the event that ConcurGov is unavailable to you, the Travel Management Centers (TMC), Integrated Solutions and Services (ISS), may be contacted to assist you with your travel needs. ISS can be reached by calling 1-888-973-1175.

If you have questions regarding travel that are not answered, you may contact your program or district area Federal Agency Travel Administrator, or the OCFO Financial Services Center (FSC) Customer Contact Center at 1-800-949-3964 or FSCGeneral@usda.gov.

Government-Owned Vehicles (GOVs)

Throughout your career at FSIS, you may be required to operate a government-owned vehicle (GOV) for official government business. When possible, as assigned, a GOV will be shared with other personnel to eliminate the use of a privately owned vehicle. If an employee is required to be an incidental motor vehicle operator, that individual will be required to maintain a valid State driver's license and complete the Government Owned/Lease Vehicle Operation, Management, and Maintenance course and Defensive

Driving course. Employees who fail to maintain a valid driver's license or who misuse a GOV may be subject to disciplinary action, including possible removal.

FSIS employees are entrusted with the use of a GOV for official purposes only and are required to comply with established policies and procedures set out in [FSIS Directive 2450.1 Fleet Management Program](#).

Information Technology (IT)

Computers and Hardware

All new hires will receive and have access to a personal government computer and printer (if authorized). Your supervisor or their designee will submit a computer request prior to your onboarding. New hires should call the USDA Client Experience Center (CEC) Help Desk at **1-800-473-9135** for assistance with logging into their laptop for the first time. If at any time you experience a problem with your computer, printer, or phone, contact the CEC Help Desk by calling 1-877-873-0783, the website <https://usdacts.fed.onbmc.com/> or email CECHelpDesk@usda.gov.

Email

New hires will have an email account established by their supervisor prior to the first day of work. If you have questions about your email account, you can contact your supervisor.

Resources

The [FSIS OHR Portal](#) offers a “One Stop Shop” for all your human resource questions and concerns. You can also utilize the helpful resources below.

For questions about...	Contact/Refer to...
Badge or ID	FSISLincPassHelp@usda.gov
Civil Rights	AskCRD@usda.gov 1-800-269-6912
Employee Benefits	1-877-374-7471 Ask.Benefits@usda.gov www.benefeds.com
Employee Responsibilities and Conduct	Employee Responsibilities and Conduct
Ethics and Conflicts of Interest	Ethics-FoodSafety@usda.gov Office of Ethics USDA
CEC IT Services	CEC Digital Workplace



Food Safety and Inspection Service

U.S. DEPARTMENT OF AGRICULTURE

Work/Life Services:	
• Workplace Violence Prevention and Response Program	WorkplaceViolencePrevention@usda.gov 1-877-987-3747
• Workers' Compensation Program	askworkerscomp@usda.gov 1-877-374-7471
• Employee Safety	GladYouAskedSafety@usda.gov
• Employee Assistance Program 24/7	www.foh4you.com and www.worklife4you.com 1-800-222-0364 (TTY: 1-888-262-7848)
Special Emphasis Programs:	1-800-269-6912 AskCRD@usda.gov
Reasonable Accommodations Professionals with Disabilities	ReasonableAccommodations@usda.gov Professionals with Disabilities
Telework/Remote Work	telework.awa@usda.gov
Time and Attendance (Leave requests)	Contact your Immediate Supervisor
• FSIS Tour of Duty	Tour of Duty
• FSIS Leave	Leave
Training	USDA AgLearn LinkedIn Learning
Travel and/or Government Official Vehicles	Federal Travel Regulation GSA Agriculture Travel Regulation USDA Temporary Duty Travel Food Safety and Inspection Service (usda.gov) FSIS Directive 3800.2 Revision 3 - Reimbursement for Use of Privately Owned Vehicles (usda.gov) FSIS Directive 3840.1 E-Travel System – Expense Receipt Requirements (usda.gov) ConcurGov - USDA - Training Page SAP Concur Training Per Diem Rates GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates GSA FSIS 3820-6 Request for Actual Per Diem Allowances (usda.gov) FSIS 3820-11 Premium Class Travel Request (usda.gov)

Your First Week at FSIS

As a new hire, it may be hard to keep track of all the important things that you need to take care of right away. For this reason, we have prepared onboarding checklists FSIS 4200-1 Agency Orientation Checklist and FSIS 4200-1a Jobsite Onboarding Checklist to discuss with your onboarding coordinator and supervisor.