**TRADOC Onboarding Itinerary**

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

❑ Make an appointment to [obtain your Common Access Card](https://idco.dmdc.osd.mil/idco/) (CAC).

Instructions:

* + Proceed to your nearest ID card issuing facility to obtain a Common Access Card (CAC).
	+ You may either make an appointment or go to a facility offering walk-ins.
	+ Be sure to bring two forms of ID to the appointment.

q Review Welcome Letter containing important Pre-boarding information

**Day 1**

**PHASE I: Pre-CAC**

q 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

❑ [Information Assurance/Cyber Awareness Training](https://public.cyber.mil/training/cyber-awareness-challenge/)

❑ Manually complete DD Form 93 Emergency Contacts

[DD Form 93 Record\_of\_Emergency\_Data.pdf](file:///C%3A/Users/laura.c.sibley3/Downloads/DD%20Form%2093%20Record_of_Emergency_Data.pdf)

❑ Review Office of Personnel Management (OPM) [Pay Calendar](https://www.tradoc.army.mil/wp-content/uploads/2022/10/2022_23_Pay_Period_Calendar.pdf).

❑ Complete [Request for Security Action (SF 380-1) Form](https://www.tradoc.army.mil/wp-content/uploads/2021/07/SF380.pdf).

❑ Benefits Review and Set-up

q [Health benefits plans comparison tool and enrollment](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/)

q [Vision/Dental Plans Comparison Tool](https://www.benefeds.com/tools)

q [Thrift Savings Plan Information](https://www.tradoc.army.mil/wp-content/uploads/2022/02/TSP.pdf)

❑ Complete [Non-Disclosure Agreement Form (SF312-13)](https://www.tradoc.army.mil/wp-content/uploads/2021/07/SF312.pdf).  (NDA)
\* required for new government hires only; have witnessed by HR professional

q Daily synthesis and review

**Day 2**

q Arrival onsite. Become acclimated and prepare for the day.

❑ Read the following sections in the [New Army Civilian Professional Handbook](https://www.tradoc.army.mil/wp-content/uploads/2022/11/Handbook_Oct_2021.pdf).

❑ 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

q [Health benefits plans comparison tool and enrollment](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/)

q [Vision/Dental Plans Comparison Tool](https://www.benefeds.com/tools)

q [Thrift Savings Plan Information](https://www.tradoc.army.mil/wp-content/uploads/2022/02/TSP.pdf)

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

q Read Controlled Unclassified Information (CUI) Slides and Complete [CUI Training](https://securityhub.usalearning.gov/index.html)

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

q Daily synthesis and review

q Arrival onsite. Become acclimated and prepare for the day.

**Day 3**

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

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

q Complete review of [New Army Civilian Professional Handbook](https://www.tradoc.army.mil/wp-content/uploads/2022/11/Handbook_Oct_2021.pdf).

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

❑ Contact Automated Time and Attendance Production System (ATAAPS) Points of Contact (POCs) and provide: full name, Social Security Number (SSN), work schedule, and copy back of Common Access Card (CAC) for Department of Defense (DOD) ID number and Common Access Card (CAC) ID number

❑ [Automated Time and Attendance Production System (ATAAPS) Account Instructions](https://www.tradoc.army.mil/wp-content/uploads/2022/11/ATAAPS_2022-11-07.pdf)

❑ [Automated Time and Attendance Production System (ATAAPS) Quick Reference Guide](https://www.tradoc.army.mil/wp-content/uploads/2021/10/ATAAPSEmployee_revised.pdf)

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

q Daily synthesis and review

**PHASE II: Post-CAC**

**Day 4**

❑ Arrival 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](https://www.atrrs.army.mil/channels/chrtas). 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 Training](https://www.atrrs.army.mil/channels/chrtas) if applicable.

❑ Explore and verify/update your information on [MyPay](https://mypay.dfas.mil/) and [MyBiz](https://compo.dcpds.cpms.osd.mil/%22%20%5Ct%20%22_blank).

❑ Complete [System Authorization Access Request (SAAR)](https://www.tradoc.army.mil/wp-content/uploads/2021/07/saar.pdf).

q Complete [Acceptable Use Policy (AUP)](https://www.tradoc.army.mil/wp-content/uploads/2021/07/ockoAUP.pdf).

❑ Receive TRADOC Campaign Plan Briefing:

[TRADOC Campaign Plan Briefing (Unclassified Slide Deck)](https://uat.tradoc.army.mil/wp-content/uploads/2022/09/TRADOC_Campaign_Plan_Unclassified_08232022.pdf)

[TRADOC Campaign Plan (TCP) 4.0 (2023-2030)](https://armyeitaas.sharepoint-mil.us/sites/TRADOC/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTRADOC%2FShared%20Documents%2FTCP%204%2E0%20OPORD%2Epdf&parent=%2Fsites%2FTRADOC%2FShared%20Documents)

q Review [Staff Action Officer Resource Center](https://armyeitaas.sharepoint-mil.us/sites/TR-HQ-SGS/SitePages/Staff-Action-Officer-Resource-Center.aspx)

q Complete [Telework Training](https://www.telework.gov/training-resources/telework-training/) and [Sign Agreement](https://www.tradoc.army.mil/wp-content/uploads/2021/07/Telework-1.pdf).

❑ Begin reading TRADOC’s [Commanding General’s Policy Memorandum](https://armyeitaas.sharepoint-mil.us/sites/TR-HQ-SGS-SAD/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTR%2DHQ%2DSGS%2DSAD%2FShared%20Documents%2FCG%20Policy%20Letters%2FCurrent%20CG%20Policy%20Letters&viewid=a00ca1ce%2D75d8%2D41f4%2Da606%2Df5ffad9597be).

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

q Daily synthesis and review

**Day 5**

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

❑ Update your 1st and 2nd line supervisors in the [Army Career Tracker (ACT)](https://actnow.army.mil/)

❑ View [videos](https://armyuniversity.edu/amsc/podcast) about the Army Civilian component of the Army Profession by the Army Staff Management College (ASMC).

q Complete [Foreign Disclosure](https://www.lms.army.mil/learnerview/%C2%A0) Training

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

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

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

❑ Register for [ATCTS Account](https://atcts.army.mil/iastar/registration.php)

❑ Register with [ATHOC Notification System](https://www.tradoc.army.mil/wp-content/uploads/2021/07/AtHoc_Instructions.pdf)

❑ Update work contact info in GAL:

Instructions:

* Go to [ID Card Office Online](https://idco.dmdc.osd.mil/idco/).
* Click on “My Profile”.
* Login with Common Access Card (CAC) (you may have to click on “My Profile” and then login with CAC a second after this).
* Fill in/verify your information under the “personal” tab.
* Submit.

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

q Daily synthesis and review

q Become acclimated and prepare for the day.

**Day 6**

q Complete [Information Security Training](https://www.lms.army.mil/learnerview/%C2%A0)

**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](https://www.tradoc.army.mil/wp-content/uploads/2021/12/Travel-Card-Application-Original.pdf) 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]](https://secure.defensetravel.dod.mil/neotrax/training/index.php).

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, Defense Performance Management and Appraisal Program (DPMAP), performance expectations, training and education requirements and Individual Development Plan (IDP)

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

Defense Performance Management and Appraisal Program (DPMAP) [Slides](https://www.tradoc.army.mil/wp-content/uploads/2021/12/DPMAP-Training.pdf)

[Defense Performance Management and Appraisal Program (DPMAP) Training](https://www.lms.army.mil/learnerview/)

Instructions:

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

q See your Supervisor to schedule face-to-face training within 30 days with a Local Counterintelligence (CI) Agent for the below mandatory training:.

* Antiterrorism level 1
* OPSEC (Critical Information List)
* iWATCH Training
* Threat Awareness and Reporting Program (TARP)

q Daily synthesis and review

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