

USAREC Onboarding Itinerary

PRE-BOARDING: To be completed prior to Day 1

- Review [Welcome Letter](#) containing important pre-boarding information.

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 Supervisor or Sponsor and escorted to your workspace.
- Introduction to Supervisor, key personnel, and facilities tour.
- Review the Welcome to Federal Employment video to understand your benefits.
- 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](#).
- Complete USAREC Setup for New Employees HSS Form
- 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.
- Government-Furnished Equipment (GFE) Issued (sign for equipment) and Initial Set-up.
- 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 [USAREC 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 [TRADOC 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).
 - Review suggested Battalion element for DPMAP (if applicable)
 - Daily synthesis and review.
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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 [CPOLE](#).
- Connect to MS TEAMS page for USAREC Civilian Employee.
- Read [USAREC Commanding General's Open Door Policy Memorandum](#).
- 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.

Instructions:

- Type “Foreign Disclosure” in the Search Bar at the top of the page.
 - Select “Foreign Disclosure Training – Level 1: All TRADOC Personnel”.
- Register for [Army Training & Certification Tracking System \(ATCTS\) Account](#).
- Register with [Alert! Mass Warning Notification System](#).
- Update work contact info in GAL:

Instructions:

- Go to [ID Card Office Online](#).
 - Click on ‘Continue’ under the “My Profile” tile.
 - Login with Common Access Card (CAC) (you may have to click on “My Profile” and then login with CAC a second after this).
 - Ensure to click on CIV tab and add in/update your Job Title, Civilian Duty Address, Duty Phone, and Office Symbol.
 - 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. Instructions:

Instruction:

- 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. 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](#) (PD), work assignments, Defense Performance Management and Appraisal Program (DPMAP), performance expectations, training and education requirements and [Individual Development Plan \(IDP\)](#).
- Complete Defense Performance management and Appraisal Program (DPMAP) Training.

- DPMAP Overview
 - DPMAP Training

Instructions:

- Log in.
 - 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:
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