



U.S. Citizenship and Immigration Services

New Employee Reporting Instructions

Please report to 633 3rd Street, NW by 7:30am. A USCIS representative will meet you in the lobby and take you to complete your in-processing paperwork and receive your badge. The orientation program begins in Conference Room 817 on the 8th floor at 10am. The attached map has walking directions from Judiciary Square Metro Station and Union Station.

AGENDA

First Day	Second Day
7:30 – 10:00 AM Badge & Paperwork Processing (Report to 633 3 rd St NW, 3 rd Floor)	8:00 – 8:45 AM Work Life Programs
10:00 – 10:15 AM Welcome and Administration of the Oath (Meet in the 8 th Floor Conference Room 817)	8:45 – 9:45 AM Privacy Requirements & Considerations
10:15 – 11:00 AM Director’s Welcome and USCIS Overview	9:45 – 10:15 AM Equal Opportunity and Inclusion
11:00 – 11:30 AM Computer Security Requirements	10:15 AM – 12:00 PM Security & Integrity
11:30 AM – 12:00 PM Transit Subsidy/Parking/Accountable Property	12:00 – 1:00 PM Lunch
12:00 - 1:00 PM Lunch	1:00 – 2:00 PM Safety & Emergency Preparedness
1:00 PM – 1:15 PM USCIS Internal & External Communications	2:00 – 2:15 PM Transformation
1:15 – 2:00 PM Union Briefing	2:15 – 3:15 PM Q&A Session/Follow Up
2:00 – 3:30 PM Time & Attendance / Benefits	3:15 – 3:30 PM Evaluation & Closeout

Walking Directions to 633 3rd St NW from Judiciary Square Metro Station and Union Station

