TRADOC Onboarding Itinerary

PRE-BOARDING: To be completed prior to Day 1

❑ Make your appointment to obtain your Common Access Card (CAC)

❑ Review Welcome Letter containing important Pre-boarding information

Day 1

PHASE I: Pre-CAC

❑ Arrive onsite. You will be greeted by your 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 Brief (work schedule etc.)

❑ Receive Unit POC roster with phone numbers

❑ Complete Information Assurance/Cyber Awareness Training

❑ Manually complete DD Form 93 Emergency Contacts

  DD Form 93 Record_of_Emergency_Data.pdf

❑ Review OPM Pay Calendar

❑ Complete Work Schedule Form
   (only if working a compressed schedule approved by your supervisor).

❑ Complete SF 380-1 Form

❑ Benefits Review and Set-up

❑ Begin FEHB Enrollment

❑ Vision/Dental Plans Comparison Tool

❑ Health Benefits Plans Comparison Tool

❑ Thrift Savings Plan Information

❑ Complete SF312-13 Form (NDA)
   * required for new government hires only; have witnessed by HR professional

❑ Begin reading TRADOC's CG's Policy Memorandum

  Current CG Policy Letters - All Documents (army.mil)

❑ Daily review, analysis, and Checks on Learning

Day 2

❑ Arrival onsite. Become acclimated and prepare for the day.

❑ Read Employee Handbook

❑ Benefits Review and Set-up (Continue from Day 1) Begin FEHB Enrollment

❑ Vision/Dental Plans Comparison Tool

❑ Health Benefits Plans Comparison Tool

❑ Thrift Savings Plan Information

❑ Introductory discussion with leadership of your role in support of the organization and the Army mission.

❑ Read CUI Slides and Complete CUI Training

❑ Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.

❑ Daily Review, Analysis, and Checks on Learning

Day 3

❑ Arrival onsite. Become acclimated and prepare for the day.

❑ Complete Derivative Classification Training

❑ Learn about military rank and insignia and titles of address for senior Civilians.
  - Please refer to pages 11-13 of New Employee Handbook

❑ Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices

❑ Review the following sections in the Army Acculturation Handbook:

- Senior Executive Service (SES) (pp. 10-11)
- The Organization of the Army (pp. 29-34)
- Insignia and GS scale (pp. 40-42)
- Military time and phonetic alphabet (pp. 43)
- Holidays and pay (pp. 54-55)
- Leave information (pp. 58-63)
- Benefits and entitlements (pp. 65-76)
- Commonly Used Acronyms (pp. 102-109)

❑ Review ATAAPS Process

❑ Discuss Position Description (PD) with Supervisor and begin to develop a Performance Plan (to be completed within first 30 days)

❑ Daily Review, Analysis, and Checks on Learning

PHASE II: Post-CAC

Day 4

❑ Arrival onsite. Become acclimated and prepare for the day.

❑ Complete OPSEC Training.

> **Instructions: Select "Mandatory Training" in the Quick Navigation area.**

❑ Complete SAAR

❑ Complete AUP

❑ Receive TRADOC Campaign Plan Briefing

❑ Complete Anti-Terrorism (Level 1) Training

❑ Review Staff Action Officer Resource Center
https://intranet.tradoc.army.mil/saorc/SitePages/Home.aspx

❑ Complete Telework Training and Sign Agreement (Requires CAC)

❑ Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.

❑ Daily Review, Analysis, and Checks on Learning

Day 5

❑ Arrival onsite. Become acclimated and prepare for the day.

❑ Update your 1st and 2nd line supervisors in the Army Career Tracker (ACT)

Update ACT

❑ Create an account in Army IgnitED https://www.armyignited.com/app/

❑ View videos about the Army Civilian component of the Army Profession by the Army Staff Management College (ASMC)

Army Civilian Videos

❑ Complete Foreign Disclosure Training

Instructions: Type "Foreign Disclosure in the Search Bar at the top of the page.

❑ GFE Issued (sign for equipment) and Initial Set-up Assistance

❑ Register for ATCTS Account

❑ ATHOC Notification System

❑ Contact ATAAPS POCs and provide:

Full name, SSN, work schedule, and copy back of CAC for DOD ID# & CAC ID#

❑ Update work contact info in GAL:

Go to https://idco.dmdc.osd.mil/idco/ / click on "My Profile" / Login with CAC (you may have to click on "My profile" and then login with CAC a second time.) / fill in/verify your information under the "personal" tab / submit

❑ Update ADPASS

❑ Daily Review, Analysis, and Checks on Learning

Day 6

Arrival onsite. Become acclimated and prepare for the day.

❑ Complete Information Security Training

Instructions: Select "Mandatory Training" in the Quick Navigation area.

❑ Contact POC to ensure Defense Travel System (DTS) travel card initiation is complete.

> If your new position requires you to travel and you are not currently a Travel Card Holder, complete the application process IAW guidance provided by the Defense Travel Card Administrator
>
> Programs & Policies – Travel Card Program (Travel Card 101) *All travel card holders must provide a current training certificate that is less than 3 years old or take the training at https://www.defensetravel.dod.mil/passport.*

❑ Introductory Meeting with Supervisor for Initial performance counseling session: Review position description, work assignments, Total Army Performance Evaluation System, performance expectations, training & education requirements and Individual Development Plan (IDP), DPMAP

❑ Complete DPMAP Training

❑ Complete Threat Awareness and Reporting Program (TARP)

Instructions: Select "Mandatory Training" in the Quick Navigation area.

Receive Certificate of Completion

❑ Schedule Review, Analysis, and Checks on Learning

Now that you've completed Days 1-6, please refer to your organizations onboarding page for further requirements. Congratulations! You are an integral part of the Army profession and we're glad you're here.

Checklist Complete! Please sign below and return to supervisor:

New Employee _____   Date: _____

Supervisor _____   Date: _____