


What to Bring on Your First Day

Unless otherwise directed, you should plan on reporting to the Main Lobby Visitor Area at the Willow Creek Building (1955 Fremont Avenue, Idaho Falls, ID) at 8:00 a.m. on your first day of work. You will be greeted by an HR representative and escorted to the Entrance-On-Duty Orientation Session.

In order to complete your in-processing into the Department of Energy, you must bring the following items and paperwork with you:

1. Photo ID
2. Passport, birth certificate, or citizenship naturalization papers*
3. Forms Checklist (link to [EODchecklist](#) - 68 Kb  document)
4. Printed copy of Employment Forms
5. Printed copy of Benefits Forms

*** Verification of United States citizenship is required for Federal employment. You must provide proof of citizenship in order to be appointed to this position. Failure to provide one of these forms during the pre-employment clearance process or upon reporting for work will result in a delay in your appointment.**