

FREQUENTLY ASKED QUESTIONS

As you progress through your orientation a number of questions may arise. Below are the answers to the most commonly asked questions. If you do not find what you are looking for you may contact either your new Supervisor or Sponsor.

1. **When will I receive my first paycheck?** - Your first paycheck will be deposited the Thursday after the end of the pay period in which you were hired. You can access the Pay Periods and Pay Dates at: <https://www.nfc.usda.gov/>
2. **Where do I report on my first day?** - This information should be available in your job offer letter.
3. **Who can I talk to about my health benefits?** - For a list of providers go to <http://www.opm.gov/healthcare-insurance/>. Click on Plan Information of the left side the page. Choosing your applicable state will list plans available in that state, plan brochure, and etc.
4. **How soon does my health insurance take effect?** - Your health insurance will take effect on the first day of the first pay period. For more information go to: <http://www.opm.gov/insure/health/fag/index.asp>
5. **What does PCS mean?** - Permanent Change of Station. This normally refers to employees who are moving from one duty location to another that is more than fifty miles.
6. **What's the difference between a permanent, temporary, and term employee?** - Permanent employee refers to an employee who was hired under an appointment authority without a time limit. A temporary employee is an employee that was hired under an appointment authority with a time limit and specific not-to-exceed date. A term employee is an employee that was hired under an appointment that will last more than one year but not more than four years
7. **What is "annual" leave?** - Annual leave is the government equivalent to vacation time. Employees accrue annual leave during each full pay period worked. This time can be used for vacations and/or personal business. The accrual rate is based on the amount Federal service that you have. For more information visit: <http://www.opm.gov/oca/leave/html/annual.asp>
8. **How soon can I start taking sick and annual leave?** - Sick and annual leave varies by type of appointment. Consult with your supervisor for more information.
9. **Is there anyone who can assist me in finding day care?** - Installation websites can provide information on Child Development Centers located on the installation.

10. **Can I access my home email from my DoD computer? -**

http://www.dhs.gov/xlibrary/assets/foia/mgmt_directive_46001_personal_use_of_government_office_equipment.pdf

11. [What is a grade or step?](#) - Your pay grade is the level at which you are paid. The pay grade of your position is set according to government-wide position classification standards. Within each [pay grade](#) there are 10 steps.