

Transportation School Onboarding Itinerary

Day 1 | PHASE I: In-Processing

- Arrive onsite. You will be greeted by your Unit Sponsor and escorted to your workspace.
- Introduction to Supervisor, key personnel, and facilities tour
- Welcome Brief and desk set-up (receive supplies)
- First Week Activities In-Processing
- Receive Unit Point of Contact (POC) roster with phone numbers

Day 2

- Arrival onsite. Become acclimated and prepare for the day.
- Introductory discussion with leadership of your role in support of the organization and the Army mission.
- Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.

Day 3

- Arrival onsite. Become acclimated and prepare for the day.
- Continue to In-Processing/Onboarding

Day 4 | PHASE II: Briefings

- Arrival onsite. Become acclimated and prepare for the day.
- Rater conducts Initial Evaluation Support Form Briefing
- TCS Command Group and Staff Onboard Briefing

Day 5 | PHASE III: Completion

- In-Processing/Onboarding Completed.
- Ready to start work.

Checklist Complete! Please sign below and return to supervisor:

New Soldier _____ Date: _____

Supervisor _____ Date: _____