

governmentattic.org

"Rummaging in the government's attic"

Description of document: Department of Labor (DOL) Labornet (intranet) home

page, each page connected to the Labornet home page and

a copy of the page:

https://labornet.dol.gov/workplaceresources/policies, 2019

Requested date: 17-September-2019

Release date: 02-October-2019

Posted date: 04-November-2019

Source of document: FOIA Request

Office of Public Affairs (OPA) U.S. Department of Labor Office of Public Affairs Attn: FOIA Coordinator

Room S-1032

200 Constitution Avenue, NW Washington, D.C. 20210

The governmentattic.org web site ("the site") is a First Amendment free speech web site, and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



OCT 0 2 2019

This letter is in response to your Freedom of Information Act (FOIA) request of Sepember 17, 2019, in which you requested a copy of the Labornet home page, a copy of each page connected to the Labornet home page and a copy of the page https://labornet.dol.gov/workplaceresources/policies.

We conducted a search in the Office of Public Affairs, and have located the documents responsive to your request.

You may file an appeal of this decision with Solicitor of Labor within 90 days from the date of this letter. The appeal must state in writing the grounds for the appeal including any supporting statement or arguments. In order to facilitate processing of the appeal, please include your mailing address and daytime telephone number, as well as a copy of the initial request and this letter. The envelope and letter of the appeal should be clearly marked "Freedom of Information Act Appeal." Any amendment to the appeal must be made in writing and received prior to a decision.

The appeal should be addressed to the Solicitor of Labor, Division of Management and Administrative Legal Services, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N-2420, Washington, D.C. 20210. Appeals may also be submitted by email to foiaappeal@dol.gov. Appeals submitted to any other email address will not be accepted.

If you need any further assistance or would like to discuss any aspect of your request please do not hesitate to contact Beverly Eaves, FOIA coordinator, Office of Public Affairs, at 202-693-4654, or the Department of Labor FOIA Public Liaison, Thomas Hicks, at 202-693-5427.

Sincerely,

Eric Holland

Deputy Assistant Secretary Office of Public Affairs

LABORNET

DOL.gov I

LaborNet Wiki

Directory

A -Z Index

Menu

FEATURED INITIATIVES

BUILDING A BETTER DOL

- Acting Secretary's Messages:
 Celebrating Hispanic Heritage
 Month
- Acting Secretary's Messages: You're Invited: Hall of Honor Induction Ceremony
- Federal Employee Viewpoint Survey (FEVS) & Employee Engagement Resources
- Workplace Flexibilities Program
- Behavior Matters



- Available Opportunities
- List an Opening



- Telework Policy (DPR 611 -Telework)
- Telework Training
- Frequently Asked Questions (FAQs)

STAY UP-TO-DATE

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH (NDEAM) 2019

NEURODIVERSITY AT WORK

Learn about Autism and Other Neurodiverse Populations and How You Can Build an Inclusive Workplace

Wednesday, October 2, 2019 at 1pm (Room C-5515)

1 of 7

WHAT'S NEW

- Returned Peace Corps Volunteers & Friends at Labor FY 2020 Executive Board Elections
- The Big Clean
- Feds Feed Families 2019 Campaign
- Weather and Safety Leave
- Hurricane Guidance and Resources
- GSA SmartPay 3
- Resources for Managing Childbirth and Childcare
- Enterprise-Wide Shared Services
- Building Management Services
- Acquisition Training Thursdays
- Enterprise-Wide Procurement Vehicles
- National News Clips

REGIONAL NEWS

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

HR CORNER





DOL SealProper versions
& use



Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

2019 GS Pay Tables
Awards & Recognition Program
Commuting
Workplace Flexibilities Program
Diversity and Inclusion
DOL Manual Series (DLMS)
Exit Survey
Hiring
HRConnect
HRConnect SSO
HR News You Can Use
Human Resources Center (HRC) Contacts
Leadership Development@Labor
Leave Bank/Leave Transfer Programs Onboarding
Personnel Regulations (DPR)
Presidential Management Fellows (PMF) Program
Record Official Time Use
Workforce Planning Toolkit
PUBLIC SQUARE •
LaborNet Wiki
Affinity Groups
Audio & Video
EMERGENCY

EMPLOYEE STATUS

Welcome to LaborNet

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility

An official website of the United States government. Here's how you know



U.S. DEPARTMENT OF LABOR

CONTACT US



7.2 MILLION

JOB OPENINGS

More Job Openings Than Job

With 7.2 million job openings in July, job

openings in America have exceeded the

number of job seekers for 17 straight

Seekers

months.

Featured Stories

AUGUST JOBS REPORT

18TH STRAIGHT MONTH UNEMPLOYMENT RATE AT OR BELOW 4%

Unemployment Rate Near 50-Year Low

At 3.7%, the unemployment rate remained at or below 4% for the 18th consecutive month in August.

Quick Links

Association Retirement Plans HIRE Vets Medallion Program Industry-Recognized Apprenticeship Family and Medical Leave Act (FMLA) **Programs** Fair Labor Standards Act (FLSA) Apprenticeship Finder **Workplace Posters** Worker.gov Minimum Wage Employer.gov **Unemployment Insurance**



New Opioid Safety Controls

September 23, 2019

The Department announced new safety of controls Solpriotec Ainjepeich fe depalications workers by reducing the risk of opioids.

September 20, 2019

U.S. Department of Labor Awards Susan Harwood Workplace Safety and Health Training Grants to Assist in **Educating Workers and Employers**

September 20, 2019

U.S. Department of Labor Announces Final Rule to Modernize and Improve the Recruitment of American Workers for Temporary Agricultural Jobs

Tweets by @USDOL Tweets by Acting Secretary Pizzella

More News

Announcements include the Industry-Recognized Apprenticeship Programs NPRM, \$183 million in grant awards, and \$100 million in grant funding.

News

https://www.dol.gov/[9/25/2019 8:31:00 AM]

	FEDERAL GOVERNMENTPLUS-SQUARE	LABOR DEPARTMENTPLUS-SQUARE	ABOUT THE SITEPLUS-SQUA			
?	White House	About DOL	Freedom of Information Act			
_	Severe Storm and Flood Recovery Assistance	Español	Disclaimers			
	Disaster Recovery Assistance	Office of Inspector General	Plug-Ins Used on DOL.gov			
U.S.	DisasterAssistance.gov	Subscribe to the DOL Newsletter	Accessibility Statement			
DEPARTMENT OF LABOR	USA.gov	Read the DOL Newsletter				
	No Fear Act Data	Emergency Accountability Status Link				
200 Constitution	U.S. Office of Special Counsel	A to Z Index				
Ave NW						
Washington, DC 20210						
1-866-4-USA-						
DOL						

Connect With DOL



Main page
A to Z Index
Community portal
Current events
Recent changes
Random page
Help

Tools

What links here Related changes Special pages Printable version Permanent link Page information Cite this page

Main page D	Discussion		Read	View source	Vie	Mo re		Q	
-------------	------------	--	------	-------------	-----	------------------	--	---	--

Main Page

IE10 users

IE10 doesn't work with the rich text editor. To make things work, you need to enable "compatibility mode." OPA is working on a long-term solution.

Getting started

The DOL Wiki is a free encyclopedia, written collaboratively by the people who use it. It is a special type of web site designed to make collaboration on resource material easy, called a wiki. Anyone in DOL can improve the DOL Wiki by making changes to this resource. All of these changes are recorded in article histories and recent changes. If you are unsure what information can be found on this wiki, you can get started by using the search box to the left or checking out the index.

How can you contribute?

Logging In

To post content to the wiki, you will need to log in with your DOL email address and network password.

Don't be afraid to edit — anyone can edit almost any page, and we encourage you to be bold! Find something that can be improved and make it better - for example, spelling, grammar, rewriting for readability, or removing unconstructive edits. If you wish to add new facts, please provide references so they may be verified so, or suggest them on the article's discussion page so. Changes to controversial topics should usually be discussed first. Click on the "discussion" tab at the top of the page to join or start the discussion.

Remember - you can't break the DOL wiki; all edits can be reversed, fixed or improved later. It is allowed to be imperfect. So go ahead, edit an article and help make the DOL wiki the best information source on the Department!

Disclaimer: As a government-owned system, use of this wiki is subject to the Department of Labor Manual Series (DLMS) 9 (Information Management), Chapter 900 (Appropriate Use of IT). For additional guidance on use of the DOL Wiki please see the Wikipedia guide on

etiquette and their other guidelines with the understanding that for the DOL Wiki, <u>DOL policies</u> supercede any and all guidance on the Wikipedia site.

This page was last edited on 27 May 2014, at 14:37.

Privacy policy About LaborNet Wiki Disclaimers



LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Directory

Use the Organizational Directory to find listings of all senior employees in the various agencies. Use the Employee Locator to search for employees by name, agency or job function.

- Organizational Directory Points of contact organized by agency.
- Office Locator Map that includes all DOL office locations across all regions.
- <u>Business Operations Center Services Directory</u> Points of contact for specific Business Operations Center services.
- Employee Locator Search Search for employees by name, agency or job function.
- <u>Frances Perkins Building Directory</u> Find your way around the Frances Perkins Building.
- <u>Frequently Called Program Information Numbers</u> Numbers for DOL programs that are useful for the public.
- <u>Supporting Services</u> Phone and room numbers for frequently used businesses and services in the Frances Perkins Building.

Last updated: September 11, 2019

For DOL Organizational Directory questions or concerns, please contact <u>Michelle Uhrich</u> or 202-693-7188.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility

LABORNET

DOL.gov LaborNet Wiki Directory

Menu

A to Z Reference Guide

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

- Absence and Leave Programs
- Absence Without Leave (AWOL)
- Absences Excused
- Acquisition Regulations
- Active Military Positions Obligated Position
- Adjusted Length of Service
- Administrative Leave
- Advanced Annual Leave
- Adverse Actions Nondisciplinary
- Affinity Groups
- Affirmative Employment for People With Disabilities
- Agency Drug Program Coordinators
- Agency Help Desks
- Agency Intranets
- Agency IT Points of Contact List
- Agency/Regional Honor Award Coordinators
- Agency Workplace Equality Compliance Officers
- Annual Leave
- Annual Rating Performance
- Audit or Review of Positions Classification
- Awards Program
 - Cash
 - Distinguished Career Service
 - DOL Exceptional Service Impact
 - Equal Employment Opportunity
 - External
 - Honorary
 - Informal Recognition
 - Instant "Good Job"

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

A -Z Index

Compensation Operations & Management Portal

(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Length of Service
- Non-DOL
- Performance Based
- Philip Arnow
- Presidential Rank
- Secretary's Valor
- Security, Safety and Health
- Senior Executive Performance
- Special Act or Service
- Suggestion
- Time Off
- Veterans Employment

Back to Top

B

- Bargaining Unit
- Benefits Information
- Bereavement/Death of a Family Member
- Building Management Services

Back to Top

C

- Cafeteria Menu (PDF)
- Candidate Referral and Selection
- Capitalized Asset Management
- Central Accounting Operations
- Change to Lower Grade (CLG)
- Change to Lower Grade (Reclassification)
- Child Care Subsidy Program
- Civil Rights and Diversity Programs
- Civil Service
- Civil Service Retirement System (CSRS)
 - Annuities of CSRC Offset Employees
 - Computing Retirement Benefits under CSRS
 - Creditable Service under CSRS
 - Eligibility Requirements for CSRS Benefits
 - Survivors' Annuity Benefits Payable upon Death of Employee

Classification

- Appeals
- Position Audits
- Standards

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

- System
- Client Financial Management Services (CFMS)
- Collective Bargaining
- Combined Federal Campaign (CFC)
- Commuting National Office
- Compensable Injury or Disability
- Compensatory Time Off for Travel
- Compensation Work Schedules Hours of Duty
- Competitive Service
- Compressed Work Schedules
- Computer Security Handbook
- Conference and Service Center
- Conference Room Reservations
- Conferences (Planning and Approval)
- Contesting Awards to Unemployment Compensation
- Continuation of Pay (COP)
- Continuity of Operations Plan (COOP)
- Constitution Day
- COOP Plan
- Core Hours
- Court or Jury Duty Leave
- Creative Services
- Credit Hours
- Critical Performance Elements
- Crossroads DOL Ethics Newsletter
- Cybersecurity Incident

Back to Top

D

- Daily Labor Report BNA
- Data Model
- Dealing with Poor Performers
- Death of a Family Member Absence Due To
- Death of an Employee What To Do
- Delegated Examining Authority
- Demotion Performance Based
- Department of Labor Accounting & Related System (DOLAR)
- Departmental e-Budgeting System (DEBS)
- Desk or Position Audit
- Detail
- Direct Hire Authority
- Disabilities Employment of People With

https://labornet.dol.gov/AZindex.htm[9/25/2019 8:31:41 AM]

Disability or Compensable Injury

- Disabled Veterans 30% or More
- Disciplinary Action Options
- Disciplinary/Adverse Actions
- Displaced Employee Program (DEP)
- Distinguished Career Service Award
- Diversity and Inclusion Branch
- DOL Acquisition Regulations
- DOL Agency Help Desks
- DOL Data Management Policy, v1.2.1 (PDF)
- DOL Electronic Classification (e-CLASS) System
- DOL Exceptional Service Impact Award
- DOL Workplace Flexibilities Pilot
- DOL IT Modernization Program
- DOL Manual Series (DLMS)
- DOL National Contact Center (DOL-NCC)
- DOL/NCFLL MOU on Smart Phones to BLS RO EAs in CPI (PDF)
- DOL Online Opportunities Recruitment System (DOORS)
- DOL Organization Chart
- DOL Records Management Help Center
- DOL Personnel Regulations (DPR)
- DOL Plan for Promoting Employment Opportunities for People with Disabilities Plan (PDF)
- DOL Transgender Guidance (PDF)
- DOL Unions
- Donating Leave National Office
- Donating Leave Regional Office
- Douglas Factors Selecting Appropriate Disciplinary Action
- Drug Free Workplace Program

Back to Top

E

- E-Gov Travel
- EEO Counselors
- Eligibility for Unemployment Compensation
- Electronic Classification (e-CLASS) System DOL
- Emergency Dismissal Guidelines
- Emergency Leave Transfer Program
- Emergency Procedures Regional Offices
- Employee Assistance Program (EAP)
- Employee Benefit Programs
- Employee Health and Wellness Program

https://labornet.dol.gov/AZindex.htm[9/25/2019 8:31:41 AM]

Employee Locator Search

- Employee Recognition and Awards
- Employee Resources for Managing Childbirth and Childcare
- **Employment Verification**
- Employment of People with Disabilities
- **Employment & Training Administration (ETA) Intranet**
- **Employing Retirees**
- **Employment of Relatives**
- Entry on Duty (EOD)
- **Enterprise Communications Initiative (ECI)**
- Enterprise Service Desk (ESD)
- Environmental Differential or Hazardous Duty Pay
- **Equal Employment Opportunity Award**
- **Equal Employment Opportunity Programs and Diversity Programs**
- **Equipment Request**
- Ethics Guide (PDF)
- Ethics Newsletter Crossroads
- Ethics Social Media (PDF)
- Evacuation & Emergency Response Handbook (PDF)
- **Events Calendar**
- **Excused Absences/Administrative Leave**
- **Executive Secretariat Manual**
- **External Recruitment Sources**

Back to Top

- Fair Labor Standards Act (FLSA)
- Fair Labor Standards Act and Overtime
- Family and Medical Leave Act (FMLA)
- **FECA Requirements and Benefits**
- Federal Civil Service
- Federal Employee Benefits and Retirement
- Federal Employees' Group Life Insurance
 - Amount and Cost
 - Coverage after Retirement or While Receiving Compensation Benefits
 - Eligibility or Coverage
 - Living Benefit or Assignment
 - Termination or Conversion
- Federal Employees Health Benefits (FEHB)
 - Eligibility for Coverage
 - Coverage After Retirement or While Receiving Compensation Benefits
 - Plans Participating in the FEHB Program

Temporary Continuation of Coverage

- Termination or Conversion
- Federal Employees' Insurance Programs
- Federal Employees Retirement System (FERS)
 - Computing Disability Retirement Annuities Under FERS
 - Computing Retirement Benefits Under FERS
 - Creditable Service Under FERS
 - Eligibility Requirements for FERS Benefits
 - Survivor's Annuity Benefits Payable Upon Death of Employee
- Federal Retirement System
- Filing an EEO Complaint
- Financial Disclosure
- Financial Management Travel (E-Gov)
- First 40-Hour Tour of Duty (MSHA)
- Fitness Center
- Fitness for Duty Examinations
- Flexibilities Workplace DOL
- Flexible Spending Account (FSA) Program
- Flexitime
- Forms
- Freedom of Information Act (FOIA)
- Full-Time Work Schedules
- Funerals Military
- Furlough for 30 days or less
- Furlough for 30 days or more RIF

Back to Top

G

- Gifts
- Gym

Н

- Harassing Conduct in the Workplace
- Hall of Honor
- Hatch Act Political Activity
- Hazardous Duty and Environmental Differential Pay
- Health-Fitness
- Hiring
- Holidays
- Home-Based Telecommuting
- Honor Awards
- Hours of Duty

- Hours of Duty Work Schedules Compensation
- HR News You Can Use
- HR/Payroll Standard Operating Procedures
- Human Capital Management Services

Back to Top

ı

- Identification Theft
- Information Technology Resources
- Instant "Good Job" Award
- Insurance Programs Federal Employees'
- Interim Performance Rating
- Intermittent Work Schedules
- Interviews
- IT Acquisition Review Board (ITARB)
- IT Collaboration Tool (WebEx)
- IT Modernization Program

Back to Top

J

- Job Analysis
- Job Opportunities
- Job Sharing
- Jury Duty or Court Leave

Back to Top

K

Back to Top

П

- Labor Management Relations
- Labor Union
- Law Library
- LearningLink
- Leave Programs
 - A Summary of Federal Leave Policies for Supervisors and Employees
 - Absence Without Leave (AWOL)

- Administrative Leave (see Excused Absence)
- Adoption/Foster Care (PDF)
- Advanced Annual Leave
- Advanced Sick Leave
- Annual Leave
- Bereavement/Death of a Family Member
- Childbirth/Maternity
- Court or Jury Duty Leave
- Donating Leave
- Excused Absence/Administrative Leave
- Family and Medical Leave Act (FMLA)
- Holidays
- Infant Care/Bonding
- Leave Bank/Leave Transfer Programs
- Leave Without Pay (LWOP)
- Medical Documentation of Sick Leave
- Medical Donor Programs
- Military Deployment
- Military Funerals
- Military Leave
- Restoring Forfeited Annual Leave
- Serious Health Condition
- Terminal Leave
- Length of Service Adjusted for RIF
- Length of Service Award
- LGBT-Inclusive Workplace
- Library Policies
- LifeCare
- Locality Pay
- Logo: U.S. Department of Labor Seal
- Long Term Care (LTC) Insurance

Back to Top

M

- Mail Management Program
- Maternity and Paternity Leave Options
- Medical Documentation of Sick Leave
- Medical Donor Programs
- Medical Examination Qualifications
- Merit Staffing Plan
- Merit System Principles
- Merit Systems Protection Board Appeals

Metrocheck

- Military Funerals
- Monetary Incentive Awards
- MSHA First 40-Hour Tour of Duty

Back to Top

N

- National Office Donating Leave
- National Contact Center
- Nepotism
- New Core Financial Management System (NCFMS)
- New Employee Orientation Program
- New Employee Orientation Website
- NFC Employee Personal Page (EPP)
- Night Work
- Noncompetitive Repromotion
- Noncompetitive Selective Placement
- Nondisciplinary Adverse Actions
- Non-DOL Awards

Back to Top

0

- Obligated Positions
- Office of Administrative Services (OAS) Frequently Asked Questions
- Office of Diversity and Inclusion
- Office of Human Resources Consulting and Operations (OHRCO)
- Office of Personnel Management (OPM)
- Office of Procurement Services
- Office of the Assistant Secretary for Administration and Management (OASAM)
- Office of the Chief Information Officer (OCIO)
- Office of Executive Resources (OER)
- Office of the Solicitor (SOL)
- Office Services
- On-Call Work Schedules
- Online Journals
- Opinion Letters
- Organizational Chart
- Orientation New Employee
- Overtime Work

Back to Top

P

- Pandemic Influenza
- Paperwork Reduction Act of 1995
- Parking
- Parking Application for Carpool Parking Assignment (PDF)
- Part-Time Work Schedules
- Pathways Programs
- Pay Period Calendar
- Pay Training and Travel Time Duty Hours Special Pay
- Payroll
- Pay Setting Information
- Performance
 - Awards
 - Based Actions
 - Elements
 - Opportunity to Improve
 - Plans
 - Ratings Annual
 - Ratings Guidelines for Preparing
 - Senior Executive Service and Senior Level Performance and Awards'
 - Standards
- Performance & Conduct
- Permanent Change of Station (PCS) Entitlements and Benefits
- Personnel and Position Actions Definitions
- Personnel Practices Prohibited
- Personal Property Management
- Personnel Suitability and Security Program Requirement
- Philip Arnow Award
- Political Activity Hatch Act
- Portraits, Secretaries
- Position Classification
- Position Descriptions
- Position or Desk Audit
- Position Risk Level Designation
- Position Sensitivity Level Designation
- Premium Pay
- Presidential Rank Awards
- Probationary Periods
- Procurement
- Prohibited Personnel Practices
- Promotion Temporary
- Purchase Card

Back to Top

Q

- Qualification and Candidate Evaluation
- Qualification Requirements RIF
- Qualification Standards
- Qualification Standards Modifying
- Quality Step Increase (QSI)

Back to Top

R

- Reasonable Accommodation
- Reassignment
- Records Management Help Center
- Reduction in Force (RIF)
 - Adjusted Length of Service
 - Assignment Rights ("Bump and Retreat")
 - Competitive Area and Level
 - Furlough for 30 Days or More
 - Qualification Requirements
 - Retention Standing
 - Tenure Groups and Subgroups
 - Using Vacancies During
- Reemployed Annuitants
- Reemployment Priority List (RPL)
- Regional Office Donating Leave
- Reinstatement
- Relocation
- Removal Disciplinary Actions
- Repromotion Noncompetitive
- Repromotion Program
- Restoration of Forfeited Annual Leave
- Retirees Employment of
- Retirement System Federal

Back to Top

S

- Safety & Occupational Health
- Salary Tables
- Seal: U.S. Department of Labor Seal

- Secretary's Honor Awards
- Secretary's Orders
- Secretaries' Portraits
- Security & Emergency Preparedness
 - Security Center
 - Emergency Response Coordination
 - Emergency Management Center
- Security, Safety and Health Award
- Selection Interview
- Selective Service Request for Waiver
- Selective Service Who Must Register
- Separating Employee Guidance
- Serious Health Condition
- Small Business Goaling Program
- Small Business Subcontracting Goals vs. Performance
- Social Media Ethics (PDF)
- Social Media Handbook (PDF)
- Solicitor Office of the (SOL)
- Special Act or Service Award
- Spotlights/HR News You Can Use!
- Step Increases Pay
- Strategic Plan
- Student Employment Programs
- Subsidy Transit
- Suggestion Award
- Suggestion Program
- Sunday Work
- Supervisor's Toolbox
- Suspension
- Suspension for 14 days or less General Information
- Suspension for more than 14 days General Information

A Back to Top

Т

- Telework Program
- Templates
- Temporary Employment
- Temporary Limited Appointment
- Temporary Promotion
- Term Appointment
- Thrift Savings Plan
 - TSP: What is it all about?

-

Your TSP Investment Options

- Roth TSP
- Time Off Awards
- Training and Development
- Training and Travel Time Duty Hours Special Pay
- Transfer of Function (TOF)
- Transfers from Other Federal Agencies
- Transgender Guidance DOL (PDF)
- Transit Subsidy
- Travel Management

A Back to Top

U

- Unemployment Compensation for Federal Employees
 - Contesting Awards
 - Eligibility
- Uniform Guidelines on Employee Selection Procedure
- Unions DOL
- Use or Lose Annual Leave

Back to Top

V

- Veterans Employment Award
- Veterans' Preference
- Veterans Recruitment Appointments (VRA)
- Veterans 30% or More Disabled
- Violence see Workplace Violence Program
- Voluntary Leave Transfer Program
- Volunteer Opportunities

Back to Top

W

- Web Management Services
- webTA (Timesheet)
- WebTA Job Aids
- Wirtz Labor Digital Library
- Wirtz Labor Library
- Within-Grade Increase (WGI)
- Work At Home

Work Schedules

- Work Schedules Hours of Duty Compensation
- Workers' Compensation Claims
- Workplace Flexibilities Program
- Workplace Violence Program



X

Υ

Z

Last updated: September 11, 2019

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Building a Better DOL



Actions to Improve Organizational Effectiveness and Employee Engagement

Below are actions the Department has taken, in partnership with employees and Agencies, and continues to focus on to improve organizational effectiveness and employee engagement together:

Supporting Work/Life Balance

To improve the ability of every employee to better balance the demands of work with responsibilities at home, we:

- Worked with our union partners to respond to your feedback and create a permanent Workplace Flexibilities Program that expanded flexible scheduling options, narrowed core hours, and established a new Alternate Work Schedule.
- Updated our <u>nursing mother's policy</u> and improved the physical space and accommodations for nursing mothers throughout DOL.
- Provided access to <u>Emergency Backup Dependent Care</u>, with specialists available 24/7 to assist you in identifying a
 provider from among the largest network of child and adult caregivers nationwide, with coverage in all 50 states.
- Reaffirmed <u>support for telework</u>, through a comprehensive review of existing telework practices to identify opportunities
 to expand its use, as well as responding to feedback seeking greater clarity of telework requirements and
 responsibilities.

- Eliminated the antiquated paper-based sign-in/sign-out process.
- Rolled out a <u>Bicycle Commuting Reimbursement Program</u> for employees who bike to work covering qualified expenses like buying a bike, getting a tune-up, and keeping you and your bike safe with locks, lights, or storage racks.

Investing in Training and Expanding Opportunities for Professional Growth

To equip all employees with the tools and support they need and create opportunities for professional development, we:

- Institutionalized the ROAD program. After an incredibly successful pilot, the <u>ROAD (Repository of Opportunities</u>, <u>Assignments</u>, <u>and Details</u>) <u>program</u> was made permanent. To date, there have been more than 700 ROAD placements, with the majority of participants saying they would recommend ROAD to their colleagues. In FY2016, 100 rotational assignments happened outside the National Capital Region.
- Launched <u>Mentoring@Labor</u>, a pilot offering employees an opportunity to connect with mentors for career advice, learning and development, one-on-one guidance, networking and expanded professional relationships. The program is entirely voluntary for both mentees and mentors. The pilot is focused on GS-9s and below, understanding that there is great need throughout all GS levels.
- Trained over 1,200 supervisors in 14 cities across the country through a One-Day Leading@Labor program, which cuts across the needs of different agencies and focuses on developing the skills to succeed as a leader anywhere within the department. The majority of participants recommended the training to other supervisors and thought the training facilitated new work relationships.
- Feedback on the Four-Day Leading@Labor training and the Emerging Leaders Training Program has been incredibly positive.
- Established a <u>training policy</u> that allows employees to utilize up to 40 hours per year for training, without using annual leave or credit time.
- Posted each Agency's specific <u>FEVS Annual Action Plans</u> that address training, innovation and leadership. The action
 plans are evolving, living documents that respond to employee feedback.
- Redesigned training for new managers to provide three days of intensive training around HR policies and programs, and offering informational webinars for new and experienced managers.

Cultivating a Culture of Diversity and Inclusion

To foster a more civil and collaborative workplace that truly values and embraces diversity, we:

- Launched <u>Behavior Matters</u> to identify shared values and commit to improving workplace interactions.
- Presented "Blindspot: Hidden Biases of Good People" with social psychologist Dr. Mahzarin Banaji. More than 3,500 employees participated in the session, and Dr. Banaji's LaborNet video on Navigating Bias in the Workplace is spurring additional conversations about this important issue.
- Established a <u>Diversity and Inclusion Council</u> to identify strategies to promote inclusion and diversity, and facilitate communication on these issues throughout the department. We also responded to your feedback about improving transparency on these issues, publishing important demographic information about the Department, training resources, the D&I Strategic Plan, and additional materials on <u>the DOL Office of Diversity and Inclusion LaborNet page</u>.
- Solicited feedback and improved engagement with <u>DOL's affinity groups</u> through ongoing quarterly meetings with the Deputy Secretary.
- Created an FEVS Community of Practice which meets regularly and where agency representatives share best practices to fulfill their action plans.
- Presented "Working Together Across Generations" LGBT Cultural Awareness Training. This was a unique training

opportunity on how four generations can grow and build in the workplace together.

- Launched IdeaMill to identify common sense solutions to the issues big and small faced by employees across the country, cultivating more than 2,115 ideas for improving IT capabilities, facilities, work/life balance, and much more.
- Issued updates to <u>DOL's policy on Equal Employment Opportunity</u>.
- Issued a <u>DOL Policy on Harassing Conduct in the Workplace</u>.
- Established the DOL Innovation Council in 2016, with a goal to develop people-centered solutions to improve processes and reimagine the next generation of IdeaMill.
- Established the Office of Employee Engagement which oversees Diversity & Inclusion, Training and Development,
 FEVS, and other workplace programs.
- Implemented <u>Mandatory Annual Diversity & Inclusion Training</u> for all DOL employees. Hidden Bias, Generations training, LGBT Cultural Awareness Training, Leveraging the Military Veteran as a Strategy, and other cultural awareness trainings, are some of the seminars which count towards fulfilling the training requirements.
- Recognized three additional affinity groups: Black Advisory Council (BLAC); Association of Latin Americans Serving DOL (ALAS); and the Frances Perkins Community Service Corps (FPSSC).

Focusing on Meaningful Measurement and Recognizing Exemplary Work

To help move away from the perception of management by numbers, create space for genuine leadership, and better recognize the exemplary contributions of employees across the department, we:

- Added eight new survey questions to the 2016 FEVS survey based on input from our unions. The original eight questions will again be included in the 2017 FEVS Survey.
- Improved the Honor Awards program for 2016 by allowing peer nominations, moving to an electronic nomination process, incorporating employee recognition into training, and providing greater clarity into the process and the possibilities by completely revamping the <u>DOL recognition information available on LaborNet</u>.
- Launched new Secretary's Honor Awards recognizing the importance of Mentorship and Leadership.
- Extended the option of time-off or cash awards to recognize employee performance.
- Continued to improve agency position descriptions and performance plans to ensure linkage with agency performance and operating plans, and organizational goals.
- Recognized employees regularly through the <u>DOL Innovations Award</u>, which was given for the first time in 2014.

Last Updated: May 3, 2017

For Employee Engagement questions or concerns, please email Engagement@dol.gov.

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Celebrating Hispanic Heritage Month

September 17, 2019

Dear Colleagues,

We celebrate Hispanic Heritage Month each year from September 15 to October 15 by honoring the accomplishments of generations of Hispanic-Americans who have positively influenced and enriched our great nation and society.

This year's theme, announced by the National Council of Hispanic Employment Program Managers, "Hispanic Americans: A History of Serving Our Nation," invites us to reflect on Hispanic-Americans' leadership and their contributions to our history and culture.

To find out about Hispanic Heritage Month events and resources, you can visit LaborNet and https://www.hispanicheritagemonth.gov/.

Sincerely,

Patrick Pizzella

Acting Secretary of Labor

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

365-7233

DOL Directory | A to Z Index | Site Map | DOL Forms | Help | Send Your Feedback | Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

You're Invited: Hall of Honor Induction Ceremony

September 12, 2019

Dear Colleagues:

You are cordially invited to attend the Hall of Honor Induction Ceremony for Senator Robert P. Griffin and Howard Jenkins Jr. on September 26th at 2:00 p.m. in the Great Hall. This exciting event will pay tribute to the two pioneering architects of the landmark Labor-Management Reporting and Disclosure Act of 1959.

Employees who wish to participate should coordinate their schedules with their supervisors. Managers and supervisors are encouraged to arrange work schedules so that employees may attend.





PATRICK PIZZELLA ACTING U.S. SECRETARY OF LABOR

INVITES YOU TO THE INDUCTION OF

SENATOR ROBERT P. GRIFFIN

HOWARD JENKINS JR.

U.S. Department of Labor Hall of Konor

> THURSDAY, SEPTEMBER 26, 2019 2:00 p.m.

UNITED STATES DEPARTMENT OF LABOR

Frances Perkins Building 200 Constitution Ave NW, Washington, DC

(It is recommended guests arrive 30 minutes before the program for security screening. Photo identification required for entrance. See map on reverse.)

Invited guests RSVP to Rudy Olivo, Office of Public Liaison 202-693-6000 • dol.rsvp@dol.gov



Please find the invitation included above. Those who wish to attend must RSVP at DOL.RSVP@dol.gov.

Patrick Pizzella

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

Acting Secretary of Labor

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Federal Employee Viewpoint Survey (FEVS)

The Annual <u>Federal Employee Viewpoint Survey (FEVS)</u>, administered by the Office of Personnel Management (OPM), measures employees' perceptions of whether, and to what extent, conditions characterizing successful organizations are present at DOL and within each DOL agency.

The Partnership for Public Service (PPS) uses the FEVS data to release its annual <u>Best Places to Work in the Federal Government Rankings</u>.

DOL's final 2019 FEVS response rate was 58.6% (up 2.3 percentage points from last year). THANK YOU to everyone who completed the survey!

Comparisons: Government Large Agencies – 52.4%, All Government – 42.6%

DOL FEVS & Employee Engagement Resources

Within DOL, FEVS administration and consultation is managed by the Office of Employee Engagement (OEE) within the Human Resources Center, in partnership with the <u>DOL</u> <u>FEVS Community of Practice (COP)</u> (PDF).

Please view the data, employee engagement, and organizational improvement resources below:

- 2019 DOL FEVS Results & Agency Employee Engagement Action Plans
- FEVS Frequently Asked Questions (FAQs)
- <u>Unlocking Federal Talent</u> Data visualization dashboard created by OPM to help government leaders make data driven decisions and design initiatives to improve the overall engagement and satisfaction of Federal Agencies.
- EVS ART Allows for quick, easy, and accurate analysis of EVS results.
 - FEVS Analysis & Results Tool (XLS)
 - Guidance on Comparison Heat Map (PDF)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Guidance of Obtaining and Entering OPM FEVS Data (PDF)

DOL's Actions to Improve Organizational Effectiveness and Employee Engagement –
 Departmental efforts to Build a Better DOL, in partnership with employees and
 Agencies, focused on organizational effectiveness and employee engagement.

Choose a Region -

Additional Employee Engagement Resources

- Interactive Diversity Data Dashboard Presents current demographic data and employee statistics across the department to better understand the diversity of our DOL workforce.
- Affinity Groups Employee-led groups that share a common interest, such as race, gender or cultural identity which drive personal and professional development, promote diversity, and strengthen networking.
- <u>Learning Resources</u> Information about Training and Development programs and opportunities across DOL.
- Mentoring@Labor Program Newly launched DOL program to promote the power of mentoring relationships and collaboration.
- Repository of Opportunities, Assignments, and Details (ROAD) Program DOL's shortterm developmental opportunities hub that increases employee engagement, career development, cross-training, and innovation.

Please contact Engagement@dol.gov or Kristin McNally, Director of OEE at mcnally.kristin.n@dol.gov with questons, or with requests for additional information.

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Last updated: September 6, 2019

For Employee Engagement questions or concerns, please email Engagement@dol.gov.

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Workplace Flexibilities Program

DOL Guidance

- DOL Midday Flex Pilot Guide (PDF)
- DOL Workplace Flexibilities Guide (PDF)
- Workplace Flexibilities Frequently Asked Questions (FAQs)

Training

DOL Workplace Flexibilities Online Training Module and AWS Agreement Request
 Form

webTA Guidance

- webTA Getting Started: Supplemental Supervisor/Employee Instructions
- Basic Instructions for Setting Up a Temporary Schedule for "In lieu of" AWS Day (PDF)

Additional Resources

- DOL Telework Guidance
- DOL Personnel Regulations 550 Pay Administration
- DOL Personnel Regulations 551 Pay Administration Under the Fair labor Standard
 Act
- DOL Personnel Regulations 610 Hours of Duty and Alternative Work Schedules
- DOL Personnel Regulations 630 Absence and Leave
- DOL Workplace Flexibilities Pilot Evaluation (PDF)

Questions/Comments from DOL Employees

For questions, DOL employees and managers can email flexibilities@dol.gov.

Last updated: January 11, 2017

For Workplace Flexibilities Program questions or concerns, please email flexibilities@dol.gov.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Behavior Matters: Let's Commit to a Better DOL

Meeting our mission on behalf of the people we serve requires a professional environment where mutual respect, shared trust, fairness, and diversity are valued. In our interactions with each other, we will:

- **Show appreciation:** We say thank you. We give genuine, timely, and meaningful recognition. We acknowledge the contributions of all team members.
- Communicate effectively: We listen. We establish clear expectations. We openly and proactively share information. We are transparent about the decision-making process with staff at all levels.
- Work together: We encourage teamwork. We treat each other fairly. We empower
 everyone to contribute their voice, skills, and abilities. We leverage technology and
 innovation to work collaboratively.
- Take responsibility: We are proud of the work we do. We are aware of how our actions impact others. We value feedback and use constructive criticism to improve our work.
- **Show empathy:** We practice patience. We get to know our colleagues. We work to treat others the way they want to be treated.
- Embrace diversity: We value individuality, diverse backgrounds, and varying perspectives. We are open to exploring our own preconceptions and we promote an inclusive work environment.
- Print the Behaviors one pager (PDF)
- Print the Elevator Poster (PDF)

The Process

In September 2015, we started an important conversation about how we interact with each other to help ensure the Department of Labor is not simply a place we come to work, but a place we enjoy coming to every day as we support of our mission. We embarked on a coordinated initiative with NCFLL and a number of our affinity groups — Behavior Matters — to engage as many different voices in that conversation as we could... Read more

Lead a Conversation

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Use the following guide to facilitate a conversation with your colleagues and tell us about it
 - Behavior Matters Conversation Guide (PDF)
 - Conversation Presentation and Power Point Slides (PDF)
 - After you have facilitated a conversation, please be sure to fill out this <u>Feedback</u>
 <u>Form</u> (Link to survey)

Resources

- In the News
 - No Time to Be Nice at Work (The New York Times)
- Relevant Training
 - Workplace Conflict: Recognizing and Responding to Conflict (LearningLink)
 - Workplace Conflict: Strategies for Resolving Conflicts (LearningLink)

Last updated: September 8, 2016

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DOL Repository of Opportunities, Assignments & Details (ROAD)

DOL has your ROAD to Possibilities

The Department of Labor is pleased to introduce ROAD – **Repository of Opportunities**, **Assignments & Details**. This repository is designed to connect DOL employees to fill short-term assignment opportunities or longer term details.

Submit a Post

Managers interested in listing an opportunity

Available Assignments

- Available Opportunities for Employees
- ROAD Application Form

DOL Guidance

- ROAD Program Guidance (PDF)
- ROAD Frequently Asked Questions
- Rotational Assignment Agreement (DOC)
- Benefits of the ROAD Program



What **ROAD** will you take?

See available assignments and take the first step to your new opportunity at labornet.dol.gov/abetterdol.

Questions/Comments from DOL Employees

For questions, DOL employees and managers can email ROAD@dol.gov.

Archived Posts

List of previous postings and status

Last updated: April 1, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Enter email address to subscribe to this page:

DOL Repository of Opportunities, Assignments & Details (ROAD)

Available Opportunities for Employees

Agency -	Title of Position	Location	Opening -	Closing -
SOL-124	Legal Assistant/Docket Clerk (PDF)	Washington, DC	09/24/2019	10/08/2019
EBSA-153	Quality Assurance Coordinator (PDF)	Washington, DC	09/24/2019	10/08/2019
EBSA-152	Employee Benefits Plan Assistant (PDF)	Pasadena, CA	09/23/2019	10/07/2019
ETA-309	Workforce Analyst (PDF)	Washington, DC	09/23/2019	10/07/2019
WHD-195	Acting Deputy Regional Administrator (PDF)	Dallas, TX	09/20/2019	10/04/2019
WHD-194	Wage and Hour Technician (PDF)	Charleston, WV	09/20/2019	10/04/2019
ILAB-66	International Administrative Specialist (PDF)	Washington, DC	09/18/2019	10/02/2019
SOL-122	Attorney/Advisor (PDF)	Washington, DC	09/16/2019	09/30/2019
SOL-123	Staff Assistant (PDF)	Washington, DC	09/16/2019	09/30/2019
ETA-308	Financial Management Specialist/Officer (PDF)	Washington, DC	09/16/2019	09/30/2019
ILAB-65	International Relations Analyst/Officer (PDF)	Washington, DC	09/16/2019	09/30/2019
OSHA-122	Criminal Investigation Team Assistant (PDF)	Boston, MA	09/11/2019	09/25/2019
OWCP-163	Workers' Compensation Assistant (PDF)	TBD after selection	03/16/2018	06/30/2020
OWCP-162	Claims Examiner (PDF)	TBD after selection	03/16/2018	06/30/2020

Last Updated: September 24, 2019



What **ROAD** will you take?

See available detail assignments and take the first step to your new opportunity at labornet.dol.gov/abetterdol.

ROAD Opportunity Creation Form

Instructions: Please fill out the form completely. If you have any questions, please contact ROAD@dol.gov and one of the program coordinators will provide assistance.

Please note that all form fields are required.

Hiring Manager Contact Information
 Name *

Email *

2. Position Information *

DOL Agency

-- Please Select --

Title of Position *

Position Location - (City, State) *

Area of Consideration *

Please describe the area of consideration for this position (e.g., Washington, D.C. local commuting area). Will you only consider applicants from your local commuting area? Certain regions? National Office only? No restrictions?

Open Date - (MM/DD/YYYY) *

Close Date - (MM/DD/YYYY) *

*Two weeks is the standard open period for most opportunities.

Length of Assignment (in days; should not exceed 120 days) *

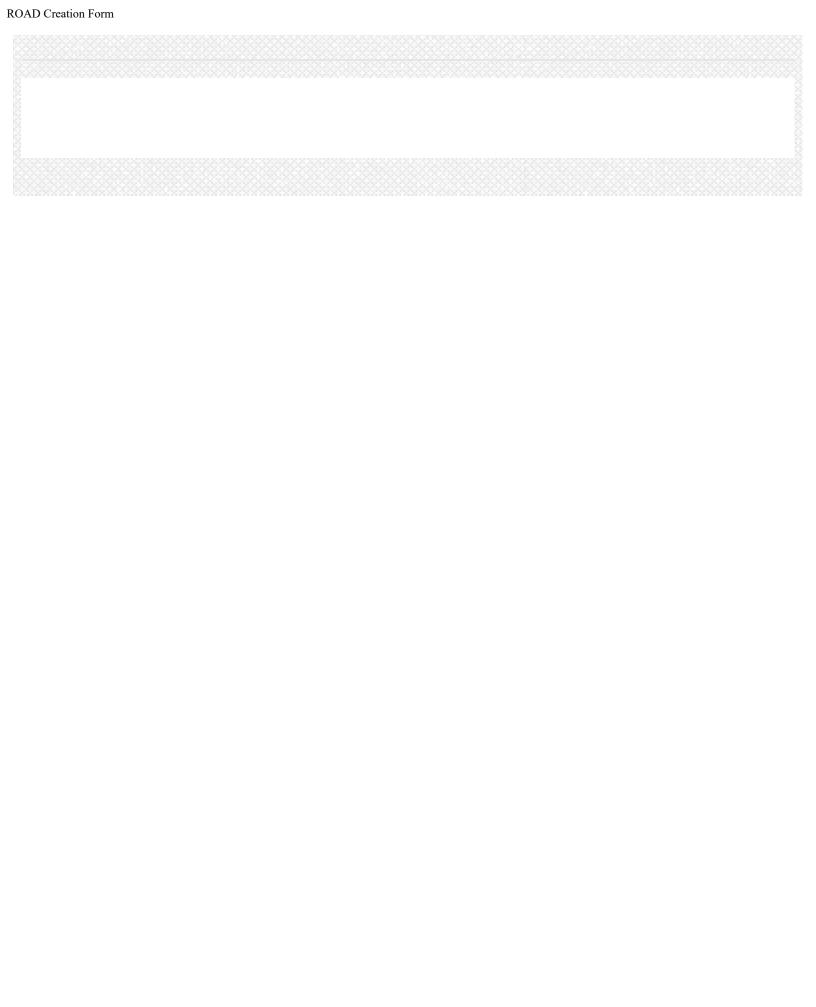
Is the position telework eligible? *

Yes No

About the Office *

Please provide a brief description of the mission of your office.

Creation Form		
Primary Po	sition Duties *	
Please pr	ovide a brief description of the primary duties of the assignment.	
Cnowledge	and Skills Required *	
The ideal	candidate will have the following knowledge and skills (please use a list	
format).		





DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Telework at DOL

Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. The Telework Enhancement Act (TEA) aims to increase telework opportunities for Federal employees without diminishing employee performance or agency operations. Telework is family friendly, boosts employee morale, can promote productivity, is good for the environment, and it helps the Department fulfill its mission during emergencies through continuity of operations. The information on this page helps managers and employees maintain accountability and ensure consistent and effective application of DOL telework policies and procedures.

Position Telework Eligibility

Position telework eligibility can be found in individual employee records through HR Connect. Employees can also check with their supervisor and/or Agency Telework Coordinator to confirm their most recent telework eligibility status, as necessary. Additionally, employees should consult with their supervisor for any questions about the application of telework to their position.

Applying for Telework

To be able to telework, the position must be telework eligible and the employee must meet additional criteria required by the TEA, DOL policy and applicable collective bargaining agreements. Participation in telework is voluntary. Individual employee participation in telework is subject to supervisor approval and based upon the business needs of the office.

To establish a telework arrangement, the steps are:

- An employee submits a request to telework to their immediate supervisor for approval.
- The supervisor reviews the request in light of the applicable telework criteria and the business needs of the office and Agency.
- If disapproved, the supervisor provides the employee with a written business reason explaining the reasons for denial. Employees are eligible to reapply for telework as soon as the criteria are met.
- If approved, the supervisor determines what is workable for the employee's telework

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

schedule (with input from the employee) based on the office needs and position duties.

- The employee and supervisor discuss the required office and telework procedures so all understand what is expected.
- The employee completes the required <u>telework training</u> and provides a copy of the certificate of completion to the supervisor.
- The employee and supervisor complete and sign the applicable telework agreement form and Employee Safety Self-Certification Checklist (found in the "Forms" section below).
- The supervisor provides a copy of the signed telework agreement and safety checklist to the employee and to the appropriate <u>Agency or Regional Telework Coordinator</u>.
- Employee begins teleworking.

Be advised that all telework requires a written telework agreement and training. Therefore those in telework eligible positions who may want to telework only on an "ad hoc" or "unscheduled" basis will need to have these two elements in place.

DOL Telework Resources

- Agency and Regional Telework Coordinators
- HR News You Can use, Volume 2, Issue 11 (Telework)
- DOL Telework Policy (DPR 611 Telework)
- Union Telework Handbooks
 - DOL/Local 12 Article 12
 - DOL/NCFLL Article 29
 - NULI-OLMS Telework Guide (PDF)
- Telework Training
- Telework Agreement Forms
 - Local 12 Telework Agreement Form (DL1-6073A PDF)
 - Local 12 Telework Employee Self-Certification Safety Checklist (DL1-6073A-1 PDF)
 - NCFLL Telework Agreement Form (DL1-6073B PDF)
 - NCFLL Telework Employee Self-Certification Safety Checklist (DL1-6073B-1 PDF)
 - NCFLL Home-Office Self-Inspection Guidelines (DOC)
 - NULI Telework Agreement Form (DL1-6073C PDF)
 - NULI Telework Safety Checklist (DL1-6073C-1 PDF)
 - Non-Bargaining Unit Standard Individual Telework Agreement (DL1-6073 PDF)
 - Non-Bargaining Unit Standard Alternate Worksite Employee Self-Certification Safety
 Checklist (DL1-6073-1 PDF)
- Frequently Asked Questions
- Employee Telework Tips
 - What DOL Employees Should Know About Telework
 - Successful Telecommuting (PDF)
- Manager/Supervisor Tips
 - Effective Tips for Managing Teleworkers (PDF)

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Additional Resources

- Telework Eligibility Decision Trees
 - Position Telework Eligibility Decision Tree (PDF)
 - Employee Telework Eligibility Decision Tree (PDF)
- DOL Information Security Guidance
- DOL Dismissal and Closure Procedures
- OPM Guide to Telework in the Federal Government (PDF)
- Telework.gov
- DOL Workplace Flexibilities
- Mid-day Flex Pilot: Providing a Voluntary Unpaid Break (PDF)

Last updated: July 30, 2019

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DPR Chapter 611 – Telework

December 1, 2011

Introduction. The Department of Labor (DOL) administers its telework program in accordance with Public Law 106-346, Public Law 111-292 (the Telework Enhancement Act of 2010), and applicable statutes and regulations. The Act aims to increase telework opportunities for Federal employees and requires executive agencies to establish a policy under which eligible employees of the agency may participate in telework without diminishing employee performance or agency operations. All DOL employees meeting the definition of employee as defined in Section 2105 of Title 5 of the United States Code are covered by the Telework Enhancement Act of 2010.

This Departmental Personnel Regulation (DPR) describes the Department's program for work at alternative sites, referred to herein as telework. The policies outlined in this DPR should be applied in conjunction with the applicable collective bargaining agreements and sub-agency specific telework guidance. Pre-existing telework agreements and arrangements must be brought into conformance with this DPR. Provisions of this DPR that conflict with any future statute or regulation must be brought into compliance with such requirements.

Employee participation in any telework program established under this DPR is voluntary. Policies and practices set forth by the Department to conform with and/or support government-wide laws, rules, and regulations are required for all employees. Additional information on telework processes for bargaining unit employees may be found in the appropriate collective bargaining agreement. In cases where DPR Chapter 611 requirements differ from those in the respective collective bargaining agreement, the collective bargaining agreement requirements will be applied.

References:

- Telework Enhancement Act of 2010 (Public Law 111-292) (PDF)
- Public Law 106-346 (PDF)
- <u>5 U.S.C. 5542</u>
- <u>5 CFR 550.112</u> (PDF)
- DOL Policy DPR 610, Hours of Duty and Alternative Work Schedules
- DOL Policy DPR 630, Absence and Leave
- DOL/Local 12 Collective Bargaining Agreement Article 12

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- DOL/NCFLL Collective Bargaining Agreement Article 29
- NULI/OLMS Telework Guide (PDF)
- DLMS 4 Chapter 306 Reasonable Accommodations for Employees and Applicants
 With Disabilities
- Spotlight 934

Table of Contents

- Subchapter 1 Purpose
- Subchapter 2 Types of Telework Arrangements
- Subchapter 3 Eligibility
- Subchapter 4 Application
- Subchapter 5 Appeal Process
- Subchapter 6 Modifying a Telework Agreement
- Subchapter 7 Recall
- Subchapter 8 Termination
- Subchapter 9 Duty Station
- Subchapter 10 Time and Attendance
- Subchapter 11 Delayed Arrival, Early Dismissal, and Closure Procedures
- Subchapter 12 Office Coverage
- Subchapter 13 Space
- Subchapter 14 Safety
- Subchapter 15 Continuity Planning
- Subchapter 16 Information Technology Security
- Subchapter 17 Sensitive and Personally Identifiable Information
- Subchapter 18 Reasonable Accommodation
- Subchapter 19 Operating Principles and Responsibilities

Subchapter 1: Purpose

Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

Balancing work and family responsibilities, recruitment and retention, cost savings to the Government, and addressing environmental, financial, and commuting concerns are also among the advantages of telework. Additionally, one of the major benefits of telework is the ability to maintain continuity of operations for essential Government services and continue a high level of employee productivity during emergency situations (i.e. inclement weather, public health emergencies, natural disasters, localized events, etc.).

DOL recognizes the mutual benefits of a flexible workplace program to the Department

· Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 and its employees. At the same time, DOL must accomplish its mission without diminishing employee performance or the operations of the agency. Participation in the telework program must be consistent with mission accomplishment and customer service.

Subchapter 2: Types of Telework Arrangements

All telework arrangements require supervisory approval and a written agreement between the employee and his/her supervisor.

There are two basic types of telework arrangements:

- a. **Formal arrangements** are **regular and recurring** in nature and include working at home or other site(s) approved by the supervisor.
- b. Informal arrangements are ad hoc or episodic in nature for short periods of time and used on an as needed basis. These situational arrangements are not regular or recurring and are not expected to continue on a long-term basis. An informal arrangement may be used as a trial period to determine the practicality of a formal arrangement; however, if such an arrangement becomes permanent in nature, a formal arrangement is required. An informal arrangement is also used to perform telework during emergency situations (see Subchapter 15 Continuity Planning) or unscheduled telework when authorized (see Subchapter 11 Early Dismissal and Closure Procedures).

Subchapter 3: Eligibility

The Department recognizes that although telework is not appropriate for every position given mission requirements and other extenuating circumstances, all or parts of many jobs are appropriate for teleworking. Within 60 days of a position being encumbered, management will review the position's duties/tasks and notify the employee if his or her position is eligible for telework in whole or in part.

Probationary employees should only participate in informal/ad hoc telework.

Employees whose duties and responsibilities require the following on a **daily** basis are ineligible to participate in the telework program:

- a. In-person contact with customers.
- b. The use of specialized equipment specific to the main worksite.
- c. Direct handling of or access to classified, secured, or sensitive materials which are determined to be inappropriate for transport or remote access.
- d. Activity that is otherwise infeasible to be performed away from the main worksite.

Additionally, employees are not eligible to participate in the telework program if:

a. The employee has been officially disciplined for being absent without permission for

- more than five (5) days in any calendar year.
- b. The employee has been officially disciplined for violations of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography on a Federal Government computer or while performing official Federal Government duties.

For those employees occupying positions determined to be telework eligible by management, the following additional criteria must also be met by the employee in order to implement a telework agreement:

- a. A sufficient amount of the employee's essential work functions to be identified by the supervisor can be performed at a telework site.
- b. The necessary office coverage needs are met and not negatively impacted by the employee's participation in telework.
- c. The employee will be available and accessible to supervisors, co-workers, and customers at all times while performing work at the telework site.
- d. The employee's most recent performance evaluation is at least Effective.
- e. The employee has not been officially disciplined within the previous twelve (12) months for reasons that would cause management to be concerned about the employee's trustworthiness or dependability.
- f. Costs of such an arrangement are feasible. Costs or cost savings in technology, equipment, and telecommunications are considerations in decisions regarding participation in telework arrangements.
- g. Technology/equipment is available. Existing and evolving technology may allow or prevent an employee from participating in the telework program if the employee requires access to specific equipment and/or technology on telework days. Such equipment/technology may include:
 - Long distance telephone
 - Telephone access (other than long distance)
 - Computer and/or printer assigned to the employee's home
 - Computer hardware/software
 - Modem and possible additional computer access
 - Modifications to the central computer to allow employees to connect
 - Equipment maintenance and repair
 - Remote technical assistance
 - Replacement of damaged or lost equipment
 - Fax capability
 - Internet Service Provider
 - Remote access hardware/software
- h. The designated telework training is completed before the telework agreement is signed, and a certificate of completion is provided to the supervisor. Online telework training can be accessed at: http://www.labornet.dol.gov/me/worklife/Telework-Training.htm.

Subchapter 4: Application

When an eligible employee wishes to participate in the telework program, he or she must submit a telework request to his or her immediate supervisor, who will evaluate the request considering the supervisors needs of the office and the conditions and requirements outlined in Subchapter 3. The supervisor and the employee will meet to discuss and review the request. The supervisor's decision is to be provided to the employee within ten (10) workdays.

- a. If the request is approved, the specifications and requirements of the arrangement will be established and discussed by the supervisor and employee. A written agreement will be developed and signed by both the supervisor and employee **following completion of the <u>designated telework training</u></u>. The employee will begin working at the telework site within fifteen (15) workdays after completion of the telework agreement form unless circumstances dictate otherwise.**
 - Supervisors shall provide a copy of the executed telework agreement to the Agency/Regional Telework Coordinator. <u>DOL Telework agreement forms</u> and a list of <u>Agency and Regional Telework Coordinators</u> can be found on LaborNet.
- b. If the request is not approved, the supervisor will provide the employee a written explanation of the reason(s) for denial. Denials should be based on business-related reasons as outlined in Subchapter 3.

Subchapter 5: Appeal Process

Employees who wish to appeal a denial of participation can submit a written request directly to the second level supervisor. The second level supervisor will meet with the employee within ten (10) workdays to hear the appeal of actions taken by management. The second level supervisor will provide a written response to all parties within five (5) workdays after the meeting. The second level supervisor's decision for employees is final.

Subchapter 6: Modifying a Telework Agreement

Any changes to existing telework agreements must be agreed upon by the supervisor and employee. Changes should be documented on the original telework agreement and initialed/dated by both the supervisor and employee. A copy of the revised telework agreement should be kept on file by the supervisor and employee, and forwarded to the appropriate Agency or Regional Telework Coordinator by the supervisor.

Subchapter 7: Recall

Employees participating in telework programs must be accessible and available for recall to their regular offices for work needs and requirements that cannot be met at the telework

site. Recall examples include, but are not limited to, training, special assignments or meetings, new work requirements, unanticipated short-term staffing shortages, and emergencies.

Management will take full advantage of existing technology (teleconference, email, fax, collaborative tools, etc.) where possible to minimize recall. A recall shall last no longer than is reasonable to complete the task or purpose of the recall. When possible, management will provide advance notice for all recalls; however, depending on the circumstances, there may be times when advance notice cannot be given. In these cases, management will provide notification as soon as possible.

Subchapter 8: Termination

Employees may voluntarily terminate participation in the telework arrangement at any time; however, employees may be expected to continue working at the telework site for a reasonable period to allow management time to arrange for a work station at the main work site.

Supervisors may terminate an arrangement whenever one or more of the following conditions occur:

- a. There is a change in work requirements such that the position no longer meets the eligibility criteria for telework, or the telework arrangement no longer supports the mission.
- b. The employee's performance is rated less than Effective after at least ninety (90) days, the minimum rating period.
- c. The employee has demonstrated conduct problems regarding trustworthiness or dependability.
- d. An employee is officially disciplined for being absent without permission for more than five (5) days in the calendar year.
- e. An employee is officially disciplined for violation of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography on a Federal Government computer or while performing official Federal Government duties.
- f. Costs of the arrangement are no longer feasible.
- g. Technology changes require return to the main office.
- h. The employee does not conform to the terms of his or her telework arrangement.

When terminating a telework arrangement, the following must occur:

- a. To the extent practicable, supervisors will attempt to provide at least five (5) workdays advance notice of the termination of an arrangement.
- b. The Notice of Termination must be in writing and indicate the reason(s) for termination.
- c. When a telework arrangement is terminated, supervisors must notify the respective Agency/Regional Telework Coordinator.

Supervisors should consult with their servicing Human Resources Office for additional guidance on terminating a telework arrangement. Termination of a telework arrangement does not prevent an employee from reapplying as soon as the required criteria are met.

Subchapter 9: Duty Station

There are no Government-wide restrictions on distance for teleworkers. The official worksite for a long-distance teleworker (an employee who works most or all of the time from a different geographic area than his/her official duty station) is the location where he or she would normally work if not teleworking, as long as he or she is regularly scheduled to physically be at that worksite at least twice each biweekly pay period on a regular, recurring basis.

However, for permanent long-distance telework arrangements, where the teleworker would not return to the normal worksite twice per biweekly pay period, the official worksite must be reassigned to be the telework location. Teleworkers and their managers should discuss and consider the implications of long-distance telework so that all involved clearly understand the arrangement. This may have an impact on locality pay and payment for travel. If circumstances indicate that a change in duty station may be necessary, management should consult their servicing Human Resources Office for additional guidance. Duty station determinations will be governed by Office of Personnel Management regulations and guidance. See

http://www.opm.gov/oca/pay/html/Official Duty Station.asp for additional information.

Subchapter 10: Time and Attendance

- a. The governing rules, regulations, and policies concerning time and attendance, leave, and overtime are unchanged by an employee's participation in telework.
- b. Telework schedules can vary and are subject to supervisory approval. An employee may work a fixed work schedule or follow the flexitime work schedule for the office, if applicable. The established hours of work must be described in telework agreements. Employees will not perform overtime or night work at the telework site without advance supervisory approval. If the employee works overtime that has been directed and/or approved in advance, the employee will be compensated in accordance with applicable statutes, rules, or regulations.
- c. Employees are not entitled to an alternate telework day if their regularly scheduled telework day happens to occur on a Federal holiday.
- d. In accordance with the Fair Labor Standards Act, it is the responsibility of the supervisor to exercise appropriate supervision to ensure that only work for which it intends to make payment is performed.
- e. An employee must obtain advance supervisory approval to depart the telework site and complete the remainder of the workday at the main office.
- f. Under 5 U.S.C. 5542(b)(2) and 5 CFR 550.112(g), travel to and from an employee's

- official duty station may be considered hours of work if the travel is within the days and hours of the employee's regularly scheduled administrative workweek.
- g. If an employee while teleworking is required by his or her supervisor to come in to the office after the official work day has begun, the time traveling is considered hours of work. If the supervisor asks the employee to work from the main office instead of at the telework site before his or her official workday begins, the time traveling before the work day begins is considered commuting time, and is not paid. In either instance, the travel home in the evening after the work day has been completed is considered commuting time and is not compensated.
- h. Employees must check the "telework" flag in the time and attendance system for those days that they work at their telework locations. Entering this data will ensure accurate reporting of hours worked in the DOL Telework Program.
- i. Employees who are required to telework during their regular tour of duty on a day when Federal offices are closed to the public (or when other employees are authorized a delayed arrival or an early departure) are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled non-overtime hours.
- j. Additional information regarding DOL policy on hours of duty can be found at http://labornet.dol.gov/me/hr/DPR/Chapter610.htm and Spotlight 934. Information on DOL leave policy can be found at http://labornet.dol.gov/me/hr/DPR/Chapter630.htm.

Subchapter 11: Delayed Arrival, Early Dismissal, and Closure Procedures

Delayed Arrival

a. Employees scheduled to telework on the day of a **delayed arrival**, as determined by the Office of Personnel Management (OPM), are expected to begin telework at their regularly scheduled time unless leave has been requested and approved by the supervisor.

Early Dismissal

b. Employees teleworking during an **early dismissal** are expected to continue working their regularly scheduled work hours or request leave.

Closure

c. Non-emergency employees who are regularly scheduled to telework under a formal telework arrangement on the day of a government office **closure** are expected to continue working. On a case-by-case basis, a supervisor may excuse a teleworker from duty during an emergency situation if the emergency adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), if the teleworker faces a personal situation (e.g., unexpected dependent care) that prevents him or her from

- working successfully at the telework site, or if the teleworker's duties are such that he or she cannot continue to work without contact with the regular worksite.
- d. Supervisors and telework eligible employees who are not regularly scheduled to telework on the day of a closure may agree to an informal/ad hoc telework arrangement authorizing an employee to telework during a closure in order to fulfill a business need, when necessary.

Unscheduled Telework

e. When severe weather conditions or other circumstances disrupt or prevent employees from commuting or reporting to work, the option of unscheduled telework may be offered to telework eligible employees. In this instance, those employees with formal or informal telework agreements who are not already scheduled to telework, may request supervisory approval to perform unscheduled telework, report to their duty station, or take unscheduled leave.

For employees in the Washington, DC area, a manager or supervisor is authorized and expected to grant an excused absence when he or she has no bona fide assigned work for an employee that can be performed off site under their telework agreement. This authority should be reserved for employees in unavoidable circumstances when public transportation is unavailable and, in the interest of employee safety or well-being, the employee should not attempt to come to work and when personal circumstances, e.g., power outages or emergency childcare responsibilities, prevent them from working at home. Requests from employees for administrative leave must be in writing (email is acceptable), before or after the fact, explaining — with specificity — the unavoidable circumstances forming the basis for the request. Managers and supervisors should make every effort to treat employees who are dealing with similar situations consistently (e.g., several employees with public transportation issues should be treated the same).

Per <u>DPR 610 – Hours of Duty</u>, a supervisor may excuse brief absences, **not** exceeding three consecutive workdays in a single period of excused absence.

Subchapter 12: Office Coverage

The accomplishment of the Agency's mission is paramount. Management will continue to have responsibility for ensuring the mission of the Department is carried out. While supervisors and managers are encouraged to be progressive in regard to structuring how their offices operate or the manner in which they assign work, there is no contractual or legal requirement obligating the Department to do so to support an employee's request to participate in telework.

Each office will determine adequate coverage during official hours for the purpose of ensuring that the functions of the office and mission of the Department are fulfilled. Some examples of the principal types of coverage are:

- a. Customer service (i.e. answering phones, greeting clients, etc.);
- b. Providing on-site clerical, technical, and professional support;
- c. Providing office representation at essential meetings;
- d. Handling inquiries from the public; and
- e. Conducting on-site program needs based on business necessity.

All employees are obligated to comply with established coverage requirements.

Supervisors will determine the necessary scheduled hours to ensure appropriate coverage of the worksite. The determination of who will work which particular hours to ensure such coverage is within the authority of the supervisor, and the equitable sharing of the burden of coverage will be considered. Where personal preference conflicts with office coverage, office coverage shall prevail. The opportunity of each employee to maximize his or her telework participation shall be consistent with the coverage of legitimate work functions as determined by the supervisor.

Subchapter 13: Space

Efficient utilization of office space is a beneficial characteristic of a telework program. Employees who have a formal telework arrangement of 3 days or more a week may not be entitled to a dedicated personal work station. These employees may be required to utilize common/shared work areas where a work surface, personal computer or docking station, phone, and locked storage area will be provided. It is understood that these work areas are not permanently assigned to any specific employee and are utilized as available and as needed when the employee is required to report to the main office.

Should the telework arrangement be terminated, the employee will be placed in assigned workspace which may be different than that occupied prior to entering the telework arrangement.

Subchapter 14: Safety

Employees must make a reasonable attempt to ensure a safe and healthy telework environment. Each employee participating in telework must sign a self-certification checklist that proclaims the telework site is safe. Supervisors may deny an employee the opportunity to participate in telework or may rescind a telework agreement based on safety issues at the telework site.

The Government is not responsible for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by the Federal Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claim Act. Injuries that arise in the performance of duty at the telework site may be subject to the Federal Employees' Compensation Act.

Subchapter 15: Continuity Planning

Telework is an integral component of the Department's Continuity Plan in the event of emergencies affecting DOL personnel or facilities. Employees whose positions have been identified as mission critical under continuity of operations (COOP) or other emergency situations may be required to telework during an emergency situation as permitted by employment conditions, statutes, rules or regulations.

Mission critical personnel should have telework agreements in place and practice teleworking in order to be prepared to telework during an emergency. These mission critical personnel should be resourced to the greatest extent possible, with the appropriate hardware, software, and training necessary to conduct essential functions for the Department via telework, if necessary.

Agencies are encouraged to conduct quarterly telework tests and annual telework exercises to analyze connectivity and accessibility for all teleworkers. Telework exercises will ensure teleworkers have the capability to perform essential functions remotely, especially in response to an emergency. Telework tests and exercises are defined as:

- a. Telework Tests Activities designed to assess the functionality of telework equipment; the capacity of the teleworker to use the equipment effectively; and the ability of the teleworker to establish connectivity to DOL information technology systems (e.g., email, LaborNet, PeopleTime, etc.) and shared drives, if required.
- b. Telework Exercises Single or multi-day exercises in which groups of agency or intraagency teleworkers are given various challenges to address and scenarios beyond those presented by equipment and connectivity testing. These challenges and scenarios should be representative of the type that would normally occur during a realworld event.

Subchapter 16: Information Technology Security

Supervisors and employees must take measures to ensure the security of portable systems while teleworking. Government furnished equipment may be required to access some internal DOL systems. Non-Government furnished equipment may have access limitations. Supervisors and employees must consult with their <u>Agency Information Technology Office</u> for further guidance on technical and information technology security related policies and operations.

Subchapter 17: Sensitive and Personally Identifiable Information

The employee will apply approved safeguards to protect Government/Agency records from unauthorized disclosure or damage and will comply with requirements set forth in the

Privacy Act of 1974, Public Law 93-579, codified at Section 552a, title 5 U.S.C. and specific DOL and sub-agency confidentiality requirements. The supervisor and employee will discuss these safeguards and other rules of behavior prior to entering into a telework arrangement, including how to report a loss or theft of information while teleworking.

Subchapter 18: Reasonable Accommodation

If an employee requests the ability to telework as a reasonable accommodation for disability, the supervisor should consult with the respective agency EEO Manager to effectively respond pursuant to DLMS 4, Chapter 306 – Reasonable Accommodation for Employees and Applicants with Disabilities.

Subchapter 19: Operating Principles and Responsibilities

The Government is not responsible for operating costs, home maintenance, or any other incidental costs to the employee (e.g., utilities) while the employee is teleworking; however, employees on telework are entitled to reimbursement for authorized expenses (e.g., fees for business-related long distance calls) while conducting Government business.

DOL seeks to purchase technologies and services to enable and promote continued utilization of telework, however, agencies are not required to furnish technologies solely for the use of telework and costs associated with telework are considerations in decisions regarding employee participation in a telework arrangement.

Each DOL Agency and Region will designate a telework coordinator whom employees and supervisors may contact for technical guidance and assistance as telework issues arise.

Supervisor Responsibilities

- a. Supervisors maintain full authority to assign and monitor work to be accomplished while an employee is teleworking. This includes, but is not limited to, identifying desired methods of communication during telework day, assigning specific work products, requiring an employee to provide a brief summary of accomplishments, or supervisory telephone calls as necessary to an employee during times the employee is scheduled to be on duty.
- b. Supervisors shall perform an annual review of telework arrangements to ensure the needs of the office/agency and employee are being met.
- c. Supervisors of teleworkers should participate in telework training for managers. Online telework training can be accessed through LearningLink at http://www.labornet.dol.gov/me/worklife/Telework-Training.htm.

Employee Responsibilities

- d. Employees are responsible for notifying their supervisor if conditions at the telework site impact their ability to successfully complete work assignments, e.g., interruption of electricity or internet service, or unexpected dependent care situations.
- e. For employees who use Government equipment during telework, the employee will use and protect the equipment in accordance with 5 CFR 2635.704. Government-owned equipment will be serviced and maintained by the Government. Employees will ordinarily be given a minimum of 24 hours advance notice regarding required service or maintenance of Government-owned property. Such service or maintenance will occur during the employee's normal work hours unless circumstances dictate otherwise. If the employee uses his/her own equipment, the employee is responsible for its service and maintenance.
- f. Employees on telework are obligated to ensure a safe and healthy work environment and to apply necessary safeguards to protect Government records from damage or unauthorized disclosure.

Telework Program Responsibilities

- g. **DOL Telework Managing Officer** will serve as advisor to Agency leadership and the primary agency point of contact for OPM on telework matters.
- h. DOL Telework Program Coordinator will provide:
 - 1. Telework policy development and program guidance in accordance with all applicable statutes, regulations, and other requirements.
 - 2. Guidance to Agency and Regional Telework Coordinators.
 - 3. Telework data, as necessary, to assist with telework inquiries and information requests.
- i. Agency and Regional Telework Program Coordinators will:
 - 1. Provide guidance to respective managers and employees on the implementation and operation of Agency and Regional telework programs.
 - Maintain information on respective agency or regional telework agreements for Agency or Regional employees.
 - 3. Provide data and other requested information to the DOL Telework Program Coordinator as requested.
 - 4. Notify unions of the establishment and termination (if applicable) of telework agreements, as appropriate.

Last updated: February 23, 2016

For DOL Personnel Regulations (DPR) questions or concerns, please contact HRC at 202-693-7600.



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Telework Training

3 Easy Steps to Telework Training...

- Log into LearningLink at: https://LearningLink.dol.gov.
- Perform a catalog search for "DOL Telework Training for Employees" or "DOL
 Telework Training for Managers" and then launch the appropriate course by selecting it.

Please note, for the telework training:

- The optimal screen resolution for viewing the course is 1024 x 768, so the screen size may need to be increased or decreased when you first open the training.
- The "Select Menu" button will simply close the window currently open and learners will be required to select "Return to Content Structure" button to display the Menu/Content Structure.
- Print a certificate of completion at the end of the course. Completion of the "games" portion of the training is not required to print your certificate.

If you require assistance with the LearningLink system, please contact the LearningLink Help Desk at help@dol.plateau.com.

If you have questions about the DOL Telework Training content or need an alternate/text only version of the training, please contact the Office of WorkLife, Leave, and Pay Policy at 202-693-7610.

Last updated: May 21, 2019

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Telework Frequently Asked Questions

- 1. What is the Telework Enhancement Act?
- 2. What role do unions play?
- 3. How does the Telework Enhancement Act impact the DOL Telework Policy?
- 4. Who is eligible to participate in telework?
- 5. Does an employee have the right to telework?
- 6. Are contractors eligible to participate in telework?
- 7. What kind of work is suitable for telework?
- 8. If an employee's work tasks are suitable for telework, does this automatically authorize the employee to begin teleworking?
- 9. <u>Must 100% of an employee's tasks/duties be suitable for telework to authorize an employee to participate in telework?</u>
- 10. Does an employee need a certain performance evaluation rating in order to be authorized to telework?
- 11. Can an employee be forced to telework
- 12. Can telework help an employee with dependent care needs?
- 13. Who is responsible for approving an employee's request to telework?
- 14. How does a supervisor determine what days an employee can telework?
- 15. How do I start teleworking?
- 16. What training should an employee take before signing a telework agreement?
- 17. Do managers have to take the telework training?
- 18. Do telework agreements transfer with the employee if he or she changes job position?
- 19. I am able to telework in my current position. Will I be able to telework while I am on assignment through ROAD?
- 20. What kind of work environment is conducive with telework?
- 21. Won't the employee's work suffer without direct, onsite supervision?
- 22. How can the supervisor monitor work performance when the employee is not physically present?
- 23. What is the impact on the office when some employees are working at an alternative worksite?
- 24. How does telework impact time and attendance?
- 25. Can teleworkers follow an alternative work schedule?
- 26. Are there geographical restrictions when an employee reguests to telework outside the

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

area of their current duty station?

- 27. Does an employee who is teleworking continue to work if the main worksite is closed due to inclement weather or emergency situations?
- 28. What is unscheduled telework?
- 29. Does the use of unscheduled telework apply to the regions?
- 30. If an employee decides to terminate his or her telework agreement, is he or she guaranteed workspace equivalent to that held prior to going on telework?
- 31. What equipment will the employee need at the home based worksite and who will provide it?
- 32. Do all teleworkers work with high-tech equipment?
- 33. Are there restrictions on the use of the government-owned equipment, software, or information at an alternate worksite?
- 34. Who is responsible for maintaining and servicing Government or privately owned equipment used at the alternative worksite?
- 35. Who pays for any increase in home utility expenses incurred by employees as a result of teleworking?
- 36. Are business phone calls made from the home reimbursable?
- 37. Who is liable for work related injuries and/or damages at the alternative worksite?
- 38. Are employees entitled to payment for travel on a telework day?
- 39. What is the employee's responsibility regarding work-related accidents?
- 40. <u>Is there a central policy document outlining the policies and procedures for the DOL Telework Program?</u>
- 41. <u>Do agencies have flexibility in creating their own telework guidance or Standard Operating Procedures?</u>
- 42. Who should I contact for telework guidance?
- 43. Where can additional information on the DOL Telework Program be found?

Last updated: August 6, 2019

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Returned Peace Corps Volunteers & Friends at Labor FY 2020 Executive Board Elections

The mission of RPCVs&Friends at Labor is to support DOL by encouraging the Federal employment of highly qualified RPCVs and their activities at DOL, promoting greater understanding of Peace Corps Service, and supporting other Volunteers of National Service. RPCVs&Friends envisions an energetic community within the Labor Department that embodies to values of National Service Volunteers and those who support their work. Membership is open to all current DOL employees and contractors, and



PEACE CORPS AFFINITY GROUP RPCVS & Friends @ U.S. Dept. of Labor

there is no requirement to be an RPCV or other National Service Program Alumnus to join.

RPCVs&Friends is ramping up for our annual election cycle for the FY2020 Executive Board and we want to make sure all members are able to participate in this process. Information will be forthcoming to our membership on how to participate in this election cycle, whether you want to run for position on the Board, nominate a colleague, or cast your vote for the incoming leadership team.

Our election timeline is as follows:

- Wednesday, Sept. 18th Tuesday, Oct. 1st
 Nominations for the RPCVs&Friends Executive Board are accepted.
- Wednesday, Oct. 2nd Wednesday, Oct. 16th
- Barring any delays, the FY2020 RPCVs&Friends Executive Board will be announced the week of October 21st.

Nominations are now open! We accept both the nomination of colleagues as well as self-nominations. If you have not received information through your preferred method of contact, please reach out to RPCV@dol.gov and we will be sure to respond as soon as we are able.

RPCVs&Friends is calling. How will you serve this year?

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Last updated: September 18, 2019

If you have questions, please email to RPCV@dol.gov.

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov LaborNet Wiki Directory

Menu



Big Clean Checklists

- Preparation Checklist
- Safety, Health and Office Hygiene Checklist
- Records Checklist

Big Clean Schedule

- 1. The Big Clean Schedule, Week 11, July 31-August 3
- 2. The Big Clean Schedule, Week 12, August 8-10
- 3. The Big Clean Schedule, Week 13, August 15-17
- 4. The Big Clean Schedule, Week 14, August 22-24
- 5. The Big Clean Schedule, Week 15, August 28-31
- 6. The Big Clean Schedule, Week 16, September 5-7
- 7. The Big Clean Schedule, Week 17, September 12-14
- 8. The Big Clean Schedule, Week 18, September 19-21

Frequently Asked Questions (FAQs) on the Big Clean

ONLINE TOOLS

A -Z Index

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

General Questions

- 1. What is The Big Clean?
- 2. What do I need to do to prepare for the Big Clean?
- 3. How can my office obtain a shred bin?
- 4. Why did we have an FPB Spring Clean Event?

Safety, Health and Office Hygiene

- 3. What steps can I take to make my office and breakrooms clean and orderly?
- 4. What steps do I take to make my personal work areas clean and orderly?
- 5. What can I do to prevent mice in my work space?

Records Management

- 6. How do we prepare our records and documents for Spring Cleaning Week?
- 7. What Records Management (RM) actions should I take during Spring Cleaning Week?
- 8. What can I expect from my Agency Records Officer?
- 9. What is the difference between a record and a non-record?
- 10. What RM actions occur after FPB Spring Clean Week?
- 11. What kinds of documents are non-records?
- 12. What about electronic records and email?
- 13. What RM resources are available to me?
- 14. What are my RM storage options?

Personal Property

- 15. How do I contact the DOL National Personal Property Office?
- 16. How do I dispose of accountable property?
- 17. How do I initiate an eDisposal request?
- 18. How do I initiate a disposal of unused furniture?
- 19. What is the DOL Nationwide eDisposal Contract?
- 20. <u>Is sanitization required prior to vendor pickup for eDisposal under the DOL Nationwide eDisposal Contract?</u>
- 21. How do I dispose of non-accountable electronic items?

Last updated: July 30, 2019

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

A -Z Index

Menu

Feds Feed Families 2019 Campaign

Home

<u>Calendar</u>

Donate

FAQs

Thank You!

Engaged to End Hunger: Feed Families and Foster Change



June 26th through August 23, 2019

Thank you DOL for your participation!

Thank you so much to all of our donors and volunteers for DOL's 2019 Feds Feed Families Campaign! This effort would not be possible without all of you. Every single food item donated, dollar given and meal distributed is very important in the Department's effort to assist in the nationwide effort to end hunger, feed families and foster change. We are proud to announce a grand total for DOL's 2019 Feds Feed Families Campaign of 17,309 pounds of food donated! Together, we raised food for Bread for the City, the Capital Area Food Bank, The Arlington Food Assistance Center, the Food Bank of Hudson Valley, Project Open Hand, The Maryland Food Bank, and many more. Thank you also to the U.S. District and Bankruptcy Courts for the District of Columbia for their large pantry donation. This year's campaign has certainly been memorable and a huge success!

Nationwide, hunger impacts people from all walks of life. Many Americans are only one job loss or medical crisis away from food insecurity. Food insecurity impacts nearly every community in the U.S. and can be defined as the state of being without reliable access to a sufficient quantity of affordable and nutritious foods. According to recent statistics by Feeding America, one sixth of Americans do not have enough food to eat.

Each year, the U. S. Department of Agriculture (USDA) leads the effort for a government-wide initiative to eradicate hunger and food insecurity in our communities with a nation-wide food drive campaign. The Department of Labor is excited to join this effort and is encouraging all DOL employees to participate in this noble cause by organizing food drives, events, and by donating food locally and virtually. Together, we are engaged to end hunger, feed families and foster change. Although the 2019 Feds Feed Families

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

campaign is officially over, it's never too late to give to an important cause. Please visit our <u>FAQs</u> to find out more about the campaign and how to <u>Donate</u>. Additionally, all questions can be sent to <u>fedsfeedfamilies@dol.gov</u>. Thank you!!!

Choose a Region -

DOL Distributes Fresh Produce to DC Residents at Bread For the City's SE Farmer's Market on July 26th



Employees from the Department of Labor were honored to serve alongside DC government employees to distribute fresh produce including cabbage, kale, containers of milk and macaroni and cheese, and other food items to DC residents. Over 5,391 pounds of food were distributed at the Bread for the City Free Southeast Farmer's Market from 10am-noon. Thank you to all of our volunteers for your kindness and generosity. It was truly an honor to serve!

Join DOL in giving our San Francisco Office a Huge Round of Applause

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



It is so incredible to see the giving nature of our DOL Family. Our San Francisco Regional Office hosted a successful toiletries/sock drive at their DOL Honor Awards Ceremony. The items collected included:

- 142 pairs of socks (including all sizes for men, women, and children)
- 28 food items
- 10 tissues/disposable wipes
- 18 full-sized bars of soap
- 3 full-sized shampoo/body wash/deodorant
- 70 travel-sized shampoo/soap/lotion items
- 8 toothbrushes and
- 2 hair brushes

All donations went to Project Open Hand, an organization committed to improving health outcomes and quality of life by providing nutritious meals to the sick and vulnerable while caring for and educating our community. Thank you to all for your amazing generosity and support!

DOL Volunteers with Bread for the City to Distribute Meals









On June 28th, the Office of Employee Engagement participated in a volunteer opportunity at Bread for the City's Southeast Farmer's Market alongside volunteers from Astra Zeneca, a multi-national pharmaceutical company. Bread for the City is a comprehensive front line agency offering food, clothing, social services, legal representation and medical care for free to eligible residents of Washington, DC. The event was a success as DOL helped to sort and give away over 7,400 pounds of fresh produce including cucumber, kale and cabbage. We were also able to sort and give away hundreds of clothing items as well. A huge thank you to all of our volunteers as our group was both honored and humbled to serve!

2019 Affinity Group Fair



Thank you to all the Affinity Groups who participated in DOL's 2019 Affinity Group Fair and the Feds Feed Families Launch event. Affinity Groups are employee led resource groups designed to promote professional development, diversity and networking. The affinity group fair is an annual event held to promote DOL's affinity groups, and it was held in the FBP Cafeteria this year on June 26th. Thank you so much to all of our affinity groups as well as those who participated in the fair. The launch for DOL 2019 Feds Feed Families Campaign, "Engaged to End Hunger — Feed Families and Foster Change" was a success.

Resources to Plan an Event

DOL employees nationwide are asked to join DOL in an engagement initiative to end hunger by organizing food drives and events, and by donating food locally. Together we CAN fight hunger. Donate what you CAN to help! Every contribution, big and small, will make a difference in the lives of those in need.

- Food Raising Ideas
- Virtual Food Drives
- Most Wanted Items (PDF)
- FFF Logo (PNG)

If you have questions, please email fedsfeedfamilies@dol.gov.

Last updated: August 30, 2019



LaborNet Wiki

Directory

A -Z Index

Menu

Weather and Safety Leave @ DOL

The following resources are useful for helping DOL employees become familiar with the new weather and safety leave regulations implemented at DOL December 10, 2018 and make clear the circumstances in which weather and safety leave may be used. Weather and safety leave is a new form of paid time off authorized under the Administrative Leave Act of 2016 that will be used in place of administrative leave when operating status announcements are issued by the Office of Personnel Management or the Department of Labor due to severe weather or other emergency situations that make it unsafe for employees to travel to or perform work at an approved work location (including a telework site).

Managers, supervisors, and employees are encouraged to be proactive in understanding and preparing for work expectations during emergency situations to know when and how to apply weather and safety leave. Questions or concerns regarding the applicability of weather and safety leave can be directed to your servicing human resources office or they can be sent to flexibilities@dol.gov.

- Weather and Safety Leave Fact Sheet
- Comparison of Former Policy and New Policy
- Weather and Safety Leave Frequently Asked Questions
- DOL Emergency Dismissal and Closure Procedures
- Weather and Safety Leave @ DOL General Information Presentation (PPT)

Other Resources

- OPM Governmentwide Dismissal and Closure Handbook (PDF)
- DOL Workplace Flexibilities Program
- DOL Emergency Back-Up Dependent Care Services
- DOL Telework Program
- OPM Telework and Dependent Care Guidance (PDF)
- DPR 630 (Absence and Leave)
- DOL IT Resources
- 5 CFR 630 Subpart P Weather and Safety Leave

Last updated: February 7, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Questions or concerns regarding the applicability of <u>weather and safety leave</u> can be directed to your servicing human resources office or they can be sent to <u>flexibilities@dol.gov</u>.

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

A -Z Index

Menu

Hurricane Guidance and Resources

DOL Information, Notices and Guidance for Employees

- Hurricane Florence: DOL Establishes an <u>Emergency Leave Bank</u> for employees affected by Hurricane Florence
- Atlanta Region Emergency Information
- Basic Emergency Kit (PDF)
- DOL Approved Mobile Apps supporting situational awareness and personal preparedness for Government issued devices <u>EMC Mobile Application Fact Sheet</u> (DOC)
- DOL Family Emergency Plan Template (PDF)
- DOL Response and Recovery Activities
- Emergency Preparedness Guidance for DOL Regional Employees
- Emergency Planning Resources for Family & Office
- <u>Employee WorkLife Resources for Natural Disasters</u> (including Employee Assistance Program, WorkLife4You, etc.)
- OPSEC Bulletin 3-1 Tips to Avoid Becoming Victim to Disaster Fraud September 2017 (PDF)
- Personnel Accountability Tools & Information
 - DOL Personnel Accountability Fact Sheet September 2015 (PDF)

External Resources

- Consumer Financial Protection Bureau Preparing, Recovering, Rebuilding After
 Disasters and Emergencies
- Federal Employee Education & Assistance Fund (FEEA) Emergency Hardship Loans
- <u>FEEA</u>: A disaster relief fund is administered through FEEA
- Apply for FEMA assistance at <u>www.DisasterAssistance.gov</u> if you have been impacted by the recent hurricanes.
- FDA Hurricane Safety Resources
- Federal Occupational Health Natural Disasters (PDF)
- Federal Occupational Health Floods (PDF)
- FEMA.gov
- FEMA How to Prepare for a Hurricane (PDF)
- FEMA Social Media Toolkit, the <u>FEMA App</u>

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- Informative Websites (Forecast and Resources)
- IRS Tax Relief in Disaster Situations
- National Oceanic and Atmospheric Administration
- National Weather Service, National Oceanic and Atmospheric Administration <u>Hurricane Safety Tips and Resources</u>
- Nationwide Listing of Emergency Management Agencies
- Ready.gov Learn what to do before, during, and after a hurricane
- Red Cross: <u>Disaster Resources</u>
- Red Cross: <u>Hurricane Preparedness</u>
- Red Cross' <u>"Owlie SKYWARN's Weather Book"</u> for kids (PDF)
- Red Cross Hurricane Safety Checklist (PDF)
- U. S. Department of Agriculture
- USA.gov

Last updated: October 30, 2018

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

A -Z Index

Menu

GSA SmartPay 3 at DOL

GSA is responsible for managing the Government charge card program also known as SmartPay. GSA SmartPay was introduced in 1998 to streamline, strengthen, and reduce inefficiencies in traditional paper-based payment processes used in charge card purchases. Federal agencies are required to use GSA's SmartPay contract vehicles throughout the 13 year period of performance for their agency's charge card requirement needs by awarding task orders against the GSA SmartPay 3 contracts.

The GSA SmartPay 2 contract is expiring November 29th, 2018, DOL will be transitioning to the SmartPay 3 contract. There will be no system or functionality changes in the daily end-to-end activity of transaction processing. We have established this site as a communications repository so AOPC's and cardholders will be able to easily reference instructions and key dates in the transition.

Please find links to personalized communications for AOPC's and Cardholders below:

Agency/Organizational Program Coordinators (AOPC)

 GSA SmartPay[®] 3 Bulletin: Important Dates and Upcoming Cardholder Communications

Card Holders

- New SP3 Travel Application Guidance
- Received Damaged Card or DID NOT Receive SP3 Card
- SP3 Travel Cards Rolled Over in E2
- SP3 Cards Rolled over in NCFMS
- Upcoming Travel NOW THROUGH DECEMBER 9TH
- IMPORTANT TRAVEL INFORMATION Guidance for Upcoming Trips
- COMING SOON SmartPay3 Training
- Card Transition Update
- Things You Need to Know for Travel
- Have You Received Your SmartPay 3 Card?
- Adding a New SmartPay 3 Card to NCFMS and E2
- GSA SmartPay[®] 3 Bulletin: Introduction and CitiManager Instructions

_

R

PROCUREMENT RELATED SERVICES

- Procurement Home Page
- Policy & Guidance
- Templates / Guidance / Manuals / Checklists
- Purchase Card
- Contract Writing System (AMS)
- Contract Financial System (NCFMS)
- DOL Acquisition
 Certification Program
- Procurement Review Board
- Training
- Tool Kit
- Forms
- eTools

ONLINE TOOLS



Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

Confirm your Mailing Address for GSA SmartPay 3

- Reminder: Confirm your Mailing Address for GSA SmartPay[®] 3 Today!
- ACTION REQUIRED: Confirm Receipt of your SmartPay[®] 3 Card
- DELAYED New SmartPay 3 Card Shipment Date
- TRAVEL Trips that Crosses SP2-SP3 Transitions Dates

Card Application and Training Help

- New Card Application Under SmartPay3
- SmartPay3/Citi Manager Training

Last updated: December 13, 2018

For GSA SmartPay questions and concerns, please contact Ngozi Ofili or 202-693-7247.

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233





LaborNet Wiki

Directory

A -Z Index

Menu

Employee Resources for Managing Childbirth and Childcare

Worklife Resources, Leave Options, Workplace Flexibilities, and Employee Benefits

DOL Worklife Resources

Emergency Backup Dependent Care Program

Back-up care is temporary or short-term care designed to help employees on those days when they are scheduled to work and their regular care arrangements are disrupted either expectedly (due to scheduled closing, holidays, vacations, etc.) or unexpectedly (due to illness, inclement weather, or other emergencies, etc.).

The employee pays a small fee when they use the service: \$10 co-pay if a primary care provider (a network of contracted back up care providers) is used; if a secondary care provider is used the employee will pay the provider their fee and submit receipts to WorkLife4You for reimbursement for the full amount, less the \$10 co-pay (for up to 10 hours a day).

- Worklife4You Emergency Backup Dependent Care Program
- Worklife4You Emergency Backup Dependent Care Frequently Asked Questions

Child Care Subsidy Program

The Child Care Subsidy Program assists qualifying DOL employees and their families in their efforts to obtain quality, licensed day care for dependent children thus enabling them to work while ensuring the safety and well-being of their children. The Office of Worklife, Leave & Pay Policy authorizes appropriated funds to assist lower income employees with child care costs on a permanent basis.

- Assists lower income employee with child care expenses
- Must use licensed child care provider
- Total family income cannot exceed \$79,999
- Child Care Subsidy Program
- Child Care Subsidy Frequently Asked Questions

Nursing Mothers Program

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Breastfeeding support in the workplace provides the agency benefits, such as increased productivity, decreased employee absenteeism, and decreased health care costs. Employee benefits include an easier transition back to work, breastfeeding support, an increased opportunity for mother-infant bonding, an increased chance of having a healthier baby, and a reduction in the chance of developing breast cancer.

The Department's Nursing Mothers Program allows mothers who have returned to work to have break times to express milk in order to continue breastfeeding.

- Nursing Mothers Program
- Lactation Place Locator

Employee Assistance Program

The Employee Assistance Program (EAP) is a free, confidential, and professionally-staffed service available to all DOL employees. EAP is a professional resource available to help employees resolve life challenges, through confidential counseling and coaching with experienced, licensed counselors — including legal and financial consultation.

Employee Assistance Program

Worklife4You - A Free Resource and Referral Service

WorkLife Consultants with expertise in child development, education and other areas are available to DOL employees and family members to answer questions, provide information and identify appropriate local resources for childcare, elder care, and other needs. They work with the caller's specific requirement regarding expertise, insurance and personal preference. Services include locating, pre-screening and confirming openings in day care and elder care centers. Participating employees receive customized educational materials or referral information within two business days of the initial request.

Specialists are available at 1-800-222-0364/ TTY 888-262-7848 24 hours per day/7 days per week/365 days per year.

- Worklife4You A Free Resource and Referral Service
- Worklife4You: Login or Register

Worklife4You - Free Life Stage Kits

DOL employees may order free Life Stage Kits from WorkLife4You. These Life Stage Kits have products and information to help employees plan for a healthy pregnancy; improve child safety in the home; prepare children for college; assist seniors with daily living; and. help employees live a healthier lifestyle. The Life Stage Kits and the contents in each Kit are listed below

Prenatal Kit

If you are expecting a child, the Prenatal Kit can help you plan for a healthy pregnancy and educate you about child care and parenting issues. This kit contains:

Best-Selling Books:

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

- Harvey Karp, M.D., The Happiest Baby on the Block
- Mayo Clinic: Guide to a Healthy Pregnancy
- Bit
- Diaper/Bottle Bag
- One-Piece Infant Undergarment
- Medicine Dropper

Child Safety Kit

If you have a child under age three, the Child Safety Kit can help you improve safety in and around your home. This kit contains:

- A Pocket Guide to Emergency First Aid
- Car Seat Safety Glove Box Tips
- Emergency Information Pouch for Caregivers
- Caregiver Wipe-Off Board
- Night Light
- Smoke Detector Calendar Stickers
- Travel First Aid Kit
- Safety Pieces for Child Proofing the Home
- Child Identification Kit

College Kit

The transition from home-life to college-life can be stressful for both students and parents. That's why there is a valuable care package designed to equip students with products and tools that can address their health, safety and academic success. Knowing that your child has fundamental guidance can go a long way to reduce your concerns. This kit contains:

- Students' Self-Care Guide
- Screwdriver Set
- Combination Sewing & Manicure Kit
- Emergency Whistle Key Chain with Light
- 3-color Ballpoint Pen with 6 Interchangeable Highlighters
- Fidget Spinner

Adult Care Kit

Whether you're planning for yourself or caring for an adult loved one, the Adult Care Kit provides information and products designed to help seniors with daily living. This kit contains:

- Medical Information Storage Kit
- Emergency Call Numbers Magnet
- Wallet Medications Identification List
- Pill Organizer
- Smoke Detector Safety Labels
- Eyeglass Cleaning Kit
- The Complete Eldercare Planner Book

Be Well Kit

The "Be Well" Kit contains the following free products and information designed to help you proactively manage your health. This kit contains:

- Mayo Clinic Guide to Self-Care
- Healthy Eating Reference Tool
- Perfect Waist Tape
- Pedometer
- Stretching Poster

The above Life Stage Kits are available on the Worklife4You website.

Leave Options Available for Parental Leave

Annual Leave

A mother may use accrued annual leave for pregnancy and childbirth and a father may use accrued annual leave to care for the mother during pregnancy and childbirth. Both parents may use annual leave to be absent from work to bond with or care for a healthy child.

OPM Fact Sheet: Annual Leave (General Information)

Sick Leave

A birth mother is entitled to use accrued sick leave for medical appointments, hospitalization, and her period of incapacitation following childbirth. Most doctors certify the period of incapacitation following childbirth is about 6 weeks (or 8 weeks following caesarian delivery).

A birth father may use a total of up to 12 weeks of accrued sick leave each year to accompany the mother to prenatal appointments, to be with her during her period of hospitalization, and/or to care for her during her recovery period. Most doctors certify that the period of incapacitation following childbirth is about 6 weeks (or 8 weeks following caesarian delivery).

Parents may not use sick leave to be absent from work to bond with or care for a healthy child.

- OPM: Handbook on Leave and Workplace Flexibilities for Childbirth, Adoption and Foster Care (PDF)
- Chart of Eligible Family Members for Sick Leave Purposes
- OPM FAQ: Sick Leave to Care for 2-Month Old

Advance Annual and/or Sick Leave

An employee may request to be advanced annual and/or sick leave for purposes related to pregnancy and childbirth.

The maximum amount of annual leave that may be advanced is the amount of annual leave the employee will earn through the end of the leave year.

The maximum amount of sick leave that may be advanced is 240 hours.

- OPM Fact Sheet: Advanced Annual Leave
- OPM Fact Sheet: Advanced Sick Leave

Leave Without Pay

Subject to supervisory approval, both parents may use leave without pay for pregnancy and childbirth or to be absent from work to bond with or care for a healthy newborn.

OPM Fact Sheet: Effect of Extended Leave Without Pay (LWOP) on Federal Benefits

Family and Medical Leave

Each parent is entitled to use a total of up to 12 weeks of leave without pay in a 12-month period under the Family and Medical Leave Act (FMLA) for the birth of a child and care of the newborn. Subject to the supervisor's approval, FMLA leave may be used on an intermittent basis for absences in connection with childbirth and care of the newborn.

An employee may elect to substitute annual leave and/or sick leave for any or all of the leave without pay (LWOP) used under the FMLA, consistent with the laws and regulations for using annual and sick leave. For example, sick leave may be substituted for LWOP under FMLA for the 6 or 8 week period of incapacitation following the birth of a child, but sick leave may not be substituted for LWOP under FMLA to care for or bond with a healthy child.

An employee's entitlement to FMLA leave expires 12 months following the date of birth of a child.

- Family and Medical Leave Act
- OPM FAQ: FMLA Leave to Care for 2-Month Old

DOL Leave Bank

Leave bank members are eligible to receive up to 160 hours (4 weeks) of bank leave per leave year for a medical emergency or for pregnancy and childbirth. A bank member must exhaust his or her own annual and sick leave before receiving leave from the leave bank.

Bank leave is treated as sick leave for use during a medical emergency or for absences related to pregnancy and childbirth. For example, bank leave may be used by a birth mother during the 6 weeks of incapacitation following childbirth, but bank leave may not be used to bond with or care for a healthy child.

- DOL Leave Bank Handbook
- Leave Bank and Leave Transfer Programs

Voluntary Leave Transfer Program

DOL employees may apply to become a Voluntary Leave Transfer Program Recipient to

receive leave donations from other employees for a medical emergency or for pregnancy and child birth. A Leave Transfer Program Recipient must exhaust his or her own annual and sick leave before receiving donated leave from other federal employees.

Donated leave received under the Voluntary Leave Transfer Program is treated as sick leave for use during a medical emergency or for absences related to pregnancy or childbirth. For example, donated leave received may be used by a father to care for the mother during her 6 week recovery period following childbirth, but donated leave may not be used to bond with or care for a healthy child.

- Voluntary Leave Transfer Program Handbook
- Leave Bank and Leave Transfer Programs

Workplace Flexibility Options

DOL Flexible and Fixed Work Schedules

If the work requirements and agency needs permit, an employee may consider alerting their work schedule to fit personal needs and help balance work, personal and family responsibilities. With supervisory approval employees may choose the:

- Flexible Variable Workweek Schedule. Allows the 80 hour biweekly tour of duty to be completed in I0 workdays with flexible work hours, approved leave or credit time;
- Flexible AWS. Allows the 80 hour biweekly tour of duty to be completed in less than 10 workdays with flexible work hours, approved leave or credit time; or
- Fixed Compressed Work Schedule. Allows 80 hours to be completed in less than 10 days through a fixed schedule with set start and end times.

See the <u>DOL Workplace Flexibility Guide</u> (PDF) posted on Labornet for details on the work schedule options available.

Teleworking

Teleworkers are often better able to manage their work/family schedules because they have greater flexibility in their work hours, and the time they would normally spend commuting is reduced or eliminated which may leave more time to manage dependent care responsibilities. Telework suitability at the Department of Labor is based on the duties and tasks of the position and necessary office coverage requirements. With supervisory approval, DOL employees who are new parents may participate in telework. However, telework should not be substituted for dependent care.

Telework at DOL

Job Sharing

For employees who have child care and/or elder care responsibilities, as well as those interested in phased retirement, job sharing and other part-time arrangements can be very attractive alternatives. They enable employees to continue their engagement with work, contribute to the family income, and progress in their careers.

OPM: Part-Time and Job Sharing Flexibilities

Employee Benefits

Any change in family status that results in an increase or decrease in the number of eligible family members is a Qualifying <u>Life Event</u> permitting an employee to enroll in, or change, employee benefits coverage before the next open season. A copy of a child's birth certificate or hospital certificate must be provided to the servicing human resources office if changes are made to employee benefits due to the birth of a child.

Health Benefits

A new child is an eligible family member for health benefits purposes. If an employee already has self and family coverage, the employee may contact the insurance company to notify them of the birth of the child and request the child be added as a family member. If the employee has self-only coverage, self + one coverage or does not have coverage, the employee may elect self + one coverage or self and family coverage by completing SF 2809. In addition, an employee may elect to enroll in a different health plan.

Changes to the employee FEHB may be made up to 30 days before or within 60 days after the birth of the child. If the SF 2809 is completed and sent to the servicing human resources office before the birth of the child, the effective date will be the beginning of the pay period in which your child was born. If the form is received within 60 days of the child's birth and the coverage had been self-only, the self + one coverage or self + family coverage is retroactive to the child's date of birth. If the coverage was self-and-family, the new coverage will go into effect at the beginning of the pay period following receipt of the form.

- OPM: SF 2809 FEHB Health Benefits Election Form
- OPM: Life Event Acquiring a New Family Member Health Insurance

Dental and Vision Insurance

Acquiring a child is a qualifying life event permitting an employee to change enrollment coverage under the Federal Employees Dental and Vision Program (FEDVIP) outside of open season. An employee has up to 60 days from the birth of the child to make changes to the FEDVIP plan.

- Benefeds: Qualifying Life Events
- Benefeds: Enrollment Website for FEDVIP
- OPM: Life Event Acquiring a New Family Member Dental or Vision Insurance

Life Insurance

Acquiring a child is a life event for which an employee may wish to evaluate the amount of life insurance they have. An employee may elect Basic and/or add any Option A, B and/or C Coverage, with any number of multiples of Options B or C, due to this life event.

To make a change to life insurance coverage, an employee may provide a completed *SF* 2817 – *FEGLI Life Insurance Election* Form to his or her servicing human resources office up to 30 days before or within 60 days of the life event.

- OPM: SF 2817 FEGLI Life Insurance Election
- OPM: Life Event Acquiring a New Family Member Life Insurance
- OPM: Life Insurance Designating a Beneficiary

Flexible Spending Accounts

The birth or adoption of a child is a Qualifying Life Event for the Flexible Account (FSA) Program. An employee may be able to enroll in or change current contributions to a Dependent Care FSA or Health Care FSA within 60 days of the birth or adoption of the child.

- FSAFeds: Qualifying Life Event Enrollment
- OPM: Life Event Acquiring a New Family Member Flexible Spending Accounts

Beneficiary Forms

Upon birth or adoption of a child an employee may wish to complete new beneficiary forms. Generally, it is **not** a good idea to select a minor child as beneficiary since a guardianship for the child's finances would need to be established in court before any monies would be distributed. A will is a better place to specify monetary benefits for minor children.

If an employee would like to update beneficiary forms, there are four forms to complete. They are:

- OPM: SF 2823 Federal Employee Group Life Insurance (FEGLI) Program
- OPM: SF 1152 Unpaid Leave and Compensation
- OPM: SF 3102 Federal Employees Retirement System (FERS) or Civil Service Retirement System (CSRS)
- TSP: TSP-3 Thrift Savings Plan

Taxes

Changes to Federal and State Tax Withholdings may be made on the NFC My Employee Personal page.

NFC: My Employee Personal Page

Last updated: July 12, 2018

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

Employee Resources for Managing Childbirth and Childcare - LaborNet - United States Department of Labor



LaborNet Wiki

Directory

A -Z Index

Menu

DOL Enterprise-Wide Shared Services

Home

<u>Overview</u>

Snapshot

FAQs

Resources



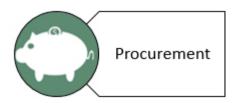
About the Enterprise-Wide Shared Services Initiative

The Department of Labor (DOL) is undertaking an Enterprise-Wide Shared Services Initiative to transform the delivery of administrative services into a streamlined, consistent, and efficient service delivery model supporting all DOL's mission agencies. The objective of this effort is to analyze the current administrative services operating model, identify improvements, and implement solutions in a holistic manner to create a Department-wide shared services environment.

Learn more about the Initiative here!







Upcoming Events

No events are scheduled at this time.



Snapshot Overview

We are committed to keeping staff informed throughout the course of the project. Our bi-weekly newsletter provides DOL staff with regular project updates on the DOL Enterprise-Wide Shared Services Initiative.

Read archived Snapshots here!



FAQs

Got questions? We've got answers. Check out the frequently asked questions page for more information about the Enterprise- Wide Shared Services project.



Resources

Looking for more? Find more resources including in our resource library including a recording of the DOL Shared Services Kick-Off Event and a comprehensive list of helpful acronyms.

If you have questions or feedback, please email the DOL Shared Services Team at: DOLSharedServices@dol.gov.

Join the conversation on Yammer at: DOLSharedServices

Last updated: August 23, 2019

OL Enterprise-Wide Shared Services - LaborNet - U.S. Department of Labor

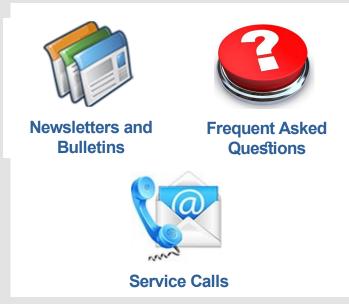
LABORNET

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Building Management Services

Resource Spotlight



Customer Survey



We want to hear from you! Give us your feedback!

Resources



Additional Resources

Selection a resource -

Contact

Contact us at buildingmanagement@dol.gov or 202-693-6660 or 202-693-5001.



LaborNet Wiki

Directory

A -Z Index

Menu

Acquisition Training Thursday

Join us on a quest to acquisition excellence one training at a time and earn 1 continuous learning point (CLP). Information on the process for getting credit will be presented at the end of each session. **NOTE**: In order to get your 1 CLP, you must log onto WebEx and watch the class LIVE (don't only dial into the conference line); that way, you'll show up on the class roster.

RECOMMEND CONTENT!! Have a topic that you'd like to see covered? Let the Office of Procurement Policy know! Email us at: OASAM.BOC.Training@DOL.gov

Upcoming Training Topics

Due to End-Of-Year Closeout all Trainings have been canceled until FY20.

2019 Trainings

- 10/18 <u>Buy American Act</u> (MP4)
 Watch a recording of Buy American Act hosted on October 18, 2018. Please select here (PDF) for a transcript of the event.
- 10/25 <u>Procurement Policy Changes</u> (MP4)
 Watch a recording of Procurement Policy Changes hosted on October 25, 2018. Please select <u>here</u> (PDF) for a transcript of the event.
- 11/08 <u>DL1-2004 Acquisition Screening and Review</u> (MP4)
 Watch a recording of DL1-2004 Acquisition Screening and Review hosted on November 8, 2018. Please select <u>here</u> (PDF) for a transcript of the event.
- 11/15 <u>SubContracting Reporting- Post Award</u> (MP4)
 Watch a recording of SubContracting Reporting- Post Award hosted on November 15,
 2018. Please select <u>here</u> (PDF) for a transcript of the event.
- 01/17 <u>Terminations</u> (MP4)
 Watch a recording of Terminations hosted on January 17, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 01/24 <u>Small Business Set Aside</u> (MP4)
 Watch a recording of Small Business Set Aside hosted on January 24, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 01/31 <u>Procurement Policy Changes</u> (MP4)
 Watch a recording of Procurement Policy Changes hosted on January 31, 2019. Please

PROCUREMENT RELATED SERVICES

- Procurement Home Page
- Policy & Guidance
- Templates / Guidance / Manuals / Checklists
- Purchase Card
- Contract Writing System (AMS)
- Contract Financial System (NCFMS)
- DOL Acquisition
 Certification Program
- Procurement Review Board
- Training
- Tool Kit
- Forms
- eTools

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

select here (PDF) for a transcript of the event.

- 02/08 <u>Contractor Exit Policy</u> (MP4)
 Watch a recording of Contractor Exit Policy hosted on February 7, 2019. Please select here (PDF) for a transcript of the event.
- 02/14 <u>CPARS Understanding Ratings</u> (MP4)
 Watch a recording of CPARS Understanding Ratings hosted on February 14, 2019.
 Please select <u>here</u> (PDF) for a transcript of the event.
- 02/28 <u>Source Selection Series</u>, <u>Episode # 1 Procurement Integrity</u> (MP4)
 Watch a recording of Source Selection Series, <u>Episode # 1 Procurement Integrity</u> hosted on February 28, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 03/07 <u>Source Selection Series</u>, <u>Episode # 2 Conducting Acquisition Planning</u> (MP4)
 Watch a recording of Source Selection Series, <u>Episode # 2 Conducting Acquisition</u>
 Planning hosted on March 7, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 04/09 <u>Acquisition Planning Guide Series 1 Acquisition Background and Objectives</u>
 (MP4)
 Watch a recording of Acquisition Planning Guide Series 1 Acquisition Background and Objectives hosted on April 9, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 04/11 <u>Acquisition Planning Guide Series 2 Plan of Action</u> (MP4)
 Watch a recording of Acquisition Planning Guide Series 2 Plan of Action hosted on April 11, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 04/18 <u>Acquisition Planning Guide Series 3 Budget and Funding</u> (MP4)
 Watch a recording of Acquisition Planning Guide Series 3 Budget and Funding hosted on April 18, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 04/25 <u>Acquisition Planning Guide Series 4 Other Considerations</u> (MP4)
 Watch a recording of Acquisition Planning Guide Series 4 Other Considerations hosted on April 25, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 05/02 <u>Source Selection Series</u>, <u>Episode # 3 Market Research</u> (MP4)
 Watch a recording of Source Selection Series, <u>Episode # 3 Market Research</u> hosted on May 2, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 05/09 <u>Source Selection Series</u>, <u>Episode # 4 Selecting Evaluation Methodology</u> (MP4)
 Watch a recording of Source Selection Series, Episode # 4 Selecting Evaluation

Methodology hosted on May 9, 2019. Please select <u>here</u> (PDF) for a transcript of the event.

05/16 – <u>Source Selection Series</u>, <u>Episode # 5 – OrganizationSelecting Evaluation</u>
 <u>Methodology</u> (MP4)

Watch a recording of Source Selection Series, Episode # 5 – Establishing the Source Selection Organization hosted on May 16, 2019. Please select here (PDF) for a transcript of the event.

05/23 – <u>SBA Ostensible Subcontractor – Guest Speaker</u> (MP4)
 Watch a recording of SBAOstensible Subcontractor – Guest Speaker hosted on May
 23, 2019. Please select <u>here</u> (PDF) for a transcript of the event.

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

- 05/30 <u>Source Selection Series</u>, <u>Episode # 6 The Solicitation</u>: <u>Potential Problems</u>
 and <u>Ways to Improve your Solicitation</u> (MP4)
 - Watch a recording of Source Selection Series, Episode # 6 The Solicitation: Potential Problems and Ways to Improve your Solicitation hosted on May 30, 2019. Please select here (PDF) for a transcript of the event.
- 06/06 <u>Source Selection Series</u>, <u>Episode # 7 Evaluating Proposals</u> (MP4)
 Watch a recording of Source Selection Series, Episode # 7 Evaluating Proposals hosted on June 6, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 06/13 <u>Source Selection Series</u>, <u>Episode # 8 Exchanging Offerors</u> (MP4)
 Watch a recording of Source Selection Series, Episode # 8 Exchanging Offerors hosted on June 13, 2019. Please select <u>here</u> (PDF) for a transcript of the event.
- 06/20 <u>Small Business Programs Overview</u> (MP4)
 Watch a recording of Small Business Programs Overview hosted on June 20, 2019.
 Please select <u>here</u> (PDF) for a transcript of the event.
- 06/27 <u>Ability-One Training Guest Speaker</u> (MP4)
 Watch a recording of Small Business Programs Overview hosted on June 27, 2019.
 Please select <u>here</u> (PDF) for a transcript of the event.

Videos of Past Trainings

- 2017 Training Videos
- 2018 Training Videos

Last updated: June 28, 2019

For DOL Procurement Policy questions or concerns, please contact zzOASAM.BOC.OPPGeneralInquiry@dol.gov.



DOL.gov LaborNet Wiki

Directory

A -Z Index

Menu

Enterprise-wide Procurement Vehicles

- Wireless Services and Equipment
- Multi-function Devices and Network Printers
- Desktop and Mobile Printers and Toner
- Laptops and Desktops
- DOL Enterprise-Wide BPA Red Hat Product Agreement Maintenance Support User Guide
- DOL Enterprise-wide Waiver Process
- DOL Enterprise-wide Waiver Template (DOC)
- DOL Enterprise-wide Waiver Cost/Benefit Analysis Template (DOC)
- Surface Pro Tablets Ordering Guide
 - Warranty Information (PDF)
 - Surface Pro Tablets Ordering Form (XLS)
 - OCIO Funding Memo Template (DOC)
- Enterprise-wide Vehicles: Ordering and Reporting Procedures
 - Attachment I: Ordering Procedures for Enterprise-wide Vehicles (PDF)
 - Attachment II: Introducing Enterprise-wide Awards in AMS (PDF)
 - Attachment III: Procuring Activity Quarterly Enterprise-wide Reporting Template (XLS)
 - Attachment IV: Contractor Quarterly Enterprise-wide Vehicle Reporting Template (XLS)
- DOL Enterprise Ordering Agreements (PDF)

Last updated: August 19, 2019

For DOL Procurement Policy questions or concerns, please contact zzOASAM.BOC.OPPGeneralInquiry@dol.gov.

PROCUREMENT RELATED SERVICES

- Procurement Home Page
- Policy & Guidance
- Templates / Guidance / Manuals / Checklists
- Purchase Card
- Contract Writing System (AMS)
- Contract Financial System (NCFMS)
- DOL Acquisition
 Certification Program
- Procurement Review Board
- Training
- Tool Kit
- Forms
- eTools

ONLINE TOOLS

V

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability
Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LABORNET

A -Z Index DOL.gov LaborNet Wiki Directory

Menu

National News Clips

September 2019

- September 25, 2019 (PDF)
- September 24, 2019 (PDF)
- September 23, 2019 (PDF)
- September 20, 2019 (PDF)
- September 19, 2019 (PDF)

- September 18, 2019 (PDF)
- September 17, 2019 (PDF)
- September 16, 2019 (PDF)
- September 13, 2019 (PDF)
- September 12, 2019 (PDF)

- <u>September 11, 2019</u> (PDF)
- September 10, 2019 (PDF)
- September 9, 2019 (PDF)
- September 6, 2019 (PDF)
- September 5, 2019 (PDF)
- September 4, 2019 (PDF)
- September 3, 2019 (PDF)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

August 2019

- August 30, 2019 (PDF)
- August 29, 2019 (PDF)
- August 28, 2019 (PDF)
- August 27, 2019 (PDF)
- August 26, 2019 (PDF)
- August 23, 2019 (PDF)
- August 22, 2019 (PDF)
- August 21, 2019 (PDF)

- August 20, 2019 (PDF)
- August 16, 2019 (PDF)
- August 15, 2019 (PDF)
- August 14, 2019 (PDF)
- August 13, 2019 (PDF)
- August 9, 2019 (PDF)

- August 19, 2019 (PDF)

- August 12, 2019 (PDF)
- July 2019
- July 31, 2019 (PDF)
- July 30, 2019 (PDF)
- July 29, 2019 (PDF)
- July 26, 2019 (PDF)
- July 25, 2019 (PDF)
- July 24, 2019 (PDF)
- July 23, 2019 (PDF)
- July 22, 2019 (PDF)

- July 17, 2019 (PDF)
- July 16, 2019 (PDF)
- July 15, 2019 (PDF)

- August 8, 2019 (PDF)
- August 7, 2019 (PDF)
- August 6, 2019 (PDF)
- August 5, 2019 (PDF)
- August 2, 2019 (PDF)
- August 1, 2019 (PDF)

July 9, 2019 (PDF)

July 8, 2019 (PDF)

July 5, 2019 (PDF)

July 3, 2019 (PDF)

July 2, 2019 (PDF)

July 1, 2019 (PDF)

- July 19, 2019 (PDF)
- July 18, 2019 (PDF)

- July 12, 2019 (PDF)
- July 11, 2019 (PDF)
- July 10, 2019 (PDF)

https://labornet.dol.gov/clips/National-News.htm[9/25/2019 8:35:36 AM]

June 2019

- June 28, 2019 (PDF)
- June 27, 2019 (PDF)
- June 26, 2019 (PDF)
- June 25, 2019 (PDF)
- June 24, 2019 (PDF)
- June 21, 2019 (PDF)
- June 20, 2019 (PDF)

- June 19, 2019 (PDF)
- June 18, 2019 (PDF)
- June 17, 2019 (PDF)
- June 14, 2019 (PDF)
- June 13, 2019 (PDF)
- June 12, 2019 (PDF)
- June 11, 2019 (PDF)

- June 10, 2019 (PDF)
- June 7, 2019 (PDF)
- June 6, 2019 (PDF)
- June 5, 2019 (PDF)
- June 4, 2019 (PDF)
- June 3, 2019 (PDF)

May 2019

- May 31, 2019 (PDF)
- May 30, 2019 (PDF)
- May 29, 2019 (PDF)
- May 28, 2019 (PDF)
- May 24, 2019 (PDF)
- May 23, 2019 (PDF)
- May 22, 2019 (PDF)
- May 21, 2019 (PDF)

- May 20, 2019 (PDF)
- May 17, 2019 (PDF)
- May 16, 2019 (PDF)
- May 15, 2019 (PDF)
- May 14, 2019 (PDF)
- May 13, 2019 (PDF)
- May 10, 2019 (PDF)
- May 9, 2019 (PDF)

- May 8, 2019 (PDF)
- May 7, 2019 (PDF)
- May 6, 2019 (PDF)
- May 3, 2019 (PDF)
- May 2, 2019 (PDF)
- May 1, 2019 (PDF)

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- **Nursing Mothers**
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

April 2019

- April 30, 2019 (PDF)
- April 29, 2019 (PDF)
- April 26, 2019 (PDF)
- April 25, 2019 (PDF)
- April 24, 2019 (PDF)
- April 23, 2019 (PDF)
- April 22, 2019 (PDF)
- April 19, 2019 (PDF)

- April 18, 2019 (PDF)
- April 17, 2019 (PDF)
- April 16, 2019 (PDF)
- April 15, 2019 (PDF)
- April 12, 2019 (PDF)
- April 11, 2019 (PDF)
- April 10, 2019 (PDF)
- April 9, 2019 (PDF)

- April 8, 2019 (PDF)
- April 5, 2019 (PDF)
- April 4, 2019 (PDF)
- April 3, 2019 (PDF)
- April 2, 2019 (PDF)
- April 1, 2019 (PDF)

March 2019

- March 29, 2019 (PDF)
- March 28, 2019 (PDF)
- March 27, 2019 (PDF)
- March 26, 2019 (PDF)
- March 25, 2019 (PDF)
- March 22, 2019 (PDF)
- March 21, 2019 (PDF)

- March 20, 2019 (PDF)
- March 19, 2019 (PDF)
- March 18, 2019 (PDF)
- March 15, 2019 (PDF)
- March 14, 2019 (PDF)
- March 13, 2019 (PDF)
- March 12, 2019 (PDF)

- March 11, 2019 (PDF)
- March 8, 2019 (PDF)
- March 7, 2019 (PDF)
- March 6, 2019 (PDF)
- March 5, 2019 (PDF)
- March 4, 2019 (PDF)
- March 1, 2019 (PDF)

February 2019

- February 28, 2019 (PDF)
- February 19, 2019 (PDF)
- February 7, 2019 (PDF)

 February 27, 2019 (PDF)
 February 15, 2019 (PDF)
 February 6, 2019 (PDF)

 February 26, 2019 (PDF)
 February 14, 2019 (PDF)
 February 5, 2019 (PDF)

 February 25, 2019 (PDF)
 February 13, 2019 (PDF)
 February 4, 2019 (PDF)

 February 22, 2019 (PDF)
 February 12, 2019 (PDF)
 February 1, 2019 (PDF)

 February 21, 2019 (PDF)
 February 11, 2019 (PDF)

February 8, 2019 (PDF)

January 2019

February 20, 2019 (PDF)

 January 31, 2019 (PDF) January 22, 2019 (PDF) January 10, 2019 (PDF) January 30, 2019 (PDF) January 18, 2019 (PDF) January 9, 2019 (PDF) January 29, 2019 (PDF) January 17, 2019 (PDF) January 8, 2019 (PDF) January 28, 2019 (PDF) January 16, 2019 (PDF) January 7, 2019 (PDF) January 25, 2019 (PDF) January 15, 2019 (PDF) January 4, 2019 (PDF) January 24, 2019 (PDF) January 14, 2019 (PDF) January 3, 2019 (PDF) January 23, 2019 (PDF) January 11, 2019 (PDF) January 2, 2019 (PDF)

All files are PDF documents. For questions or comments about DOL News Clips, please contact Jermaine Pegues at (202) 693-4663 or pegues.jermaine@dol.gov.

- FY 2018 News Clips
- FY 2017 News Clips



LaborNet Wiki

Directory

A -Z Index

Menu

National Disability Employment Awareness Month (NDEAM) 2019

The Department of Labor's Office of Compliance Initiatives in collaboration with the Office of Disability Employment Policy presents **National Disability Employment Awareness Month (NDEAM) 2019**.

Neurodiversity at Work

Learn about Autism and Other Neurodiverse Populations and How You Can Build an Inclusive Workplace:

Wednesday, October 2, 2019 1:00-2:15 pm ET Room C-5515 (1A and 1B)

Planned Speakers:

- Patrick Mannix, Chief of Staff, ODEP
- Craig Leen, Director, Office of Federal Contract Compliance Programs
- Scott Robertson, Policy Advisor, ODEP
- Lou Orslene, Associate Director, Job Accommodation Network (JAN)
- Melanie Whetzel, Lead Consultant Cognitive/Neurological Team, JAN

To request an accommodation, please email RARC.info@dol.gov.

If you are unable to attend in person, you may also watch remotely using the following **WebEx**.

Meeting password: Welcome!68
Call-In Number: 866-802-1864
Attendee access code: 512 302 9

Co-Sponsors: OFCCP, WHD, OASAM & the Disability Action Group

Posted: September 23, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Agency Intranets

- BLS
- EBSA
- ETA
- MSHA
- OALJ restricted to OALJ workstations
- OFCCP
- OIG
- OLMS
- OSHA
- OWCP
- VETS
- WHD

Warning

Access to agency intranets may be limited to employees of that agency. As a result, if you are not an employee of a certain agency, you may see an error message when you attempt to connect to that agency's intranet.

Last updated: January 16, 2018

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



Have you been hurt on the job?

If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation).

Need to upload a document?

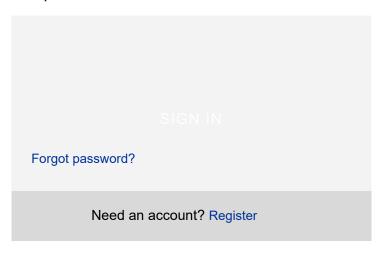
Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

Do not upload OWCP forms or medical bills! Forms or bills submitted as uploads will not be processed. Submit medical bills <u>here</u>.

Need to file a form?

Register for an account or sign in to get started!

Sign In Email or Username Password



Track status of form or document

© <u>U.S. DEPARTMENT OF LABOR</u>. ALL RIGHTS RESERVED.

<u>CONTACT THE OFFICE OF INSPECTOR GENERAL</u>.











Hazard Reporting Site

Main Navigation

Review Hazard Duty Report

DL1-2029 Extract

Instructions for Reporting Unsafe or U

- 1. The DL 1-1097 hazard reporting form is used to formally report any unsafe or unh workplace. Hazard reports can also be made in person, via telephone or via email to OASAM safety staff member.
- 2. Please complete all sections of the form as thoroughly as possible and clearly desc DL 1-1097, you will receive a confirmation email and the report is automatically sen Manager. The Regional Safety and Health Manager will provide you with updates or
- 3. Anonymous reports can be submitted using the DL 1-1097 Anonymous form. You anonymous forms; therefore, you will not receive any communication about the repo of the form.
- 4. Any DOL employee or Job Corps member has the right to report an unsafe or unh or to report issues, contact the OASAM Office of Worker Safety and Health at 202-6

Hazard Forms Available-Select from the options below





LaborNet Wiki

Directory

A -Z Index

Menu

Procedures for Employment and Income Verification Requests

The Work Number® is a service provided by the National Finance Center (NFC) through TALX Corporation, it provides an automated process to handle employment verifications. It allows employees to have employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, apartment leases, and anything that requires proof of employment. The Work Number® is quick, accurate, and easy to use.

To obtain Proof of Employment:

Give the person needing proof of your employment the following information:

- Department of Labor Employer Code: 10915
- Your Social Security Number: XXX-XX-XXXX
- The Work Number® Access Options:

Option a) www.theworknumber.com

Option b) 1-800-367-5690

To obtain Proof of Employment plus Income:

Step 1:

You will need to access The Work Number® to create a "Salary Key" that grants one-time access to your income data:

The Work Number® Access Options for Employees:

Option a) www.theworknumber.com

Option b) 1-800-367-2884

Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number.

Step 3:

Enter the following information to obtain a Salary Key:

Department of Labor Employer Code: 10915

Your Social Security Number: XXX-XX-XXXX

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

• Your PIN: (default PIN is your Month and day of birth. This is 4-digits; so, if your birth month or day is one digit, add a 0 in front, for example: "April 25" would be "0425." You will be prompted to change this PIN when you log in or phone in.)

Choose a Region -

Step 4:

Provide the person needing proof of your employment plus income all of the following information:

- Department of Labor Employer Code: 10915
- Your Social Security Number: XXX-XX-XXXX
- Your Salary Key (from Step 3): XXXXXX
- The Work Number® Access Options for Verifiers:

Option a) <u>www.theworknumber.com</u> Option b) 1-800-367-5690

The process of obtaining employment and salary information through The Work Number® is easy. NFC provides updated employment and salary information files to The Work Number® after each payroll cycle. You provide the individual/company seeking employment verification (the verifier) Department of Labor's employer code, your Social Security Number (SSN), and a Salary Key. A Salary Key is needed for *income* verification only. It is not needed for *employment* verification.

The verifier contacts The Work Number® and enters the employer code, your SSN, and the Salary Key (if requesting salary information). The verifier can contact The Work Number® via the Internet or 800 number. If the verifier accesses the data via the Web site, he/she is able to print a copy of the verification from his/her desktop. If the verifier accesses data via the 800 number, the caller has the option to enter a fax number when prompted, and the system automatically sends a fax with all the information.

If you have questions about this system, please call The Work Number® at 800-367-2884; verifiers call 800-367-5690.

Last updated: August 12, 2014

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

Good afternoon, Frances! How can we help?

A -Z Index

Menu

Enterprise Service Desk

Check Out IT @ Your Service on Service Central!

Need to map your laptop to a network printer? Or move your work station to a new location?

M 4 1 1

0 0 0 0

IT @ Your Service on Service Central empowers you to submit and track certain requests for IT assistance from your desk — no email or call to the ESD required!

Learn more about IT @ Your Service with:

- An introductory <u>training video</u> and presentation slide
- A <u>quick reference guide</u> to the key features
- Frequently Asked Questions (FAQs)

Please visit IT @ Your Service using the Service Central icon on your desktop.

The Office of the Chief Information Officer (OCIO) Enterprise Service Desk (ESD) is a customer-focused IT support desk that strives to offer convenient 24 hours-per-day/ 7 days-per-week support, reliable IT services and useful self-help options for all DOL staff. We continually work to improve our IT support and services, to get you back to your mission-critical work as soon as possible.

Please contact the ESD at 1-855-LABOR-IT (1-855-522-6748) (TTY: 833-365-4889) or EnterpriseServiceDesk@dol.gov for information and technical support. Additionally, the resources below may be of assistance.

Network Alerts/Unscheduled Service

ESD QUICK LINKS

- Home
- IT @ Your Service
- ESD IT Forms
- Tech Tips & Learning Resources
- About the ESD
- How ESD Operates
- ESD Performance
- DOL Agency Information
 Technology Points of Contact
- Agency Information Security Officers
- Approved Hardware/Software Lists
 - ECN Software Certified List (SCL)
 - OCIO Consolidated Certified Hardware List

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Interruptions

(All times are Eastern)

Jump to Ongoing and Recently Resolved Service Interruptions

Jump to Resources and Self-Help Section

Network Alerts

 All customers: are experiencing a Certificate Revocation Error when logging onto the DOL network with their PIV.

Ticket: PRB0041510 (09/24/2019 07:15 PM start)

Ongoing Service Interruptions

There are currently no service alerts or unscheduled outages.

A Back to Top

Recently Resolved

 OSHA customers in Bridgeport, CT: should now be able to connect to network resource and services.

Ticket: PRB0041494 (09/18/2019 11:36 PM start, 09/19/2019 09:11 AM end)

View older network outages and unscheduled interruptions

Back to Top

ESD Information

User Self-Help

Common User IT Issues

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



- About the ESD
- How ESD Operates
- ESD Performance
- DOL Agency Help Desks
- OCIO Case Studies

Resources

- ESD IT Forms
- IT Security at DOL
- Unified Communications Program
- Resources for Managers and Supervisors
- Tech Tips & Learning Resources
- PIV Card Information
- WebEx Web Conferencing Solution
- DOL Agency Information Technology Points of Contact
- Agency Information Security Officers

FAQs

- ESD IT Forms FAQs
- DOL PIV Card System Access FAQs
- Phishing and Ransomware
- Phone/VOIP Guides (Unified Communications)
- Windows 10 Upgrade
- Microsoft Home Use Program Overview (PDF)
- Microsoft Home Use Program FAQs
- Electronic Signature FAQs

and Solutions





- Connect to the Cisco AnyConnect VPN (PDF)
- Change Your Network Password
- Network Password Requirements
- Find Your Computer Name
- Trouble Viewing a Webinar or Video?
- Receive a Potentially Malicious Phishing Email?
- Missing Emails?
- Remote Connection to the DOL Network
- Manage Your PIV Card from Your DOL Computer (PDF)
- Government Furnished Equipment (GFE) and Non-GFE supported by OCIO and ESD
- GFE Apple Mobile Device Software Updates
- Log in to the Citrix Virtual Desktop (PDF)
- Using Adobe Pro DC
- Additional User FAQs

Additional Information



- Desktop Information
 - Desktop Policies and Specifications
 - Windows 7 Core Load List
 - Windows 10 Core Load List
 - IT Power Management Policy
- Check Point Endpoint
- Approved Hardware/Software Lists
 - Software Certified List (SCL)
 - OCIO Consolidated Certified Hardware List
- OCIO Network Maintenance Schedule

Computer Security Handbook

Patching and Vulnerability Remediation

If you have a suggestion on how to make this page more helpful for you, please provide your feedback to: ITModernization@dol.gov or fill out this anonymous survey.

Back to Top

Last updated: June 13, 2019



LaborNet Wiki

Directory

A -Z Index

Menu

Ethics Resources

The Counsel for Ethics and his team are part of the Office of Legal Counsel, a division of the Solicitor's Office at the Department of Labor. The Ethics team is responsible for providing advice to all Department of Labor employees regarding conflict of interest statutes, ethics regulations, Hatch Act and related laws and departmental policies. In addition, the Ethics team oversees the Department's financial disclosure program (both Public and Confidential) and the ethics training program.

There are **three major summaries** of the rules that we recommend employees become familiar with:

- How To Keep Out of Trouble (PDF)
- Social Media and Ethics (PDF)
- Political Activities and Hatch Act (PDF)

Additionally, we have guidance on various other topics, such as:

- Pro Bono Guidance (PDF)
- Gambling Guidance (PDF)
- For Profit Policy (PDF)
- Fundraising Guidelines (PDF)
- Post-employment Guidance (PDF)
- Combined Federal Campaign (CFC) Activities (PDF)
- Ethics Presentation for New Employees
- Initial Ethics Quiz (PDF)

Finally, we regular provide updates on the world of ethics, including summaries of our rules and links to new guidance in our newsletter:

Ethics Newsletters — Crossroads

If you have any questions about these materials, or if you need advice not addressed by these documents, please do not hesitate to reach out to us.

Peter J. Constantine

Associate Solicitor for Legal Counsel 202-693-5505

Constantine.Peter.J@dol.gov

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal

(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

Rob M. Sadler

Counsel for Ethics

202-693-5528

Sadler.robert2@dol.gov

Zachary Mancher

Ethics Attorney

202-693-5694

Mancher.zachary.d@dol.gov

Marilynn Brown

Ethics Program Manager

202-693-5510

Brown.marilynn@dol.gov

Vanessa Myers

Ethics Attorney

202-693-5702

Myers.vanessa.j@dol.gov

Sarah H. Miller

Ethics Attorney

202-693-5489

Miller.Sarah.H@dol.gov

Last updated: June 5, 2019

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DOL Forms

The form lists have been revised to provide easier access to forms by number and by name:

- DOL Forms
- OPM Forms
- Enterprise Service Desk IT forms

If you have any questions, please contact the Enterprise Service Desk at 1-855-522-6748.

Last updated: September 10, 2018

ONLINE TOOLS V
Agency Intranets
Acquisition Management System (AMS)
Employees' Compensation Operations & Management Portal (ECOMP)
Hazard Reporting Site
Employment Verification
Enterprise Service Desk (ESD)
Ethics Resources
Forms
IT Collaboration Tools (WebEx)
LearningLink
New Core Financial Management System (NCFMS)
NFC Employee Personal Page (EPP)
Official Personnel Folder (e-OPF)
Opportunities Are Open (DOORS)
Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov LaborNet Wiki Directory A -Z Index

Your Life Your Job **IT & Communications Security & Emergency Management** From The Acting Secretary

REPORT FRAUD

DOL IT Modernization Program

Virtual Meeting Tools: Using IT to Connect and Collaborate at DOL

The Department of Labor has multiple tools available for staff use in collaborating with colleagues. These tools allow for collaboration regardless of location and span the spectrum from simple teleconferences to document sharing and high quality video. The section below describes each tool and provides a matrix to assist you with selecting the appropriate tool for your collaboration needs.



Teleconferencing



Meetings conducted through a phone/audio connection with participants in any location.

Skype for Business



Virtual chats and meetings conducted online with participants in any location, accessible through both desktop and web-based applications.

- Skype for Business Fact Sheet (PDF) Learn more about Skype for Business and how it benefits you.
- <u>Job Aid Skype for Business</u> (PDF) Need help? Use this step-by-step guide to walk you through Skype for Business's key features.
- Skype for Business Training (PDF) Find out how to use Skype for Business by using this detailed training.

WebEx/Web Conferencing



Meetings conducted online through an internet browser and phone or audio connection with participants in any location.

- Get Familiar with WebEx Learn more about WebEx and the benefits that this collaboration tool brings to DOL.
- Connect with Your WebEx POC! Find the WebEx host in your agency, region, or program office and contact them to set up your WebEx session.
- <u>Visit the DOL WebEx Site</u> and use your meeting number to easily join your WebEx session. You can even search for a meeting by entering key words so you can find your WebEx session quickly without having to search through old emails! Need help? You can find

User Guides, downloads, and tutorials to help you get the most of your WebEx experience.

Video Teleconferencing (VTC)



Meetings conducted through high-quality video with participants located in rooms equipped with cameras and screens linked together on a dedicated network. To learn more about VTC, visit the <u>VTC resources page</u>.

Virtual Meetings & Videoconferencing

Webcasting



Streaming of live or recorded video broadcast to participants in any location through their web browser; typically used for special, infrequent events originating from the Frances Perkins Building.

To find out more information about webcasting options and how to set up a webcast, contact one of the following individuals in OPA: <u>Ken Pfeifer</u>, <u>Alex Duncan</u>, or <u>Ashleigh Ingram</u>.

Video Conference Lines (VCL)

Video Conference Lines enable you to conduct face-to-face meetings with staff in different locations. Think of a Video Conference Line as a virtual meeting rooms — you can share presentations and collaborate with colleagues even if you're not in the same space. You can join via Video Teleconference Unit, Skype for Business, and Jabber if you're on the DOL network. Business guests outside the DOL network can join over the phone.

Virtual Meeting Tool Matrix

The table below provides an overview of each of the virtual meeting tool platforms so that you can make an informed decision about which one is right for your needs. To learn more about audio bridge, Video Conference Lines, and other meeting solutions, please reference the <u>DOL Meeting Tool Overview</u> (PDF).

Virtual Meeting Platform

Features	Teleconference	Skype for Business	WebEx/Web Conference	Video Teleconference (VTC)	Webcasting	VCL
Audio	Yes	Yes, if your computer has audio-enabled capabilities	Yes, includes integrated audio	Yes	Yes	Yes
Video	No	Yes, if you have video	Yes, up to 6 cameras if	Yes	Yes (one-to- many video	Yes

		equipment	you have video equip.		stream)	
Closed Captioning	No	No	Yes, in Event Center	No	Yes	No
Capacity	Up to 100 phone/audio connections	Up to 250 connections, and all must be DOL staff	Up to 200 connections With special large meeting license, up to 1,000 connections	2 or more locations Participant capacity in rooms varies by location	Unlimited participants can view webcast online	Recommended up to 10 connections for best video quality
Collaboration Features	Allows audio discussion but no real-time visual sharing	File and desktop sharing White boarding and on-line chats Participant polling Live streaming using webcams	File and application sharing White boarding and on-line chats Participant testing, polling, and survey tools Live streaming using webcams	Simultaneous live video and audio feed between locations in high quality format Ability to view documents/ presentations	Q&A from viewers is possible through a teleconference bridge Can be recorded, edited, and stored for later playback	Simultaneous live video and audio feed between locations in high quality format Ability to view documents/ presentations
Meeting Requirements	Teleconference number with participant passcode Contact your manager or other Agency POC to secure a conference number	Internet connection and audio bridge for teleconference Participants are provided a link to access meeting	Contact your agency WebEx license holder to reserve a WebEx meeting and conference line Host is provided a link and dial- in number to share with participants	Availability of VTC resources depends on your region and office location	Typically requires broadcasting from the Frances Perkins Building and engaging OPA Participants provided a link to access webcast	Line number
Required Equipment	Audio connection (desk phone, mobile phone, or internet browser)	Computer microphone or teleconference line for audio	Internet browser with audio connection or telephone	Equipment is available through DOL agencies – reference VTC catalog on LaborNet	Supplied by OPA	A phone, Skype or Jabber from your DOL computer, or Cisco video- teleconference

						equipment
Cost	No additional cost	No additional cost	No additional cost	No additional cost	Coordinate with OCIO and OPA for specific costs	Coordinate with OCIO for specific costs

Last updated: December 28, 2018



LaborNet Wiki

Directory

A -Z Index

Menu

LearningLink



LearningLink is DOL's e-Training solution which provides employees access to a one-stop portal of training programs and services. LearningLink supports business and management processes by providing agencies, staff, and customers with single-site access for the management, delivery, and development of learning and knowledge.

By accessing a U.S. government information system, you must comply with DOL's Rules of Behavior. Before you access Learninglink, please review the security requirements of the <u>LearningLink Rules Behavior</u>.

To access LearningLink, click on Go to My LearningLink Now!

Frequently Asked Questions

- LearningLink Frequently Asked Questions
- LearningLink Upgrade Quick Guide (PDF)

Job Aids

- SF-182
- View our User Job Aids
- View our Supervisor Job Aids
- View our Administrative Job Aids

For additional help you may:

- Contact the LearningLink helpdesk
- Contact your Agency/Regional Training Officer

References

- View the NASBA CPE Credits (XLS)
- View the HRCI Recertification Credits (PDF)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

View the Training Approval Process Privacy Act Statement

Last updated: August 14, 2019

For LearningLink questions or concerns, please contact the LearningLink Helpdesk.

LearningLink Rules of Behavior

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

A -Z Index

Menu

New Core Financial Management System Program

Program Overview

New Core Financial Management System (NCFMS) is the Department's core financial management system.



Hot Topics

- Users are reminded not reuse Receipt of Goods (ROG). Upon review of some Receipt of Goods (ROG) transactions it appears that users are reusing existing ROGs versus creating a new ROG when goods/services are received. This is an incorrect practice. Users must create a new ROG transaction once the goods/services are received by DOL and only update an existing ROG when corrections are needed. In the event users need any training, they may contact NCFMS Training Support by sending an email to: zzNCFMSTrainingSupport@dol.gov, to make the necessary arrangements.
- If you are in AMS and an issue/error arises, no matter the error you receive (including all NCFMS errors), submit your issue/error to the AMS Helpdesk at AMSHelpDesk@dol.gov. Remember to include the document number and a screen shot of the error. The AMS Help Desk will create a Remedy ticket and, if required, coordinate with the NCFMS Help Desk. The NCFMS Help Desk will recommend the appropriate plan of action to resolve your issue. Please be aware that when de-linking is recommended, the NCFMS Help Desk must obtain OCFO approval prior to taking action. Finance offices are responsible for approving manual obligations in NCFMS and working with the CO/CS to ensure that future modifications to de-linked documents are manually obligated or deobligated in NCFMS. If your AMS document is de-linked to carry out an action, the affected documents must be re-linked after completion.

When responding to emails from the NCFMS Help desk, users are required to reply to the email message or include the NCMFS help desk ticket number in the subject of your response. Please use the format: "NCFMSHD-XXXXX." The NCFMS Help Desk will treat any request without a help desk ticket as a new NCFMS help desk request. Including the information below with the explanation of your request and applicable screen prints will help the SSP more quickly respond to your inquiry.

Grants: Grant document number; agency of the grant preparer; preparer grant user id;

NEW CORE FINANCIAL MANAGEMENT SYSTEM PROGRAM (NCFMS)

- Home
- NCFMS Login
- Downtime Calendar
- Newsletters
- Quick Reference Guides
- User Forms
- User Information
- User Support
- User Training

ONLINE TOOLS



Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial

name of the approver; approver grant user id; document number; TIN; and DUNS.

Procure to Pay: Invoice number; amount on the invoice; receipt numbers associated with the invoice; and purchase orders associated with the invoice.

Purchase Card: Last eight digits of the credit card; purchase log number; reconciliation document number; and transaction id.

Request to Procure: Document ID; order number; contract; agency; and receipt number.

Travel Management: Trip id; agency of the traveler; name of the traveler; traveler E2 user id; name of the approver; and approver E2 user id.

Vendor Management: Vendor name; Duns number; vendor type (CCR, non-CCR, employee); document or invoice related to this vendor; sam.gov registration (CCR only); acquisition management system (AMS) contract number; requisition number; agency of the requisition or contract preparer; preparer AMS user id; name of the approver; and approver AMS user id.

When requesting support in one of the areas listed below please send your communications to MCFMSAccessForms@dol.gov. DOL/OCFO will be responsible for assisting NCFMS users with these requests.

- User account creation
- E2/AMS/E-Grants/ATRA user account mapping
- Unlocking user accounts
- Resetting user passwords
- NCFMS Training: NCFMS Training information is available online via Labornet. This
 information includes Upcoming Training Calendars as well as Instructions on how to
 register for NCFMS Training.

New NCFMS users should attend both the "Intro to NCFMS" and "NCFMS Reporting" training classes. The "Intro to NCFMS" course provides an overview of NCFMS, reports, procedures and resources. The "NCFMS Reporting" course provides an overview of the different types of reports that are offered in NCFMS as well as the methods of generating and customizing the reports."

Further information about NCFMS Training opportunities is available from the NCFMS User Training website.

Navigation: <u>Workplace Resources</u> ⇒ Financial/Property Services ⇒ <u>New Core</u> <u>Financial Management System Program (NCFMS)</u> ⇒ <u>User Training</u> Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Last updated: November 13, 2018



- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any
 expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official,
 except USDA's Chief Information Officer.



LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Electronic Official Personnel Folder (eOPF)

Electronic Official Personnel Folder (eOPF) is an electronic system developed to handle official personnel files and to simplify access to your own Official Personnel Folder (OPF). An OPF is created when an employee begins his or her Federal service and is maintained throughout the employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

eOPF can only be accessed through a DOL network connected computer. To access eOPF, click on

Go to My e-OPF Now!

eOPF Security Questions

eOPF has incorporated enhancements for self-service password reset requests. All eOPF users will be required to select and provide answers to six security questions to strengthen security. This will only be required ONE TIME when you first log into e-OPF. The security questions will be used to validate identity when you request a password reset or ask for assistance from the helpdesk. Once logged into the system, you will be able to change the questions and answers at any time.

e-OPF Employee User Tools

Several useful tools are provided below to assist the user in getting acquainted with your individual eOPF.

- eOPF FAQs (Frequently Asked Questions) (PDF)
- Learn how to search for and print documents in eOPF (PDF)

For additional help with eOPF, you may send an e-mail to the <u>eOPF Help Desk</u> or call 1-866-275-8518. For Human Resource related question, contact your servicing Human Resources Office.

eOPF HR Specialist Tools

As an HR Specialist, additional guidance is required in order for you to effectively and

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

efficiently perform your HR functions in eOPF. Below are the necessary manuals, operational guidance, and training material that will assist you in performing those functions. These documents have been created by the Office of Personnel Management (OPM), Enterprise Human Resources Integration (EHRI) Program Management Office.

- Choose a Region -

General eOPF Guidance for HR Specialists

- <u>User Guide HR</u> July 27, 2016 (PDF)
- Operational Guidance #OG-017: Sealing and Reconstructing an eOPF due to a change in Gender Identity – February 20, 2016 (PDF)
- Operational Guidance #OG-19: Verification of Scanned Documents February 20, 2016 (PDF)

Master Forms List

- Permanent Documents
- Temporary Documents
- Standard NOA Codes

Preparing Folders for eOPF Transfer

 Operational Guidance #OG-008: Preparing an eOPF for Transfer – February 20, 2016 (PDF)

eOPF Transfer Training Guidance

Below are the user manuals for transferring documents within eOPF.

- Procedures for Shipping OPFs November 12, 2009
- Interfile Cover Sheet NPRC (PDF)
- <u>eOPF Guide Transfer</u> July 27, 2016 (PDF)
- Operational Guidance #OG-016: Initiating a Transfer Request with the SF-50 Hiring Action – June 20, 2016 (PDF)
- Operational Guidance #OG-012: Request for Preliminary Employment Data Using the SF 75 – June 20, 2016 (PDF)
- Operational Guidance #OG-011: Transferring an eOPF to a Gaining Agency June 20, 2016
- Operational Guidance #OG-010: Requesting an eOPF from the NPRC using the eOPF
 Transfer Function June 20, 2016
- Operational Guidance #OG-009: Transferring a Folder to NPRC June 20, 2016
- Operational Guidance #OG-008: Preparing an eOPF for Transfer June 20, 2016

<u>Transfer videos</u> are 3 to 5 minute video segments that walk you through each eOPF Transfer transaction step-by-step. The video include the following Transfer functionality:

- Accessing eOPF for the First Time
- 2. Assigning User Group Access

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

- 3. Before the Transfer: Preparing a Folder
- 4. eOPF Basic User Access
- 5. Gaining Agency Steps in Transfer
- 6. How to Reindex a Document in eOPF
- 7. Import Using Add Document Feature
- 8. Import Using the Import Button
- 9. Losing Agency Steps in Transfer
- 10. Managing User Group Security Access
- 11. Overview of the Transfer Buttons and Tabs
- 12. Printing and Saving Your eOPF Documents
- 13. Sending and Receiving Procedures with NPRC
- 14. Using the History Sent and History Received Tabs
- 15. Using the SF 75 (Request for Preliminary Employment Data)
- 16. Using the Transfer Reprocess Function
- 17. Viewing, Searching, and Clip Folders in Your Own eOPF

If you have any questions or would like to see additional documents placed on this site, please email the e-OPF helpdesk at e-OPF@dol.gov.

Last updated: October 22, 2018



LaborNet Wiki

Directory

A -Z Index

Menu

Opportunities Are Open



Introduction

The Department of Labor Online Opportunities Recruitment System (DOORS) is a web-based e-Recruitment system that provides both Department of Labor (DOL) employees and outside job seekers the opportunity to apply for DOL jobs via the Internet. This online application system streamlines the recruitment business process via automation and helps the Human Resources (HR) Division find qualified applicants.

For DOL HR Users building and processing vacancies, the DOORS System can only be accessed through a DOL network connected computer. To access DOORS, click on

- DOL HR Users Go to DOORS System Now!
- Applicants Go to DOORS System to Search/Apply to Jobs Now!

Job Application Guide and General Information

- Job Application Guide (PDF)
- DOORS Point of Contacts by Office/Region
- DOORS Content Controllers by Office/Region
 (Content Controllers add vacancy questions to the Question Library)
- DOORS Continuity of Operations Plan (PDF)

HR Specialist Information

For HR Specialists who use DOORS to post jobs and manage case files, system guidance can be found on DOL's SharePoint website.

Manager Information

- Manager Resources
 - DOORS Rules of Behavior (DOC)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Developing CBQ Crediting Plans (PDF)
- Supervisory Desk Aid #21: DOORS
- Standard Operating Procedures
 - Selecting Official Job Aid for Managers and Subject Matter Experts (PPT)

Subject Matter Expert (SME) Information

- Subject Matter Expert (SME) Applicant Review List Process (PDF)
- Selecting Official Job Aid for Managers and Subject Matter Experts (PPT)

Help

- For general information on DOL job applications: visit www.jobs.dol.gov.
- Vacancy questions: contact the agency's "Point of Contact" identified on the announcement.
- For help with the USAJOBS portion of the application process: Go to https://www.usajobs.gov/Help/

Last updated: April 1, 2019

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

DOL Procurement Policy

Attention all AMS Users and Supervisors

AMS Management is currently conducting a review of all AMS user accounts for 2018-2019. The AMS Account Recertification process will be carried out in four consecutive waves divided by agency. Please be aware of your agency's recertification dates and monitor your inbox for communications from AMSAccountReview@dol.gov.

- Wave 1 (Dec 2018 Jan 2019) ETA
- Wave 2 (Feb 2019 April 2019) BLS, EBSA, EPS, ILAB, SOL, and VETS
- Wave 3 (April 2019 June 2019) CIA, MSHA,
 OSHA, OWCP, and WH
- Wave 4 (July 2019 August 2019) ASP, ADJ, OALJ, OASAM, OASP, OCFO, OCIO, ODEP, OFCCP, OIG, OLMS, OPA, OSEC, and WB

Department of Labor Acquisition Community of Practice

Welcome to the Department of Labor's Procurement website! The Department of Labor Acquisition Community of Practice provides department-wide acquisition functions to include the administration, management, oversight for policies, programs, workforce development, and business systems required to assure the delivery of transparent best value acquisition solutions.

- Contact Information by Agency
- Contracting Officer Representatives (CORs) by Agency (XLS)

Contact the Office of Procurement Policy

Procurement Related Services

- Policy & Guidance
- Templates / Guidance / Manuals / Checklists
- Enterprise-wide Procurement Vehicles
- Purchase Card
- Contract Writing System (AMS)
- Contract Financial System (NCFMS)
- DOL Acquisition Certification Program
- Procurement Review Board
- Training
- Tool Kit
- Expiring Contracts (XLS)
- Activity Address Codes (AAC) (XLS)
- Acquisition Training Thursdays
- Procurement Management Review

Forms

Find a procurement forms

- Select a form -

eTools

Find an eTool

- Select an eTool -

By Topic

Lessons Learned provides procurement subject matter GAO

Warrants: zzOASAM.BOC.Warrants@dol.gov

Ratifications:

zzOASAM.BOC.Ratifications@dol.gov

Procurement Review Board:

zzOASAM.BOC.ProcurementReviewBoard@dol.gov

General Inquiry:

zzOASAM.BOC.OPPGeneralInquiry@dol.gov

Training: OASAM.BOC.Training@DOL.gov

 Advocate for Competition: OASAM-BOC-OCPO-Advocate@dol.gov

Director of Procurement Policy: OASAM-

BOC-OCPO-Director-of-Procurement-

Policy@DOL.gov

contract protest case decisions.

Lessons Learned



LaborNet Wiki

Directory

A -Z Index

Menu

Travel Management Division (TMD)

Overview

The Travel Management Division (TMD) is responsible for the Departments travel and travel card (TC) activities. The Division manages the Department's E-travel system (E2) Solutions), the Travel Management Center (TMC) and the travel services vendor (Carlson Wagonlit). The Division also manages the Departments travel card program and liaison with the travel card vendor (Citibank). The Division serves as the Department's point of contact in implementing Government-wide travel programs administered by GSA, OMB and Treasury. The Division oversees, monitors and provides travel operation and technical assistance to travelers on official DOL business. The assistance is provided to the agency and regional travel community consisting of the (traveler, arranger, approver, system administrator and supervisors of travel staff and administrative travel staff). The Division acts as liaison with the Policy Division on travel inquiries requiring a travel policy weigh-in. The Division provides assistance to the travel community on E2 transactions such as encountering error(s) effecting the travel document in E2 Solutions to interface to the accounting system (NCFMS). The Division prepares responses to Freedom of Information Act (FOIA) requests related to travel. The Division provides travel guidance and help desk support on day to day activities to the agency and regional travel community.

TMD Email Helpdesk: <u>TravelManagementDivision@dol.gov</u>

Systems:

- E2 Travel system
- Citibank Commercial Card system

Contacts:

- DOL Travel Contacts
- Agency E2 Systems Administrators by Agency
- Agency Charge Card Coordinators by Agency and Region

TMD Highlights

- Guidance for Travel Near Appropriations-End FY19
- FTR Bulletin 18-08 Contract City-Pair Business Class Accommodations (PDF) This

TRAVEL MANAGEMENT DIVISION

- Home
- A-Z Index of Travel-Related Topics
- E2 Training and Guidance
- E2 Travel System and TMC Contact
- Monthly Outreach Meeting
- Travel Accounting Line Rollover
- Travel Applications/Forms
- Travel Management Resources
- Travel Policy and Procedures
- Travel FAQs
- Year-End Guidance
- CWTSato To Go
- ETS/TMC Fee Schedule

ONLINE TOOLS



Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

bulletin clarifies that the mandatory use of contract city-pair fares per Federal Travel Regulation (FTR) § 301-10.106 applies to all awarded contract city-pair fares, including both coach-class and business-class accommodations.

- Industrial Funding Fee (IFF) (DOC) FY19, effective 1 October 2018, the IFF for all self-service (online) and full-service (offline) transactions will be updated from \$0 to \$1.60
- Effective September 1, 2018, Northwest Territories, Canada is removed from the Per Diem
- The <u>City Pair Program Search Tool</u> has been updated with the FY19 award information. Contract fares will be loaded and available for booking by August 7, 2018.
- GSA WebEX Discussion on FEDRooms March 8th & April 12th
- Common NCFMS Errors Messages and Reminders (XLS)
- New Transportation Expense Types in E2 Solutions! (PDF)
- GSA SmartPay 3 at DOL Communications
- Executive Branch Support for Congressional Travel During a Government Shutdown –
 January 18, 2019

Last updated: August 26, 2019

For DOL Travel Management questions or concerns, please contact TravelManagementDivision@dol.gov.

For Government-wide or DOL Financial/Travel Policy questions or concerns, please contact <u>Polen.Chris.P@dol.gov</u>.

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE - 24/7 Voicemail System

1-877-DOL-SAFE / 1-877-365-7233



User ID: Password:

Forgot User ID? Forgot Password?

If you experience difficulties logging in to WebTA, contact the HR Works helpdesk via email at DOL-HRWorks-HelpDesk@dol.gov.

WebTA System Maintenance Schedule

This message is intended for all DOL federal employees.

FY 2020 starts on October 1, 2019, which means that 2020 accounting codes must be uploaded into WebTA.

To help ensure a smooth accounting code upload process, please follow the guidance provided below:

Please close out the current pay period (pay period 19), which ends on Saturday, September 28th as you normally would by COB Tuesday, October 1st. **WebTA** will be taken offline to establish the FY 2020 accounting codes at noon (12:00 PM ET) on Friday, October 4th. WebTA will be back online with the FY 2020 accounting codes by noon (12:00 PM ET) Wednesday, October 9th.

IMPORTANT NOTES ABOUT PAY PERIOD 20:

Do NOT enter any time into your pay period 20 timesheet until Wednesday, October 9th. Any pay period 20 timesheets that are in *Validated* or *Certified* status will be returned to *Saved* status before the accounting code rollover process is started. This means that the timesheets will have to be Re-validated and Re-certified again on Wednesday, October 9th.

Your assistance in this process is much appreciated and required.

If you have any questions or require further information, please contact the DOL HR Works Help Desk at **DOL-HRWorks-HelpDesk@dol.gov.**

WARNING

You are accessing a U.S. Government information system that is owned and operated by the DOL. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. DOL information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the DOL. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access.

USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES A CONSENT TO THIS MONITORING, RECORDING, DISCLOSURE, AND ACCEPTS THAT USE OF THE SYSTEM IS SUBJECT TO AUDIT BY AUTHORIZED PERSONNEL.



LABORNET

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Wirtz Labor Library

Resource Spotlight



Contact Information

Email: library@dol.gov Phone: 202-693-6600 Room: FPB N-2308

Hours: 8:15 AM-4:45 PM

Most Requested Items

- Databases: BNA, EBSCO, HeinOnline, and more.
- Newspapers: Read the Washington Post, New York Times, and more.
- Magazines: Read Harvard Business Review, Time, and more.
- **Library Services**: Interlibrary Loan, Training, and more.

Hispanic Heritage Month 2019

The library is celebrating Hispanic Heritage Month. Check out the library's resources on this topic:

- Books and DVDs displays in the Library (N-2308)
- Databases of newspapers and magazines



DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility

Printer Friendly



Main Advance Events Finder Download DOL 1-101 About Events Calendar

There's no event based on the following(s):
• Event Date: 9/25/2019 Please retry your

• Event Date: 9/25/2019 Please retry your search using Events Finder on your left or click here to search using Advance Events Finder.

List of event(s) on Wednesday, September 25, 2019

Events Finder

Month/Day/Year:

Sep 25 2019

Event Type:

All Types

Region/National Office:

All

Agency:

All

Search:

- Customize Events Calendar
- Login to Administrator Site

Comments or Questions?

DOL.GOV | LaborNet



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

U.S. Department of Labor Seal

The DOL seal represents the symbol of governmental authority invested by the Department of Labor and authenticates a document or publication on which it appears as sanctioned government communication. The DOL seal shall only be represented in one-color or full-color and shall not be partially hidden, distorted, or incorporate other artistic liberties.

DOL Seal Usage Standards are guidelines for all DOL agencies producing print, digital or web products. This framework includes guidance on the use of colors, fonts, agency logos and DOL seal placement. DOL agencies are encouraged to work with the Office of Public Affairs early in the project for ideas and solutions to best meet audience needs.

All questions about the U.S. Department of Labor print and digital media branding should be directed to Cindy Riggs, Art Director, Office of Public Affairs at riggs.cindy@dol.gov.

If you have questions concerning the legal permissibility of using the DOL seal, please contact the SOL Counsel for Ethics at 202-693-5528.

- DOL Seal Usage Standards (PDF)
- Microsoft Word Letterhead Template (DOC)
- DOL Seal Standards Presentation (PDF)



Color Seal/Transparent Background

- JPG RGB (548x548px @300ppi)
- JPG CMYK (548x548px @300ppi)
- PNG (548x548px @300ppi, transparent background)
- EPS (transparent background)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V



Black Seal/Transparent Background

- PNG (548x548px @300ppi, transparent background)
- EPS (transparent background)



White Seal/Transparent Background

- PNG (548x548px @300ppi, transparent background)
- EPS (transparent background)



Blue Seal/Transparent Background

- JPG RGB (548x548px @300ppi)
- JPG CMYK (548x548px @300ppi)
- PNG (548x548px @300ppi, transparent background)
- EPS (transparent background)



Black Seal on White/Transparent Background

- JPG (548x548px @300ppi)
- PNG (548x548px @300ppi, transparent background)
- EPS (transparent background)

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



Blue Seal used on Letterhead

JPG (234x234px @300ppi)

NOTE: Do not make smaller than 0.78 x 0.78 inches

Last updated: March 25, 2019

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Elevator Poster Text and Description

Hall of Honor Induction Ceremony

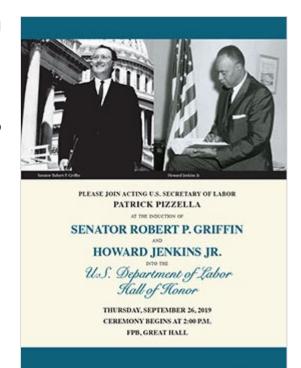
Please join Acting U.S. Secretary of Labor Patrick Pizzella at the induction of Senator Robert P. Griffin and Howard Jenkins Jr. into the U.S. Department of Labor Hall of Honor

Thursday, September 26, 2019 Ceremony begins at 2:00 p.m. FPB, Great Hall

UNITED STATES DEPARTMENT OF LABOR

- Download poster (PDF)
- Elevator Posters Archive

Posted: September 20, 2019



ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory | A to Z Index | Site Map | DOL Forms | Help | Send Your Feedback | Accessibility

DOL Café - September by Unidine



Monday	Tuesday	Wednesday	Thursday	Friday
LABOR DAY	MEXICAN GRILL	Zoodle Sauté @ the Action Station	Make Your Own Pizza @ The Pizza Station 9/4-9/5	Fish Fry @ The Grill Station
9 Olive's mediterranean	Scampl The Action Station	Classic Italian Sub @ the Deli 9/10-9/13	Sizzling Seafood @ The Pizza Station	Wing Basket @ The Grill Station
National Guacamole Day @ the Pizza Station	Grilled Market Salad @ the Mexican Station	18 HELLO DUMPLING	Chicken Teriyaki Wrap @ The Deli 9/17 – 9/20	Shrimp Basket @ The Grill Station
Poke Bowl @ the Mexican Station	Pho @ The Action Station	Oktoberfest @ the Hot Bar Ham & Swiss Pretzel Panini @ the Deli	Sizzling Seafood @ The Pizza Station	Fish Fry @ The Grill Station
Taco Salad	1 Curry Sauté	Turkey Bacon	3 Mediterranea	Wing Basket

Apple Wrap

@ the Deli

10/1-10/4

n Steak Salad

@ the Pizza

Station

Celebrate Chef Appreciation Week with us!

September 16th - 20th

@ The Action

Station

@ The

Mexican

Station

Breakfast 7:00am - 9:30am Lunch 11:00am - 2:00pm Snack 2:00pm – 3:00pm

@ The Grill

Station





zoodle sauté

FEATURE

September 3rd – 5th
zucchini noodle's sautéed with
your choice of toppings mushrooms, fire roasted peppers,
scallions, asparagus, sundried
tomato or artichoke hearts.
Tossed in rose sauce or lemon herb
sauce. Topped with your choice
of chicken, shrimp or tofu

Blackened Chicken 7.99

Herb Shrimp 8.59

Lemon Herb Tofu 6.99

extra ½ portion of meat + 2.85 extra full portion of meat + 5.40



Hand stretched Pizza with your favorite toppings! 9/4 to 9/5

Sauce Selections – Zesty Tomato, BBQ Sauce, or Basil Pesto

Top with - Barbecue Chicken, Buffalo Chicken, Ham,

Italian Sausage, Pineapple, Mushrooms, Plum Tomatoes, Peppers, Red Onions, Kalamata Olives, Artichokes & Sautéed Spinach



September 6th

Fish Fry

Fried Fish & French Fries served with Tartar Sauce



September 9th – 13th Build a Wrap or Bowl

Delicious chicken, kofta or falafel with feta, olives, lettuce, tomato, onions and hummus.





September 9th – 12th

linguini sautéed with your choice of toppings - mushrooms, roasted peppers, plum tomatoes, asparagus or artichoke hearts.

Tossed in lemon garlic butter or classic white wine garlic sauce. with your choice of shrimp or tofu

Herb Shrimp 8.59

Herb Tofu 6.99

extra ½ portion of meat + 2.85 extra full portion of meat + 5.40

market deli SPECIAL

September 10th – 13th Classic Italian Sub

ham, salami, pepperoni, provolone on a sub roll 710 cal

sizzling seafood

FEATURE

September 12th

fresh salmon or shrimp baked to order

with your choice of sauces – chimichurri sauce or rosemary butter

accompanied by fresh vegetable medley & herb roasted new potatoes



September 13th

Wing Basket

Fried chicken wings (6) accompanied by French fries

CELEBRATE NATIONAL GUACAMOLE DAY

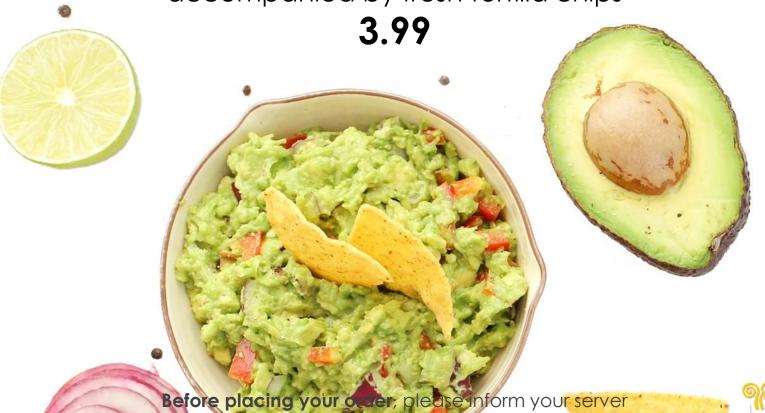
September 16th

@ the Pizza Station

Create your own Guacamole

Start with Avocadoes

Mix in your choice of toppings – goat cheese,
fresh jalapenos, sundried tomatoes, plum
tomatoes, caramelized onions, roasted red
peppers, cilantro
accompanied by fresh tortilla chips



if a person in your part has a food allergy.

This month's superfood is

Seaneed

Contains **lodine**



Plant source of Vitamin **B12**



These vegetables of the sea are packed with vitamins, minerals and phytonutrients.

This month's superfood is

Seaneed

On the Composed Bar September 17th – 19th

Radish, Avocado, Cashew & Seaweed Salad

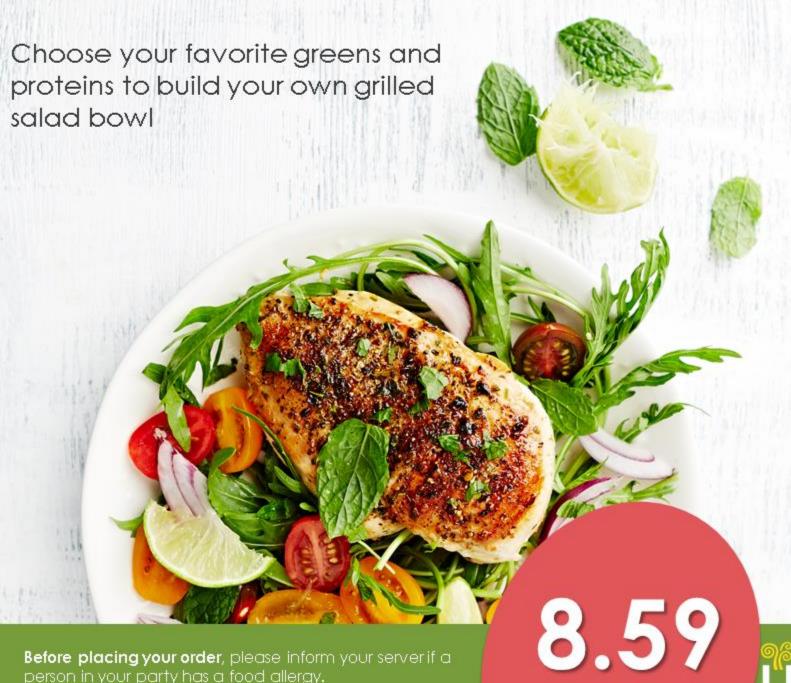
Japanese Seaweed Salad

.49 an ounce

These vegetables of the sea are packed with vitamins, minerals and phytonutrients.



Build a Market Salad!



market deli SPECIAL

September 17th – 20th Chicken Teriyaki Wrap

marinated chicken breast with carrots, nappa cabbage,
Bermuda onions
with a teriyaki glaze
380 cal



September 20th

Fried Shrimp Basket

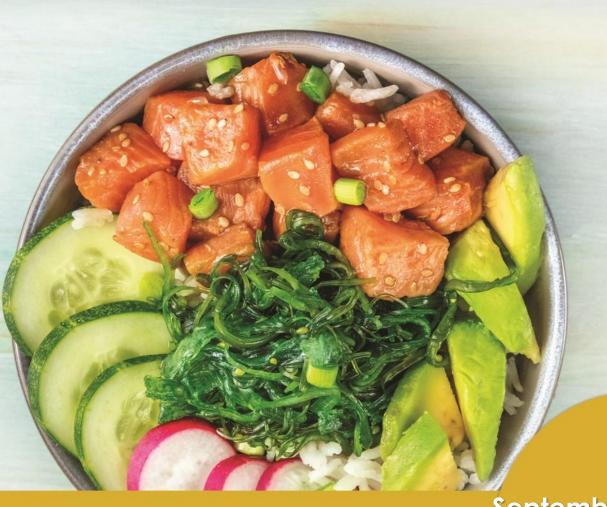
Fried Shrimp & French Fries served with Cocktail Sauce



Build a Poke Bowl

Choose your favorite Hawaiian ingredients to build your own poke bowl!

Veg - 7.39 Shrimp - 9.99 Tuna - 10.99



September 23rd – 27th

Before placing your order, please inform your server if a person in your party has a food allergy.

*Consuming raw or undercooked seafood or shellfish may



September 23rd – 26th
noodles with your choice of
chicken or vegetarian with your
choice of vegetables in pho
broth, topped with cilantro &
basil

Chicken 7.75
Shrimp 8.05
Vegetarian 6.99

CAUTION SOUP BROTH IS EXTREMELY HOT!

extra ½ portion of meat + 2.85 extra full portion of meat + 5.40



September 25th on the Hot Bar

Kielbasa Sausage
Grilled Bratwurst
Brasied Oktoberfest Chicken
Warm German Potato
Salad
Braised Red Cabbage



sizzling seafood

FEATURE

September 26th

fresh salmon or shrimp baked to order

with your choice of sauces – chimichurri sauce or rosemary butter

accompanied by fresh vegetable medley & herb roasted new potatoes



September 27th

Fish Fry

Fried Fish & French Fries served with Tartar Sauce

taco salad

FEATURE

September 30th – October 4th

Crispy tortillas topped your choice of lettuce, roasted corn, roasted peppers & onions, black beans, black olives & cheddar cheese topped with fresh salsa

Chicken or Beef 7.75 Vegetarian 6.99

add guacamole + 1.30 when available extra toppings +.50 extra sour cream +.50 extra ½ portion of meat + 2.85 extra full portion of meat + 5.40

curry sauté

FEATURE

September 30th – October 3rd flavorful red curry broth with fresh egg noodles or brown rice accompanied by scallions, squash, carrots, peppers mushrooms & cilantro.

With your choice of pork, chicken or tofu

Chicken or Pork 7.99 Vegetarian 6.99

extra ½ portion of meat + 2.85 extra full portion of meat + 5.40



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DOL France Perkins Building Cafeteria Frequently Asked Questions and Answers

- 1. Where is the cafeteria menu posted?
- 2. What are the hours of operation?
- 3. How can I identify healthy choice options?
- 4. Do you have a catering menu?
- 5. Why are there no trays at the entrance?
- 6. If I need assistance with my meal, who do I see or call?
- 7. How do I know the calories of each entrée?
- 8. What food is gluten free?
- 9. Can you order by phone or email?
- 10. If hours or selections are changed, how do I know where to find them?
- 11. Are plates and utensils free without a purchase?
- 12. Do you have biodegradable utensils?
- 13. If I want to leave a comment or feedback, how do I do that?
- 14. <u>If I have a special event during lunch, who do I coordinate with and can tables be rearranged?</u>
- 15. <u>If trash cans are overfilled or tables dirty during serving times, how do I get them cleaned?</u>
- 16. After cafeteria serving hours, can I hold a special event or meeting?

Last updated: March 25, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Flu Shots for DOL Employees

This message is intended for all DOL Federal employees in the Washington, DC area.

Dear Colleagues,

Flu season is here! To help you prepare, the Department will make the influenza (flu) vaccine available to DOL Federal employees at various Federal Occupational Health (FOH) health units. Below is the schedule for the Frances Perkins Building Health Unit. Employees can contact other health units in the area to find out more information on their vaccination schedules. A full list of FOH health units can be found on LaborNet.

When: October 1, 2018 through June 2019

- Monday, Wednesday through Friday, 9:00 a.m. 11:30 a.m. and 1:00 p.m. 3:30 p.m.
- Tuesday, 1:00 p.m. 3:30 p.m. (only)

Where: Frances Perkins Building Health Unit, Room S3214

Who: DOL Federal Employees

What to Bring:

- DOL Federal ID
- Complete the <u>FOH Patient Acknowledgement and Screening Questionnaire Form for Influenza Vaccination</u> in advance or upon arrival.

NOTE: FOH policy recommends clients wait 15 minutes before leaving the vaccination area after receiving the flu shot.

Additional Resources:

- Did you know that all Federal Employee Health Benefits plans cover flu shots at no cost to their members? Many plans offer flu shots for children and adults at convenient locations like retail pharmacies. Use your zip code to <u>find your local flu shot locations</u>.
- Centers for Disease Control and Prevention (CDC)

Questions about flu vaccinations may be directed to Michele Bridges in the OASAM Human Resources Center at 202-693-7684 or bridges.michele.d@dol.gov.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Thank you,

Sydney T. Rose | Chief Human Capital Officer and Director

Human Resources Center

Office of the Assistant Secretary for Administration and Management

Posted: September 27, 2018

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Nursing Mothers

DOL recognizes the importance of breastfeeding and therefore supports working nursing mothers. Exclusive breastfeeding is recommended for the first 6 months. According to the HHS <u>Blueprint for Action in</u> <u>Breastfeeding</u> a large proportion (70%) of working mothers with children under three years of age work full time. Approximately one-third of these mothers return to work within three months and approximately two-thirds within six months after the baby is born. Given these statisfics, it is important to ensure that the work



environment permits mothers to continue breastfeeding or expressing breast milk, as long as mother and baby desire. The Department's Nursing Mothers Program allows mothers who have returned to work break times to express milk in order to continue breastfeeding.

Breastfeeding support in the workplace provides the agency benefits, such as increased productivity, decreased employee absenteeism, and decreased health care costs. Employee benefits include an easier transition back to work, breastfeeding support, an increased opportunity for mother-infant bonding, an increased chance of having a healthier baby, and a reduction in the chance of developing breast cancer.

The Office of Worklife, Leave and Pay Policy Programs Office of OASAM/HRC administers this program as a component of DOL's quality of WorkLife programs to provide an environment that supports work life balance.

Information for Mothers

These are the things you need to know as you prepare to be a nursing mother:

- 1. Once you decide that you will be expressing breast milk during working hours, it is important to have a conversation with your supervisor about your expected plans as a way of giving your supervisor a heads-up.
- 2. You may give your supervisor a one-time notice of your intent to take breaks to express breast milk during working hours. You may do so once you return to work from maternity leave, or even before if you prefer.
- 3. Take a look through the contents of this web page including the nursing mothers information found in the <u>WorkLife4You</u> web site which is full of information on

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

pregnancy, breast feeding, returning to work, and many other topics that you will find useful. WorkLife4You is your free resource and referral service provided as an employee benefit. Being familiar with the <u>policy</u> is also very helpful.

4. When you are no longer a nursing mother, notify your supervisor of discontinuation in the program.

Information for Supervisors

As a supervisor, these are the things you need to know/do:

- Be familiar with the DOL Nursing Mothers policy in the <u>DLMS-4 Chapter 1040 Nursing Mothers Policy</u>.
- 2. Be supportive of the nursing mothers in your office and encourage staff to do the same, while maintaining the privacy of the nursing mother.
- 3. If a lactation place does not already exist such as in a Health Unit, work with the employee, the Regional Administrative Service Officers (RASOs) and/or Space Management personnel to establish a private, non-bathroom place for the employee to express breast milk that is free from intrusion so that it is available when it is needed by the employee. Talk to your employee to get her feedback on what would make the lactation place comfortable for her.
- 4. Grant the employee a reasonable amount of time to express milk, each time the employee has need to express milk.
- 5. Inform the employee about the Nursing Mothers policy and the Nursing Mothers web page on LaborNet.

Frequently Asked Questions

- 1. Where can I find a lactation place?
- 2. I know that there is not an accessible lactation place in my work location, what can I do?
- 3. What should I do if my supervisor does not support my decision to express breast milk during work hours?
- 4. How often can I take breaks to express breast milk?
- 5. How long should a mother breastfeed?
- 6. How long am I allowed to express breast milk after I return to work?
- 7. I have concerns about the nursing mothers program. Who can I contact for assistance and guidance?

Resources

- 5 Ways To Make Breastfeeding Easier After Maternity Leave Is Over
- Breastfeeding Promotion and Support in WIC
- Breastfeeding Report Card
- Break Time for Nursing Mothers
- DLMS 4-1040: DOL Nursing Mothers Policy August 7, 2015
- DLMS 4-1040: Introduction to the DOL Nursing Mothers Policy dated July 9, 2013

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Collective Bargaining Agreements

- Local 12 Collective Bargaining Agreement (PDF)
- NCFLL Collective Bargaining Agreement (CBA)
- NULI Collective Bargaining Agreement (CBA) (PDF)
- Give Mothers the Support They Need to Breastfeed Their Babies
- Health & Nutrition Information for Pregnant & Breastfeeding Women
- HHS Blueprint for Action in Breastfeeding
- Lactation Place Locator
- Nursing Mothers Rights
 - Download PDF version (PDF)
- Sample Lactation Places
- Supporting Nursing Moms at Work: Employer Solutions
- The Surgeon General's Call to Action to Support Breastfeeding (PDF)
- Tips for Establishing Breastfeeding
- What to Know When Buying or Using a Breast Pump
- Womens Health Breastfeeding
- WorkLife4You

For more information:

Office of Worklife, Leave and Pay Policy Programs 200 Constitution Avenue, N.W. Room N5454 Washington, D.C. 20210

202-693-7610

WorkLife@dol.gov

Last updated: April 6, 2018

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Headquarters News

- Visit The New & Improved Procurement Website
- Tobacco Cessation
- Nursing Mothers
- UPDATED: <u>DLMS 4-1040 DOL Nursing Mothers Policy</u>
- UPDATED: <u>DLMS 1-400 Redelegation of Personnel Authority</u>
- Retirement Readiness Tips: my Retirement Paycheck
- PIV Card Log-on
- OPM Cybersecurity Incident Information
- OPSEC Bulletin 2-15 Recalculating!
- Retirement Readiness Tip my Social Security
- Updated: DLMS 9-500 Enterprise Architecture
- OPSEC Bulletin 1-15 Taxpayer Identity Theft February 2014 (PDF)
- TSP Transfers

ONLINE TOOLS ~
Agency Intranets
Acquisition Management System (AMS)
Employees' Compensation Operations & Management Portal (ECOMP)
Hazard Reporting Site
Employment Verification
Enterprise Service Desk (ESD)
Ethics Resources
Forms
IT Collaboration Tools (WebEx)
LearningLink
New Core Financial Management System (NCFMS)
NFC Employee Personal Page (EPP)
Official Personnel Folder (e-OPF)
Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Headquarters News

- Visit The New & Improved Procurement Website
- Tobacco Cessation
- Nursing Mothers
- UPDATED: <u>DLMS 4-1040 DOL Nursing Mothers Policy</u>
- UPDATED: <u>DLMS 1-400 Redelegation of Personnel Authority</u>
- Retirement Readiness Tips: my Retirement Paycheck
- PIV Card Log-on
- OPM Cybersecurity Incident Information
- OPSEC Bulletin 2-15 Recalculating!
- Retirement Readiness Tip my Social Security
- Updated: DLMS 9-500 Enterprise Architecture
- OPSEC Bulletin 1-15 Taxpayer Identity Theft February 2014 (PDF)
- TSP Transfers

ONLINE TOOLS Agency Intranets Acquisition Management System (AMS) Employees' **Compensation Operations** & Management Portal (ECOMP) Hazard Reporting Site **Employment Verification Enterprise Service Desk** (ESD) **Ethics Resources** Forms **IT Collaboration Tools** (WebEx) LearningLink New Core Financial Management System (NCFMS) NFC Employee Personal Page (EPP) Official Personnel Folder (e-OPF) Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Welcome to the Atlanta Region

Subscribe to this Page





The OASAM Atlanta Region services agencies in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. For agencies seeking region specific information.

News

- Administrative Officer's Meeting The Atlanta Region OASAM hosted the quarterly Administrative Officer's Conference. OASAM subject matter experts will provide important information and updates on various program areas and will address questions from conference participants.
- Agency Cross Training
- 2018 Atlanta Honor Awards Ceremony (PDF) Highlights from this Awards Cermony
 - Photos from the Ceremony (PDF)

News Archives

- 2018 Archives
- 2017 Archives
- 2016 Archives

ATLANTA REGION

Contacts

- NCFLL Union Officers
 & Stewards
- OASAM Services
 Directory
- Atlanta REC

Continuous Learning

Regional Training

Emergency Preparedness

Emergency Plans & Procedures

Regional Resources

- Atlanta Region News
- Conference & Meeting Space Resources

Safety & Health

- Safety & Health Program
- Safety & Health Managers
- Inspection Schedule

ONLINE TOOLS



Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal

Velcome to the Atlanta Region - Regions - Labornet - United States Department of Labor	
	(ECOMP)
	Hazard Reporting Site
	Employment Verification
	Enterprise Service Desk (ESD)
	Ethics Resources
	Forms
	IT Collaboration Tools (WebEx)
	LearningLink
	New Core Financial Management System (NCFMS)
	NFC Employee Personal Page (EPP)
	Official Personnel Folder (e-OPF)
	Opportunities Are Open (DOORS)
	Procurement Policy
	Travel Management
	WebTA (Timesheet)
	Wirtz Labor Library
	REGIONAL NEWS •
	- Choose a Region -
	Headquarters
	 Cafeteria Menu and Hours Cafeteria FAQs 2018-19 Flu Season Nursing Mothers More Regional News

EMERGENCY

EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Welcome to the Boston/New York Region

Subscribe to this Page







The OASAM Boston/New York Region services agencies in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, and Vermont. For agencies seeking region specific information.

News

<u>2019 Black History Month Event</u> - A reflection on "*Black Migrations*" Featuring Guest Speaker Teri Coaxum (PDF)

Get started with Office 365 - Learn how to login to SHAREPOINT by watching this video tutorial.

BOSTON / NEW YORK REGION

Contacts

- NCFLL Union Officers & Stewards
- Boston NCFLL
- OASAM Services Directory
- Boston / New York REC

Emergency Preparedness

- Emergency Plans & Procedures
- Continuity of Operations

Regional Resources

- Mark D. Falk
 Conference Rooms
- Boston/New York
 Customer Service
- Boston/New York News
- Administrative Services E-Library

Safety & Health

- Safety & Health Program
- Safety & Health Managers
- Inspection Schedule

ONLINE TOOLS

Agency Intranets Acquisition Management System (AMS) Employees' **Compensation Operations** & Management Portal (ECOMP) Hazard Reporting Site **Employment Verification** Enterprise Service Desk (ESD) **Ethics Resources Forms IT Collaboration Tools** (WebEx) LearningLink New Core Financial Management System (NCFMS) NFC Employee Personal Page (EPP) Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season

- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Welcome to the Dallas/Denver Region

Subscribe to this Page







The OASAM Dallas/Denver Region services agencies in Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, and Wyoming. For agencies seeking region specific information.

News

- Welcome to DallasConnect!— Welcome to DallasConnect!, a single point of access to information, resources and important news for the Dallas region. For an overview of our services download our brochures, or visit the OASAM Division pages for access to templates, frequently used forms, and updates on OASAM's major program areas. This site will be enhanced and updated frequently to ensure you have the most current information and tools. We are interested in your feedback. If there is something you would like to see on DallasConnect!, please send your email to our CustomerConnect mailbox.
- Dallas-Denver Region Frequently Asked Questions The Frequently Asked Questions were developed from input from our customer's and provide a way to quickly get answers to questions most often asked in our region. We hope you find this information helpful. If you have other suggestions for questions that should be included, please contact <u>Lisa Sterling</u> by email or 972-850-4442.
- Water_Cooler_Interviews_in_the_Dallas_Region (9/24/2019) As part of an ongoing effort by the Dallas Regional Executive Committee (REC) to recognize the talented and interesting DOL employee who work throughout our region, the REC is conducting "water cooler" interviews.
- <u>Dallas_Hosts_the_Secretary_Honor_Awards</u> (7/17/2019) On June 13th, the Dallas Region held its Secretary's Honor Awards event by hosting a DOL Family Picnic and corn hole tournament. We were proud to have Bryan Slater, Assistant Secretary for Administration and Management, join us as our special guest. Be sure to check out the

DALLAS / DENVER REGION

Contacts

- NCFLL Union Officers
 & Stewards
- OASAM Services Directory
- Dallas / Denver REC

Continuous Learning

Regional Training

Emergency Preparedness

Emergency Plans & Procedures

Regional Resources

- Dallas/Denver Region Region News
- Frequently Asked Questions
- Planning Conferences and Meetings

Safety & Health

- Safety & Health Program
- Safety & Health Managers
- Inspection Schedule

ONLINE TOOLS

Agency Intranets

Acquisition Management

slides from this event.

- Dallas_Region_Quarterly_Administrative_Officer_Meeting (6/25/2019) The Dallas Region OASAM will be hosting the quarterly Administrative Officer's Conference on June 27, 2019. OASAM subject matter experts will provide important information and updates on various program areas, and will address questions from conference participants.
- <u>USAccess_PIV_Information_for_the_Dallas-Denver_Region</u> (6/7/2019) The information provided below includes specific information about getting a PIV badge, making appointments using the GSA Online Scheduling system, the credentialing process for the Applicant, and where to obtain additional information about the USAccess Credentialing process. Because everyone is new to USAccess, then everyone must go through the "enrollment" process before a PIV card can be issued.
- Getting to Know the Dallas OASAM (5/3/2019) The Dallas OASAM staff has
 diverse strengths, deep technical knowledge and a heart for service! They are excited
 to introduce ourselves to you and hope you enjoy getting to know a little more about
 them.
- Feds_GO_Green (4/5/2019) The Feds Go Green team was founded in December 2010 and is comprised of both representatives from DOL and non-DOL agencies. The group would like to share their newsletters with you. (Updated)
- <u>Feds_Feed_Families</u> (11/20/2018) The results are finally in from the National Office's 2018 Feds Feed Families Battle Against Hunger. See the results and some photos from this event.
- <u>Earth_Day_Celebration_Held_in_Dallas</u> (5/16/2018) The Eco-Team at the A. Maceo Smith Federal Building took their Earth Day celebration to an Epic level. A record number of vendors, attendees, collection booths, give-a-ways, door prizes, and food options made this year's Earth Day event great.
- Dallas_Region_Recycling_Guys (8/8/2017) Have you ever wondered who has been taking care of the used cartridges in A. Maceo Smith Federal Building? Well meet them now and learn about the toner cartridge recycling program in the A. Maceo Smith Federal Building.
- Preventing_PIV_Card_Lockout (4/5/2017) One of the biggest problems encountered with the new USAccess PIV card is accidentally locking or blocking the card out when it is time to update the computer account password. Learn how to avoid this and what to do if it does happen to you.

News Archives

- 2018 Archives
- 2017 Archives
- 2016 Archives

System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Welcome to the Philadelphia Region

Subscribe to this Page







The OASAM Philadelphia Region services agencies in Delaware, Maryland, Pennsylvania, Virginia, and West Virginia. For agencies seeking region specific information.

News

- Perkins_Grad_Supports_WBL_Opportunities (6/7/2019) Carl D. Perkins Job Corps alum Dwayne Clarke, 27, from Covington, GA, now works as the food and beverage supervisor for the Westin Birmingham Resort in Birmingham, AL. He remembers how important the work-based learning experience was for him when he was a student at Perkins Job Corps and is now working to make similar Work Based Learning opportunities available to other Job Corps students.
- Job_Corps_College-Career_Day (5/7/2019) With more than 600 high school students attending and 40 employers, colleges and universities represented, the Carl D. Perkins annual Spring College/Career Day has become one of the largest career and college fairs in the area.
- <u>Students_Assist_with_Basketball_Signing_Event</u> (5/7/2019) Perkins security students got to assist with the University of Kentucky Sign Tour at Jenny Wiley State Park on Wednesday May 1st.
- African_American_History_Program-JEOPARDY_2019 (2/27/2019) The Philadelphia Regional Executive Committee and Diversity Council hosted an African American Jeopardy game on Monday, February 25, 2019.
- Job_Corps_Center_Holds_College-Job_Fair (11/13/2018) The chilly temperatures didn't keep away the 48 employers, colleges, 500 high school students, and 40 local job seekers from the community from showing up for the Carl D. Perkins Job Corps College/Job Fair.
- <u>Dance_Dance_Dance_Talented_JobCorp_Students</u> (10/22/2018) The talents and pride of several Region II Department of Labor Job Corps students were displayed at an event in Philadelphia.

PHILADELPHIA REGION

Contacts

- NCFLL Union Officers & Stewards
- OASAM Services Directory
- Philadelphia REC

Continuous Learning

- Regional Training
- Training Plan for 2019 (PDF)

Emergency Preparedness

Emergency Plans & Procedures

Regional Resources

- Philadelphia Region News
- Finance Library
- Administrative Services
- Frequently Asked Questions
- 2020 Philadelphia Space Project
- Conference Room Scheduling (PDF)
- Philadelphia SharePoint

Safety & Health

Safety & Health Program

- Job_Corps_Associations_National_Commencement_Day (9/14/2018) Friday, August 17th, the Carl D. Perkins Job Corps Center joined 124 other centers across the nation in celebrating the National Job Corps Associations National Commencement Day.
- <u>Security_Students_Receive_Valuable_Job_Experience</u> (7/20/2018) Not many young people can say that they were within standing distance of the pop sensation, Taylor Swift. However, 30 students from the Security & Protective Services class at Carl D. Perkins Job Corps can attest to it.
- <u>Lakira_Smith_Student_Ambassador</u> (7/11/2018) On June 7 and June 14, Perkins Youth2Youth Student Ambassadors, along with their staff sponsor Jimmie Wilson, assisted the Floyd County Housing Authority with their annual Summer Block Party.

News Archives

- 2018 Archives
- 2017 Archives
- 2016 Archives

- Safety & Health Managers
- Inspection Schedule

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Welcome to the San Francisco/Seattle Region

Subscribe to this Page







The OASAM San Francisco/Seattle Region services agencies in Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, and Washington. For agencies seeking region specific information.

The Office of the Assistant Secretary for Administration and Management (OASAM) provides the infrastructure and support that enables the Department of Labor to perform its mission. OASAM provides leadership and support for departmental business operations and procurement; information technology; human resources and civil rights; security and emergency management; and strategic planning.

The San Francisco Region is under the leadership of Regional Administrator Bonnie Macaraig. Sara Russell, the Director of the **San Francisco Federal Executive Board (FEB)** and Andrea Gabossy, the Executive Assistant, report directly to the Regional Administrator, OASAM. The Regional Administrator also has oversight for the following programs and staff: **Human Resources Division (HRD)**, Lourdes DeVigal, Director — programs include staffing and position management, employee benefits, recruitment and outreach, labor relations, and employee development; the **Division of Safety, Technology, and Emergency Preparedness (DSTEP)**, Ferdinand Ralleta, Director — responsibilities include safety and health, information technology, security, fitness, and emergency preparedness; and, the **Finance and Administrative Division (FAD)**, Paul Cardenas, Director — whose services include financial and support services, property management, space and telecommunications, and procurement and contracting.

Beneficiaries - Who Gets The Money?

When was the last time you checked your designations of beneficiary? Most employees

SAN FRANCISCO / SEATTLE REGION

Contacts

- NCFLL Union Officers
 & Stewards
- OASAM Services
 Directory
- OASAM Telephone Directory
- San Francisco / Seattle REC

Continuous Learning

Regional Training

Emergency Preparedness

Emergency Plans & Procedures

Regional Resources

- San Francisco/Seattle Region News
- Conference Planning

Safety & Health

- Safety & Health Program
- Safety & Health Managers
- Regional Safety & Health Committee
- Inspection Schedule

ONLINE TOOLS

and annuitants don't realize that they have several designations to keep current. If you don't have a designation on file, then the funds will be distributed according to the order of precedence. That may be OK with you, but maybe it isn't. Worse yet is an out-of-date designation giving the money to someone that you no longer wish to give it to.

View your eOPF to find out who your current beneficiary(ies) are at https://labornet.dol.gov/me/hr/eopf/ and https://eopf.opm.gov/DOL/

Who receives the benefits when an insured dies?....

Benefits are paid *First*, to the beneficiary(ies) as designated by the insured.

If a Designation of Beneficiary form is not on file, payment is made in the following order of precedence:

- Second, Widow or Widower
- *Third*, Child or children in equal shares
- Fourth, Parents
- Fifth, Court-appointed executer or administrator of the estate
- Sixth, other next of kin entitled under the laws of the state where the insured lived.

You do not need to designate a beneficiary unless you want to name some person or persons not listed above or you want the payment to be made in a different order.

- If you make a mistake, complete another form. Erasures, cross-outs, and alterations cause a delay in the payment of benefits or can make a beneficiary form INVALID.
- If you designate a trust, name a contingent beneficiary in case the trust is not valid.
- Beneficiary forms should contain TWO witness signatures. A witness is NOT eligible to receive payment as a beneficiary.
- You may name any person, firm, corporation or legal entity (except an agency of the Federal or District of Columbia government) as your beneficiary.
- Examples of designations are available on the back of forms SF-2823, SF-1152 and TSP-3
 - SF-1152, Unpaid Compensation
 - <u>SF-2823</u>, FEGLI, Federal Employees' Group Life Insurance
 - SF-3102, FERS Retirement System
 - SF-2808, CSRS Retirement System, (Mail directly to address on form)
 - TSP-3, Thrift Savings Plan, (Mail directly to address on form)

<u>Life Insurance - Designating a Beneficiary</u> (available on the OPM Website)

If you have questions, please contact your Servicing Benefits Specialist

News

Regional_Administrative_Officers_Meeting_Notes (2/20/2019) — Agendas from the

Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season

Administrative Officers Quarterly Meetings.

<u>San_Francisco_Federal_Building_Monthly_Snap_Shot</u> (11/14/2018) — This GSA newsletter is designed to highlight building events, projects, safety reminders, special events, important announcements, and more.

News Archives

- **2018**
- 2017

- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Office of Worklife, Leave and Pay Policy

Awards Program

The DOL awards program is designed to improve Government operations by motivating and rewarding excellence by members of the workforce. Recognizing outstanding performance and achievement is an essential management responsibility critical to stimulating and sustaining high levels of proficiency and productivity. The Employee Recognition and Awards Program Handbook provides detailed information on the guidelines and criteria required for each award.

In accordance with <u>DPR 451</u>, Employees appointed under Schedule C authority and non-career SES employees are not eligible for cash awards in DOL. Political appointees may not receive awards under chapter 45 of title 5, United States Code, during a Presidential election period (June 1 preceding a Presidential election to January 20 of the following year). This bar on awards applies to time-off awards as well as cash awards. Non-monetary awards generally are permitted, provided they do not appear to be substitutes for bonuses.

Reference

- DOL Incentive Awards: At-A-Glance
- Employee Recognition and Awards Program Handbook
- Secretary's Honor Awards Frequently Asked Questions
- Agency/Regional Honor Award Coordinators
- Philip Arnow Award Recipients
- Exceptional Service Impact Award Recipients
- Willard Wirtz Legacy Award Recipients
- Distinguished Career Service Award Recipients
- National Office Honor Awards Ceremony Programs
- DOL Presidential Rank Award Recipients
- External Awards

Last updated: September 20, 2019

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Diversity and Inclusion

Resource Spotlight



Training Resources



Diversity & Inclusion Council



Diversity Dashboards







Special Emphasis

News & Events

Kit

- Diversity Newsletter August 15, 2018 (PDF)
- Article: My formative experience with the Department of Labor

Diversity and Inclusion Yammer

About the D&I Branch

- About the D&I Branch
- Mission, Vision and Values
- Meet the Staff
- Contact Us

Diversity & Inclusion at DOL



DIVERSITY AND INCLUSION BRANCH

Office of Employee Engagement

DOL is committed to ensuring that the Department's vision for diversity and inclusion within the federal workforce be evident in all aspects of business operations, including recruitment, placement, promotion, development, and strategic and succession planning. A significant aspect of the Department's Strategic Plan is to eliminate barriers to fair and diverse workplaces across the federal workforce. With this plan, the Department intends to become a leader in the implementation of Executive Order 13583, "Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce," dated August 18, 2011. In adhering to this and related Presidential Executive Orders, the Department is committed to addressing the need to diversify and increase participation of targeted groups in the federal workforce to better serve a diverse America.

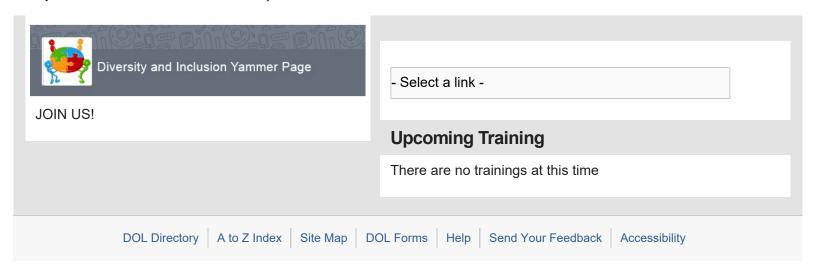
Diversity & Inclusion Resources

Find Diversity & Inclusion Resources

Select a resource -

External Links

Find External Customer Service Links



DOL.gov LaborNet Wiki

Directory

A -Z Index

Menu

Enter email address to subscribe to this page:

Department of Labor Manual Series Index

DLMS 1 – Records Management

- DLMS 1-100 <u>Departmental Directives System</u> 08/2004
- DLMS 1-200 DOL Forms Management Program 08/2012
- DLMS 1-300 <u>Information Collections Management Program</u> 09/2013
- DLMS 1-400 Records Management Program 07/2018
- DLMS 1-500 <u>Correspondence Management Program</u> 11/2016
- DLMS 1-600 <u>Electronic Signatures</u> 07/2018
- DLMS 1-900 <u>Authentication of Documents</u> 08/2004

DLMS 2 – Administration

- DLMS 2-100 DOL Property Management 03/2005
- DLMS 2-300 <u>Classified National Security Information Regulations</u> 08/2017
- DLMS 2-400 <u>DOL Space Management</u> 04/2017
- DLMS 2-500 <u>Building Facilities and Services</u> 08/1982
- DLMS 2-506 <u>Smoking</u> 09/2004
- DLMS 2-510 Conference Facilities and Public Space 11/2005
- DLMS 2-520 Parking Policy 05/2004
- DLMS 2-540 <u>Emergency Preparedness</u> 12/2003
- DLMS 2-550 Personal Identification and Verification 12/2007
- DLMS 2-560 Mail Operations 06/2007
- DLMS 2-570 <u>Printing Management</u> 09/2004
- DLMS 2-600 <u>Building Facilities and Services</u> 11/1986
- DLMS 2-700 <u>Telecommunications</u> 10/2007
- DLMS 2-800 Grant and Procurement Management 10/1991
- DLMS 2-830 Procurement Management Program 09/2004
- DLMS 2-838 & 839 Contracts Greater than 5 Years and Multi-year Contacts –

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

09/2008

- DLMS 2-888 DOL Federal Acquisition Certification In Contracting Program 08/2012
- DLMS 2-889 <u>DOL Acquisition Certification for Contracting Officer Representative</u>
 <u>Program</u> 08/2012
- DLMS 2-900 Grant and Procurement Management 07/1991
- DLMS 2-940 <u>Indirect Cost Policy</u> 12/2016
- DLMS 2-1000 <u>Small Business Utilization Program</u> 03/2013
- DLMS 2-1200 <u>DOL Library Services</u> 02/2017
- DLMS 2-1400 <u>Emergency Management</u> 03/2018
- DLMS 2-1500 Motor Vehicle Management 01/2001
- DLMS 2-1600 Possession of Firearms or Other Dangerous Weapons 03/2017
- DLMS 2-1700 <u>Department of Labor Policy for Capturing and Retrieving Contractor</u>
 <u>Past Performance Information Through the Use of</u>
 <u>CPARS/ACASS/CCASS/PPIRS/FAPIIS</u> 02/2013
- DLMS 2-1800 <u>Insider Threat Detection Program</u> 02/2015



DLMS 3 – Management Operations

- DLMS 3-300 <u>Department Policy Review Procedures</u> 03/2002
- DLMS 3-500 Mail Management Program 01/2008
- DLMS 3-600 <u>Strategic Planning</u>, <u>Performance Planning and Reporting</u>, and <u>Quarterly</u>
 <u>Operating Plan Reviews</u> 01/2013
- DLMS 3-800 <u>Advisory and Assistance and Related Services</u> 04/2004
- DLMS 3-900 Performance of Commercial Activities 07/2014
- DLMS 3-1300 <u>Employee Suggestion Program</u> 05/1990
- DLMS 3-1600 Federal Advisory Committee Management 08/2013
- DLMS 3-1700 Memorandum of Understanding 03/2006

DLMS 4 - Personnel Management

- DLMS 4-100 Redelegation of Human Resource Management Authority 07/2015
- DLMS 4-200 DOL Workers' Compensation Program 05/2004
- DLMS 4-300 <u>Equal Employment Opportunity Program</u> 03/2013
- DLMS 4-306 Reasonable Accommodations for Employees and Applicants with Disabilities – 12/2016
- DLMS 4-700 <u>Harassing Conduct in the Workplace</u> 10/2003
- DLMS 4-800 <u>DOL Safety and Health Program</u> 11/2007
- DLMS 4-1000 Voluntary Employee Health and Wellness Programs 01/2017
- DLMS 4-1040 DOL Nursing Mothers Policy 08/2015
- DLMS 4-1100 DOL Death Gratuity Program 06/1998

A Back to Top

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DLMS 5 – Information

- DLMS 5-200 The Privacy Act of 1974 and Invasion of Privacy 11/2004
- DLMS 5-300 <u>Disclosure of Records under the Freedom of Information Act</u> 03/2006
- DLMS 5-500 Public Affairs Program 08/2004
- DLMS 5-600 DOL Social Media Policy 07/2010
- DLMS 5-800 Research and Evaluation 07/1977

DLMS 6 – Financial Management

- DLMS 6-100 <u>Introduction to Financial Management</u> 07/2019
- DLMS 6-200 <u>Budget Formulation and Justification</u> 01/2009
- DLMS 6-400 <u>Administrative Control of Funds</u> 09/2015
- DLMS 6-430 <u>Shutdown of Operations</u> 1/2013
- DLMS 6-440 Reprogramming, Transfers, Notification of Reorganizations, and Spend Plan Adjustments – 01/2017
- DLMS 6-500 New Core Financial Management System 10/2017
- DLMS 6-600 Federal Unclaimed Asset Recovery 10/2016
- DLMS 6-700 Management of Capitalized Assets 10/2016
- DLMS 6-800 Managerial Cost Accounting 09/2018
- DLMS 6-900 <u>Cash Management</u> 01/2007
- DLMS 6-1000 Payroll Accounting 04/2007
- DLMS 6-1100 Debt Management 12/1999
- DLMS 6-1100 <u>DLMS 6-1100 Appendix 1</u> 12/1999
- DLMS 6-1200 Working Capital Fund 01/2019
- DLMS 6-1800 <u>User Fees</u> 04/2000



DLMS 7 – Travel Management

- DLMS 7-1 General Travel Regulations –02/2000
- DLMS 7-2 Relocation Allowances –10/1994
- DLMS 7-3 Payment of Expenses Connected with the Death of Certain Employees 07/2005
- DLMS 7-400 Payment from a Non-Federal Source for Travel Expenses 04/2007

DLMS 8 – Office of Inspector General

- DLMS 8-100 <u>Audit, Policy, Responsibilities and Standards</u> 07/2004
- DLMS 8-500 <u>Audit Resolution, Closure and Follow-up</u> 07/2004
- DLMS 8-700 Reporting Allegations of Fraud, Waste, Abuse, Misconduct, or Other Wrongdoing to the Office of the Inspector General, Employee Cooperation and Whistleblower Protection – 07/2013
- DLMS 8-1100 Recording, Transcribing, and Monitoring of Conversations, Statements and Electronic Communications – 04/2004



DLMS 9 – Information Technology

- DLMS 9-100 General IT Management 02/2015
- DLMS 9-200 <u>IT Capital Investment Management</u> 03/2013
- DLMS 9-300 Management and Accountability of Information Resources 08/2012
- DLMS 9-400 <u>Security</u> 05/2016
- DLMS 9-500 Enterprise Architecture 05/2015
- DLMS 9-600 <u>IT Accessibility Management</u> 04/2015
- DLMS 9-700 <u>DOL Computer Lifecycle Management Practices</u> 07/2016
 - MOU with NCFLL for DLMS 9-700 (PDF)
- DLMS 9-800 Operations and LAN Management 08/2003
- DLMS 9-900 <u>Appropriate Use of IT</u> 11/2016
- DLMS 9-1000 <u>Software Management</u> 11/2002
- DLMS 9-1200 <u>Safeguarding Sensitive Data Including Personally Identifiable</u> <u>Information</u> – 02/2013
- DLMS 9-1500 Privacy Policy on Data Collection over DOL Web Sites 2/2013

DLMS 10 – Organization

DLMS 10-100 – Office of the Secretary – 01/2017

Archive

View archive Department of Labor Manual Series (DLMS)

Last updated: July 23, 2019

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DOL Exit Survey

About the Exit Survey

The DOL Exit Survey serves as another feedback mechanism to gather information regarding DOL work experience. It allows the Department to analyze patterns, identify common themes, and address major concerns. The ultimate goal is to increase the likelihood of retaining top talent and help DOL become one of the best places to work in the federal government.

We encourage you to complete the voluntary DOL Exit Survey if you are separating from DOL for any reason. If you would like to request a face to face exit interview, please email HRCustomerCenter@dol.gov with the subject line: Request for Exit Interview.

If you are a supervisor of someone who is leaving, please coordinate with your <u>Exit</u> <u>Survey POC</u> with the following information:

- Employee's Name
- Agency
- Date of separation
- Reason
- DOL email address
- Secondary email address

Separating employees are required to complete the <u>DOL Separation Clearance Form</u> (PDF).

DOL Employee Exit Survey Frequently Asked Questions and Answers.

Voluntary Online Exit Survey for Separating Employees

DOL is committed to increasing employees' interest in continued employment at the Agency and to improving working conditions. Your opinions about your employment here are very important to this effort. If you are leaving DOL within the next 30 days, you can access the exit survey through the following link:

http://www.surveygizmo.com/s3/1088710/DOL-Employee-Exit-Survey

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

DOL Exit Survey Program Contact

Stella Forbes

Forbes.stella.c@dol.gov

202-693-7666

Survey Comments from Former DOL Employees

"Flexitime and Flexiplace are terrific."

"Continue developing employees and looking from within DOL when filling positions."

"Continue to emphasize the importance of Diversity."

"The ROADs Program is a great opportunity for staff to learn about other aspect of DOL."

"Overall, I believe my agency has a good working atmosphere."

"Continue a strong enforcement presence to assist participants and beneficiaries with pension and health plans."

"Continue with 508 Accessibility."

"Agency treated me well."

"Clear precise timely communication would go a long way in improving morale."

"DOL is the best agency I have worked for."

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 "Enjoyed my time at DOL - good experience."

"It has been my pleasure to work for DOL as an Economic Assistant."

"Best agency I worked for"

"Encourage those who cannot do their jobs to either get the appropriate training, change to a position more appropriate, or leave. Newer talented staff gets frustrated when they have to deal with more senior staff that cannot do their jobs."

"Overall, BLS has been a great place to work. But BLS also has significant problems with innovative practices and recruiting and retaining highly qualified employees."

"Looking back on my career with WHD I can honestly say that this experience was challenging and very rewarding. I cannot imagine spending my productive years in a more fulfilling way."

"My career with DOL/WHD has been both rewarding personally and financially to me. I gave my job my everything and they in turn acknowledged it."

"Thank you for this exit interview. My supervisor is an excellent professional and I learned so many things from him and my Survey and Operations Team at the OFON - Industrial Prices."

"Working for US DOL-EBSA has been a wonderful experience for me and the best job I have ever had. I loved being able to assist our customers and research for them when we did not have immediate responses."

"I am impressed with the enthusiasm and openness of Secretary Perez. He is a great spokesperson for our Department. Thank you DOL and BLS for a wonderful 40 years!"

"MSHA is a great organization and I have been treated well throughout my career.

However, I've reached the age where I'm looking forward to retirement. I will miss working at MSHA and my coworkers."

Last updated: December 13, 2018

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Hiring

DOL Guidance

- PAAR SharePoint
- 2019 OASAM Guidance for Personnel Action Authorization Requests May 14, 2019
 (PDF)
- 2018 OASAM Guidance for the Personnel Action Authorization October 17, 2018 (PDF)
- 2018 OASAM Guidance for the Personnel Action Authorization August 27, 2018 (PDF)
- 2018 OASAM Guidance for the Personnel Action Authorization April 10, 2018 (PDF)

Additional Guidance

- Agency Operations in the Absence of Appropriations (PDF)
- Executive Order 13781 Comprehensive Plan for Reorganizing the Executive Branch
- OMB Memorandum M-17-22 Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce – April 12, 2017

Tools and Resources

- Introduction and Collaboration (PDF)
- Hiring Flexibilities (PDF)
- Understanding Current Hiring Flexibilities (PDF)
- Assess-for-Success (PDF)
 - Designing an Assessment Strategy (PDF)
 - Writing Occupational Questionnaires (PDF)
 - Types of Assessments Landscape (PDF)
 - Assessment Strategy Worksheet (PDF)
 - Assessment Considerations (PDF)
- USA Hire The-Case for Better Assessments (PDF)
 - USA Hire Overview (PDF)
 - USA Hire Expanded Series (PDF)
- Strategic Recruitment (PDF)
 - HRCOP User Guide (PDF)
 - USAJOBS Handout (PDF)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

JOA Sample for Exercise 1 (PDF)

- Strategic Recruitment Concept Poster Legal Paper (PDF)
- <u>Diversity and Inclusion Tools</u> (PDF)
 - DI Takeaway (PDF)
 - Cultural Hunt (PDF)
 - Perception Illusion (PDF)
- Placemat (PDF)
- Hiring Excellence Mythbusters (PDF)

Last updated: May 21, 2019

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

HR News You Can Use!

Volume 9

- Volume 9, Issue 1 Request for Restoration of Forfeited Annual Leave from the 2018
 Leave Year January 29, 2019
- Volume 9, Issue 2 <u>New Rules for Compensatory Time Off for Religious Observances</u>
 May 28, 2019

Volume 8

- Volume 8, Issue 1 Request for Restoration of Forfeited Annual Leave from the 2017
 Leave Year February 1, 2018
- Volume 8, Issue 2 <u>Tax Compliance Obligation of Federal Employees</u> March 13, 2018
- Volume 8, Issue 3 <u>Department of Labor Child Care Subsidy Program</u> March 22, 2018
- Volume 8, Issue 4 <u>Scheduling and/or Donating "Use or Lose" Annual Leave for the</u>
 2018 Leave Year September 25, 2018
- Volume 8, Issue 5 <u>Leave Bank Open Season for 2019 Membership</u> November 2, 2018

Volume 7

- Volume 7, Issue 2 <u>Tax Compliance Obligation of Federal Employees</u> July 25, 2017
- Volume 7, Issue 3 <u>Scheduling and/or Donating "Use or Lose" Annual Leave for the</u>
 2017 Leave Year October 17, 2017
- Volume 7, Issue 4 <u>Leave Bank Open Season for 2018 Membership</u> November 6, 2017

Volume 6

- Volume 6, Issue 2 <u>Employee Assistance Program (EAP)</u> April 2016
- Volume 6, Issue 3 <u>Federal Long Term Care Insurance Program (FLTCIP) 2016</u>
 Enrollee Decision Period due to Increase of Premiums September 2016
- Volume 6, Issue 4 <u>Excused Absence for Voting</u> September 2016
- Volume 6, Issue 8 <u>Donating Use or Lose Annual Leave to the Voluntary Leave</u>
 <u>Transfer Program/Leave Bank Program</u> November 2016

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Volume 6, Issue 9 – <u>Disabled Veteran Leave</u> – November 2016

Volume 5

- Volume 5, Issue 1 <u>Request for Restoration of Forfeited Annual Leave</u> January 22, 2015
- Volume 5, Issue 2 Are Your Designations of Beneficiaries Current? March 2015
- Volume 5, Issue 3 <u>Federal Employees Group Life Insurance Court Orders</u> March 2015
- Volume 5, Issue 4 <u>Federal Employees Group Life Insurance: Retirement Options</u> –
 March 2015
- Volume 5, Issue 5 <u>Federal Employees Dental and Vision Insurance Plan</u> March 2015
- Volume 5, Issue 7 <u>Scheduling Annual Leave for the Remainder of the 2015 Leave</u>
 <u>Year</u> October 2015
- Volume 5, Issue 8 <u>Leave Bank Open Season for 2016 Membership</u> November 2015

Volume 4

- Volume 4, Issue 1 <u>Request for Restoration of Forfeited Annual Leave</u> January 29, 2014
- Volume 4, Issue 2 <u>DOL Bicycle Commuting Reimbursement Program</u> May 2014
- Volume 4, Issue 3 <u>HR Customer Center</u> May 2014
- Volume 4, Issue 4 <u>Department of Labor Workplace Violence Program</u> June 2014
- Volume 4, Issue 5 <u>2015 Secretary's Honor Awards</u> September 2014
- Volume 4, Issue 6 <u>Scheduling Annual Leave for the Remainder of the 2014 Leave</u>
 <u>Year</u> October 2014
- Volume 4, Issue 7 <u>Excused Absence for Voting 2014</u> October 2014
- Volume 4, Issue 8 <u>Leave Bank Open Season</u> November 2014
- Volume 4, Issue 9 <u>Voluntary Leave Transfer Program and Leave Bank Program –</u>
 <u>Donating Use or Lose Annual Leave</u> November 2014

Volume 3

- Volume 3, Issue 1 <u>Request for Restoration of Forfeited Annual Leave</u> January 15, 2013
- Volume 3, Issue 2 WorkLife4You January 28, 2013
- Volume 3, Issue 3 <u>Benefits for Married LGBT Federal Employees and Their Families</u>
 July 23, 2013
- Volume 3, Issue 4 <u>2014 Secretary's Honor Awards</u> October 2013
- Volume 3, Issue 5 <u>Family and Medical Leave Act (FMLA) Coverage of Same-Sex Spouses</u> October 30, 2013
- Volume 3, Issue 6 <u>Scheduling Annual Leave for the Remainder of the 2013 Leave</u>
 <u>Year</u> November 6, 2013
- Volume 3, Issue 8 <u>Leave Bank Open Season</u> November 27, 2013

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 Volume 3, Issue 9 – <u>Voluntary Leave Transfer Program and Leave Bank Program – Donating Use or Lose Annual Leave</u> – November 27, 2013

Volume 2

- Volume 2, Issue 1 <u>Department of Labor Child Care Subsidy Program</u> January 4, 2012
- Volume 2, Issue 2 Request for Restoration of Forfeited Annual Leave January 4, 2012
- Volume 2, Issue 3 <u>New Overtime Authorization Form</u> January 24, 2012
- Volume 2, Issue 4 <u>Department of Labor Workplace Violence Program</u> June 14, 2012
- Volume 2, Issue 5 <u>2013 Secretary's Honor Award</u> October 3, 2012
- Volume 2, Issue 6 <u>Scheduling Annual Leave for the Remainder of the 2012 Leave</u>
 <u>Year</u> October 3, 2012
- Volume 2, Issue 7 <u>Excused Absence for Voting</u> October 12, 2012
- Volume 2, Issue 10 <u>Department of Labor Child Care Subsidy Program</u> November 5, 2012 (supersedes HR News You Can Use Volume 2, Issue 1)
- Volume 2, Issue 11 <u>Department of Labor Telework Program</u> November 5, 2012 (supersedes HR News You Can Use Volume 1, Issue 1)
- Volume 2, Issue 12 <u>Leave Bank Open Season: November 12 December 10, 2012</u> November 5, 2012
- Volume 2, Issue 13 <u>Voluntary Leave Transfer Program and Leave Bank Program –</u>
 <u>Donating Use or Lose Leave</u> <u>December 3, 2012</u>

Volume 1

- Volume 1, Issue 1 <u>Department of Labor Telework Program</u> June 6, 2011
- Volume 1, Issue 2 <u>Updates to Permanent Change of Station (PCS) Travel Policy</u> June 16, 2011
- Volume 1, Issue 3 <u>Voluntary Early Retirement Authority (VERA) Frequently Asked</u>
 <u>Questions (FAQS)</u> July 13, 2011
- Volume 1, Issue 4 <u>Scheduling Annual Leave for the Remainder of the 2011 Leave</u>
 <u>Year</u> September 16, 2011
- Volume 1, Issue 5 <u>Leave Bank Open Season</u> November 1, 2011
- Volume 1, Issue 8 <u>Voluntary Leave Transfer Program & Leave Bank Program</u>
 <u>Donating Use or Lose Leave</u> November 2011
- Volume 1, Issue 9 2012 Secretary's Honor Award December 2011
- View News Archive
- View Spotlights

HR News You Can Use! - LaborNet - United States Department of Labor

Last updated: May 28, 2019



LaborNet Wiki

Directory

A -Z Index

Menu

Human Resources Center Points of Contact

The Human Resources Center (HRC) provides policy guidance and program support across the Department of Labor on the full range of Human Resources issues.

Within HRC, there are a number of program offices that specialize in human resources activities and support. Click on the following links to find the designated POCS for HR program areas.

- Human Resources Center
- DOL Human Resources Officers
- Office of Diversity and Inclusion
- Office of Employee and Labor Management Relations
- Office of Executive Resources
- Office of Human Resources Consulting and Operations
- Office of Human Resources Policy and Accountability
- Offices of HR Works and Systems Support
- Office of Worklife, Leave, and Benefits
- Office of Training and Development

Last updated: February 8, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

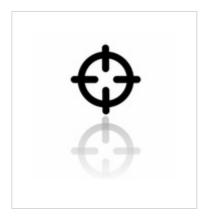
Menu

Leadership Development@Labor

Leadership training and development can help maximize productivity, shape a positive culture, and drive accomplishment of organizational goals. This page was designed to provide information and guidance regarding Leadership Development@Labor and resources that will help DOL leaders enhance the competencies they need to more effectively manage individuals and teams.



ASAM Memo



Program Guidance

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

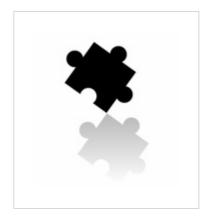
REGIONAL NEWS



2019 Calendar of Offerings



Agency Training Officers & Regional Training Officers



OPM Resources



- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Resources



FAQs and Job Aids

Last updated: March 4, 2019

For Leadership Development@Labor questions or concerns, please contact <u>Stella Forbes</u> or 202-693-7666.



LaborNet Wiki

Directory

A -Z Index

Menu

Leave Bank/Leave Transfer Programs

Emergency Leave Bank Program

- Emergency Leave Bank Program for Employees Affected by Hurricane Florence
- WebTA Instructions to Donate Leave to the Emergency Leave Transfer Program
- OPM Form 1637 Application to Become a Leave Recipient Under the Emergency Leave Transfer Program (PDF)

Applications to become a Leave Recipient Under the Emergency Leave Transfer Program should be submitted to:

U.S. Department of Labor

OASAM Dallas Human Resources Office

525 Griffin Street, Suite 738

Dallas, TX 75202

Fax: 972-850-4470

Contact, Email and Phone Number

Christopher Pennell

Email: Pennell.christopher@dol.gov

Phone: 972-850-4448

Leave Bank Program

- DL1-6090 Leave Bank Application to Become an Approved Leave Recipient (PDF)
- DL1-6093 National Office and Regional Office Leave Bank Medical Certification
 Checklist (PDF)
- Leave Bank Handbook
- Quick Contact Sheet
- WebTA Instructions to Enroll for 2019 Leave Bank Membership
- WebTA Instructions to Donate Leave to the DOL Leave Bank
- WebTA Instructions to Determine Leave Bank Membership Status
- Leave Bank Program Questions and Answers
- Leave Bank Quick Reference Sheet
- Regional Leave Bank

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

DL1-2163A - Leave Bank Cancellation Request (PDF)

Voluntary Leave Transfer Program

- DL1-6091 Voluntary Leave Transfer Program Application to Become an Approved Leave Recipient (PDF)
- WebTA Instructions to Donate Leave
- WebTA instructions to Adjust a Submitted Leave Donation
- National Office Voluntary Leave Transfer Program Recipients
- Regional Voluntary Leave Transfer Program
 - Regional Voluntary Leave Recipients List
- Voluntary Leave Transfer Program Handbook
- Quick Contact Sheet
- Voluntary Leave Transfer Program Questions and Answers
- <u>DL1-6094 National Office and Regional Office Voluntary Leave Transfer Program</u>
 <u>Medical Certification Checklist</u> (PDF)
- OPM Form 630-B Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (To donate leave to federal employees outside of DOL) (PDF)

When requesting to donate annual leave to a leave recipient under the VLTP to a Federal employee at an outside agency complete the OPM From 630B and provide the name, phone number and the email address of the Leave Coordinator at the outside agency.

Resources:

- NFC Pay Period Calendars
- The Family and Medical Leave Act
- Employee Resources for Managing Childbirth and Childcare
- Sick Leave to Care for a Family Member

Last updated: July 16, 2019

For Office of Worklife, Leave and Pay Policy questions or concerns, please contact 202-693-7610.

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233



LaborNet Wiki

Directory

A -Z Index

Menu

DOL Onboarding Toolkit

How do you get those incoming employees up-to-speed quickly? What's the best way to get them the overwhelming amount of information they need? And what information do they actually need?

This new toolkit provides you with resources, guides, templates, and best practices for onboarding your new employees and getting them assimilated to your Agency's culture and practices.

This toolkit is also a work in progress! If you have resources you'd like to share, please send them to Stella Forbes at forbes.stella.c@dol.gov. We'll incorporate new material on an ongoing basis.

Introduction

DOL's comprehensive New Hire Onboarding Program ensures critical investment in new employees through cultural acclimation, career support, and employee engagement initiatives, with the aim to positively affect career satisfaction, productivity, work-life balance and retention.



What is Onboarding?

DOL ONBOARDING TOOLKIT

- Home
- What is Onboarding?
- DOL's Onboarding Model
- Onboarding Process Owners and Champions
- Onboarding Tools and Resources
- New Employee OrientationPresentations
- For HR Servicing Offices
- For New Supervisors

ONLINE TOOLS



Agency Intranets

Acquisition Management System (AMS)

Employees'
Compensation Operations
& Management Portal
(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

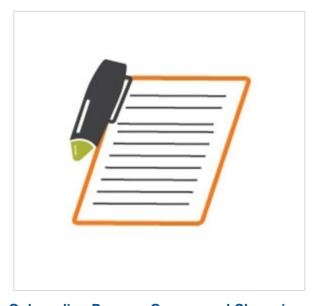
Forms

IT Collaboration Tools (WebEx)

LearningLink



DOL'S Onboarding Model



Onboarding Process Owners and Champions



New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Tools and Resources



New Employee Orientation Presentations



For HR Servicing Offices



For New Supervisors

Posted: May 8, 2018

LABORNET

DOL.gov LaborNet Wiki Directory A -Z Index

Menu

Enter email address to subscribe to this page:

DOL Personnel Regulations (DPR)

- Chapter 110 <u>DOL Personnel Regulations System</u> (<u>DOC</u>)
- Chapter 179 <u>Separation Clearance for DOL Employees</u> (<u>DOC</u>)
- Chapter 250 <u>Human Resources Management Accountability Program (PDF)</u>
- Chapter 251 <u>Federal Employees & Other Organizations</u>
- Chapter 296 <u>Processing Personnel Actions and Maintaining Employee Records</u>
 (<u>DOC</u>)
- Chapter 300 <u>Details of Schedule C Employees to Competitive Service Positions & Details of Non-SES Employees to SES Positions (DOC)</u>
- Chapter 302 Employment in the Excepted Service (DOC)
- Chapter 304 Employment of Experts and Consultants (DOC)
- Chapter 310 <u>Employment of Relatives</u> (<u>PDF</u>)
- Chapter 315 <u>Preappointment Review of Certain Competitive Service Placements</u> (<u>PDF</u>)
- Chapter 317 Employment in the Senior Executive Service (DOC)
- Chapter 319 <u>Senior-Level Positions</u> (<u>DOC</u>)
- Chapter 330 Recruitment, Selection and Placement General (PDF)
- Chapter 335 <u>Promotion and Internal Placement (PDF)</u>
- Chapter 337 <u>Examining System</u> (<u>PDF</u>)
- Chapter 337 <u>Subchapter II Category Rating and Selection Procedures (PDF)</u>
- Chapter 338 <u>Employment of Non-Citizens</u> (<u>PDF</u>)
- Chapter 351 <u>Reduction in Force RIF</u> (<u>PDF</u>)
- Chapter 353 Restoration to Duty From Compensable Injury (DOC)
- Chapter 362 <u>DOL Pathways Programs</u>
- Chapter 410 <u>Training</u>
- Chapter 412 <u>Supervisory and Managerial Training Program (DOC)</u>
- Chapter 430 Performance Management
 - Subchapter 1 Performance Appraisal System for General Schedule, Prevailing Rate, and Certain other Employees (PDF)
 - Subchapter 2 SES Performance Management System (DOC)

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

Chapter 432 – Performance Based Reductions in Grade and Removal Actions (DOC)

- Chapter 451 <u>Incentive Awards</u> (<u>DOC</u>)
- Chapter 511 <u>Position Classification</u> (<u>PDF</u>)
- Chapter 511 <u>Classification Authority Changes Memo</u>
- Chapter 531 Pay Under the General Schedule (PDF)
- Chapter 534 Pay Under Other Systems (DOC)
- Chapter 536 <u>Grade and Pay Retention</u> (<u>PDF</u>)
- Chapter 537 Repayment of Student Loans as a Recruitment and Retention Incentive (PDF)
- Chapter 550 Pay Administration (PDF)
- Chapter 551 Pay Administration Under the Fair Labor Standards Act (PDF)
- Chapter 553 Reemployment of Military and Civilian Retirees to Meet Exceptional Employment Needs (PDF)
- Chapter 572 Reimbursement for Travel and Relocation Expenses (DOC)
- Chapter 575 Recruitment, Relocation, and Retention Incentives
- Chapter 610 Hours of Duty and Alternative Work Schedules (DOC)
- Chapter 611 <u>Telework</u> (<u>DOC</u>)
- Chapter 630 <u>Absence and Leave</u> (<u>DOC</u>)
- Chapter 752 <u>Adverse Actions</u> (<u>DOC</u>)
- Chapter 771 <u>Administrative Grievance System</u> (<u>DOC</u>)
- Chapter 870 <u>Federal Employees' Group Life Insurance</u> (<u>DOC</u>)
- Chapter 890 <u>Federal Employees' Health Benefits</u> (<u>DOC</u>)

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Last updated: January 16, 2018

For DOL Personnel Regulations (DPR) questions or concerns, please contact HRC at 202-693-7600.



LaborNet Wiki

Directory

A -Z Index

Menu

DOL Presidential Management Fellows (PMF) Program

History

The Presidential Management Fellows Program (PMF) is one of several ways for current and recent students of advanced graduate degree programs to start on a career path as a public servant in the federal government. The program, originally known as the Presidential Management Interns Program, was established by President Carter's Executive Order in 1977 to attract young people with exceptional management potential into government careers. Several talented people got their start in the early years of the program, including former NASA head Sean O'Keefe and the 13th Commissioner of Social Security Kenneth Apfel.

In 1982, the program mission statement was broadened under President Reagan to attract "outstanding men and women from a variety of academic disciplines, who have a clear interest in, and commitment to, a career in the analysis and management of public policies and programs."

In 2003, under the direction of President George W. Bush, the program was renamed the Presidential Management Fellows Program, to more accurately reflect the talent and professionalism of those men and women serving in the program. In December 2010, the PMF became part of the Pathways Program, a hiring reform initiative designed to recruit new talent to the public sector.

Overview

The PMF hiring process adheres to many rules and regulations to determine a candidate's qualifications. The PMF program allows recent graduates to compete for jobs against other people of their relative age and experience. It also provides management training, rotations through different agencies, and competitive entry-level salaries.

While the PMF program is an excellent opportunity to start a career in public service and sets someone up for quick advancement, the application process is also extremely competitive. Even if you are one of the few hundred Finalists named out of the thousands of applicants, you are not guaranteed a job placement. OPM cites that only about 60% of Finalists ultimately secure a job.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~

The PMF program is a two-year commitment, during which DOL participants are paid a full salary and benefits at the GS-9, GS-11, or GS-12 levels.

In order to fulfill the requirements for conversion, all PMFs must complete the following:

- Participant Agreement
- Attend a minimum of 160 hours of formal classroom training (80 hours per year)
- Complete at least one developmental/rotational assignment four to six months in length
- Successful performance reviews
- Agency-Specific requirements
- Create an Individual Development Plan (IDP), used to set goals for time in the program
- Engage in additional optional rotational opportunities with other offices or agencies
- Be assigned and work with a senior-level mentor
- Receive Executive Resource Board (ERB or equivalent) certification that an individual has met all program requirements

Process and Eligibility

New program regulations that went into effect on July 10, 2012, under the Pathways Program strive to make it easier for students and recent graduates to find job opportunities and to get experience working in the Federal Government. The PMF Program falls under the Pathways banner and allows graduates to apply to the program in their final year of study, as well as for two years following completion of their studies.

PMFs come from a variety of disciplines and graduate programs. In addition, the program invites applicants from a wide array of backgrounds, including individuals with advanced degrees in the humanities, sciences, information technology, public administration, law and other chosen field of study. Many graduates with non-traditional backgrounds have harnessed the PMF program to jumpstart very successful careers in public service.

<u>DPR 362 – Department of Labor Pathways Programs</u> – links to DOL policy regarding the DOL Intern Program, DOL Recent Graduates Program, and DOL Presidential Management Fellows Program.

<u>Information for Current PMFs</u> – links to comprehensive information regarding the PMF program including orientation and graduation information, training and development including rotational opportunities, PMF forms, and FAQs

<u>Hiring a Presidential Management Fellow Fact Sheet</u>

This fact sheet is intended for PMF Program supervisors and hiring officials to explain the hiring process and the various stages of a typical fellowship. Although the fact sheet has not yet been updated to reflect newer regulations, as a result of the Pathways Programs final rule that took effect on July 10, 2012, it provides a general overview on the hiring process.

2017 Application Timeline

For information regarding DOL's Presidential Management Fellows Program, please

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 contact: Stella Forbes at forbes.stella.c@dol.gov or at 202-693-7666.

DOL Presidential Management Fellows (PMF) Frequently Asked Questions (FAQs)

Last updated: July 6, 2016



LaborNet Wiki

Directory

A -Z Index

Menu

Workforce Planning Toolkit

This toolkit serves as a resource to support effective workforce planning at DOL. It outlines the basic processes involved in workforce planning that may be helpful for all DOL agencies in developing their agency strategies and implementation plans. It is designed as a practical tool for DOL managers and supervisors to develop workforce plan(s) that meet specific agency needs and remain consistent with the Department's goals.

This page was developed to provide a source of information on common elements of workforce planning and discusses workforce planning in general by suggesting what key questions to ask and what actions may be taken to ensure that DOL has the right people, at the right place, at the right time.



What is Workforce Planning?



DOL Workforce Planning Model

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V



Workforce Planning Worksheets



Workforce Planning Resources

Last reviewed: December 26, 2018

Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

DOL Affinity Groups

Employee-led groups that share a common interest, such as race, gender or cultural identity, which drive personal and professional development, promote diversity, and strengthen networking.

- Association of Latin Americans Serving DOL (ALAS DOL)
- Black Attorney Advisory Council (BLAC)
- Blacks In Government Department of Labor Chapter (BIG-DOL)
- Disability Action Group (DAG)
- DOL LULAC Council
- The Department of Labor, Asian Pacific American Council (DOL-APAC)
- Frances Perkins Community Service Corps (FPCSC)
- Friends of Frances (FoF)
- DOL Military Veteran Alliance (MVA)
- Labor Presidential Management Fellows (PMF)
- PMIWDC DOL Subchapter
- Pride at DOL (Department of Labor Gay, Lesbian, Bisexual, Transgender Employees & Allies)
- Returned Peace Corps Volunteers and Friends at Labor (RPCVs at Labor)
- Toastmasters Communication & Leadership

Association of Latin Americans Serving DOL (ALAS DOL)

The mission of ALAS DOL is to develop and facilitate professional and leadership development opportunities; foster an environment to unite a cadre of past, current, and future public service leaders; promote community service; and support initiatives and policies that expand the recruitment, retention and advancement of Hispanic/Latinos at the U.S. Department of Labor.

- Provide a central forum for Hispanic/Latinos at DOL for the purposes of professional development, leadership guidance, and community service.
- Facilitate networking among new, current and former Hispanic/Latinos at DOL and with other individuals and professionals within and outside of DOL.
- Develop opportunities for education, partnerships, and collaboration on cross-cutting

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal

(ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

issues and other topics of interest to Hispanic/Latinos.

- Serve as a resource and subject matter experts to DOL agencies and leadership on issues that impact Hispanic/Latinos.
- Work cooperatively with other Federal Government Hispanic/Latino groups to expand professional and leadership developmental and community service opportunities.
- Provide outreach and awareness on issues that impact the Hispanic/Latino community.

We invite you to join the group. For more information email ALAS@dol.gov.

Black Attorney Advisory Council (BLAC)

The mission of the Black Attorney Advisory Council ("the Council" or "BLAC") is an organization committed to creating, implementing, and supporting initiatives and policies that advance the recruitment, retention, and development of Black and African-American attorneys employed by the U.S. Department of Labor-Office of the Solicitor. BLAC's primary objectives are to:

- Develop and promote programs which will encourage the professional development and career advancement of the Council's membership.
- Promote relationship building and a support system for its members.
- Provide a supportive environment where members can openly share their concerns, issues, and recommended best practices for a harmonious work experience within the Department.
- Support and create initiatives, policies, and practices that encourage the recruitment of law interns, Honors Attorneys, and staff attorneys that are reflective of the cultural and racial identity of the Council's membership.
- Advocate on the behalf of the Council's membership with senior-level managers within the Office of the Solicitor and the U.S. Department of Labor.
- Serve as a resource to the U.S. Department of Labor and the Office of the Solicitor on inclusion, access and other major issues that affect the Group's membership.
- Develop and establish a collection of resources that supports professional development, organizational clarity, and advancement for its membership.
- Serve individuals or groups, working in the U.S. Department of Labor–Office of the Solicitor.

We invite you to join the group. For more information please contact Tremelle Howard-Fishburne at <u>Fishburne.Tremelle@dol.gov</u>.

Blacks In Government Department of Labor Chapter (BIG-DOL)

Blacks In Government Department of Labor Chapter (BIG-DOL), an affiliated chapter of the National Organization of BIG, promotes Affirmative Employment/Equal Employment Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 Opportunity for minority employees in public service. The chapter provides programs and services at the U.S. Department of Labor as well as in the community. The goals and objectives of BIG are:

- To be an advocate of equal opportunity for Blacks in government
- To eliminate practices of racism and racial discrimination against Blacks in government
- To promote professionalism among Blacks in government
- To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government
- To establish a mechanism for gathering and disseminating information for Blacks in government
- To provide a nonpartisan platform on major issues of local, regional and national significance that affect Blacks in government

Membership is open to all. Meetings are held the 3rd Thursday of each month at 12 P.M. in person and via conference call. For more information, contact Lisa J. Hawkins, BIG-DOL Membership Committee Chairperson, at (202) 691-6920 or Hawkins.Lisa@dol.gov as well as visit the chapter's website www.bignet.org/DOL or email DOLBIG@dol.gov

Disability Action Group (DAG)

The Disability Action Group (DAG) Is an Employee Resource Group at the Department of Labor (DOL). Its mission is to promote equal opportunity by assisting in the recruitment, development, promotion, retention, selection and advancement of people with disabilities within the Department of Labor. DAG's objectives are to:

- Advocate within the US Department of Labor (DOL) for employees with disabilities.
- Provide a space to facilitate resource sharing and advise the Department on employee matters.
- Promote and foster a safe, supportive, and respectful and inclusive work environment within DOL for all employees regardless of physical or hidden disability status.
- Promote understanding of issues impacting people with disabilities, especially those with hidden disabilities.
- Advise the Office of the Secretary and senior management on identified issues for DOL employees with disabilities.
- Serve as a liaison between employees and management including the:
 - Office of the Secretary (OSEC)
 - Human Resources Center (HRC)
 - Office of Diversity and Inclusion (ODI)
 - Office of the Chief Information Officer (OCIO)
 - Diversity and Inclusion Council (D & I Council)
 - AFGE Local 12
- Collect and disseminate information for employees seeking resources on disability accommodations and other issues.

 Promote and facilitate regular trainings for employees and staff on disability inclusion and accommodations.

DAG meets the second Tuesday of every month at 11 AM (EST) in person, via WebEx (with text for those with hearing impairments), and via conference call. Sign language interpreters are available, upon request. Contact: Felipe Millan, Millan, Felipe.F@dol.gov.

DOL LULAC Council

The Department of Labor Employee LULAC Council membership is open to everyone who agrees with LULAC's goals and it is not limited to Hispanics. Its mission is to provide training and leadership opportunities to current DOL employees and to work with the Department of Labor to promote hiring, retention and promotional opportunities for employees at the Department of Labor. We focus on:

- Acting as a resource for the Department of Labor and its constituent agencies on issues affecting the Hispanic or Latino communities
- Networking within the Department of Labor and with other Hispanic or Latino within the federal government.
- Promoting cultural awareness of Hispanic or Latino peoples
- Provide community service opportunities.
- Providing educational and training opportunities.

DOL LULAC is affiliated with the League of United Latin American Citizens. LULAC is the largest and oldest Hispanic Organization in the United States. LULAC advances the economic condition, educational attainment, political influence, health and civil rights of Hispanic Americans through community-based programs operating at more than 700 LULAC councils nationwide. The organization involves and serves all Hispanic nationality groups.

Contact: Belen Sanchez Leos, DOL LULAC President, at SanchezLeos.Belen@dol.gov.

The Department of Labor, Asian Pacific American Council (DOL-APAC)

DOL-APAC was established by a group of Asian-American/Pacific Island-American (AAPIA) employees and contractors at the National Office and is an affiliate of the Federal Asian Pacific American Council, a nationally recognized organization. DOL-APAC is open to all DOL employees and contractors. DOL-APAC membership is not limited to AAPIA but anyone who shares APAC's objectives.

The objectives of DOL-APAC are to:

Assist DOL in promoting, establishing, and maintaining an effective and equitable

participation of AAPIA federal and contract staff in the workforce.

- Promote overall awareness of AAPIA values, culture, and heritage.
- Provide a forum to discuss issues and establish a network to meet and exchange
 ideas
- Provide educational and training opportunities to advance members' professional careers.

DOL-APAC meets every month, and you are encouraged to attend any and all meetings. The schedule of meetings and upcoming events will be shared with members via email. For more information, please contact Thomas Tso, President APAC, at Tso.Thomas@dol.gov, or email dolapac@dol.gov.

Frances Perkins Community Service Corps (FPCSC)

The mission of the U.S. Department of Labor Frances Perkins Community Service Corps (FPCSC) Affinity Group is to mobilize mission-driven Department employees to foster, promote, and develop meaningful service projects that inspire cross cultural leadership and collaboration, promote community welfare, and support job seekers.

- Unify and Expand Community Outreach and Service that promote DOL's mission.
- Establish service pathways for DOL employees to develop and practice leadership skills in the community.
- Provide a central forum for information-sharing between employees at DOL and community partners for the purposes of community development and enriched understanding of the challenges facing economically and culturally diverse community members and job seekers.
- Recognize DOL employees for community service leadership.
- Facilitate networking, mentoring, and collaboration among current and former employees at DOL, community leaders, transitional job seekers — including displaced youth — and other professionals outside of DOL.
- Organize community service activities that promote knowledge and skills exchange and collaboration on cross-cutting DOL and community issues.
- Serve as a resource to DOL agencies and leadership on volunteer opportunities that develop strong teams and leaders.
- Collaborate with other Federal Government agencies.

We invite you to join the group! For more information please email FPCSC@dol.gov.

Friends of Frances (FoF)

The mission of Friends of Frances is to support the professional advancement and development of women at the Department of Labor (DOL) through the facilitation of

programs and activities designed to encourage an equitable workplace for all.

The purpose of Friends of Frances is to:

- 1. Administer programs and activities that contribute to the development of an equitable workplace for all;
- 2. Create awareness of and support for the unique challenges women experience in the workplace;
- 3. Encourage professional development and high levels of performance of women at DOL;
- 4. Offer networking opportunities with other DOL affinity groups and those of other Federal agencies;
- 5. Nurture the leadership skills of women in order to prepare them for senior leadership positions at the Department; and,
- 6. Encourage the equitable participation of both women and men in senior leadership positions at the Department.

We invite you to join the group. For more information please contact Jenn Daley, <u>Daley.Jennifer.M@dol.gov</u>, Jenny Rudd, <u>Rudd.Jenny@bls.gov</u>, or email <u>friendsoffrances@dol.gov</u>.

DOL Military Veteran Alliance (MVA)

DOL Veteran Alliance serves as a platform where DOL veteran employees can network and form collaborative relationships by exposing them to a wealth of knowledge and understanding of different cultures and life experiences.

- Enhance recruiting and retention efforts
- Act as an information resource for any DOL function
- Support diversity and inclusiveness at Labor Strengthen the Department Support personal and professional development

We invite you to join the group. For more information please email MVA@dol.gov.

Labor Presidential Management Fellows (PMF)

The purpose of Labor PMFs is to:

- Provide a central forum for information-sharing among PMFs at DOL for the purposes of professional development and leadership guidance, including sharing potential training and rotational opportunities.
- Facilitate networking among current and former PMFs at DOL, including connecting PMFs with mentors, as well as networking with other professionals within and outside

of DOL.

- Provide a forum for education and collaboration on cross-cutting DOL issues and other topics of interest to PMFs.
- Serve as a resource to DOL agencies and leadership on issues of concern to PMFs
- Work cooperatively with other Federal Government PMF groups.

For more information, please email: dolpmf@gmail.com.

PMIWDC DOL Subchapter

The Project Management Institute – Washington DC (PMIWDC) DOL subchapter provides monthly continuing education opportunities for certified Project Management Professionals (PMP) and other interested DOL employees.

You can join the DOL PMIWDC group list by contacting Claire Ward at ward.claire@dol.gov or email PMIWDC@dol.gov.

Pride at DOL (Department of Labor Gay, Lesbian, Bisexual, Transgender Employees & Allies)

Pride at DOL works to:

- Help provide support and a welcoming, safe environment for lesbian, gay, bisexual, and transgender (LGBT) DOL employees and contractors and their allies.
- Help eliminate prejudice and discrimination based on sexual orientation and gender identity, within DOL and the Federal government, as well as across the nation.
- Help educate the DOL community about issues of concern to LGBT people.

Join the conversation at our quarterly meetings, one of our many educational events or at our social gatherings. Whether you want to get involved in policy change, find out about professional development opportunities, or just have a bit of fun building community, we welcome you!

You can contact the Pride at DOL group at pride@dol.gov.

Returned Peace Corps Volunteers and Friends at Labor (RPCVs at Labor)

RPCVs objectives are:

 To encourage RPCVs to continue their service to the government by seeking employment within it, and to encourage especially their employment at DOL.

https://labornet.dol.gov/groups/[9/25/2019 11:11:27 AM]

To facilitate communication and foster a sense of community amongst and between RPCVs and other employees through social events and volunteer opportunities.

- To engage in career development and networking opportunities for RPCVs.
- To provide a support network and information-sharing tool for employees worldwide who are interested in the work of RPCVs at Labor.

For more information, please email RPCV@dol.gov, or contact rpcvsatlabor@gmail.com or find us at https://www.facebook.com/RPCVsatLabor.

Toastmasters Communication & Leadership

The Belaborers Toastmasters club is a personal/professional development group focused on improving communication, public speaking, and leadership skills, by providing opportunities to speak and learn at every meeting.

For more information, please go to Belaborers Toastmasters Club website, or contact our VP of Membership at vpm-2221@toastmastersclubs.org.

Last updated: September 4, 2019

For Employee Engagement questions or concerns, please email Engagement@dol.gov.



LaborNet Wiki

Directory

A -Z Index

Menu

Upcoming Live Webcasts

There are no live webcasts scheduled at this time.

Past Events



2019 Donald S. Shire Lecture – June 14, 2019 Video

View the 2019 Donald S. Shire Lecture – June 14, 2019
 Video.



2019 Secretary's Honor Awards – May 8, 2019 Video

 View the 2019 Secretary's Honor Awards – May 8, 2019 Video.



Women's History Month Fireside Chat with Treasurer of the United States Jovita Carranza – March 29, 2019 Video

View the Women's History Month Fireside Chat with
 Treasurer of the United States Jovita Carranza – March
 29, 2019 Video.



2018 HIRE Vets Medallion Program Awards Ceremony

– November 8, 2018 Video

View the 2018 HIRE Vets Medallion Program Awards
 Ceremony – November 8, 2018 Video.

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS ~



Active Shooter Training – September 18 and September 19, 2018 Video

 View the Active Shooter Training – September 18 and September 19, 2018 Video.



May 1 – 3, 2018 – 10th Annual FOIA Training Conference Videos

 View the 10th Annual FOIA Training Conference – May 1 – 3, 2018 Videos.



March 22, 2017 – "Bias, Barriers & Breakthroughs" Exploring Challenges and Opportunities for Women and Girls in STEM Video

 View the March 22, 2017 – "Bias, Barriers & Breakthroughs" Exploring Challenges and Opportunities for Women and Girls in STEM Video.



March 2, 2017 – GSA Acquisition Gateway Training Video

- View the March 2, 2017 GSA Acquisition Gateway
 Training Video.
- Download the Category Management & Acquisition
 Gateway Presentation (PDF)

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Last updated: April 30, 2019

All DOL

DOL

SEARCH

A to Z | Site Map | FAQs | Forms | About DOL | Contact Us | Español

United States Department of Labor



DOL Home > Personnel Accountability Status

Emergency Accountability Status Link (EASL)

This website is intended for DOL employees and contractors and should only be utilized as a redundant notification method for reporting their <u>initial</u> accountability status <u>in the event of an emergency</u> (natural or man-made).

This redundant accountability tool is meant to be used when primary means of communications (phone or email) to directly contact your supervisor have failed or are unavailable. This website is not intended for use by DOL employees for reporting their inability to report to work in the case of personal/family emergencies.

Please do not use this form to test the system. If you would like to try the information submission process now, please use the test form.

GO TO THE TEST FORM

WARNING

you are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of Title 18, United States Code, Section 1030 and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

I understand that I am personally responsible for my use and any misuse of my access including my system account and password. I understand that by accessing a U.S. Government information system that I must comply with the prescribed policies and procedures. I acknowledge receipt of, understand my responsibilities, and will comply with the

rules of behavior for this system.

* = Required Information

If you don't know your OASAM region, view this map of OASAM regions.

Emergency Accountability Status Link (EASL)

This website is intended for DOL employees and contractors and should only be utilized as a redundant notification method for reporting their <u>initial</u> accountability status <u>in the event of an emergency</u> (natural or man-made).

This redundant accountability tool is meant to be used when primary means of communications (phone or email) to directly contact your supervisor have failed or are unavailable.

This website is not intended for use by DOL employees for reporting their inability to report to work in the case of personal/family emergencies.

Please do not use this form to test the system. If you would like to try the information submission process now, please use the test form.

GO TO THE TEST FORM

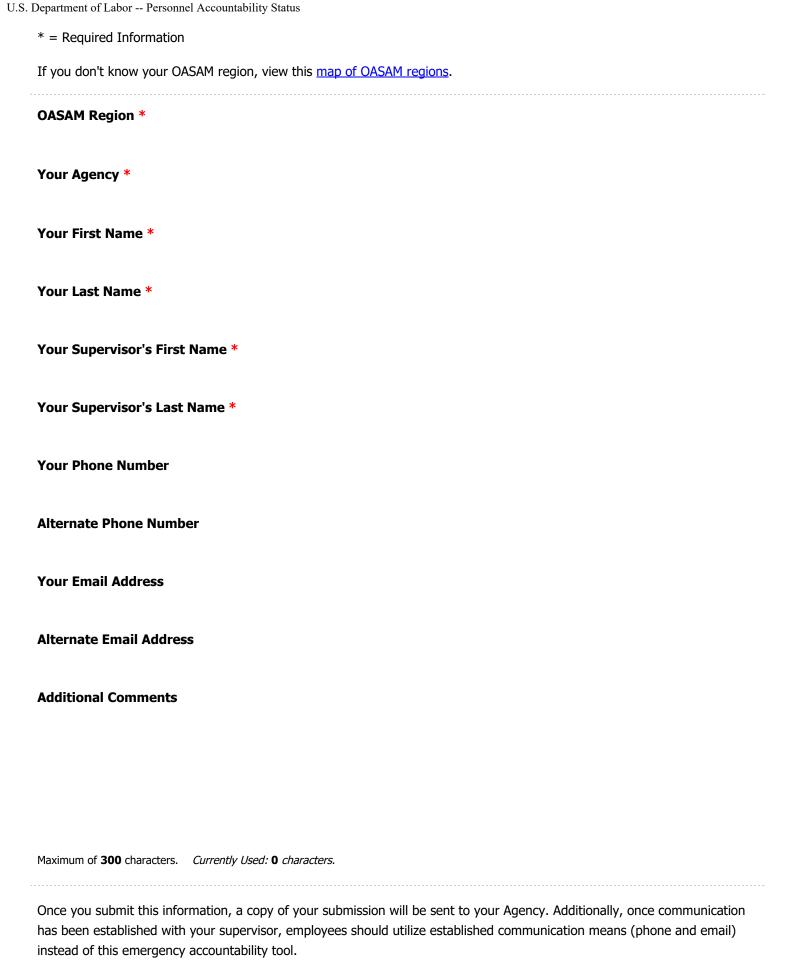
WARNING

you are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of Title 18, United States Code, Section 1030 and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

I understand that I am personally responsible for my use and any misuse of my access including my system account and password. I understand that by accessing a U.S. Government information system that I must comply with the prescribed policies and procedures. I acknowledge receipt of, understand my responsibilities, and will comply with the rules of behavior for this system.



U.S. Department of Labor Personnel Accountability Sta	tus

Search / A to Z Index Home

Advanced Search

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Important Website Notices | Plug-Ins Used on DOL.gov

U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave NW, Washington, DC 20210 Telephone: 1-866-4-USA-DOL (1-866-487-2365) | TTY | Contact Us



LaborNet Wiki

Directory

A -Z Index

Menu

Accessibility Statement

The U.S. Department of Labor (DOL) is committed to providing access to all individuals who are seeking information from our website. To provide this information, the DOL website has been designed to comply with Section 508 of the Rehabilitation Act of 1973 as amended.

Section 508 requires that all individuals with disabilities (whether they are federal government employees or members of the general public) have access to, and use of information and data, comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on the department.

Any individual using assistive technology (such as a screen reader, Braille reader, etc.) who experiences difficulty accessing information on any DOL website, should send an email message to the <u>DOL Webmaster</u>. The email should include the nature of the accessibility problem and the individual's email address for a response. If the accessibility problem involves a particular web page, the message should include the URL (web address) of the page. A staff member from the responsible agency will contact individuals having problems with accessibility within three business days to assist them and to provide them the information being sought.

Last updated: July 15, 2019

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations

Management Portal

& Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS V

- Choose a Region -

Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Help

The new version of the DOL intranet site, LaborNet has a new structure, updated design and expanded features that will make LaborNet more user friendly and more informative.

Please select the link that matches your question.

- DOL Agency Enterprise Service Desk (ESD)
- <u>Information Architecture</u> (The location of pages within LaborNet)
- <u>Functionality</u> (Weather, My Links, Events Calendar, etc.)
- Design
- FAQs

Information Architecture

In order to make the content on LaborNet easier to find, we redesigned the information architecture of the site. Now, all of the pages are split into 5 categories: Me, Workplace Resources, IT and Communications, Security and Secretary's Communications.



Your Life

Under "Your Life," you will find everything that isn't directly related to the performance of your job here at DOL. Child care, ridesharing, payroll, EEO, leave and others can all be found in the "Your Life" section. Go to "Your Life" for a full list of pages and topics in this section.

Your Job

Your Job contains all of the web-related material you need to complete your tasks as a DOL employee. Under Your Job, you can find Forms, Financial Services, Travel, Policies

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

and Office Services. Go to "Your Job" for a full list of pages and topics in this section.

- Choose a Region -

IT and Communications

Under IT and Communications you will find information from the Enterprise

Communications Initiative (ECI), the Information Technology Center (ITC) and the Office
of the Chief Information Officer (OCIO). ECI combines all DOL electronic dissemination
services into a single communications strategy. View the ECI page information to request
Internet, intranet, contact center, and language translation services. You can also find
information and resources for managing DOL Web sites. Under ITC, you can find
desktop policies and specifications, security procedures, IT purchase approval
processes, Section 508 guidance, and other ECN assistance. Go to IT &
Communications for a full list of pages and topics in this section.

Security

Under the Security heading, you will be able to find all content associated with **Security** and **Emergency Management.** Under Security, you can find information about safeguarding personnel, property, and information in DOL's national, regional, and field offices as well as the policy and procedures for the issuance of DOL ID's. Look here for security policies and procedures, DOL ID cards, security forms, evacuation procedures, shelter-in-place plans, medical emergency procedures, floor wardens, and security related information.

Under Emergency Management, you find information about policies, plans, and procedures for ensuring that DOL is able to perform its essential functions at all times. Look here for emergency preparedness information, emergency updates, continuity of government/operations plans, EMC briefings, and related information.

Visit the Security and Emergency Management page for more information.

Back to Top

Functionality

This preview will show you all of the new functionalities that will improve their LaborNet experience, such as site customization and feeds for regional news and other information.

Expanding and Collapsing Your Right Navigation Bar

If you are seeing too much information on the navigation bar, you can collapse a section

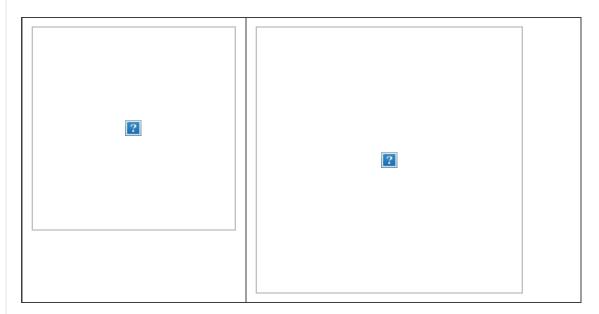
Headquarters

- Cafeteria Menu and Hours
- Cafeteria FAQs
- 2018-19 Flu Season
- Nursing Mothers
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233 by selecting on the small triangle in the upper right-hand corner of any section. If you want the section expanded again, just select on the triangle again.



My Links

The My Links feature allows you to place your most-used links on your home page for convenient access.

Add a page to My Links



When you are on a page within LaborNet that you would like to add to your links, simply click on "Add This Page to Links" and that link will be added to the end of your link list.

Notes:

- 1. You can only have five pages in "My Links." If you already have five links and you want to add a new one, you must delete another link first.
- The "My Links" feature requires that you allow LaborNet to save a "cookie" in your browser that will remember your settings. If you delete the cookie, your links will be lost.
- 3. Since the links are recorded in a cookie in your browser, your links will not travel from one computer to another computer with you.

Remove a page from My Links



When you need to remove a link, select on the "Delete" text next to the link you'd like to remove.

Regional News

The Regional News module allows you to view news from your region on your home page.

To change your Regional News location, select on "Change Region" and then select a region from the drop-down menu. select on the "More News" link for all of the information available for your region.



Notes:

- 1. The "Regional News" setting requires that you allow LaborNet to save a "cookie" in your browser that will remember your settings. If you delete the cookie, your links will be lost.
- 2. Since the settings are recorded in a cookie in your browser, your settings will not travel from one computer to another computer with you.

LaborNet Vignettes

Did you know about the DOL connection with the Beatles? What about when JFK attended the DOL 50th Anniversary party? LaborNet vignettes offer interesting and not-so-well known looks into the Department's important past and the vital importance of the Department's mission.



Public Square

Public Square is where all of DOL goes to connect with each other. The **Groups** section joins DOL employees with similar interests. The **Posters** section is where DOL employees can look at the digital representation of all of the elevator posters and the **Audio & Video** section brings you live and archived audio and webcasts.



FAQs

1. Where did OCIO go? How about OCFO?

LaborNet is now organized according to topics and functions, rather than by organizational distinctions. You may have known that OCFO handles travel, but someone who only travels occassionally may have had difficulty locating the travel information. The majority of the OCFO material can now be found in Your Job and information from the OCIO is in Information Technology and Communications, specifically the IT Policy and Oversight section.

2. Where did the RegionNet main page go?

LaborNet has been restructured to reflect a "One DOL" philosophy, while still respecting the fact that localized information is vital. Although the RegionNet home page no longer exists, all of the RegionNet information is accessible throughout the pages of LaborNet and the pages for each region still exist. If you want to go to a regional home page, select that region under "Regional News" and then select on "More News...."

3. I liked the old LaborNet. Why did you change it? How did you come up with the new design and information architecture?

Really? You liked the old LaborNet? We heard lots of complaints in unsolicited user

feedback and from surveys we conducted with employees. Many of the new features were added in direct response to that feedback. The design was created by the LaborNet team to meet the following goals: make the design more "modern," give the design more white space, unclutter the home page, and add graphical elements, as appropriate. All of these goals were also based on user feedback. The information architecture (that's how we refer to the way the user gets to information on the Web site) was based on research of award-winning intranet Web sites as well as our own knowledge of the content on LaborNet. When you become very used to using a Web site — even a poorly designed one — it is difficult to make the switch to a completely new Web site. We hope that you will see the value in the simplified interface and will benefit from the new features.

4. Is this the final LaborNet or will it keep changing?

LaborNet is meant to be dynamic and we do have plans to add additional or improved features. One that is in the planning stages is a much more accurate way to find your fellow employees. We may also make adjustments to the site based on user feedback after the site debuts. We're dedicated to making LaborNet a "go to" resource for you and it will reflect your needs.

Last updated: November 2, 2015

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility

LABORNET

DOL.gov

LaborNet Wiki

Directory

A -Z Index

Menu

Site Map

A to Z Reference Guide

Your Life

Human Resources

- Alternative Approaches to Discipline
- Dismissal and Closure Procedures
- Personnel Regulations (DPR)
- DOL Repository of Opportunities Assignments & Details (ROAD)
- DOL Personnel Suitability and Security Handbook (PDF)
- Work Schedule Flexibilities
- Drug Free Workplace
- Ethics Guide (PDF)
- <u>Electronic Official Personnel Folder</u> (eOPF)
- Holiday Legal Guidance
- HR News You Can Use! / Spotlights
- HR-Related Frequently Asked Questions
- HR Works: The Modernization of DOL's HR Systems
- Military Service Deposits
- Office of Diversity and Inclusion
- Standards of Conduct (PDF)
- Transit Subsidy Benefits
- Veterans Employment Program Office
- Workplace Violence Program
- Whistleblower Protection
- Work Schedules

New Employee Orientation

Secretary's Welcome

WorkLife, Leave, & Benefits

- News & Information
- Points of Contact
- Adoption/Foster Care Guide (PDF)
- Awards & Recognition Program
- Benefits and Retirement
- Caring for Yourself & Your Dependents
- Child Care Subsidy
- Community Involvement
- Commuting
- Discussion Groups
- <u>EAP Providing Free Counseling and</u>
 <u>Coaching to DOL Employees</u>
- Federal Occupational Health's Monthly Campaign
- Financial & Retirement Planning
- Financial Support
- Health and Wellness
- Leave Bank/Leave Transfer Programs
- Leave Programs
- Nursing Mothers
- Return-to-Work Toolkit for Employees & Employers
- Telework
- WorkLife4You A Free Resource and Referral Service
- Workplace Flexibilities
- Workplace Flexibility Toolkit

ONLINE TOOLS

Agency Intranets

Acquisition Management System (AMS)

Employees'

Compensation Operations & Management Portal (ECOMP)

Hazard Reporting Site

Employment Verification

Enterprise Service Desk (ESD)

Ethics Resources

Forms

IT Collaboration Tools (WebEx)

LearningLink

New Core Financial Management System (NCFMS)

NFC Employee Personal Page (EPP)

Official Personnel Folder (e-OPF)

Opportunities Are Open (DOORS)

Procurement Policy

Travel Management

WebTA (Timesheet)

Wirtz Labor Library

REGIONAL NEWS >

- Civil Rights and Equal Employment
- Commuting
- Diversity and Inclusion
- **DOL History/Mission/Organization**
- Electronic Official Personnel Folder (e-OPF)
- Emergency Management
- **Employee Personal Page (EPP)**
- **Ethics in Government**
- LaborNet
- Oath of Office
- **OIG Presentation**
- OIG Employee Obligation
- OIG Report Fraud, Waste and Abuse (PDF)
- Office of Worker Safety & Health (PPT)
- Performance Management Awareness
- Social Media
- Worklife and Benefits Programs
- Workplace Flexibilities (LEAVE) (PPT)
- **Miscellaneous**
- **FPB Amenities & Services**
- **Additional Information**

Civil Rights

- Civil Rights Center Homepage
- Civil Rights Enforcement for DOL **Employees and Job Applicants**
- Agency Workplace Equality Compliance Officers
- Equal Employment Opportunity **Program**
- National Office and Region EEO Counselors
- **Policies**
- Reports

Human Capital Management Services

 Office of Human Resources Consulting and Operations (OHRCO)

Labor – Management Relations

- Local 12
- NCFLL
- NULI
- Other Resources

Worker Safety/Health

- Office of Worker Safety and Health
- Pandemic Flu Information and Guidance

Training Opportunities

Training and Development

Payroll

- DOL HR/Payroll Standard Operating **Procedures**
- HR Connect
- NFC Employee Personal Page
- Salary Table
- webTA (Timesheet)

Headquarters

 Cafeteria Menu and Hours

Choose a Region -

- Cafeteria FAQs
- 2018-19 Flu Season
- **Nursing Mothers**
- More Regional News...

EMERGENCY EMPLOYEE STATUS

Emergency Accountability Status Link (EASL)

DOL SAFE HOTLINE -24/7 Voicemail System 1-877-DOL-SAFE / 1-877-365-7233

Your Job

Financial Services

Capitalized Asset Management

Policies and Guidance

Ethics

- Central Accounting Operations (DCAO)
- <u>Division of Client Financial</u>
 <u>Management Services (DCFMS)</u>
- Cost Determinations
- Departmental e-Business Suite (DEBS)
- Debt Management
- <u>Division of Business Process</u>
 <u>Improvement (DBPI)</u>
- Division of Financial Reporting (DFR)
- Financial Disclosure
- Financial Management
- New Core Financial Management System (NCFMS)
- DOL Procurement Policy

Office Services

- Annual Acquisition Plan & Procurement
 Forcast
- Agency Intranets
- Building Management Services
- Conference and Meeting Support
- Greening the Government Program
- Mail Management Program
- Memorandum of Understanding (MOU)
- <u>Personal Property Management</u>
 <u>Services</u>
- Printing Services
- Recycling
- Sign Language Interpreting Services & Communication Access Real-time Translation (CART) Services
- Small Business Goaling Program
- Wirtz Labor Library

Travel

Travel Management

Forms

DOL Forms

- Human Resources
- Operations & Performance
- Public Affairs & Leadership
 Communications
- Freedom of Information Act (FOIA)
- Records Management

Supervisor's Resources

- Addressing and Resolving Poor Performance: A Guide for Supervisors (PDF)
- Employee Assistance Program
- Guidelines
- HR Connect
- Leadership Development Resource
 Guide (XLS)
- Manager's Guide to Staffing Tools and Pay Flexibilities
- Manager's Guide to Writing Performance Standards
- Performance Management Toolkit
- Reasonable Accommodation
- Return-to-Work Toolkit for Employees & Employers
- Supervisor Best Practices for Maximizing Performance and Engagement
- Supervisor's Aids
- Supervisor's Toolbox
- Telework Tips
 - Effective Tips for Managing Teleworkers (PDF)
- Workplace Flexibility Toolkit

Information Technology and Communications

Enterprise Service Desk (ESD)

- Home
- ESD IT Forms
- Tech Tips & Learning Resources
- About the ESD
- How the ESD Operates
- ESD Performance
- Agency Information Technology Points of Contact
- Agency Information Security Officers
- Approved Hardware/Software Lists
 - ECN Software Certified List (SCL)
 - OCIO Consolidated Certified Hardware List

Section 508 / Accessibility

- Agency Section 508 Points of Contact
- DOL Section 508 Working Group Charter (PDF)
- DOL IT Project Planning & Section 508
 Compliance Memorandum (PDF)
- DOL Section 508 Accessibility
 Implementation Plan (PDF)
- How to
 - Creating Section 508 Compliant Microsoft 2016 Word Documents,
 v1.1 – December 1, 2018 (PDF)
 - Creating Section 508 Compliant
 Microsoft PowerPoint Presentations,
 v1.1 March 1, 2019 (PDF)
 - Creating 508 Compliant PDF
 Documents Guide, v1.1 March 1,
 2019 (PDF)
 - <u>Creating 508 Compliant Excel</u>
 <u>Documents Guide</u>, v1.1 March 1,
 2019 (PDF)
- Section 508 Forum
 - June 2017 Meeting Presentation (PDF)
- Training

IT Policy and Oversight

- Mission and Functions
- IT Governance Model
- IT Security
- FAQs
- IT Laws & Regulations
- Investments Currently being Managed by the OCIO
- Resource Library
- Supported Agencies
- Contact Us
- OCIO Internal Work Groups

IT Acquisition Review Board (ITARB)

- ITARB Purpose
- ITARB Charter
- ITARB Required Forms and Documents
- Frequently Asked Questions (FAQs)
- Contact Us

IT Modernization Program

- IT Modernization Program
- Program Information
- IT Mod Squad
- IT Modernization Initiatives
 - Enterprise Service Desk Initiative
 - Data Center Consolidation Initiative
 - Workforce Mobility
 - Cloud Email & Collaboration Tools
- Resources
 - Virtual Meeting & Collaboration
 Tools
 - Tech Tips & Learning Resources

- Section 508 Resource Training Guide (PDF)
- DHS Section 508 Training Enrollment Form (PDF)

Web Management Services

- About Web Management Services
 - Application Development
 - Content Management
 - Management and Governance
 - OPA DEC Helpdesk
 - Usability, Accessibility & Design
- Performance Metrics
- Policies & Procedures
- Resources & Tools
 - Asset Library
 - Reference Library
 - How To...
 - Agency Links
 - Training
 - Social Media & DOL
 - More Resources...

National Contact Center (DOL-NCC)

- About the DOL-NCC
- Toll-Free Telephone Numbers
- Email Services
- Personnel Contact Information

Security & Emergency Management

Security Center

- Mission
- Organizational Chart
- Points of Contacts / Operating Hours

Security Center Programs

Emergency Management Center

- About the Emergency Management Center
 - Mission and Essential Functions
 - EMC Organization Chart, Contact Information, and Directions to EMC Office

- <u>Division of Physical Security &</u>
 <u>Emergency Response</u>
 - Homeland Security
 Presidential Directive
 (HSPD-12) PIV Credential
 - Lost and Found Personal Property
- Division of Personnel Security and Suitability
- <u>Division of National Security & Insider Threat</u>

FPB Emergency Information

- Frances Perkins Building (FPB)
 Occupant Emergency Plan
 (OEP) Handbook (PDF)
- Shelter-in-Place Resources and Pocket Reference Cards (PDF)
- Medical Emergency
 Procedures
- Active Threat Preparedness

Important Information

Briefings

Continuity Program

- National Office Continuity Program
 - National Office Continuity (COOP)
 Plan
- Regional Continuity Program
- Pandemic Influenza (PI)
- Emergency Response Group (ERG)
 Information

Additional EMC Program Areas

- Communications Security (COMSEC)
- Continuity of Government (COG)
- Critical Infrastructure Security and Resilience (CISR)
- Operations Security (OPSEC)
- Test, Training, & Exercise Program (TT&E)
- EMC Support Programs
 - Emergency Operations Center (EOC)
- Emergency Management Working Group
 - EMWG Overview
 - Membership
 - Meeting Minutes
- Interagency Efforts
 - National Security Professional Development (NSPD)
 - Presidential Policy Directive (PPD) 8
 National Preparedness
- Important Information
 - Official Messages
 - Briefings
 - Authorities and References
 - Personnel Accountability Tools & Information
 - What's New
 - Regional Office Emergency
 Information Websites
 - Emergency Planning Resources for Family & Office
 - Additional Resources
 - Current Initiatives

- Frequently Asked Questions (FAQ)
- Forms



From the Acting Secretary

- Acting Secretary's Messages
- Building a Better DOL
- Secretary's Orders
- DOL News Releases
- DOL Strategic Plan for Fiscal Years 2018-2022 (PDF)

DOL Directory A to Z Index Site Map DOL Forms Help Send Your Feedback Accessibility