MCCoE Onboarding Itinerary

PRE-BOARDING: To be completed prior to Day 1

❑ Review Welcome Letter containing important pre-boarding information.

❑ Review the Civilian Personnel Advisory Center (CPAC) webpage.

Day 1

PHASE I: Pre-Common Access Card (CAC)

❑ Attend CPAC Orientation, if applicable.

❑ Obtain your DoD Common Access Card (CAC).

- Go to your nearest ID card issuing facility to obtain a Common Access Card (CAC).

- Be sure to bring two forms of ID; one which must be a picture ID.

❑ 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.).

❑ Complete Information Assurance/Cyber Awareness Training. Update the organizational training tracker and attach the completion of training certificate.

❑ Complete System Authorization Access Request (SAAR).

❑ Complete a Mandated Army IT User Agreement.

❑ Receive Unit Point of Contact (POC) roster with phone numbers

❑ Benefits Review and Set-Up. Review the Welcome to Federal Employment video to understand your benefits.

- Health benefits plans comparison tool and enrollment

- Vision/dental plans comparison tool and enrollment.

- Thrift Savings Plan (TSP) information.

❑ Daily synthesis and review.

Day 2

❑ Arrive onsite. Become acclimated and prepare for the day.

❑ GFE Issued (sign for equipment) and Initial Set-up Assistance.

❑ Read the following sections in the [New Army Civilian Professional 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)

❑ Benefits Review and Set-Up. Review the [Welcome to Federal Employment](#) video to understand your benefits. The [Army Benefits Center – Civilian (ABC-C) Guide](#) may be helpful.

- [Health benefits plans comparison tool and enrollment](#)
- [Vision/dental plans comparison tool and enrollment](#)
- [Thrift Savings Plan information](#)

❑ Introductory discussion with leadership of your role in support of the organization and the Army mission.

❑ Complete the [Controlled Unclassified Information (CUI) Training](#). Ensure to update the organizational training tracker.

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

❑ Daily synthesis and review.

Day 3

❑ Arrive onsite. Become acclimated and prepare for the day.

❑ Complete [Derivative Classification Training](#). Ensure to update the organizational training tracker.

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

❑ Complete review of [New Army Civilian Professional Handbook](#).

❑ Complete [Equal Employment Opportunity, Anti-Harassment and No Fear](#) Training; Course Number EEO-203A (Non-supervisory) or EEO-203B (Supervisory). Ensure to update the organizational training tracker.

❑ Review Office of Personnel Management (OPM) [Pay Calendar](#).

❑ Review Automated Time and Attendance Production System (ATAAPS) Process.

❑ Complete a [MCCoE ATAAPS In-processing Form](#) and provide to your supervisor who will send to the organizations ATAAPS Point of Contact (POC).

❑ Establish [online access to ATAAPS](#). Use the [2023 Leave Chart Tracker](#) for monitoring work hours.

❑ Review the [MCCoE ATAAPS Quick Reference Guide](#).

❑ Review the [Recording Disabled Veteran Leave](#).

❑ Discuss Position Description (PD) with Supervisor and begin to develop a Performance Plan (to be completed within first 30 days).

❑ Daily synthesis and review.

PHASE II: Post-CAC

Day 4

❑ Arrive onsite. Become acclimated and prepare for the day.

❑ Supervisors must ensure new employees are given 40 hours (one work week) to complete the [Foundation Course Training](#). This should occur immediately following the individual gaining a DoD Common Access Card (CAC) and NIPR access and no later than 30 days after arrival.

❑ Begin [Supervisor 101 and Supervisor Development Course,](#) if applicable. Ensure to update the organizational training tracker.

❑ Explore and verify/update your information on [MyPay](#). [MyBiz+,](#) and [CPOL](#).

❑ Complete [Telework Training](#) and submit [Agreement](#) to supervisor, if applicable.

❑ Begin Reading [CAC's Commanding General's Policy Memoranda](#).

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

❏ Daily synthesis and review

Day 5

❏ Arrive onsite. Become acclimated and prepare for the day.

❏ Update your 1st and 2nd line supervisors in the Army Career Tracker (ACT)

❏ View videos about the Army Civilian component of the Army Profession by the Army Staff Management College (ASMC).

❏ Review the Hatch Act – Political Activity and the Federal Employee

❏ Complete Foreign Disclosure Training. Search 'Foreign Disclosure." Ensure to update the organizational training tracker.

❏ Register for Army Training & Certification Tracking System Account.

❏ Register with Alert! Mass Warning Notification System.

❏ Update work contact info in GAL:

Instructions:

  o Go to ID Card Office Online.

  o Click on 'Continue' under the "My Profile" tile.

  o Login with Common Access Card (CAC) (you may have to click on "My Profile" and then login with CAC a second after this).

  o Ensure to click on CIV tab and add in/update your Job Title, Civilian Duty Address, Duty Phone, and Office Symbol.

  o Submit.

❏ Update Army Disaster Personnel Accountability and Assessment System (ADPASS).

❏ Daily synthesis and review

Day 6

❑ Arrive onsite. Become acclimated and prepare for the day.

❑ Complete [Information Security Program Training](). Ensure to update the organizational training tracker.

❑ Current Defense Travel System (DTS) users and Government Travel Card (GTC) holders are to complete the Programs & Policies – TDY Travel Policies 101 training and complete a [Statement of Understanding (SOU)](). Submit the certificate and SOU to the [CAC Travel Support Office (TSO)]().

❑ 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 the following DTS Training:

   ❑ DTS (Basic) - About DTS

   ❑ DTS Travel Documents (DTS 101)

   ❑ Programs & Policies – TDY Travel Policies 101

   ❑ Programs & Policies – City Pair Program

   ❑ Programs & Policies – U.S. Government Rental Car Program

❑ Submit the training completion certificates and a SOU to the CAC TSO.

❑ Introductory Meeting with Supervisor for Initial performance counseling session: Review [position description]() (Right side – My Position Description (PD), work assignments, Defense Performance Management and Appraisal Program (DPMAP), performance expectations, training and education requirements and [Individual Development Plan (IDP)]()

❑ View DPMAP Overview slides and complete Defense Performance Management and Appraisal Program (DPMAP) Training.

- [DPMAP Overview]()

- [DPMAP Training]()

  Instructions:

    o Log in.

    o Type "DPMAP Training - Army" in the Search Bar at the top of the page.

Day 7

❑ Arrive onsite. Become acclimated and prepare for the day.

❑ Complete Army Operations Security (OPSEC) Level I Training. Ensure to update the organizational training tracker.

❑ Complete Anti-Terrorism Level I Training. Ensure to update the organizational training tracker.

❑ Coordinate with your Supervisor to schedule face-to-face training for the below mandatory training:

  ❑ U.S. Army Threat Awareness and Reporting Program (TARP).

  ❑ Sexual, Harassment/Assault Response and Prevention Program (SHARP).

❑ Daily synthesis and review

Congratulations! You are now 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:
MCCoE In-Out Processing