

# TRADOC Onboarding Itinerary

## PRE-BOARDING: To be completed prior to Day 1

- Make your appointment to obtain your Common Access Card (CAC)
- Review Welcome Letter containing important Pre-boarding information

### Day 1

#### PHASE I: Pre-CAC

- Arrive onsite. You will be greeted by your Sponsor and escorted to your workspace.
- 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 [Information Assurance/Cyber Awareness Training](#)
- Manually complete DD Form 93 Emergency Contacts  
[DD Form 93 Record of Emergency Data.pdf](#)
- Review OPM Pay Calendar
- [Complete SF 380-1 Form](#)
- Benefits Review and Set-up
  - [Begin FEHB Enrollment](#)
  - [Vision/Dental Plans Comparison Tool](#)
  - [Health Benefits Plans Comparison Tool](#)
- Review [Thrift Savings Plan Information](#)
- Complete [SF312-13 Form](#) (NDA)
  - \* required for new government hires only; have witnessed by HR professional
- Daily review, analysis, and Checks on Learning

## Day 2

- Arrival onsite. Become acclimated and prepare for the day.
- Review [New Employee Handbook](#)
- Benefits Review and Set-up (Continue from Day 1)
  - [Begin FEHB Enrollment](#)
  - [Vision/Dental Plans Comparison Tool](#)
  - [Health Benefits Plans Comparison Tool](#)
- Review [Thrift Savings Plan Information](#)
- Introductory discussion with leadership of your role in support of the organization and the Army mission.
- Read Controlled Unclassified Information (CUI) Slides and Complete [CUI Training](#)
- Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices.
- Daily Review, Analysis, and Checks on Learning

## Day 3

- Arrival onsite. Become acclimated and prepare for the day.
- Complete [Derivative Classification Training](#)
- Learn about military rank and insignia and titles of address for senior Civilians.
  - Please refer to pages 11-13 of New Employee Handbook
- Continue conversations with supervisor and colleagues to better understand expectations, culture, and practices
- Review the following sections in the [New Employee Handbook](#):
  - The Organization of the Army (pp. 6-7)
  - Holidays and pay (pp. B3-5)
  - Leave information (pp. B6-10)
  - Benefits and entitlements (Annex C)
  - Insignia and General Schedule (GS) scale (pp. E5-7)
  - Military time and phonetic alphabet (pp. E7-8)
  - Commonly Used Acronyms (pp. F3-5)
- Review Automated Time and Attendance Production System (ATAAPS) Process.
  - [ATAAPS Account Instructions](#)
  - [ATAAPS Employee Quick Reference Guide](#)
  - [Time/Attendance Business Rules](#)
- Discuss Position Description (PD) with Supervisor and begin to develop a Performance Plan (to be completed within first 30 days)
- Daily Review, Analysis, and Checks on Learning

## PHASE II: Post-CAC

### Day 4

Arrival onsite. Become acclimated and prepare for the day.

Complete [OPSEC](#) Training.

**Instructions: Select “Mandatory Training” in the Quick Navigation area.**

Complete [System Authorization Access Request \(SAAR\)](#).

Complete [Acceptable Use Policy \(AUP\)](#).

Receive TRADOC Campaign Plan Briefing:

[TRADOC Campaign Plan Briefing \(Unclassified Slide Deck\)](#)

[TRADOC Campaign Plan \(TCP\) 4.0 \(2023-2030\) \(Must have CAC\)](#)

Complete [Anti-Terrorism](#) (Level 1) Training

Review [Staff Action Officer Resource Center](#)

Complete [Telework Training](#) and Sign Agreement (Requires CAC)

Begin reading TRADOC’s [Commanding General’s Policy Memorandum](#).

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

Daily Review, Analysis, and Checks on Learning

## Day 5

- Arrival onsite. Become acclimated and prepare for the day.
- Update your 1<sup>st</sup> and 2<sup>nd</sup> line supervisors in the [Army Career Tracker \(ACT\)](#)
- Create an account in [Army IgnitED](#).
- View videos about the Army Civilian component of the Army Profession by the Army Staff Management College (ASMC) - [Army Civilian Videos](#)
- Complete [Foreign Disclosure](#) Training

**Instructions: Type “Foreign Disclosure in the Search Bar at the top of the page.**

**Select “Foreign Disclosure Training – Level 1: All TRADOC Personnel”**

- GFE Issued (sign for equipment) and Initial Set-up Assistance
- Register for [ATCTS Account](#)
- Register with [ATHOC Notification System](#)
- Contact ATAAPS POCs and provide:
  - Full name, SSN, work schedule, and copy back of CAC for DOD ID# & CAC ID#
- Update work contact info in GAL:
  - Go to <https://idco.dmdc.osd.mil/idco/> / click on “My Profile” / Login with CAC (you may have to click on “My profile” and then login with CAC a second time.) / fill in/verify your information under the “personal” tab / submit
- Update [ADPASS](#)
- Daily Review, Analysis, and Checks on Learning

## Day 6

Become acclimated and prepare for the day.

Complete [Information Security Training](#)

**Instructions: Select “Mandatory Training” in the Quick Navigation area.**

Contact Point of Contact (POC) to ensure Defense Travel System (DTS) travel card initiation has been done. Complete a [Travel Card Application](#) if your new position requires you to travel and you are not currently a Travel Card Holder, complete the process in agreement with (IAW) guidance provided by the Defense Travel Card Administrator.

Complete [Programs & Policies - Travel Card Program \(Travel Card 101\) \[Mandatory\]](#).

Instructions:

- Log in.
- Select “TraX”.
- Select “Training”.
- Look for “Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory]” in list.

Introductory Meeting with 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

Complete Defense Performance Management and Appraisal Program (DPMAP) Training.

[Defense Performance Management and Appraisal Program \(DPMAP\) Slides](#)

[Defense Performance Management and Appraisal Program \(DPMAP\) Training](#)

Instructions:

- Log in.
- Type “DPMAP” in the Search Bar at the top of the page.

Complete Threat Awareness and Reporting Program ([TARP](#))

**Instructions: Select “Mandatory Training” in the Quick Navigation area.**

Receive Certificate of Completion

Schedule Review, Analysis, and Checks on Learning

Now that you've completed Days 1-6, please refer to your organizations onboarding page for further requirements. Congratulations! You are an integral part of the Army profession and we're glad you're here.

**Checklist Complete!** Please sign below and return to supervisor:

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

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

Contact Us

Please email the following address with any questions/comments/feedback:  
[usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-training@army.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-training@army.mil)