SPONSOR'S CHECKLIST
Headquarters Department of the Army (HQDA)
Civilian Onboarding website: **www.army.mil/hqdaonboarding**

Sponsor Role and Responsibilities

- Serve from the time of firm offer acceptance until 30 to 60 days after new employee's arrival.
- Provide the new employee information they need about the organization and local area (e.g., temporary lodging, local transportation, etc., if applicable).
- Create a welcoming environment for the new employee and help them integrate into the team.
- Maintain daily contact with new employee for first week and then on an as-needed basis.
- Be available to answer day-to-day questions.
- Help define the Army Profession and explain the organizational culture, including the informal rules of behavior and how things work.
- Be a positive role model and promote a positive image of the organization.
- Work with supervisor and new employee to assist with the onboarding process.
- Consult with supervisor for further guidance as needed.

NOTE: In the event no sponsor is assigned, actions showing this symbol (*) will need to be accomplishe by the supervisor or delegated by the supervisor to other staff member(s).

New Employee Information

Employee Name: _____   Start Date: _____

Position Title: _____   Assigned Sponsor: _____

Contact Telephone Number: _____   Supervisor/Rater: _____

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

HQDA Organization: _____

Within Three (3) Days of Formal Job Offer and Acceptance (As Confirmed by CPAC)

❑   1.   Volunteer for or accept sponsor assignment and meet with supervisor to discuss your role as a sponsor for the new employee.

❑   2.   Send email or welcome letter to new employee introducing yourself, welcoming them to the team and Army, and providing both email and telephone contact information.

        Access and customize "Sponsor Letter to New Employee Template" from the Army Career Tracker (ACT) Army Civilian Onboarding Community: https://actnow.army.mil/

❑   3.   * Call new employee (if telephone contact information is available) and inquire as to what, if any, assistance they need in transitioning into the new job and/or area

At Least One (1) Week Before Start Date

❑   4.   Arrange your schedule to be available on new employee's first day.

❑   5.   * Contact new employee by phone or email to:
- o   Reiterate basic information for first day (e.g., directions, parking, report time, dress code, and lunch information).
- o   Arrange to accompany new employee to lunch on their first day following Civilian Personnel Advisory Center (CPAC) or designated Human Resource (HR) office orientation.

❑   6.   *Contact new employee by phone or email and arrange to HR orientation. Be specific about time and place you will meet the new employee.

❑   7.   * Notify or pre-register with security office at visitor registration (if applicable).

❑   8.   * If delegated by supervisor, assemble a welcome package with helpful information such as contact names and phone lists, site map, parking and transportation information, mission and values and other important information about your organization, organizational charts, job-specific information, resources list, websites, and other reference sources used.

First Day

- ❑   9. * Meet new employee following CPAC or designated HR office orientation at arranged location and time.

- ❑   10. * Escort new employee to the security office to receive building pass (if applicable).

- ❑   11. * Escort new employee to their workstation (if applicable).

- ❑   12. * Introduce the new employee to department staff and key personnel.

- ❑   13. * Explain how the new employee can get additional supplies.

- ❑   14. * Provide department or building-specific safety and emergency information.

- ❑   15. If delegated this responsibility by the supervisor, give the new employee a tour of the facility, including the following areas:

  - ■ Office/Desk/Workstation
  - ■ Copy Centers
  - ■ Printers
  - ■ Kitchen/Cafeteria/Break Areas
  - ■ Emergency Exits and Procedures
  - ■ Fax Machine
  - ■ Restrooms
  - ■ Mail Rooms
  - ■ Bulletin Boards
  - ■ Authorized Work Areas
  - ■ Security Office
  - ■ Conference Rooms
  - ■ Parking
  - ■ Office Supplies
  - ■ Tools/Equipment
  - ■ Coffee/Water/Vending Machines.

- ❑   16. * Accompany new employee to lunch, as pre-arranged; consider inviting one or more other staff/team members to join you.

- ❑   17. If delegated this responsibility by the supervisor, review general administrative procedures:

  - ■ Keys/Access Cards (Building and Computer)
  - ■ Telephone Alert Roster
  - ■ Picture ID Badges
  - ■ Telephone Access Policy and Procedures
  - ■ Building and/or Common Access Cards (CACs)

- ❑   18. Ensure new employee is aware of and keeps initial appointment with new supervisor.

- ❑   19. Review welcome package information with the new employee and answer any questions

Within First Week

- 20. Assist new employee with getting CAC, including direction to the Real-Time Automated Personnel Identification System (RAPIDS) site, if needed: https://idco.dmdc.osd.mil/idco/

- 21. Assist employee with setting up computer, email, voicemail, etc., unless supervisor assigns this task to another staff member.

- 22. Ask the new employee if they need assistance with establishing ACT account and selecting first and second level supervisors.

- 23. Assist new employee with accessing ArmyIgnitED, Army CPOL MyBiz, Center for the Army Profession and Leadership (CAPL) Army Values: https://www.army.mil/values/), and other resources that will assist with understanding the mission and vision of the Army and role of Civilians.

- 24. Continue to make yourself available by phone, email, or for in-person meetings.

- 25. Offer guidance to help the new employee integrate smoothly and share helpful hints.

Within First 30 to 60 Days

- 26. Check in regularly with new employee during the first few weeks.

- 27. Assist new employee with understanding Department of Defense, Army, and organizational culture.

- 28. Assist new employee in learning about Military rank and insignia and titles of address for Senior Civilians.

- 29. * Provide information regarding volunteer activities or social events (award ceremonies, team lunches, off-duty sports programs, base childcare and youth sports programs, etc.) available at the work location, if appropriate. Be sure to invite the new employee to participate in any organization/team social events that are scheduled.

- 30. * Create opportunities for the new employee to interact with other employees in the organization.

- 31. *Assist new employee in accessing training required by the organization and Army.

    It is mandatory that employees take the following courses annually.

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

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

Helpful Links and Information

- ACT: https://actnow.army.mil/

- ArmyIgnitED: https://www.armyignited.com/app/
- Center for the Army Profession and Leadership (CAPL) at: https://capl.army.mil/civilians.php
- New Employee Onboarding Handbook at Army Civilian Onboarding website: https://civilianonboarding.chra.army.mil/onboarding/
- Sponsor Checklist at Army at Army Civilian Onboarding: https://civilianonboarding.chra.army.mil/onboarding/
- MyBiz: https://compo.dcpds.cpms.osd.mil/

- MyPay: https://mypay.dfas.mil/mypay.aspx

Required Training:

❑ Cyber Security User Portal/Information Assurance Training: https://cs.signal.army.mil/login.asp

❑ Civilian Education System (CES) and Supervisor Development Course (SDC) enrollment (requires a CAC): https://armyuniversity.edu/amsc/EducationalPrograms

❑ Army Regulation (AR) 350-1, Army Training and Leader Development (requires a CAC): https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN6701_AR350-1_Web_FINAL.pdf

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

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