

Buddy Checklist

The following is a handy guide to the information that should be communicated to new employees.

Role of a Buddy

- 📍 Explain difference between a buddy, mentor, coach, and manager
- 📍 Explain how and when the buddy can be contacted

- 📍 NOTE to buddies located at SSMC2 in Silver Spring, Maryland: Because of the large number of employees at SSMC2, all managers, supervisors and secretaries have been instructed to send out an introductory “Welcome Aboard” e-mail. The e-mail is to be sent to NWS staff within the building upon the new employee’s arrival. This will help to introduce the new employee and will aid other employees in keeping track of staff changes. Please be certain that the appropriate person in your office sends out this e-mail for your buddy new employee. An example of a “Welcome Aboard” e-mail follows:

(YOUR OFFICE) welcomes (MEMBER’S NAME), the newest member of the (YOUR OFFICE). You may contact him/her at (CONTACT INFORMATION). Again, welcome to (OFFICE NAME) or NOAA.

About the National Weather Service












- 📍 New Employee Orientation Home Page
- 📍 Routing Codes/Acronyms
- 📍 Organizational Chart(s)
- 📍 Map(s) of Regions

About the New Employee’s Office

- 📍 Working Hours and Policies
- 📍 Other Office Policies
- 📍 Lunch and Break Policies
- 📍 Using Voice Mail
- 📍 Working with Time & Attendance (Web T & A)
- 📍 Using E-Mail
- 📍 Eating Areas/Local Restaurants
- 📍 Tour of the Work Site
- 📍 Using the Computer and Related Policies
- 📍 Parking
- 📍 Security Information

The following information is available on the New Employee Orientation page of the Employee Resources and Best Practices Web site. The buddy should help the new employee locate and understand them.

Human Resource Materials/Services

-  Pay Period Calendar
-  2007 General Schedule and Locality Pay
-  NWS Alternative Work Schedules (Policy and Guidelines)
-  Overview of Benefits (Thrift Savings Plan - TSP, Health Insurance, Retirement, Training)
-  Employee Work Life Center
-  People Locator
-  List of Federal Holidays
-  Overview of Leave and Attendance Policies
-  NOAA Telework Policy and NWS Telework Implementation Procedure
-  National Financial Center Information
-  Transportation Benefits

Also of Interest

-  Toastmasters
-  National Weather Service Employees Organization (NWSEO)
-  DOC Federal Credit Union
-  USA.gov