



## New Employee Orientation Program AGENDA

Please report to 633 3rd Street, NW, Washington, DC 20529 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 will be held in Conference Room 650 on the 6th floor.

<b>First Day</b>	<b>Second Day</b>
7:30 AM – 7:45 AM Oath / Welcome Video	8:00 AM – 8:45 AM WorkLife Briefing
7:45 AM – 10:45 AM Badging/Paperwork/Computers/Photos	8:45 AM – 9:30 AM Privacy Awareness Training
10:45 AM – 11:15 AM DHS & USCIS Overview	9:30 AM – 10:45 AM Counter Intelligence Training
11:15 AM – 11:45 AM Union Briefing	10:45 AM – 12 PM Security Awareness Training
11:45 AM – 12:00 PM Office of Public Affairs/ICAM/Military Veterans Council	12:00 PM – 1:00 PM Lunch Buddy
12:00 PM – 1:00 PM Lunch	1:00 PM – 2:00PM Emergency Preparedness Briefing
1:00 PM – 1:45 PM Transit Briefing	2:00 PM – 3:00 PM Ethics Training
1:45 PM – 2:15 PM Management Directorate (MGMT) Overview	3:00 PM – 4:00 PM Performance Management/Leave & Alternative Work Schedule Overview
2:15 PM – 2:45 PM Time and Attendance (WEBTA)/Telework Overview	4:00 PM – 4:30 PM External Affairs (EXA) Overview
2:45 PM – 3:45 PM Benefits Briefing	

<b>Third Day</b>	
8:00 AM – 9:00 AM Labor & Employee Relations (LER) Briefing	
9:00 AM – 9:30 AM Refugee Asylum & International Operations (RAIO) Overview	
9:30 AM – 10:00 AM Field Operations Directorate (FOD) Overview	
10:00 AM – 10:30 AM Immigration Records & Identity Services (IRIS) Overview	
10:30 AM – 11:00 AM Equal Opportunity & Inclusion Briefing (OEI)	
11:00 AM – 11:30 AM Fraud Detection & National Security (FDNS) Overview	
11:30 AM – 12:00 PM Insurance Providers	
12:00 PM – 1:00 PM Lunch	
1:00 PM – 2:00 PM Training & Career Development Division (TCDD) Briefing	
2:00 PM – 2:30 PM Service Center Operations (SCOPS) Overview	
2:30 PM – 3:00 PM Q&A Session/Evaluation	

Walking Directions to 633 3<sup>rd</sup> St NW from Judiciary Square Metro Station and Union Station

