



NEW EMPLOYEE CHECKLIST

NEW EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Rater: _____
Assigned Sponsor: _____ Senior Rater: _____

BETWEEN JOB ACCEPTANCE AND START DATE

- Review welcome packet and/or online portal from Civilian Personnel Advisory Center (CPAC)
- 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.***
- Receive welcome email, this checklist and brochure from supervisor
- Receive welcome email from assigned sponsor
- Sponsor will send additional information about our organization, installation, and area
- Coordinate with sponsor to arrange meeting on first day after CPAC or designated personnel office in-processing

FIRST DAY

- Attend CPAC or designated personnel office in-processing session and complete paperwork and procedures
- Complete CPAC or designated personnel office New Employee Orientation and take Oath of Office to become a member of Army Civilian Corps / workforce
- Meet sponsor as pre-arranged and report to new organization
- 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)
- Accompany sponsor to work area to continue onboarding process
- Meet with supervisor to discuss first day activities
- Receive copy of the Army Civilian Acculturation Handbook and/or website location

FIRST DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

- Meet department staff and key personnel
- Tour Facility, including:
 - Office / Desk / Work Station
 - Copy Centers
 - Printers
 - Kitchen / Cafeteria / Break Areas
 - Fax Machines
 - Restrooms
 - Mail Rooms
 - Bulletin Boards
 - Authorized Work Areas
 - Security Office
 - Conference Rooms
 - Parking
 - Office Supplies
 - Tools / Equipment
 - Coffee / Water / Vending machines
 - Emergency Exits and Procedures
- Review general administrative procedures:
 - Keys / Access Cards
 - Telephone Alert Roster
 - Picture ID Badges
 - Telephone Access Policy & Procedures
 - Building and/or Computer Access Cards

WITHIN FIRST WEEK – MEET WITH SUPERVISOR

- Initial performance counseling session: Review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and Individual Development Plan (IDP) Date: _____
- Complete administrative tasks (including required training and applications, such as security clearance if required)

Continuation – WITHIN FIRST WEEK – MEET WITH SUPERVISOR

- Review work schedule, hours, payroll, time cards (if applicable), labor accounting and leave (take off) / absence policies and procedures
- If you are in a union coded position, record union POCs name/ph # here: _____
- Receive overview of organization and its mission
- Learn how your position supports the organization’s and the Army’s missions
- Learn about the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
- Learn about rank and insignia of military personnel and titles of address for senior civilians

WITHIN FIRST WEEK – POLICIES AND ADMINISTRATIVE PROCEDURES

- Obtain DoD Common Access Card (CAC) as soon as notified that personnel action is documented in personnel system
- Complete DoD Information Assurance (IA) Awareness Training online (<https://ia.signal.army.mil/login.asp>)
- Review key policies:
 - Time and Attendance Reporting
 - Family & Medical Leave Act (FMLA) / Leaves of Absence
 - Vacation and Sick Leave
 - Overtime
 - Official Use of Govt. Property
 - Diversity Awareness
 - Sexual Harassment / Assault
 - Holidays
 - Performance Reviews
 - Appropriate Attire
 - Safety
 - Ethics / Joint Ethics Regulation
 - Standards of Conduct
 - Progressive Disciplinary Actions
 - Visitors / Security
 - Emergency Procedures
 - Confidentiality (specific procedures to safeguard confidential / sensitive material)
- Review computer use policies:
 - Establish Email
 - Intranet / SharePoint
 - Shared Drives
 - Databases
 - Internet Use
 - VPN / Mobile Phone
 - Outlook Address List Profile
 - Microsoft Office
 - Other Software / Applications
- Review general administrative procedures:
 - Business Cards
 - Purchase Requests
 - Vehicle Registration
 - Govt. Travel Card
 - Conference Rooms
 - Organizational Policies
 - Official Travel
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Military Vehicle Driver Requirement
 - Severe Weather Procedures

WITHIN FIRST 30 DAYS

- Attend Command / Organization Onboarding Session:
 - Work Unit Orientation --Army CPOL MyBiz --Army Career Tracker (ACT) -- GoArmyEd
 - Army Profession/Army Civilian Corps
- Complete Initial Army Career Tracker (ACT) login and select first line supervisor
- Meet with Career Program representative DATE: _____
- Review and finalize performance objectives with supervisor and sign performance plan. Receive counseling from senior rater DATE: _____
- Set development goals for Individual Development Plan (IDP) with Supervisor in ACT, which include meeting Army Professional standards DATE: _____
- Begin short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)
- Meet with sponsor for any additional guidance
- Meet key partners from other departments and/or other organizations
- Create student account in GoArmyEd

WITHIN FIRST 90 DAYS

- Review Army Doctrine Reference Publication (ADRP) 1, *The Army Profession*
- Complete Army and organization mandatory training and maintain a record of completion
- Seek training and development opportunities as needed, to help understand internal systems, general operating practices and obtain other information or skills for successful job performance

WITHIN FIRST 180 DAYS

- Continue to talk with supervisor and colleagues to better understand expectations, culture, and practices
- Complete CES requirements (Level-1 CES course)
- Complete Supervisor Development Course (SDC), if applicable
- Mid-point performance counseling. Meet with supervisor for formal performance feedback, review of IDP and career goals.
Meet with senior rater for counseling DATE: _____
- Discuss and plan with your supervisor self-development opportunities:
 - Seek and receive coaching, counseling, and mentoring (explore mentoring opportunities)
 - Seek peer recommendations and pursue self-study (e.g. professional reading, skill video, tech manuals, etc.)

Employee's Signature/Date

Supervisor's Signature/Date

WITHIN FIRST YEAR

- Actively participate in training, webinar conferences, learning activities and other outreach/developmental activities
- Meet regularly with supervisor to review and revalidate performance and training plans and developmental goals. Discuss performance as an Army Professional in the categories of competence, character and commitment
- Complete onboarding requirements, including CES and Career Program training requirements
- Complete annual performance appraisal and counseling with rater and senior rater DATE: _____
- In recognition of onboarding completion, receive certificate as an Army Professional (in accordance with ADRP 1)
- Complete Annual New Employee Survey when received

Employee's Signature/Date

Supervisor's Signature/Date

HELPFUL LINKS AND INFORMATION

- Forms and Resources:
 - Army Civilian Personnel Online (CPOL): <http://cpol.army.mil/>
 - Army Career Tracker (ACT): <https://actnow.army.mil/>
 - GoArmyEd: <https://www.goarmyed.com/>
 - My Pay: <https://mypay.dfas.mil/mypay.aspx>
 - ADRP 1: <http://usarmy.vo.llnwd.net/e2/c/downloads/303970.pdf>
 - Center for the Army Profession and Ethic (CAPE) Civilian Video: <http://cape.army.mil/civilians.php>
 - New Employee Checklist (webpage link TBD)
 - Army Civilian Acculturation Handbook (webpage link TBD)
- Required Training:
 - Information Assurance Training: <https://ia.signal.army.mil/login.asp>
 - AR 350-1, Army Training and Leader Development: http://armypubs.army.mil/epubs/pdf/r350_1.pdf
 - AR 350-1 Mandatory Training with resource information/web links and other training information: <http://www.civiliantraining.army.mil/Pages/MandatoryTraining.aspx>
 - Joint Ethics Regulation: http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/
 - CES and SDC enrollment: <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>
 - Any additional organizational requirements refer to your sponsor and/or supervisor for guidance

**For additional resources refer to the Army Civilian Acculturation Handbook