

USA-IRL Onboarding Itinerary

PRE-BOARDING: To be completed prior to Day 1

- Make an appointment to [obtain your Common Access Card](#) (CAC).
Instructions:
 - Proceed to your nearest ID card issuing facility to obtain a Common Access Card (CAC).
 - You will need to make an appointment.
 - Be sure to bring two forms of ID to the appointment.
- Note: As a new Department of the Army Civilian, please contact your Supervisor for pre-boarding procedures prior to Day 1. Your new Supervisor may provide you with important information such as a welcome letter and onboarding procedures/checklist for your new organization. Please refer to the organization's homepage for additional information.**
- Organization Leaders: listed below is an onboarding checklist to ensure new employees successfully integrate into the organization.**

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 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](#).
- Benefits Review and Set-up
 - [Health benefits plans comparison tool and enrollment](#)
 - [Vision/Dental Plans Comparison Tool](#)
 - [Thrift Savings Plan Information](#)

Day 2

- 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](#)
 - [Vision/Dental Plans Comparison Tool](#)
 - [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

Day 3

- Arrival onsite. Become acclimated and prepare for the day.
- Complete [Derivative Classification Training](#)
- Continue conversations with supervisor and colleagues to better understand expectations, culture, and practice.
- Complete review of [New Army Civilian Professional Handbook](#).
- Review Automated Time and Attendance Production System (ATAAPS) Process.
 - Contact Automated Time and Attendance Production System (ATAAPS) Points of Contact (POCs) and provide: full name, Social Security Number (SSN), work schedule, and copy back of Common Access Card (CAC) for Department of Defense (DOD) ID number and Common Access Card (CAC) ID number
 - [Automated Time and Attendance Production System \(ATAAPS\) Account Instructions](#)
 - [Automated Time and Attendance Production System \(ATAAPS\) Quick Reference Guide](#)
- Discuss Position Description (PD) with Supervisor and begin to develop a Performance Plan (to be completed within first 30 days)
- Daily synthesis and review

PHASE II: Post-CAC

Day 4

- Arrival onsite. Become acclimated and prepare for the day.
- Supervisors must ensure new employees are given 40 hours (one work week) to complete the [Foundation Course Training](#). 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

- Arrival onsite. Become acclimated and prepare for the day.
- Update your 1st and 2nd line supervisors in the [Army Career Tracker \(ACT\)](#)
- View [videos](#) about the Army Civilian component of the Army Profession by the Army 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 [ATCTS Account](#)
- Register with [ATHOC Notification System](#)
- Update work contact info in GAL:

Instructions:

- Go to [ID Card Office Online](#).
 - 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 [ADPASS](#)
- Daily synthesis and review

Day 6

Become acclimated and prepare for the day.

Complete [Information Security Training](#)

Instructions: Select “Mandatory Training” in the Quick Navigation area.

Contact your unit’s assigned GTC Agency Program Coordinator (APC) to ensure travel card application is submitted. Complete a [Travel Card Application](#) if your new position requires you to travel and you are not currently a Travel Card Holder.

Complete agreements IAW guidance provided by your **unit’s APC**. Complete SOU and provide copy of training certificate and approved Statement of Understanding (SOU) to your APC for record retention and application initiation.

Complete [Programs & Policies - Travel Card Program \(Travel Card 101\) \[Mandatory\]](#).

Instructions:

- Log in.
- Select “TraX”.
- Select “Training”.
- Look for “Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory]” in list.

Introductory Meeting with Supervisor for Initial performance counseling session: Review position description, work assignments, Defense Performance Management and Appraisal Program (DPMAP), performance expectations, training and education requirements and Individual Development Plan (IDP)

Complete Defense Performance Management and Appraisal Program (DPMAP) Training.

[Defense Performance Management and Appraisal Program \(DPMAP\) Slides](#)

[Defense Performance Management and Appraisal Program \(DPMAP\) Training](#)

Instructions:

- Log in.
- Type “DPMAP” in the Search Bar at the top of the page.

See your Supervisor to schedule face-to-face training within 30 days with a Local Counterintelligence (CI) Agent for the below mandatory training:.

- Antiterrorism level 1
- OPSEC (Critical Information List)
- iWATCH Training
- Threat Awareness and Reporting Program (TARP)

Daily synthesis and review

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: _____