

HQMC Onboarding Checklist: Phase 4

Your First 90 Days

Item : 1. Review Your Position

- a. Learn about your SF-50
- [b. Learn the Total Workforce Management System \(TWMS\)](#)
- [c. Learn the myPay Leave and Earnings Statement \(LES\) portal](#)
- [d. Learn the myBiz portal to the Defense Civilian Personnel Data System \(DCPDS\)](#)

Item : 2. Review and finalize your benefits

- [a. Federal Employee Health Benefit \(FEHB\)](#)
- [b. Federal Employees Group Life Insurance \(FEGLI\)](#)
- [c. Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- [d. Federal Long Term Care Insurance Program \(FLTCIP\)](#)
- [e. Flexible Spending Accounts \(FSA\)](#)
- [f. Thrift Savings Plan \(TSP\)](#)

Item : 3. Create your Individual Development Plan (IDP)

- a. Review HQMC training options
- b. Discuss your career development plans with your Supervisor
- c. Create and submit your Individual Development Plan (IDP)
- d. Receive IDP approval

Item : 4. Preview next onboarding Phase

- [a. Consider your leadership career goals](#)