

**DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

**FIRE AND AVIATION
EMPLOYEE ORIENTATION CHECKLIST**

Employee's Name		Organizational Unit and Supervisor	
Position Title		Grade	Entrance on Duty Date
After the following items have been discussed with the employee, please sign			Discussed
• Access to personnel representative			
• Appeals and grievances			
• Applicable safety regulations			
• Appropriate awareness of manual and handbooks			
• Availability of supervisor for assistance			
• Awards and recognition			
• Computer access			
• Correspondence appropriateness			
• Credit union, labor organizations, and other employee organizations			
• Delegation of authority			
• Duties and responsibilities of employee/position description			
• EEO Program/policies			
• E-mail protocol and Internet use			
• Employee Assistance Program (EAP)			
• Employee Safety Orientation Checklist (See below)			
• Employees work area, desk, etc.			
• Ethics and personal conduct			
• Federal, Department and Bureau regulations of importance to employees			
• Financial Disclosure Report (if necessary)			
• Furnish publications			
• Health benefits/group life insurance (if applicable)			
• Hours of work, lunch periods and breaks/timekeeping			
• Injuries on the job			
• Introduction to fellow workers, including employees in other Divisions			
• Leave benefits (annual, sick, LWOP, etc.)			
• Merit Promotion Program (if applicable)			
• Mission of office, division, branch, team			
• Notice to mail room of new employee			
• Organization and mission of Bureau and Region/Project			
• Pay periods and days, holidays			
• Payroll deductions (taxes, bonds, retirement, insurance, etc.)			

After the following items have been discussed with the employee, please sign	Discussed
• Performance appraisal	
• Performance requirements of position	
• Prior approval of annual leave	
• Reporting sick and emergency annual leave	
• Retirement plan/Social Security	
• Role of the supervisor	
• To whom employee reports in your absence	
• Training opportunities (IDPs), required training (i.e. safety, e-mail, Internet, etc.)	
• Type of appointment (probationary, period & tenure)	
• Unusual or hazardous conditions	
• Use of government vehicles and equipment	
• Wages and/or salary and periodic step increases	
Employee's Signature and Date	Supervisor's Signature and Date

For additional information please refer to the New Employee Orientation Handbook
<http://www.ntc.blm.gov/leadership/orientation/>

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**FIRE AND AVIATION
EMPLOYEE SAFETY ORIENTATION CHECKLIST**

Employee Name: _____

Supervisor: _____

Instructions: This checklist is designed to guide supervisors in providing employee safety orientation to new employees and volunteers. Applicable safety training and orientation should be indicated by supervisor and employee initials and date. Additional specialized training may be required for some employees. Refer to the training matrix guide in the BLM Manual Handbook 1112-2, Safety and Health for Field Operations, Topic 2. Consult with local field safety manager or state safety manager to receive specific local requirements.

Guides and Information	Completed	Not Applicable	Date
<i>Provide employee with:</i>			
BLM Manual Handbook 1112-2, "Safety for Field Required Operations"			
Local Safety Policy			
Emergency Evacuation Plan/Procedures			
Procedures for reporting unsafe or unhealthful working conditions: <ul style="list-style-type: none"> • BLM Manual Handbook 1112-2, "Safety for Field Required Operations, (BLM Form 1112-4) Chapter 25: http://web.blm.gov/internal/wo-700/wo740/policy/blmpolicy/blmmanualhandbook1112-2_locked.pdf • SAFENET: http://safenet.nifc.gov/ 			
Personal Injury Reporting requirements: <ul style="list-style-type: none"> • CA-1 • CA-16 • SMIS-supervisor generated: https://www.smis.doi.gov/ 			
Completed Risk Assessment/Job Hazard Analysis <ul style="list-style-type: none"> • BLM Risk Assessment Library: http://web.blm.gov/internal/wo-700/wo740/tools/RAWorksheets/RAWorksheet_Library.html 			
Required personal protective equipment (PPE)			
Check-in/Check-out policy			
OTHER:			
Training Guideline	Completed	Not Applicable	Date
<i>Ensure employee completes mandatory training:</i>			
First Aid/CPR			
Bloodborne Pathogens (consider exposure risks)			
Employee Right-to Know/Hazard Communication OSHA 1910.1200 (provide employee with specialized training for any chemical use/exposure)			
Defensive Driving Training			
4X4 Training (if required to perform duties)			
First Responder Awareness "Close Encounters" (hazardous materials situations)			

Other Specialized Training <i>Please provide Employee with:</i>	Completed	Not Applicable	Date
Wildland Fire Refresher (RT-130)			
The Risk Management Process			
Work Rest Requirements			
Driver Duty Limitations			
"Do What's Right"			
OTHER:			
Motor Vehicle Use <i>Provide Employee with:</i>	Completed	Not Applicable	Date
<p>Forms required to obtain authorization to drive a Govt. vehicle: All employees operating a Government motor vehicle will be required to submit Form DI-131 (Application for U.S. Government Motor Vehicle Operator's Identification Card) and OF-345 (Physical Fitness Inquiry for Motor Vehicle Operators). When the supervisor signs the DI-131, the employee is authorized to operate Government-owned or leased vehicles, or privately-owned vehicles on official business. Individual office forms equivalent to the OF-345 and DI-131 are acceptable. (per <i>BLM Manual Handbook 1112-1</i>) Example of equivalent form:</p> <ul style="list-style-type: none"> • http://www.blm.gov/style/medialib/blm/nifc/hr/docs.Par.74095.File.dat/form_MVOA.pdf 			
<p>BLM Engine Driver Orientation BL-300 initial training (if required of position)</p> <ul style="list-style-type: none"> • www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training.html 			
BLM Engine Driver Refresher RT-301 (see above link)			
Misuse of Govt. vehicle policy			
Vehicle Maintenance Procedure and Record			
Mandatory seatbelt use policy			
Commercial Drivers License Requirements			
<p>Vehicle Accident Reporting</p> <ul style="list-style-type: none"> • SF-91 • SF-94 			
Employee's Signature and Date	Supervisor's Signature and Date		

For additional information please refer to the New Employee Orientation Handbook
<http://www.ntc.blm.gov/leadership/orientation/>