**CKO Onboarding Schedule**

**Welcome to OCKO!** This checklist will streamline your Onboarding process with required documents and training. Please send all completed documents and training certificates to your designated Sponsor or Action Officer.

**PHASE I: Pre-CAC**

**Day 1**

0800 – 0830 Arrive at TRADOC Headquarters (Building 950, Fort Eustis). You will be greeted in the Front Lobby by your Sponsor, assisted with obtaining your Temporary Building Pass, and escorted to your workspace.

0830 – 0930 Introduction to Supervisor, OCKO key personnel, and facilities tour

0930 – 1030 OCKO Welcome Brief and desk set-up (receive supplies)

1030 – 1100 First Week Activities Brief (work schedule etc.)

1100 – 1300 Information Assurance Training/Complete Cyber Awareness

[Cyber Awareness/IA](https://jkosupport.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1545321875851&course_prefix=DOD&course_number=-US1364-18)

1300 – 1330 Lunch

1330 – 1400 Complete In-Out Processing Form



1400 – 1415 Complete Work schedule form, follow up with Command Group ATAAPS POC Pam Moore @ 757-501-6647 with questions

1415 – 1430 Complete SF 380-1 Form



1430 – 1445 Foreign Disclosure Form



1445 – 1500 Complete SF312-13 Form (NDA) \* required for new government hires only; have witnessed by HR professional



1500 – 1600 Conversations with supervisor and colleagues to better understand expectations, culture, and practices. Review work schedule/hours, time and attendance, leave scheduling/approval, office etiquette.

1600 – 1630 Daily Review, Analysis, and Checks on Learning

**Day 2**

0800 – 0830 Arrival at TRADOC Headquarters (Building 950). Become acclimated and prepare for the day.

0830 – 1030 Read Employee Handbook and sign



1030 – 1130 Introductory Meeting with Deputy Director (Introductory discussion of your role in support of the organization and the Army mission.)

1130– 1230

Contact the Command Group ATAAPS POCs: Jody Carter @ 757-501-5209 or Ms. Pam Moore @ 757-501-6647 or 6697 and provide them with the following: full name, SSN, work schedule, and copy back of CAC for DOD ID# and CAC ID#

1230 – 1300 Lunch

1300 – 1330 Complete CUI Form

[CUI Form](https://home.army.mil/wood/application/files/9415/5931/8642/CUI.pdf)

1330 – 1500 Complete OPSEC Training

[OPSEC Training](https://securityawareness.usalearning.gov/opsec/index.htm)

1500-1530 Register for an AKO account

[AKO Account](https://login.us.army.mil/suite/login/) (or call the AKO Helpdesk 1-866-335-ARMY(2769)

1530 – 1600 Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.

1600 – 1630 Daily Review, Analysis, and Checks on Learning

**Day 3**

0800 – 0830 Arrival at TRADOC Headquarters (Building 950). Become acclimated and prepare for the day.

0830 – 1030 Complete Information Security Training  
[Information Security Training](https://www.lms.army.mil/)

1030 – 1130 Learn about military rank and insignia and titles of address for senior Civilians.

1130 – 1230 Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices

1230 – 1300 Lunch

1300 – 1500 Threat Awareness and Reporting Program (**TARP**) Training

[TARP Training](https://securityawareness.usalearning.gov/cidod/)

1500 – 1600 ATAAPS Timesheet

 

1600 - 1630 Daily Review, Analysis, and Checks on Learning

**PHASE II: Post-CAC**

**Day 4**

0800 – 0830 Arrival at TRADOC Headquarters (Building 950). Become acclimated and prepare for the day.

0830 – 0900 Security Identification Badge (SIDB)



0900 – 1100 Complete Telework Training and Sign Agreement

[Telework Training](https://www.telework.gov/training-resources/telework-training/)

1100 – 1130 Complete SAAR



1130 – 1200 Complete AUP



1200 – 1230 Complete Incoming Personnel Form  
[Incoming Personnel Form](https://sts.tradoc.army.mil/adfs/ls?wa=wsignin1.0&wtrealm=urn%3asharepoint%3asharepoint&wctx=https%3a%2f%2fintranet.tradoc.army.mil%2fsites%2fhq%2fsgs%2fAD%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252Fsites%252Fhq%252Fsgs%252FAD%252FLists%252FNew%2520User%2520Submission%2520Form%252FItem%252Fnewifs%252Easpx%253FList%253Dd787aeae%25252Dd70d%25252D49fe%25252Da4e4%25252D793f0ea30fd9%2526Source%253Dhttps%25253A%25252F%25252Fsharepoint%25252Etradoc%25252Earmy%25252Emil%25252Fsites%25252Fhq%25252Fsgs%25252FAD%25252FLists%25252FNew%25252520User%25252520Submission%25252520Form%25252FAllItems%25252Easpx%2526RootFolder%253D%2526Web%253D96911974%25252Dd3b2%25252D4995%25252Db086%25252D5de13676d585&wreply=https%3a%2f%2fintranet.tradoc.army.mil%2f_trust%2fdefault.aspx)

1230 – 1300 Lunch

1300 – 1500 Complete Anti-Terrorism (Level 1) Training

[Anti-Terrorism Training](http://jko.jten.mil/courses/atl1/launch.html)

1500 – 1600 Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.

1600 – 1630 Daily Review, Analysis, and Checks on Learning

**Day 5**

0800 – 0830 Arrival at TRADOC Headquarters (Building 950). Become acclimated and prepare for the day.

0830 – 0900 Join JBLE (Team Calendar)



0900 – 1030 Benefits Review and Set-up

[Benefits](https://www.platform.army.mil/account/security-notice?license=1120)

1030 – 1100 Register for ATCTS Account



1100-1130 Set up voicemail



1130 – 1230 GFE Issued (sign for equipment) and Initial Set-up Assistance

1230 – 1300 Lunch

1300 – 1330 ATHOC Notification System



1330 – 1400 Connect to Network Printers



1400 – 1500 Update work contact info in GAL

Click on the DMD Self-Help icon on your Desktop 🡪 MilConnect Sign-In 🡪 Update Work Contact Info 🡪 Civilian 🡪 US Army 🡪 TRADOC Training Doctrine and Command 🡪 Joint Base Langley 🡪 Building 950

1500 – 1530 Update Adpass

[ADPASS](https://adpaas.army.mil/cas/login?service=https%3A%2F%2Fadpaas.army.mil%2F)

1530 – 1600 Join Army 0365 Teams



1600 – 1630 Daily Review, Analysis, and Checks on Learning

0800 – 0830 Arrival at TRADOC Headquarters (Building 950). Become acclimated and prepare for the day.

**Day 6**

0830 – 1030 Contact Command Group POC, Judy King at 757-501-5212 to ensure Defense Travel System (DTS) travel card initiation has been done.

If your new position requires you to travel and you are not currently a Travel Card Holder, complete the application process IAW guidance provided by the Defense Travel Card Administrator

Programs & Policies – Travel Card Program (Travel Card 101): *All travel card holders must provide a current training certificate that is less than 3 years old or take the training at* [*https://www.defensetravel.dod.mil/passport*](https://www.defensetravel.dod.mil/passport)*.*

1030 – 1230 Begin Foundation Course Training

[Foundation Course](https://www.atrrs.army.mil/channels/chrtas)

All Army Civilians hired after 30 Sep 06 are required to complete the Foundation Course. Enroll through the Civilian Human Resource Training Application System (CHRTAS) at. Provide a copy of your completed training certificate to the Admin Officer.

1230 – 1300 Lunch

1300 – 1330 Introductory Meeting with CKO/Supervisor for Initial performance counseling session: Review position description, work assignments, Total Army Performance Evaluation System, performance expectations, training & education requirements and Individual Development Plan (IDP), DPMAP

1330-1400 Complete DPMAP Training

[DPMAP Training](file:///C:\Users\laura.c.sibley3\Desktop\Onboarding%20Platform\DPMAP%20Training.docx)

1400 – 1430 Create approved signature block for Outlook Email account

1430 – 1600 Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices

1600 – 1630 Schedule Review, Analysis, and Checks on Learning

New Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL TRAINING RESOURCES**

Derivative Classification Training **(2 hours)**

[Derivative Classification Training](https://securityawareness.usalearning.gov/derivative/index.htm)

EEO/No Fear Training **(2 hours)**[EEO Training](https://www.atrrs.army.mil/SelfDevCtr/catalog/courseInfo.aspx?fy=2021&sch=123&crs=EEO-203A&crstitle=EEO++ANTI-HARASSMENT+%26+NO+FEAR+FOR+NON-SUPV&phase)

Ethics Training **(2 hours)**[Ethics Training](https://www.fdm.army.mil/documents/OnlineArmyEthicsTraining2020.pdf)

Identifying & Safeguarding Personally Identifiable Information Training (PII/PHI)   
**(2 hours)**   
[PII/PHI Training](https://securityawareness.usalearning.gov/piiv2/index.htm)

Insider Threat Awareness Training **(2 hours)**

[Insider Threat Awareness](https://securityawareness.usalearning.gov/itawareness/index.htm)

Risk Management in Army Training & Development **(2 hours)**

[Risk Management Training](https://federation.eams.army.mil/pool/sso/authenticate/l/2?m=GET&r=f&u=https%3A%2F%2Fmscoe.wood.army.mil%2Fwebapps%2Fblackboard%2Fexecute%2FenrollCourse%3Fcontext%3DCourse%26command%3DSavedSearch%26searchField%3DCourseName%26searchOperator%3DContains%26searchText%3DRisk%26dateSearchOperator%3DLessThan%26startDate%3DLessThan%26course_id%3D_4167_1)