
NEW EMPLOYEE ONBOARDING CHECKLIST
Headquarters Department of the Army (HQDA)
Civilian Onboarding website:
www.army.mil/hqdaonboarding

New Employee Information

Employee Name: _____ Position Title: _____

Start Date: _____ Organization Sponsor: _____

Contact Telephone Number: _____ Supervisor/Rater: _____

Contact Email: _____ Higher Level Reviewer/Senior Rater: _____

HQDA Organization: _____

Between Job Acceptance and Start Date:

PLANNING FOR SUCCESS:

- 1. Review welcome packet and/or online portal from Civilian Personnel Advisory Center (CPAC).
- 2. Complete onboarding paperwork from CPAC (sign, date, and submit as instructed by CPAC). **This is very important! Please review the list of helpful online links and information to ensure you have completed everything you can before reporting to work. This will help make your first days less stressful and more productive.**
- 3. Receive welcome email from your organization's assigned sponsor.
- 4. Contact the sponsor to request any assistance or additional information about your new organization, installation/base, and area, if needed.
- 5. Coordinate with sponsor to arrange meeting on first day after CPAC or designated HR office, orientation.
- 6. Reach out to your sponsor for special instructions on scheduling an appointment on the Real-Time Automated Personnel Identification System (RAPIDS) site to get your Common Access Card (CAC). In general, you should
 - a) select an appointment date/time 2 to 4 days after your scheduled in-processing through the CPAC, or as soon after that as feasible.
 - b) reach the RAPIDS appointment scheduler at this link: <https://idco.dmdc.osd.mil/idco/>
Employees arriving on Fort Belvoir can make an appointment at the CAC office located at 9301 Chapek Rd., Ft Belvoir.
Employees arriving at the Pentagon should enter pentagon location.
Employees working remotely will need to search for a CAC office using their zip code.

➤ Be prepared for your first day by reviewing the [Tips for a Successful first day](#)

First Day:

MAKING A GOOD FIRST IMPRESSION:

- 7. Attend CPAC or designated HR office orientation and complete paperwork and procedures, as instructed by the CPAC.
- 8. Complete CPAC or designated HR office New Employee Orientation and take Oath of Office to become a member of the Army Civilian Corps/workforce.
- 9. Meet sponsor as pre-arranged and report to new organization and work area to continue onboarding process.
- 10. Complete organization's check in procedures (which may include Information Assurance (IA) training, building pass/badge, parking pass, access to office/building, and other in-processing procedures).
- 11. Meet with supervisor to discuss first day activities, plan for the balance of the week, and receive the New Employee Onboarding Handbook.
- 12. Meet department staff and key personnel.
- 13. Tour facility and work area.
- 14. Review general administrative procedures.

➤ Now is a good time to become familiar with the [employee benefits](#) you will enjoy as an HQDA Army Civilian.

Within First Week:

- 15. Meet with your supervisor to review work schedule, hours, payroll, timecards (if applicable), labor accounting, and leave (time off)/absence policies and procedures.
- 16. If you are in a union-coded position, learn your union point of contact's (POC's) name and phone number.
Record Name and number of your union POC here: _____
- 17. Complete administrative tasks and review key administrative and computer use policies and other administrative procedures.
- 18. Obtain DoD Common Access Card (CAC) as scheduled or as soon as feasible.
- 19. Complete IA Training at <https://cs.signal.army.mil/login.asp> and save the certificate
- 20. Meet with supervisor to discuss performance plan and individual development plan (IDP). During the first 30 days, you will have discussions about performance expectations and training requirements and recommendations.
 - a) These discussions will likely include:
 - An overview of your organization and its mission, including an explanation of how your organization's mission supports the overall mission of the Command and the Army.
 - An explanation about which organizations and entities are customers and which support the organization in completing its mission.
 - A review of your position description, typical and anticipated work assignments, and performance expectations, including an explanation about how your role supports your organization, Command, and the Army missions.
 - A review of required and recommended training and development activities.
 - b) During the discussion you will learn about
 - The annual performance review and goal-setting process. You will work with your supervisor to establish your performance plan within the first 30 days
 - The individual development plan and process. You will work together with your supervisor to establish an IDP within the first 30 days.
- 21. Once you have your CAC and system access, log into Army Career Tracker (ACT) (<https://actnow.army.mil>) and identify/select your 1st and 2nd line supervisors in ACT.
 - a) The 1st line supervisor is your "rater" and the 2nd line supervisor is your senior rater, or higher level reviewer. These individuals should be identified in the "New Employee Information" above. ACT will send reminders until this step is completed. You will be unable to navigate in ACT unless your supervisors are identified in a timely manner.
- 22. View videos and video case studies about the Army Civilian component of the Army Profession prepared by the Center for the Army Profession and Leadership (CAPL) at: <https://armyuniversity.edu/amsc/podcast>. These videos will continue to be available as needed/desired throughout your transition into the Army Profession.

Within First 30 Days:

- 23. Expect your supervisor to continue giving you assignments that are challenging yet doable. Be sure to touch base with your supervisor (or lead trainer, if applicable) if you need additional and or more challenging work, or if you have questions
- 24. Expect your supervisor to conduct regularly occurring one-on-one meetings, during which they will provide timely, ongoing, and meaningful feedback; elicit your feedback; and be available to answer questions. Request a conversation with your supervisor if you find they are not initiating these conversations as often as you need/desire.
- 25. Create and update your account in MyBiz at <https://compo.dcpds.cpms.osd.mil/>.
- 26. Create a student account in ArmyIgnitED at <https://www.armyignited.com/app/>.
- 27. Create and update your account in My Pay at <https://mypay.dfas.mil/mypay.aspx>.
- 28. Your supervisor will schedule a time for you to meet your organization's career functional representative to discuss the purpose and value of Career talent management, review Army Civilian Talent Development Program catalog, and to learn about career development support available from your functional community representative.

Record date, time, and place for meeting with organization's CP representative: _____

- 29. Your supervisor will meet with you to identify and discuss short/long term training requirements (Civilian Education System (CES), Supervisor Development Course (SDC), Career Field-specific requirements, Army Regulation (AR) 350-1 required training, etc.).
 - a) Use this information and information gleaned from your conversation with your organization's career functional representative to create an IDP, including development goals, in ACT.
 - b) Your supervisor will request a meeting to review your proposed IDP and together make adjustments as needed.
- 30. Meet with your supervisor to develop, review, and finalize performance objectives, standards, and sign your performance plan.
- 31. Meet with your senior rater/higher level reviewer to discuss performance expectations and sign the performance plan.

Record date, time, and place for senior rater meeting: _____
- 32. Meet key partners from other departments.
- 33. Meet with sponsor, as needed, for any additional guidance.
- 34. Begin short/long term training requirements (CES, SDC, AR 350-1 required training, etc.)

It is mandatory that you take the following courses annually. Copy and paste the link in your web browser.

Records Management: <https://www.lms.army.mil/> (search for Records Management)

Controlled Unclassified Information: <https://securityawareness.usalearning.gov/cui/index.html>

- 35. Review Army Doctrine Publication (ADP) 6-22, *Army Leadership and the Profession* available at: <https://capl.army.mil/adp6-22/>
- 36. Ensure you are on-track to complete required CES training and seek additional training and

Within First 30 Days (continued):

development opportunities as needed, to help understand internal systems, general operating practices, and obtain other information or skills for successful job performance.

- a) Developmental activities may include shadowing your supervisor and/or coworkers to get exposure to others and learn more about the department and organization.
 - b) By the end of the first 90 days, your supervisor will likely meet with you to discuss whether required training has been completed or scheduled and to determine whether any assistance is required to complete training or whether any adjustments are needed to the IDP.
 - c) Request a meeting with your supervisor if you find they have not initiated this conversation as early as you need/desire.
- 37. Expect your supervisor to continue to provide timely performance feedback, and by the end of your 90 days, your supervisor will likely schedule an informal 3-month performance check-in discussion.
- a) Request feedback from your supervisor if you find they have not provided informal performance feedback as frequently as you need/desire.
 - b) Request a meeting with your supervisor if they have not initiated an informal 3-month performance check-in by about the 90-day mark.

Within First 180 Days:

- 38. Complete CES Foundation Course and any other CES required training, or ensure you are scheduled to complete these requirements within the first year.
- 39. Complete SDC, if applicable.
- 40. Continue to talk with your supervisor, sponsor, and/or colleagues, as needed, to better understand expectations, culture, practices, and the Army Profession.
- 41. At about the 6-month mark, your supervisor and senior rater should conduct a formal mid-point performance counseling session.
 - a) The mid-point performance review should include a review of your performance plan and how well you are meeting goals and objectives as well as a review of your IDP and career goals, including any needed adjustments to your IDP.
 - b) Request a formal mid-point performance counseling session with your supervisor if they have not initiated one by the 6-month mark.

Within First Year:

- ❑ 42. Participate in training, webinar sessions, learning activities, and other outreach/development activities as recommended and authorized by your supervisor and/or recorded on your IDP.
- ❑ 43. Complete all onboarding requirements, including CES training requirements.
- ❑ 44. Complete your annual performance appraisal.
 - a) Meet with your supervisor to review your performance against your performance plan goals and objectives and be assigned your formal performance rating.
 - b) Meet with your senior rater to discuss and confirm your formal performance rating.

Congratulations on your first year as a HQDA Civilian Employee!!!

Helpful Links and Information:

Forms and Resources:

- ACT: <https://actnow.army.mil/>
 - ArmyIgnitED: <https://www.armyignited.com/app/>
 - MyBiz: <https://compo.dcpds.cpms.osd.mil/>
 - MyPay: <https://mypay.dfas.mil/mypay.aspx>
 - Army Doctrine Publication (ADP) 6-22, *Army Leadership and the Profession* available at: <https://capl.army.mil/adp6-22/>
 - New Army Employee Onboarding Handbook: <https://civilianonboarding.chra.army.mil/onboarding/>
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Required Training:

- Cyber Security User Portal/IA Training: <https://cs.signal.army.mil/login.asp>
 - CES and SDC enrollment (requires a CAC): <https://armyuniversity.edu/amsc/EducationalPrograms>
 - AR 350-1, Army Training and Leader Development (requires a CAC): https://usacac.army.mil/sites/default/files/documents/cace/LREC/AR350-1_Web_FINAL.PDF
 - Joint Ethics Regulation: <http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/550007r.pdf>
 - Records Management: <https://www.lms.army.mil/> (search for Records Management)
 - Controlled Unclassified Information: <https://securityawareness.usalearning.gov/cui/index.html>
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Benefits and Entitlements: Army Benefits Center – Civilian (ABC-C)

- Army Benefits Center: <https://abc.chra.army.mil/abc> —can also be reached by phone at 1-877-276-9287
- New Employee Enrollment Overview—provides enrollment time frames and links for benefits: https://portal.chra.army.mil/abc?id=kb_article&sysparm_article=KB0010952&sys_kb_id=50d96ab919badb00d853667c9db8c432&spa=1
- New Employee Orientation Benefits Briefing—contains information helpful to new employees and is available in several versions (automated and self-paced): <https://abc.chra.army.mil/abc> - Click the GRB Icon to reach the GRB Platform. Click on **Resource Library icon** (open book, top left.) Click on “New Employee Benefits Orientation.”
- GRB Platform Overview/Tutorial—step-by-step instructions on accessing GRB: <https://abc.chra.army.mil/abc> - Click the GRB Icon on the home page to reach the GRB Platform. Click the **Question Mark** on the top right hand side to reach the **New User Video**.
- Federal Employees' Group Life Insurance (FEGLI) Calculator—see how choosing different combinations of coverage can change the amount of premiums and life insurance coverage: <https://www.opm.gov/retirement-services/calculators/fegli-calculator/>

- ❑ Thrift Savings Plan (TSP) Calculator—at the TSP website, click on the "**Planning & Tools**" tab in the middle of the page: <https://www.tsp.gov/index.html>
- ❑ Life Events—listing of common events that may occur during your Federal career: <https://www.opm.gov/healthcare-insurance/life-events/>
- ❑ Defense Finance and Accounting Service/Leave and Earnings Statement (LES)—interactive LES allows you to read in detail about each section: <http://www.dfas.mil/civilianemployees/understandingyourcivilianpay/LES.html>
- ❑ Financial Literacy: https://abc.chra.army.mil/abc?id=kb_article&kb_base=df76d97ff4a01300d853a880ab368742&sys_id=49fa3197f4861b40d853a880ab368770
- ❑ Pay and Leave (Leave Administration): <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration>