

FEMA HEADQUARTERS ONBOARDING

New Hire HQ Onboarding Instructions

(If you are being hired at a Regional Office, please defer to your HR Specialist's reporting instructions.)

Onboarding During COVID-19

You are joining FEMA during unprecedented times due to COVID-19. Because of this, FEMA continues to monitor and follow the Centers for Disease Control and Prevention (CDC) guidance. To mitigate the spread of COVID-19, the CDC is encouraging organizations to promote social distancing and therefore, we are conducting onboarding sessions by appointment only. You will receive an email one week prior to your start date indicating your appointment time, reporting details, and additional guidance.

FEMA Headquarters is conducting mandatory COVID test. You will need to arrive 45 - 60 minutes prior to your appointment time to complete this testing. The Onboarding Team or the FEMA Security staff will be available to escort you to the COVID testing room. After receiving negative COVID results and as an added layer of protection, FEMA will conduct no-contact temperature screening for everyone entering a FEMA facility. Individuals who are cleared will be allowed entry to the building. Individuals who are exhibiting signs of a fever (temperature of 100.4 or above) will not be permitted entry. If you feel unwell, please contact your hiring manager and your Human Resources (HR) Specialist for additional guidance as soon as possible.

Your reporting address is 500 C Street, SW, Washington, DC 20472. If you are delayed or have any issues, please contact our office as soon as possible. The onboarding activities are scheduled for approximately 2.5 hours, but please come prepared to spend more time if required. You may bring food or medication if needed.

FEMA does not participate in a parking subsidy program. There is metered/street parking. Parking is also available directly underneath the FEMA building at a cost. You may locate the closest garage to the building by clicking [here](#). You should contact the individual parking garages for information about cost, hours of operations and accessibility.

Furthermore, we recommend that you print the FEMA Freedom of Movement Memorandum that we provided, your offer letter, and keep it with you as you travel to Onboarding.

Points of Contact

You have several Points of Contact you may use prior to your first day. You may reach out to your HR Specialist, your new supervisor, your sponsor, or the FEMA-Onboarding@fema.dhs.gov email box. Please keep us informed if you are delayed or become unable to attend on your first day as soon as possible. We will work with you to see how we can accommodate your situation or concern.

Welcome again to FEMA and we look forward to seeing you on your first day.



FEMA