**OCKO 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 Complete Information Assurance Training/ Cyber Awareness

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

1300 – 1330 Lunch

1330 – 1400 Complete In-Out Processing Form



1400 – 1415 Complete Work Schedule Form (only if working a compressed schedule approved by your supervisor). This needs to be returned to the Command Group POC.

1415 – 1430 Complete SF 380-1 Form



1430 –1600 Benefits Review and Set-up



[Begin Federal Employee Health Benefits (FEHB) Enrollment](https://abc.chra.army.mil/abc/)

Vision/dental plans comparison tool and enrollment:

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

Health benefits plans comparison tool:

[Health Benefits Plans Comparison Tool](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/)

Thrift Savings Plan Information



1600-1630 Complete SF312-13 Form (NDA) \* required for new government hires only; have witnessed by HR professional



**Day 2**

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

0830 – 0930 Read Employee Handbook



0930 – 1030 Benefits Review and Set-up



[Continue FEHB Enrollment](https://abc.chra.army.mil/abc/)

Vision/Dental Plans Comparison Tool and Enrollment:

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

Health Benefits Plans Comparison Tool:

[Health Benefits Plans Comparison Tool](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/)

Thrift Savings Plan Information



1030 – 1200 Introductory Meeting with Deputy Director (Introductory discussion of your role in support of the organization and the Army mission.)

1200 – 1230 Lunch

1230 – 1400 Read CUI Slides and Complete Training.

[CUI Training](https://securityawareness.usalearning.gov/cui/index.html)

1400 – 1530 Complete Telework Training and Sign Agreement (Requires CAC)

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

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 Derivative Classification Training

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

1030 – 1130 Learn about military rank and insignia and titles of address for senior Civilians. Please refer to pages 11 – 13 in the New Employee Handbook.



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

1230 – 1300 Lunch

1300 – 1500 Review the following sections in the Army Acculturation Handbook:

[Army Acculturation Handbook](https://capl.army.mil/repository/brochures/army-civilian-acculturation-handbook.pdf)

* Senior Executive Service (SES) (pp. 10-11)
* The Organization of the Army (pp. 29-34)
* Insignia and GS scale (pp. 40-42)
* Military time and phonetic alphabet (pp. 43)
* Holidays and pay (pp. 54-55)
* Leave information (pp. 58-63)
* Benefits and entitlements (pp. 65-76)
* Commonly Used Acronyms (pp. 102-109)

1500 – 1600 Review ATAAPS Process

 

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 Explore and verify/update your information on:

[MyPay](https://mypay.dfas.mil/#/) and [MyBiz](https://compo.dcpds.cpms.osd.mil/)

0900 – 1100 Complete OPSEC Training.

**Instructions:**

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

[OPSEC](https://www.lms.army.mil/learnerview/)

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](https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf)

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 Complete Foreign Disclosure Training.

**Instructions:**

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

[Foreign Disclosure](https://www.lms.army.mil/learnerview/ )

1030 – 1100 Register for [ATCTS Account](file:///C:/Users/michael.d.smith/AppData/Local/Temp/MicrosoftEdgeDownloads/a61a8800-0f10-42b9-ac4e-e106ce5e155a/Navigate%20to%20https:/atc.us.army.mil/)



1100 – 1130 Make Security Identification Badge Appointment Mon-Fri 0800-1000 by calling #501-5007 or 757-775-9503



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

1230 – 1300 Lunch

1300 – 1330 [ATHOC Notification System](https://compo.dcpds.cpms.osd.mil/)



1330 – 1400 Contact the Command Group ATAAPS POCs and provide:

Full name, SSN, work schedule, and copy back of CAC for DOD ID# and CAC ID#

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 Complete Information Security Training

**Instructions:**

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

[Information Security Training](https://federation.eams.army.mil/pool/sso/authenticate/l/15?f=c&m=GET&p=8378&r=f&u=https%3A%2F%2Fwww.lms.army.mil%2Flearnerview%2F&x=true)

1030 – 1230 Contact Command Group POC 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)*.*

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 Defense Performance Management and Appraisal Program (DPMAP) Training.

[DPMAP Overview](https://www.tradoc.army.mil/wp-content/uploads/2021/12/DPMAP-Training.pdf)

[DPMAP Training](https://federation.eams.army.mil/pool/sso/authenticate/l/15?f=c&m=GET&p=8378&r=f&u=https%3A%2F%2Fwww.lms.army.mil%2Flearnerview%2F&x=true)



1400 – 1430 Create approved signature block for Outlook Email account

[Creating a Signature Block Vignette](https://vimeo.com/658799804/36751e584f)

1430 – 1600 Complete Threat Awareness and Reporting Program (**TARP**)

**Instructions:**

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

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

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

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

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

**ADDITIONAL RESOURCES:**

[Staff Action Officer Resource Center](https://www.tradoc.army.mil/ockoschedule/)

[OCKO KM MilBook Site](https://www.milsuite.mil/book/groups/tradoc-km/pages/main-page)

[Pay Calendar](https://www.gsa.gov/buy-through-us/purchasing-programs/shared-services/payroll-shared-services/payroll-calendars)

OCKO Phone/Communication Instructions



[Onboarding: KM Innovation](https://vimeo.com/657589056/805ff731e6)    
[Civilian Fitness Program (Select “Fitness and Wellness”) & Employee Assistance Program (EAP)](https://dhra.deps.mil/SitePages/Misc.aspx)  
[milSuite Army Civilian HR COP](https://www.milsuite.mil/book/community/spaces/civ-hr/overview)  
[CPOL/Civilian Personnel Online](https://acpol.army.mil/ako/cpolmain/)  
[Onboarding: Connecting to VPN](https://vimeo.com/658793933/a641ee2906)   
[Onboarding: TRADOC KM Program](https://vimeo.com/657588179/69fe5d0b7f)   
[Onboarding: Achieving TRADOC KM](https://vimeo.com/657589387/ca7b69fb95)

**ADDITIONAL TRAINING:**

[OCKO Training Tracker (sharepoint-mil.us)](https://armyeitaas.sharepoint-mil.us/sites/TR-HQ-OCKO/SitePages/TrainingTracker.aspx)

[KM Basics Course](https://www.milsuite.mil/university/army-knowledge-management-class/)  
[Begin Foundation Course Training](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). Provide a copy of your completed training certificate to the Admin Officer.”