Transportation School Onboarding Itinerary

PRE-BOARDING: To be completed prior to Day 1

☐ Make an appointment to <u>obtain your Common Access Card</u> (CAC).

Instructions:

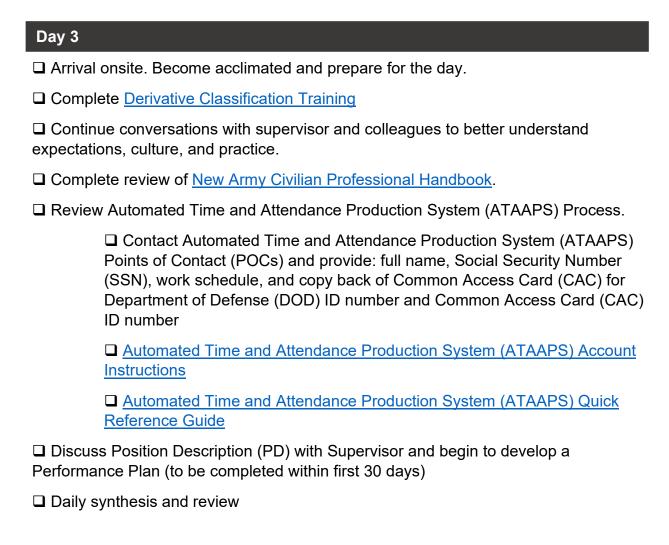
- Proceed to your nearest ID card issuing facility to obtain a Common Access Card (CAC).
- o You may either make an appointment or go to a facility offering walk-ins.
- o Be sure to bring two forms of ID to the appointment.
- ☐ Review Welcome Letter containing important Pre-boarding information

Day 1

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| ☐ Arrive onsite. You will be greeted by your Sponsor and escorted to your workspace. |
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| ☐ Introduction to Supervisor, key personnel, and facilities tour |
| ☐ Welcome Brief and desk set-up (receive supplies) |
| ☐ First Week Activities Brief (work schedule etc.) |
| ☐ Receive Unit Point of Contact (POC) roster with phone numbers |
| □ Information Assurance/Cyber Awareness Training |
| ☐ Manually complete DD Form 93 Emergency Contacts |
| DD Form 93 Record of Emergency Data.pdf |
| ☐ Review Office of Personnel Management (OPM) Pay Calendar. |
| □ Complete Request for Security Action (SF 380-1) Form. |
| ☐ Benefits Review and Set-up |
| ☐ Health benefits plans comparison tool and enrollment |
| □ <u>Vision/Dental Plans Comparison Tool</u> |
| ☐ Thrift Savings Plan Information |
| □ Complete Non-Disclosure Agreement Form (SF312-13). (NDA) * required for new government hires only; have witnessed by HR professional |
| ☐ Daily synthesis and review |

| Day 2 |
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| ☐ Arrival onsite. Become acclimated and prepare for the day. |
| ☐ Read the following sections in the New Army Civilian Professional Handbook. |
| ☐ The Organization of the Army (pp. 6-7) |
| ☐ Holidays and pay (pp. B3-5) |
| ☐ Leave information (pp. B6-10) |
| ☐ Benefits and entitlements (Annex C) |
| ☐ Insignia and General Schedule (GS) scale (pp. E5-7) |
| ☐ Military time and phonetic alphabet (pp. E7-8) |
| ☐ Commonly Used Acronyms (pp. F3-5) |
| ☐ Benefits Review and Set-up |
| ☐ Health benefits plans comparison tool and enrollment |
| □ <u>Vision/Dental Plans Comparison Tool</u> |
| ☐ Thrift Savings Plan Information |
| ☐ Introductory discussion with leadership of your role in support of the organization and the Army mission. |
| ☐ Read Controlled Unclassified Information (CUI) Slides and Complete CUI Training |
| ☐ Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices. |
| ☐ Daily synthesis and review |

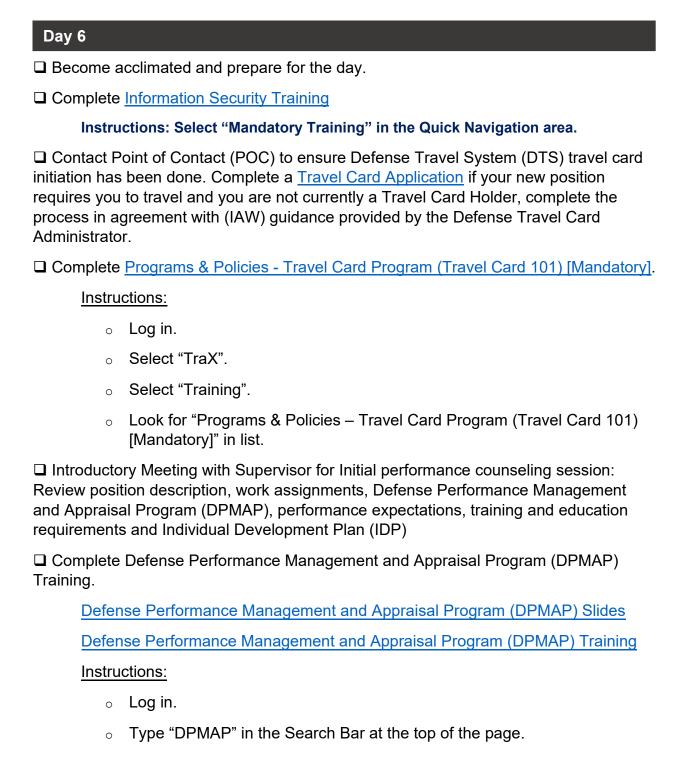


PHASE II: Post-CAC

Day 4

| ☐ Arrival onsite. Become acclimated and prepare for the day. |
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| □ Supervisors must ensure new employees are given 40 hours (one work week) to complete the <u>Foundation Course Training</u> . This should occur immediately following the individual gaining a DoD Common Access Card (CAC) and NIPR access and no later than 30 days after arrival. |
| ☐ Begin Supervisor Training if applicable. |
| ☐ Explore and verify/update your information on MyPay and MyBiz. |
| ☐ Complete System Authorization Access Request (SAAR). |
| □ Complete Acceptable Use Policy (AUP). |
| ☐ Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices. |
| ☐ Daily synthesis and review |

| Day 5 |
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| ☐ Arrival onsite. Become acclimated and prepare for the day. |
| ☐ Update your 1 st and 2 nd line supervisors in the <u>Army Career Tracker (ACT)</u> |
| ☐ View <u>videos</u> about the Army Civilian component of the Army Profession by the Arm Staff Management College (ASMC). |
| □ Complete Foreign Disclosure Training |
| Instructions: Type "Foreign Disclosure in the Search Bar at the top of the page. |
| Select "Foreign Disclosure Training – Level 1: All TRADOC Personnel" |
| ☐ GFE Issued (sign for equipment) and Initial Set-up Assistance |
| □ Register for <u>ATCTS Account</u> |
| □ Register with <u>ATHOC Notification System</u> |
| □ Update work contact info in GAL: |
| <u>Instructions:</u> |
| o Go to ID Card Office Online. |
| o Click on "My Profile". |
| Login with Common Access Card (CAC) (you may have to click on "My Profile" and then login with CAC a second after this). |
| Fill in/verify your information under the "personal" tab. |
| 。 Submit. |
| ☐ Update <u>ADPASS</u> |
| □ Daily synthesis and review |
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| • | our Supervisor to schedule face-to-face training wit ntelligence (CI) Agent for the below mandatory train | |
|------------|--|---------------------|
| _ _ | Antiterrorism level 1 OPSEC (Critical Information List) iWATCH Training Threat Awareness and Reporting Program (TARE | P) |
| ☐ Daily s | synthesis and review | |
| page for t | you've completed Days 1-6, please refer to your of further requirements. Congratulations! You are an n and we're glad you're here. | |
| | Checklist Complete! Please sign below and re | turn to supervisor: |
| New Emp | oloyee | Date: |
| Superviso | or | Date: |

Contact Us

Please email the following address with any questions/comments/feedback: usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-training@army.mil