BUREAU OF RECLAMATION ORIENTATION

Employee Survival Kit

We encourage each regional office and the Denver/Washington Office to publish their own unique Employee Survival Kit. The Employee Survival Kit has been used successfully by the "Compass Committee" of the Upper Colorado Region. Their motto is "Pointing You in the Right Direction!" The kit has 6 sections with vital information for new employees joining our workforce. These sections are:

A. **Parking/Transportation:**
- Parking availability
- Car pool information
- Mass transit schedules
- Other commercial services

B. **Organization Charts/Maps:**
- Mission and vision statements
- DOI organizational chart
- Reclamation organizational chart
- State map and other local area maps

C. **Electronic Information:**
- DOI and Reclamation websites
- Reclamation Intranet websites
- Other websites that contain helpful information

D. **Personnel Contact List:**
- Name and phone numbers of office personnel
- Name and phone numbers of human resources office contacts
- Name and phone numbers of service offices like the credit union, building manager, cafeteria, etc.

E. **Child Care Facilities:**
- List of local child care providers

F. **Acronym List:**
- Commonly used acronyms and abbreviations