

T2COM CIVILIAN Onboarding Checklist

Pre-Arrival

Confirm Your Report Location: Double-check the exact address, building number, and your point of contact for check-in. Confirm these details with your sponsor beforehand to avoid confusion.

Post-Arrival

- Be sure to bring two forms of ID; one of which must be a picture ID.
- Reports to T2COM SB S1 office at University of Texas Systems (UTS), 210 W 7th St, Austin, TX 78701 (15th Floor/Resource Operations Center (ROC)) to receive checklist and instructions.
- Receive onboarding information and tools upon arrival to T2COM HQ. All new employees will receive a welcome packet.
- 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.
- Complete Civilian Personnel Advisory Center (CPAC) required HR forms.
- Register for the next scheduled New Employee (Mandatory) On-Boarding Orientation Brief.
- Introductory discussion with leadership of your role in support of the organization and the Army mission.
- Discuss Position Description (PD) with Supervisor and begin to develop a Performance Plan (to be completed within first 30 days)

Phase 1 Pre-CAC

- Government Travel Card Training (GTC) 101 (applicable if previous training is beyond 3 years) GTC Website
- Review the Reporting Disabled Veteran Leave document. Reporting Disabled Veteran Leave Document
- Review Office of Personnel Management (OPM) Pay Calendar.
- Verify / update Health Benefits Plan if needed.
- Verify / update Vision/Dental Plans if needed.
- Verify / update TSP if needed.
- Complete Non-Disclosure Agreement (NDA) Form (SF312-13) to be returned to SB1. * required for new government hires only; have witnessed by HR professional
- Complete Telework Training Online
- Verify/update your information on MyPay
- Verify/update your information on MyBiz.
- Review the following sections in the New Army Civilian Professional Handbook: The Organization of the Army (pp. 6); Holidays and pay (pp. B3-5); Leave information (pp. B6-11); Benefits and entitlements (Annex C); General Schedule (GS) scale (pp. B5); Military time and phonetic alphabet (pp. E7-8); Commonly Used Acronyms (pp. F3)
- Email T2COM G-8 Resource Management - DTS/GTCC to schedule a virtual appointment M-F, 0900-1630.
- Email T2COM Legal to schedule a virtual appointment M-F, 0900-1700.
- Email T2COM Sharp Program Office to schedule your SHARP appointment at the Program Office (Dell ROC, 3rd Floor, RM 338) M-F, 0900-1600.

Post-CAC (Onboarding App)

- Complete DD 2875 Form System Authorization Access Request (SAAR)
- Complete Personnel Data Sheet
- Complete DATAAPS Request Form

- Complete Controlled Unclassified Training (CUI) Training
- Request Parking Pass
- Email T2COM CIO/G6 IT Service Desk for appointment
- Report to T2COM SB S4 (Facilities/Unit Supply)
- Complete Army User IT Agreement Form
- Email T2COM Secretary of the General Staff (SGS) for appointment
- Email T2COM G3/5/7 for appointment
- Complete Cyber Awareness Training (NOTE: Cyber Awareness training and User IT Agreement have to be signed on the same day or Fort Hood will not accept them.)
- Complete Derivative Classification Training
- Review information from the Performance Automated System Video
- Review the Performance Interface for Managers and Employees (PRIME) powerpoint
- Complete MyAccess Registration - TAG Platform
- Update GAL (Global Address List)
- Update Alert Registration
- Report to T2COM SB S2 (Security) to receive your badge
- Complete OPSEC Level I Training
- Complete Anti-Terrorism Level I Training
- Complete Counterintelligence Awareness and Reporting (CIAR) Training
- Complete Supervisor Training
- Complete Data to Decisions: Mastering the Basics (D2D) Training
- Complete Foundation for Decision Optimization (FDO) Training
- Complete DPD's Microsoft Skills Training Series
- Complete Badge Access Request Form