

**FEDERAL ELECTION COMMISSION**

**OFFICE OF INSPECTOR GENERAL**



**SPECIAL PROJECT**

**Survey of the Federal Election Commission's  
New Employee Orientation Program**

**SEPTEMBER 2012**

**ASSIGNMENT No. OIG-12-08**

# OFFICE OF INSPECTOR GENERAL

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## **PURPOSE AND METHODOLOGY**

The Office of Inspector General (OIG) recently surveyed current Federal Election Commission (FEC) employees who were hired between June 30, 2009, and June 30, 2012, concerning the FEC's New Employee Orientation (NEO) program. The purpose of the survey was to evaluate the effectiveness of the FEC's NEO program and suggest improvements to enhance the program. The NEO program currently consists of two main segments – a general briefing conducted by the Office of Human Resources (OHR), including an administration of the oath of office and overview of federal benefits, and functional area briefings from agency components, such as the OIG, Deputy Designated Agency Ethics Officer, and Office of Equal Employment Opportunity.

The OIG survey was conducted between July 31 and August 15, 2012. The survey was sent to sixty-eight (68) employees who met the criteria specified above. Forty-three (43) employees responded, with forty (40) completing the survey and three (3) only partially responding; twenty-five (25) employees did not respond. The overall response rate was sixty-three percent (63%), and the response rate for completed surveys was fifty-nine percent (59%). The results of the survey, including comments by the respondents (some of which may have been non-substantively altered to protect the respondent's identity), are attached.

## DISCUSSION

The NEO program survey responses were generally positive. For example, ninety percent (90%) responded that both the general and functional area briefings were helpful, and eighty-one percent (81%) found the length of both the briefings to be “just about right.” The following are OIG suggestions, primarily based on an analysis of respondent comments, to improve the NEO program:

- Functional area briefings should be provided on the same day as the general briefings. OHR has already changed the format of the NEO program so that even when only one person starts work on a particular date, both sets of briefings are scheduled and conducted on the same day. Previously, if only one employee was on-boarded on a particular date, the general briefing would be held on that date but the agency components providing the functional area briefings were told to schedule their briefings independently at a later date. As a result, twenty-nine percent (29%) of respondents did not receive their functional area briefings on the same day as their general briefings, and some employees never received their functional area briefings. Functional area briefings cover critical information for new employees. For example, the briefing by the Deputy Designated Agency Ethics Official covers laws and regulations that FEC employees are required to follow, violations of which may incur administrative or even criminal sanctions.
- An OHR employee should be assigned to check in each time a functional area briefing is scheduled to begin to keep the orientation on track. Several respondents indicated that not all the speakers showed up and some were late. As a result, new employees were left sitting in the room alone for an extended period of time. First impressions are important, and large gaps in an employee’s first day can make the FEC appear disorganized. Assigning an OHR employee to check in periodically should help eliminate these gaps of empty time and keep the program on schedule, and the OHR employee could summon a person to fill in for a presenter, if necessary. It would also be helpful to have the presenters notify the OHR employee when they have finished their presentations of their functional area.
- The NEO schedule should be expanded, perhaps to at least a partial second day, to allow more time to provide important information in some areas, particularly benefits (including flexible schedules and flexiplace). Although eighty-one percent (81%) responded that the time allotted for the briefings was about right, some respondents commented that not enough time was spent on benefits information and that the presentations were rushed. Comments included that there was “[t]oo much thrown at you in one day” and “[t]oo much crammed in one day.”

- Several commenters felt a macro overview of how the agency functions and how the various offices and divisions interact in fulfilling the agency's mission would be helpful. Topics could include, for example, the campaign finance violation complaint process and the functioning of the Reports Analysis Division, and how they relate to the agency's mission. A brief history of the FEC, if not already included, may be helpful in this regard.
- Skillport, an online training program used by the FEC, could also be used for some of the NEO program material, but the OIG strongly believes that computer training should not replace face-to-face communication between new employees and presenters. Direct interaction helps to build important relationships and fosters understanding.
- OHR should consider adding a functional area briefing by the Office of the Chief Financial Officer, according to a commenter, although this could be included in a section on agency function and how each office contributes to the FEC's mission.
- Some information for new employees, like an overview of benefits (including flexible schedules and flexiplace) available and other basic information, as well as forms that need to be completed, should be sent to the new employee by email before the first day. This would allow new employees to have a foundation for the information presented during the NEO program, and forms could be filled out beforehand and save time.
- OHR, in conjunction and cooperation with other agency components, should take the lead to develop an employee handbook that compiles and details policies and procedures applicable to all employees, and all agency policies and procedures should also be compiled in one location on the server (i.e. FECNet, the FEC's intranet site) where they can be easily accessed and updated. New employees should be provided this information on the first day. The survey revealed that while seventy-four percent (74%) of respondents were provided at least some reference material on policies and procedures, only sixty-one percent (61%) were informed of where they could find electronic versions of policies and procedures, and forty-five percent (45%) felt that there were policies and procedures they were supposed to follow but did not know what they were or how to locate them.
- A tour of the FEC building and offices should be part of the NEO Program. Only thirty-five percent (35%) of respondents received a tour, and of those who received a tour, seventy-one percent (71%) thought the tour was helpful in understanding the



agency and its functioning. Of those who did not receive a tour, seventy-seven percent (77%) thought a tour would have been helpful.

- Although it was not addressed in the survey, OHR should ensure that all new employees receive training in emergency procedures and the FEC's *Occupant Emergency Plan*.
- New employees who have never worked in the federal government before might benefit from an additional introduction to working for the federal government, which could be given on another day. A presentation on legal issues, including topics such as the statutes that govern federal employment and the FEC, and the difference between statutes and regulations for non-lawyers, could be informative.




The attached report of the survey responses follows in the next section, and provides detailed answers and comments by the respondents. With the exception of some limited redactions to protect a respondent's identity, the individual comments have not been altered.

## **SURVEY RESULTS**

**1. Did you receive a NEO on your first day at the FEC?**



		Response Percent	Response Count
YES		93.0%	40
NO		7.0%	3
<b>answered question</b>			<b>43</b>
<b>skipped question</b>			<b>0</b>

**2. If NO, please indicate when you received NEO**



		Response Percent	Response Count
First week		0.0%	0
Second week		0.0%	0
<b>First month</b>		<b>33.3%</b>	<b>1</b>
<b>After first month</b>		<b>33.3%</b>	<b>1</b>
Never received NEO		0.0%	0
<b>Other (please specify)</b>		<b>33.3%</b>	<b>1</b>
<b>answered question</b>			<b>3</b>
<b>skipped question</b>			<b>40</b>




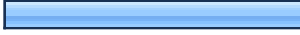

**3. Did you receive FUNCTIONAL AREA briefings (NTEU, EEO, OIG, etc.) on the same day as your general briefing?**

		Response Percent	Response Count
YES		71.4%	30
NO		28.6%	12
answered question			42
skipped question			1

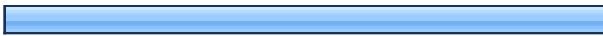

**4. If NO, were you informed by OHR that you would need to schedule your FUNCTIONAL AREA briefings with the appropriate offices?**

		Response Percent	Response Count
YES		25.0%	3
NO		75.0%	9
answered question			12
skipped question			31

**5. Please indicate when you received your FINAL FUNCTIONAL AREA briefing**

		Response Percent	Response Count
First week		22.2%	2
Second week		0.0%	0
<b>First month</b>		<b>44.4%</b>	<b>4</b>
Never received functional area briefings		33.3%	3
	Other (please specify)		4
	<b>answered question</b>		<b>9</b>
	<b>skipped question</b>		<b>34</b>

**6. Overall, did you find the GENERAL briefing (oath of office, federal benefits, etc.) to be helpful?**

		Response Percent	Response Count
YES		90.2%	37
NO		9.8%	4
	<b>answered question</b>		<b>41</b>
	<b>skipped question</b>		<b>2</b>

**7. What aspects of the GENERAL briefing did you find particularly helpful?**

[Please see page 11 of the Survey Results]	Response Count
	22
<b>answered question</b>	<b>22</b>
<b>skipped question</b>	<b>21</b>

## 8. What aspects of the GENERAL briefing did you find particularly NOT helpful?

[Please see page 12 of the Survey Results]

**Response  
Count**

21

**answered question**

**21**

**skipped question**

**22**

## 9. In terms of overall time allocated for the GENERAL briefing, did you find it to be:

**Response  
Percent      Response  
Count**

Not enough



14.6%

6

**Just about right**



**80.5%**

**33**

Too much



4.9%

2

**answered question**

**41**

**skipped question**

**2**

## 10. If “not enough” or “too much,” please explain why

[Please see page 13 of the Survey Results]

**Response  
Count**

7

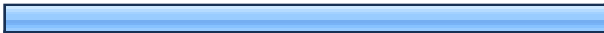

**answered question**

**7**

**skipped question**

**36**

**11. Overall, did you find the FUNCTIONAL AREA briefings (NTEU, EEO, OIG, etc.) to be helpful?**

		Response Percent	Response Count
YES		90.2%	37
NO		9.8%	4
answered question			41
skipped question			2




**12. What aspects of the FUNCTIONAL AREA briefings did you find particularly helpful?**

[Please see page 14 of the Survey Results]	Response Count
	16
answered question	16
skipped question	27

**13. What aspects of the FUNCTIONAL AREA briefings did you find particularly NOT helpful?**

[Please see page 15 of the Survey Results]	Response Count
	14
answered question	14
skipped question	29



**14. In terms of overall time allocated for the FUNCTIONAL AREA briefings, did you find it to be**

		Response Percent	Response Count
Not enough		9.8%	4
<b>Just about right</b>		<b>80.5%</b>	<b>33</b>
Too much		9.8%	4
<b>answered question</b>			<b>41</b>
<b>skipped question</b>			<b>2</b>

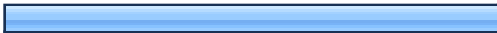

**15. If “not enough” or “too much,” please explain why**

[Please see page 16 of the Survey Results]	Response Count
	6
<b>answered question</b>	<b>6</b>
<b>skipped question</b>	<b>37</b>


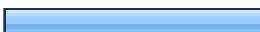
**16. Were you provided any type of employee manual or handbook containing employee policies and procedures?**

		Response Percent	Response Count
YES		71.8%	28
NO		28.2%	11
<b>answered question</b>			<b>39</b>
<b>skipped question</b>			<b>4</b>


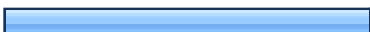
**17. Were you provided any other type of reference material on employee policies and procedures?**

		Response Percent	Response Count
YES		74.4%	29
NO		25.6%	10
answered question			39
skipped question			4

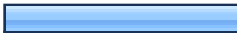

**18. Were you informed where you could find electronic versions of employee policies and procedures?**

		Response Percent	Response Count
YES		61.5%	24
NO		38.5%	15
answered question			39
skipped question			4



**19. Do you feel there are employee policies and procedures that you are supposed to follow but you do not know what they are or cannot locate them?**

		Response Percent	Response Count
YES		45.0%	18
NO		55.0%	22
answered question			40
skipped question			3



**20. Did you receive a tour of the FEC building and offices?**

		Response Percent	Response Count
YES		35.0%	14
NO		65.0%	26
answered question			40
skipped question			3

**21. Was the tour helpful in understanding the organization and internal functioning of the FEC?**

		Response Percent	Response Count
YES		71.4%	10
NO		28.6%	4
answered question			14
skipped question			29

**22. Do you think a tour would have been helpful in understanding the organization and internal functioning of the FEC?**

		Response Percent	Response Count
YES		76.9%	20
NO		23.1%	6
answered question			26
skipped question			17

### 23. Additional comments, including changes you think would be helpful to the NEO program

[Please see page 17 of the Survey Results]

**Response  
Count**

20

**answered question**

**20**

**skipped question**

**23**



**Page 2, Q2. If NO, please indicate when you received NEO**

1	I rec'd much of the NEO on the first day (including OHR's presentations) others were later, some not at all	<input type="text"/>
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**Page 3, Q5. Please indicate when you received you FINAL FUNCTIONAL AREA briefing**

1	Probably received most of it. But half of my orientation speakers did not show up.	<input type="text"/>
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2	Only received separate OHR, OCIO, and OIG briefings; not NTEU or EEO briefings	<input type="text"/>
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3	I never recieved the EEO briefing.	<input type="text"/>
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4	I was told I would be contacted by functional areas for briefings but never was. About 8 months later my manager arranged for me to sit in on other new hires NEO	<input type="text"/>
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**Page 3, Q7. What aspects of the GENERAL briefing did you find particularly helpful?**

1	Ethics and role of Commission	<input type="text"/>
2	The overview of the history of the FEC and the different offices.	<input type="text"/>
3	Benefits	<input type="text"/>
4	federal benefits	<input type="text"/>
5	-Nothing particuarlly. All information was helpful.	<input type="text"/>
6	All of it. I am new to the federal govenment so it was all new to me and pretty interesting.	<input type="text"/>
7	The ethics aspects.	<input type="text"/>
8	overview of the agency	<input type="text"/>
9	The staff administering the general briefing was helpful in answering questions and providing clarifying information. They were also able to provide answers based on individual circumstances.	<input type="text"/>
10	discussion of benefits	<input type="text"/>
11	OHR explained benefits well.	<input type="text"/>
12	Talking about specific situations and effective dates of coverage.	<input type="text"/>
13	the general overview of the subject matter	<input type="text"/>
14	The variety of presentations was particularly helpful. The briefings gave us the opportunity to learn about each division and their responsibilities.	<input type="text"/>
15	The benefits are complex -- so that part was helpful, but I could have used even more information.	<input type="text"/>
16	the slideshow	<input type="text"/>
17	All.	<input type="text"/>
18	All aspects	<input type="text"/>
19	Filling out the federal benefits forms and having my questions answered on the spot to avoid any delays.	<input type="text"/>
20	I did not find the general briefing to be helpful.	<input type="text"/>
21	overview of the agency's departments.	<input type="text"/>
22	Understanding the different offices in the agency.	<input type="text"/>

**Page 3, Q8. What aspects of the GENERAL briefing did you find particularly NOT helpful?**

1	I was a transfer employee and had been in the government for over 20 years and most of this information I already knew.	<input type="text"/>
2	N/A	<input type="text"/>
3	Federal benefits briefing was done quickly and with other new entrants so it was difficult to process all of the information and what pertained to me. I didn't want to ask too many questions because I didn't want to hold up the group and some of my questions dealt with private matters so I had to come back seperately. For something so important not enough time was spent on federal benefits.	<input type="text"/>
4	the lack of a comprehensive document for policies applicable to an employee	<input type="text"/>
5	NA	<input type="text"/>
6	About four presdenterers did not show up.	<input type="text"/>
7	The briefing seemed a little rushed in terms of going over, completing, and submitting some of the forms.	<input type="text"/>
8	none	<input type="text"/>
9	My briefing was individual since no one else hired on my start week. I would have liked to attend the group orientation too since it seems to have offered more information but I was no aware of it at the time. Also, I was brand new to the Federal Government and I think that there is much that was not explained to me...especially no information on Performance evaluations and schedule. The OHR forms were hard copies and seemed to get lost in OHR dept causing need to resubmit some. I was not briefed prior to start day on some Benefits. For example, I asked OHR for some additional information on benefits for Short and Long Term Disability but it was not provided. This made it more difficult to compare benefits with my prior employer and make decisions on accepting the offer. They provided a link to the Benefits online but this topic was not discussed at the website. Also, I asked about Performance Evaluations after I was provided an offer but was not given very clear or complete information on the process.	<input type="text"/>
10	Nothing stands out.	<input type="text"/>
11	don't recall	<input type="text"/>
12	I would have like to have a more detailed/floor-by-floor tour of the building to learn the location of everything and figure our way around. It took a while for me to learn where things were and what amenities the building has so a more detailed "tour" on the first day might have been helpful.	<input type="text"/>
13	Continuing from above, for the benefits briefing, it would be helpful to have an overview of what all of the benefits are before diving into the details.	<input type="text"/>
14	I was only given a book of all the medical benefits and plans, There were soo many, it would have been helpful to get a brief overview of all the plans.	<input type="text"/>
15	Too much thrown at you in one day and the people went through the material so quickly that you didn't really know who went with what office.	<input type="text"/>

**Page 3, Q8. What aspects of the GENERAL briefing did you find particularly NOT helpful?**

16	the timeframe- I wasn't sure if I needed to fill out the paperwork by the end of the briefings or not	<input type="text"/>
17	None.	<input type="text"/>
18	Video introducing FEC's components was outdated. This was corrected shortly after I brought this to the HR Director's attention.	<input type="text"/>
19	The oath of office.	<input type="text"/>
20	The FEC orientation video and NTEU briefing.	<input type="text"/>
21	No one walked us through the federal benefits program.	<input type="text"/>

**Page 4, Q10. If "not enough" or "too much," please explain why**

1	While the staff was helpful in answering questions, the briefing seemed a little rushed in terms of going over, completing, and submitting some of the forms.	<input type="text"/>
2	See previous answer.	<input type="text"/>
3	Didn't allow time to give an adequate overview of all the federal benefits. May have been ok for someone coming from another federal agency but was not adequate for someone coming from private industry. The amount of plans and other benefits was pretty overwhelming.	<input type="text"/>
4	I wasn't sure if I needed to fill out the paperwork by the end of the briefings or not	<input type="text"/>
5	Too much crammed in one day. It would have been better to have an hour or so spread out over several days	<input type="text"/>
6	The general briefing could have been conducted in 15 minutes. Further, any ancillary materials such as videos and pamphlets could have been sent to the new employee via email or shared via the FEC Intranet site.	<input type="text"/>
7	same as earlier question - no one came to talk us through the federal benefits program. It was on the schedule, but as was the case for a few sections of our orientation, no one showed up.	<input type="text"/>

**Page 4, Q12. What aspects of the FUNCTIONAL AREA briefings did you find particularly helpful?**

1	OIG, EEO, Ethics Office	<input type="text"/>
2	I never received an briefing from EEO	<input type="text"/>
3	I thought that the briefings were a good way to introduce different parts of the agency. They were brief, but informative, and I liked that they were presented by representatives from each of the functional areas.	<input type="text"/>
4	Never got one	<input type="text"/>
5	I enjoyed the OIG briefing because it explained their processes well and gave me a better understanding.	<input type="text"/>
6	The IT portion- familiarization with particular software.	<input type="text"/>
7	don't recall specifics	<input type="text"/>
8	It was detailed and gave a good overview of the functional area briefings.	<input type="text"/>
9	The brief history/understanding of the different areas.	<input type="text"/>
10	useful information	<input type="text"/>
11	All	<input type="text"/>
12	It provided general diretion and guideline for a new employee to get started at FEC.	<input type="text"/>
13	I did not find the functional area briefings to be helpful.	<input type="text"/>
14	EEO briefing.	<input type="text"/>
15	OIG.	<input type="text"/>
16	NTEU	<input type="text"/>

**Page 4, Q13. What aspects of the FUNCTIONAL AREA briefings did you find particularly NOT helpful?**

1	NTEU didn't present. IT and Admin briefings were helpful but I don't think they need as much time as some of the other areas that had to rush presentations.	<input type="text"/>
2	the lack of a comprehensive document which included all policies relevant to an employee	<input type="text"/>
3	It was a lot of information to take in at once, with one presentation after another.	<input type="text"/>
4	Never got one	<input type="text"/>
5	I was not provided a Union or EEO briefing. I think it would also be helpful to be briefed about OCFO Functional Area to understand the payroll process lag before Pay Date and the related benefits of hours of accrual for annual, and sick leave and the limits of carry over each year. Maybe this is OHR but it maybe would be useful to have OCFO explain since it affects the paycheck.	<input type="text"/>
6	Repetition of aspects common to all other federal agencies. The computer training required as a part of the briefings-- too many required areas, required to be completed too quickly,	<input type="text"/>
7	don't recall specifics	<input type="text"/>
8	I'm not a bargaining unit employee, so there was really no benefit to the union briefing.	<input type="text"/>
9	none	<input type="text"/>
10	could have been spread out over more time	<input type="text"/>
11	None	<input type="text"/>
12	None.	<input type="text"/>
13	Any functional area briefings should be conducted through Skillport in future.	<input type="text"/>
14	NTEU briefing.	<input type="text"/>

**Page 5, Q15. If “not enough” or “too much,” please explain why**

1	The presenters basically read from the documentation provided to me which seemd unproductive	<input type="text"/>
2	Because it never happened.	<input type="text"/>
3	The briefing themselves, timewise, were okay, But having to complete training and other requirements in the timeframes established in conjunction with other duties was too much.	<input type="text"/>
4	The presenters seemed rushed to get done in the allotted time. As a result not sure they were able to give all the information they would have liked.	<input type="text"/>
5	everything started to get crammed and overlapped over the next or previous presentation	<input type="text"/>
6	The functional area briefings interfered with critical on-the-job training that I received in my office.	<input type="text"/>

**Page 7, Q23. Additional comments, including changes you think would be helpful to the NEO program**

1	If I was a new employee, a tour would have been helpful.	
2	Program is not too bad,,,,	
3	Was not given information about agency policies and procedures. Was not given a proper overview of compressed schedules and telework policies and procedures. Since different rules apply to different types of employees it would be more helpful to address them specifically after the employee is informed about whether they are bargaining unit or non-bargaining unit.	
4	I feel that the different divisions within the FEC are very disjointed. Due to the nature of our work we are not often required to work with individuals from another division or branch and I believe that it would have been beneficial to get an overview of all the different offices, their functions and relationship to each other.	
5	My main suggestion would be to provide an employee handbook.	
6	Making sure that all benefits, TSP deductions are current before your first paycheck at the agency.	
7	In general, I think the NEO program was helpful during my first couple of days at the FEC. I liked that I was able to learn a little bit more about the Commission before being thrown into an unfamiliar environment. Personally, it would have been helpful to have had more time with the general briefing, since this is my first government job and I was unfamiliar with many of the aspects of the benefits package.	
8	My employment took place prior to the current HR administration's tenure. I'm sure things are better and more efficient now.	
9	A new employee orientation is very helpful and much appreciated. The individual orientation sessions I received were good and I was satisfied with them. However, being new to Government work it would be helpful to have a separate session for new Federal Employees to better acclimate us to the Federal processes and expectations. Also, an overview session on FEC operational policy and procedures so as to inform what is normal workflows and who to contact when workflow isn't accomplished. For example, currently, I haven't received a Performance Review for my 6 month or 1 year events;	
10	There were ethics publications, and an IT directives and other policy/policy type documents provided along with other information, but there was no FEC manual that provided all the FEC policies and procedures. Its learn as you go. For example, what are the FEC's core hours, what are the attendance options. What are the governing contractual agreements between management and employees. Are there continuity of operation plans, and what are employees suppose to do, what are the emergency evacuation procedures, etc...	
11	I would prefer a more detailed reference book on what is and is not permitted under both Ethics regulations and the hatch act.	



**Page 7, Q23. Additional comments, including changes you think would be helpful to the NEO program**

12	While I unfortunately don't recall specifics about the NEO program, I do remember thinking that it would be helpful to have a greater overview of all of the divisions within the FEC, and how they work together - this could be very effectively combined with a tour. Additionally, while this is outside the scope of this particular survey, I think it would be helpful to review the orientation that each division provides to its new employees - from what I understand, some are more thorough than others, and I think I would have benefitted from a more intense divisional orientation.	<input type="text"/>
13	I would clarify that on the employee handbook question, the answer is more a "maybe." I don't recall ever going over a handbook, but I may have received one somewhere in the stack of materials. For the most part, however, the agency relies heavily on the online Skillport trainings to communicate employee policies. Some of those are helpful, but most of them do not prioritize important information very well. That would be my strongest overall suggestion -- focus more on what employees need to know to do their jobs and to use their employee resources. That information alone would be a lot to absorb -- all of the extraneous information makes it even more difficult.	<input type="text"/>
14	None	<input type="text"/>
15	More time should be given for functional briefings and an employee handbook should be given out that includes at least some of the main policies that employees must follow, for example Time & Attendance policy	<input type="text"/>
16	Questions regarding employee policies and procedures are too vague. What kind of policies and procedures are you referring to? Yes, I did receive overall information regarding my benefits, safety, health, etc. as an employee of FEC if that's the question.	<input type="text"/>
17	Provide a briefing that covers general policies and procedures, and an employee handbook copy. Further, detail the relevant offices that provide services to employees and their relevant points of contact, and explain whether the function is handled internally or externally. This content should be delivered in 30-45 minutes, and should not exceed 1 hr. Further, move the functional area briefings to Skillport and/or the FEC Intranet. This would reduce the amount of official time spent in meetings.	<input type="text"/>
18	Additional time for tours and meeting colleagues would be helpful. It was nice to start with a new group of attorneys and feel that we could lean on each other for information.	<input type="text"/>
19	There were a few times where people were supposed to show up to talk to us about different divisions of the agency or different federal programs and no one came by. My coworker and I just sat there waiting multiple times, sometimes as long as 45 minutes. I understand people can be busy, but there should at least be (if there wasn't) someone overseeing the overall orientation, checking in on the new hires and making sure people are showing up to talk to them, or if people have to cancel, to let the new hires know so they aren't just waiting for someone who doesn't show up.	<input type="text"/>
20	I did not receive a tour as part of my NEO, but my mentor later gave me a partial tour, which I found helpful.	<input type="text"/>

# Federal Election Commission Office of Inspector General



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