HQMC Onboarding Checklist: Phase 3

Your First Week

Item : 1. Procure Security Badges

- [ ] a. Procure your Common Access Card (CAC)
- [ ] a1. Complete and submit all paperwork
- [ ] a2. Obtain CAC from Defense Enrollment Eligibility Reporting System (DEERS) office
- [ ] b. Do you need a building badge? Obtain one from your building Security Office

Item : 2. Complete Required EEO Training

- [ ] Notification of Federal Employee Antidiscrimination and Retaliation (NO FEAR ACT)
- [ ] Prevention of Sexual Harassment (POSH)

Item : 3. Complete Required Security Training

- [ ] a. Civilian Cyber Awareness Training (CCAT) [CAC Required]
- [ ] a1. Information Assurance Awareness (IAA)
- [ ] a2. Personally Identifiable Information (PII)
- [ ] a3. Lethal Keystrokes
- [ ] b. Basic Information and Personnel Security
- [ ] c. Antiterrorism/Force Protection (AT/FP)
- [ ] d. Counter-Espionage

Item : 4. Enter your Time and Attendance

- [ ] a. Configure your computer for the Time and Attendance portal
- [ ] b. Learn Standard Labor Data Collection and Distribution Application (SLDCADA)

Item : 5. Create your Performance Plan

- [ ] a. Meet with your Supervisor to set objectives
- [ ] b. Submit your draft Performance Plan
- [ ] c. Receive Performance Plan approval

Item : 6. Preview next onboarding Phase

- [ ] a. Preview Phase 4 to learn about more career options
- [ ] b. As soon as you have your CAC, finalize your benefits