CAC 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. This is ONLY REQUIRED if user has or needs a SIPR Account.

❑ 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.

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

- ❑ 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

- ❑ 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).

❑ 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](#). This needs to be done prior to 2875 SAAR being Submitted.

   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:
CACACPInandoutprocessing@army.mil