



United States Department of the Interior

BUREAU OF RECLAMATION
Great Plains Region
P.O. Box 36900
Billings, Montana 59107-6900

IN REPLY REFER TO:

GP-1250

September 2, 2010

MEMORANDUM

To: New Employees

From: M. Sue McCannel
Human Resources Officer

Subject: New Employee Information

Welcome to the Department of the Interior (DOI), Bureau of Reclamation (BOR), Great Plains Region. There is a lot reading material and many forms for you to complete as you begin your career with us. All of the material is important, but some of the items have deadlines that you need to meet, these are listed below.

1. SF-2817, Life Insurance Election Form. You have 31-calendar days to complete and return this form to HR, GP-1250, or your local administrative officer. You are automatically enrolled in "Basic" life insurance coverage from the date of your appointment. If you do not desire this coverage, or wish to increase the coverage, you must so indicate on the form. Return the completed form even if you elect no additional insurance other than Basic. Be aware that, once you are on board, opportunities to elect life insurance or increase your coverage are rare or require a physical at your expense.

2. SF-2809, Employee Health Benefits Form. If you wish to be covered by health insurance you must submit this completed form to HR, GP-1250, or your local Administrative Officer no later than 60-calendar days after the date of your appointment. If you do not wish to enroll in a health benefits plan, please so indicate and return the form for the record. Should you elect not to enroll in health insurance at this time, you may later enroll during an open season period, usually from mid-November to mid-December of each year.

3. Ethics Materials. Within 90-calendar days, you must review the Ethical Guide for DOI Employees. Your supervisor will give you the opportunity (up to one hour of official time) to accomplish this requirement. After you have been given access to DOI Learn; there will be a quiz titled: "BOR Ethics Guide" assigned to you in the mandatory training section that you must complete. Please remember employees are responsible for knowing and understanding the ethics laws, regulations, and guidelines, including the fourteen general principles of ethical conduct.

As I mentioned, all the materials provided are important and I encourage you to take your time to carefully read through them. If you have any questions about the material, do not hesitate to contact one of my staff or your administrative officer.

We are glad you are here!