

New Employee Welcome Email Sample

Good Afternoon _____

Congratulations on your new civilian position at Fort Detrick in Maryland with the United States Army, the largest and oldest established component of the United States military. The mission of the personnel at Fort Detrick is simple: We lead the way through innovation and business development, endeavoring to provide a positive influence on the community while serving multiple National Security Missions. You will soon be a part of that select group of dedicated soldiers and civilians entrusted to serve our nation.

Undoubtedly, you have many questions about your new position. Attached you'll find the U.S. Army Civilian Corps Handbook. While it is full of information, you'll find the links listed on page 41 a great resource to answer your questions concerning medical benefits, retirement savings, life insurance, and some of the many other benefits of working for the Federal government. I also encourage you to visit www.opm.gov as it offers the most current and updated information available regarding your total value (salary, benefits, retirement, etc) as well as www.detrick.army.mil for general information on housing, relocation, the surrounding community, and the many different organizations that are housed within the installation.

In addition to the handbook, attached to this email you will find your official welcome letter which includes your position title, series and grade level, salary, and the day you'll report to this office for in-processing. Additionally, you must bring proof(s) of United States citizenship with you when reporting for in-processing AND the proper information to verify your eligibility to work in the United States. These are two DIFFERENT processes that require separate pieces of information. In the attached documents, you will find a list of acceptable forms of identification that will provide your eligibility to work in the United States (referred to as an I-9). To complete the I-9, you can either provide one piece of documentation from list A or two separate documents, one from list B and another from list C to verify your citizenship.

To verify your United States citizenship you MUST bring with you on in-processing day one of the following six items:

1. U.S. Passport (unexpired)
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
3. Certificate of U.S. Citizenship, INS Form N-560 or N-651
4. Certificate of Naturalization, INS Form N-550 or N-570
5. A Certificate of Birth Abroad issued by the Department of State, Form FS-545 or Form DS-1350
6. Native American tribal document.
7. United States Citizen Identification Card, INS Form I-197.
8. Identification card for use of resident citizen in the United States, INS Form I-179.

Confused yet? Don't be. The I-9 and the proof of citizenship are separate forms, but you can use just one piece of ID to complete both of forms. For example if

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you have a valid US passport you can use that to complete the I-9 (according to list A in the attached sheet) and to provide your proof of citizenship. Additionally, you will be provided various forms for completion on in-processing day. You will need to bring certain pieces of information with you to complete all of the necessary forms to ensure your benefits (if applicable) and pay are set up properly. They are:

1. Both your routing and account numbers for your banking institution that you are going to use to have your pay electronically deposited
2. ***The names, addresses, birthdays, and social security numbers for all beneficiaries and or dependents you'd like to cover on any/all beneficiary and insurance plan information***

If you have questions regarding what information you need to bring on in-processing day please contact this office. Please note that if you fail to BRING any of the information listed above you will NOT be permitted to in-process on your scheduled day.

We look forward to seeing you at in-processing and welcome you to the Fort Detrick community. In the mean time, if you have questions regarding your appointment, please contact the Fort Detrick Civilian Personnel Advisory Center at (301) 619-2247.

Thank You,

HR Specialist/Assistant

Ft. Detrick CPAC