

# ARMY CIVILIANS

For a video about Army Civilians scan the code or visit <http://cape.army.mil/civilians.php>



# ARMY CIVILIAN



# ACCULTURATION PROGRAM

## ACCULTURATION WEBSITE

Visit the Army Civilian Acculturation Website at: [www.tradoc.army.mil/CivilianAcculturation](http://www.tradoc.army.mil/CivilianAcculturation)

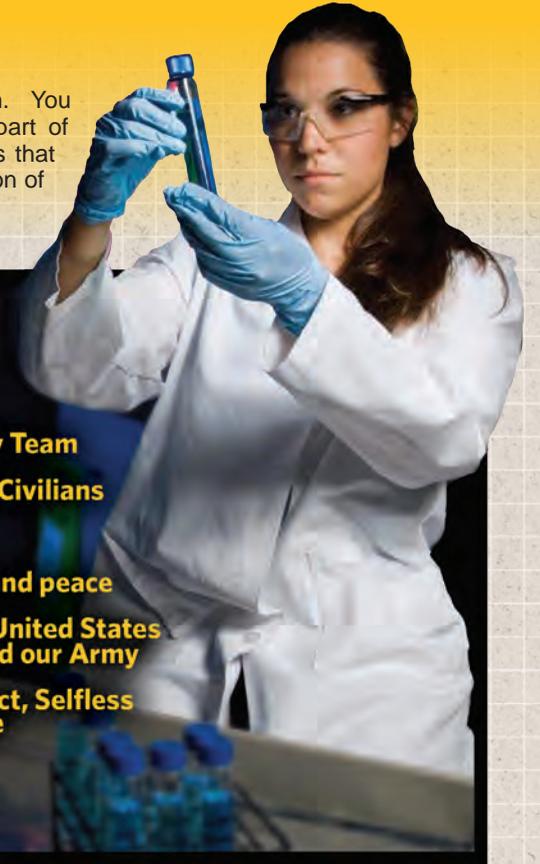


Or scan the code



## WELCOME

Congratulations! We are excited to have you on the team. You are now a member of the Army Civilian Corps which is part of the Army Profession. It is founded on the ideas and values that framed the birth of our Nation as expressed by the Declaration of Independence and the Constitution of the United States.



## THE ARMY CIVILIAN CORPS CREED

- I am an Army Civilian - a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

## Five Essential Characteristics of the Army Profession

<b>Military Expertise</b>  Our Ethical Application of Landpower	<b>Honorable Service</b>  Our Noble Calling to Service and Sacrifice	<b>Trust</b>  The Bedrock of our Profession	<b>Esprit de Corps</b>  Our Winning Spirit	<b>Stewardship of the Profession</b>  Our Long Term Responsibility
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Trust between Soldiers  
 Trust between Soldiers and Leaders  
 Trust between Soldiers and Army Civilians  
 Trust between Soldiers, their Families, and the Army  
 Trust between the Army and the American People

Loyalty • Duty • Respect • Selfless Service • Honor • Integrity • Personal Courage  
**Ethical Foundation: Legal and Moral**

## THE ARMY VALUES

The Army values are the basic moral building blocks of an Army professional's character. They can be remembered by the acronym: LDRSHIP.



# THE ARMY CIVILIAN CORPS

## ONBOARDING TOOLS

The Army Civilian Acculturation Onboarding Tools are designed to easily transition a new employee into the Army workforce and to provide them and their leadership with helpful resources in one location. These resources include the following:

- The Army Civilian Acculturation Handbook
- Acculturation Website
- Supervisor, Sponsor, & Employee Checklists
- Welcome letter samples
- ABC-C Benefits Election Guide
- Army Career Tracker Brochures
- GoArmyEd Reference Guide
- Individual Development Plan Guide
- eOPF Quick Guide
- Employment Verification Guide
- Mentor/Mentee Brochures
- Frequently Asked Questions
- Professional Video Library

## ACCULTURATION

Acculturation is the professionalization process through which new employees learn, adjust to, and internalizes the Army culture.

## ONBOARDING

Onboarding is the strategic process designed to integrate and acclimate new employees into the organization and prepare them to contribute to a desired level as quickly as possible.

## ACCULTURATION ONBOARDING MODEL

The model lays out specific roles, responsibilities and key activities throughout the first year of your onboarding experience.

### Principles

Align to mission and vision    Connect to culture, strategic goals and priorities    Integrate across process owners    Apply to all employees

### Roles

Program Champions + Process Owners + Supervisor + Employee

### Process Phases and Key Activities

Before First Day	First Day/ Orientation	First 30 Days	First 180 Days	First Year
<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Receives CPAC welcome letter</li> <li>• Employee comes prepared for first day procedures</li> <li>• Provides required HR paperwork and benefit options in advance and/or online access</li> </ul> <p><b>Commander:</b></p> <ul style="list-style-type: none"> <li>• Supervisor receives notice to prepare for new employee's arrival</li> <li>• Supervisor assigns sponsor and sends welcome letter to employee</li> <li>• Sponsor sends email and welcome letter to new employee</li> </ul>	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Completes CPAC required HR forms</li> <li>• Meets and greets Sponsor</li> <li>• Receives onboarding tools</li> </ul> <p><b>Commander:</b></p> <ul style="list-style-type: none"> <li>• Incorporates organizational leadership as part of new employee swearing-in ceremony</li> <li>• Sponsor meets employee after in-processing</li> <li>• Focuses on sharing Army culture, mission, and values</li> <li>• Welcomes employee within organization, meets leadership</li> <li>• Provides onboarding toolkits (Sponsor, Employee, Supervisor)</li> </ul>	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Learns about the Army Profession, history, culture</li> <li>• Meets w/ supervisor to complete performance standards/expectations</li> <li>• Enrolls in Foundation CES</li> <li>• Supervisors enroll in SDC</li> <li>• Completes IDP with supervisor</li> <li>• Identifies short/long range training requirements (CES, AR 350-1, Career Program)</li> </ul> <p><b>Commander:</b></p> <ul style="list-style-type: none"> <li>• Identifies work requirements</li> <li>• Ensures direct supervisor / manager involvement</li> <li>• Provides essential training requirements</li> </ul>	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Completes CES requirements (Foundation course)</li> <li>• Completes Army mandatory annual training</li> <li>• Meets with supervisor for performance feedback</li> <li>• Continues to receive coaching, counseling, mentoring</li> <li>• Continues to complete checklist</li> </ul> <p><b>Commander:</b></p> <ul style="list-style-type: none"> <li>• Continues to provide guidance and seek feedback from new employee</li> <li>• Completes mid-cycle counseling</li> <li>• Updates IDP as needed</li> </ul>	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Completes onboarding requirements prior to completion of first year</li> <li>• Completes SDC if required</li> <li>• Completes onboarding survey</li> </ul> <p><b>Commander:</b></p> <ul style="list-style-type: none"> <li>• Recognizes positive employee contributions</li> <li>• Provides formal and informal feedback on performance</li> <li>• Coaching, counseling, mentoring</li> <li>• Completes appraisal, close out onboarding model</li> <li>• Completes onboarding survey</li> <li>• Reassesses and updates IDP as needed</li> <li>• Awards Army Profession Certificate</li> </ul>

### Outcomes

High employee job satisfaction level    Retention of high-performing employees    Continued employee engagement and commitment    Faster time-to-productivity

## THE ARMY PROFESSION

The Army is an honorable Profession founded on Trust. To sustain this trust, the Army Profession is committed to an ethos of Honorable Service built on core, moral beliefs that are expressed in our Constitutional Oaths; in our Army Values; in our Military and Civilian Creeds; and in the Warrior Ethos. These beliefs are central to our identity as Army Professionals. They guide our decisions and actions as we perform our duties and continuously develop in Competence, Character, and Commitment.

