

Employee Onboarding Responsibilities

First and foremost, WELCOME and ALOHA to the Defense Logistics Agency Pacific (DLA Pacific) command. To ensure you have a smooth transition into your new organization, we have provided some valuable information below for your use. We recommend you follow these phase-by-phase checklists to assist in your transition to DLA Pacific. We believe the more informed you are, the easier your transition will be.

As a new employee, you have an important and active role as a participant in your own onboarding and we have created this program as a two-way active process between you and the supervisor/sponsor. DLA Pacific provides information, resources, and equipment; you must be engaged and ready to embrace new ways of doing work and adapt to new office norms and work styles.

Phase 1: Before You Arrive (Pre-Arrival)

Before you begin your new journey with DLA Pacific, there are several forms you will need to fill out and sign that are mandated by law. To assist in the transition, it is best to have these forms ready on your first day. In addition, this phase requires you to take action on several requirements to assist with your travel/transition to your new assignment. Staying in constant contact with your sponsor and supervisor is paramount.

Phase 2: Your Arrival Day

Several of our DLA Pacific positions are located throughout the Pacific Region, which may require you to travel via flight to your new assignment location. The arrival day is setup to allow for a pickup at the airport that supports this situation. It is important to inform your sponsor and supervisor in advance of your transportation arrangements and that you have pertinent travel documents with you.

Phase 3: Your First Day

The first day focuses on reporting for duty: the day of your transition into your new position. There are numerous steps that you must complete ahead of time to ensure that your transition will be an easy one. The first day will include introducing you to your supervisor; providing you with a formal introduction to the organization; giving you a tour of the facilities, introducing you to your co-workers, setting you up in your new workspace, and providing you with an opportunity to meet with the Commander.

Phase 4: Your First Week

Your first week will probably be a very busy time. Not only will you be acclimatizing yourself to your new surroundings, you will also be getting to know your co-workers, adjusting to the

office climate, learning the technology, and starting to work on the projects to which your supervisor has assigned to you. In addition, you will be gaining access to the important tools that you will be using to manage your time within DLA Pacific.

Phase 5: Your First 90 Days

By this time, you should have full access to all your online accounts, you will be able to manage your personnel records, and your individual benefits programs. Now, take this opportunity to research and set up your Individual Development Plan (IDP). Also for Korea and Japan assignments, ensure you develop your Non-Combatant Evacuations (NEO) Packet.

Phase 6: Your First Year

There is a variety of opportunities available to you. We are committed to supporting you in your personal and professional development during your first year and beyond.

DLA Pacific Employee Onboarding Employee Checklist

Employee Name:

Sponsor Name:

Supervisor Name:

Start Date:

DLA Pacific Employee Onboarding Employee Checklist IAW DLA Pacific Employee Onboarding Program, SOP #02-13		
	Task	Completed Date
Phase 1. Pre-Arrival	<i>Welcome to DLA!</i>	NA
	Upon receipt of Welcome Packet, familiarize yourself with the contents	
	Complete any paperwork that may have been sent to you that is required for employment and return electronically or as instructed	
	Acknowledge receipt of materials and communicate any special needs you may have to your Supervisor/Sponsor	
	Contact the new organization supervisor and sponsor, as soon as possible via telephone, email, or any other reliable means	
	Send the completed "New Employee Assessment Checklist" to your sponsor	
	Set up temporary lodging reservations, seek sponsor's help if need be	
	Provide PCS orders to sponsor to obtain a mail box, as required	
	Check on housing options	
	Secure flight and transportation arrangements, as required	
	Review applicable information on the DLA J1 HR website to assist with onboarding: http://www.hr.dla.mil/resources/employment/overseas/going.asp	
	Review applicable information on the DLA J1 HR website. http://www.hr.dla.mil/resources/benefits/Welcome.asp	
	Provide sponsor with your flight, transportation and lodging reservations	
	Confirm scheduled appointments that will take place after arrival (finance, housing, etc.)	(NA if civilian)
	Ensure you are prepared to provide the following on the First Day: <ul style="list-style-type: none"> • Copy of Orders and any amendments; • Copy of last evaluation (*Note – if last evaluation is an AER/TR they also need to provide a copy of the last evaluation they received before they departed for school); Copy of last Physical Fitness Test	(NA if civilian)
	Update your sponsor, as needed	
Phase 2. Arrival Day	Ensure proper documents are with you upon arrival	
	Meet your sponsor	
	Ensure transportation, lodging, base access and or special needs are addressed with your sponsor upon arrival, as required	
	Update sponsor and supervisor, as needed	
Phase 3.	<i>Help us make your first day a compelling, valuable experience</i>	NA

First Day	Arrive with plenty of time to meet your sponsor	
	Bring all employment paperwork with you if it was not returned electronically	
	Bring your ID, passport or two other forms of ID, as advised	
	Upon your arrival, proceed to main entrance or where your sponsor/supervisor told you to meet during the Pre-Arrival phase	
	Your sponsor/supervisor will escort you to your work site.	
	Your sponsor/supervisor will escort you to any in processing requirements/appointments that you may have and see Enterprise Orientation I. <i>(Note – EOI is TBD)</i>	
	DLA Pacific Business Management Office (BMO) Check-In <i>(with supervisor/sponsor)</i> : <ul style="list-style-type: none"> • Check on equipment status and availability if these are not currently installed • Verify Personnel Information and update contact listing • Establish Defense Travel System (DTS) Account • Apply for or Transfer Travel Card Military Members: <ul style="list-style-type: none"> • Provide required forms from the Pre-Arrival phase • Complete Duty Status Message • Rating Official/Senior Rating Official identified (as applicable) • Update your service’s disaster and personnel accountability system: <ul style="list-style-type: none"> ○ Army: https://adpaas.army.mil ○ Air Force: https://afpass.af.mil ○ Navy: https://navyfamily.navy.mil ○ Marine: https://sso.tfs.usmc.mil/sso/DoDCConsent.do • Air Force – <i>all members must access AF Portal/e-finance/PIPS and select Bolling as their servicing finance. Update your information in the AF White Pages.</i> • Marine – <i>all members must in-process through HQ SVS BN, S-1 at Camp Smith, Hawaii</i> <u>Army – all members will in-process through their respective servicing personnel center per UIC / Passcode. Contact DLA BMO Military HR Liaison for additional assistance.</u>	
	<ul style="list-style-type: none"> • Visit the housing office, as required 	
	Enroll into DEERS, as required	
	Your Common Access Card (CAC) will be issued within a few days once your employee account is established in the system. Your sponsor or supervisor will assist you with the appointment to get your CAC card.	
	Acquire dependent ID cards, as needed	
	Verify status of POV and household goods shipment, as required	
	Pickup your personal mail, as required	
	Update sponsor and supervisor, as needed	
Phase 4. First Week	<i>Actively participate in your onboarding process</i>	NA
	Attend a One-on-One with your supervisor prior to meeting with the DLA Pacific Deputy and Commander	
	Attend a "Employee One-on-One" with the DLA Pacific Deputy Commander	
	Attend a "Employee One-on-One" with the DLA Pacific Commander	
	Obtain office key through your supervisor, as required	
	Obtain a mail box, as needed	

Signature:	Obtain your DLA Command Badge and discuss Policy Statement with your supervisor	<i>(NA if civilian)</i>
	Receive the Emergency Essential (EE) Program Brief from your supervisor	
	Make arrangements to attend/participate in the host installation Orientation Briefings at the earliest possible date	
	Discuss Red Cross Notification process with your supervisor	
	Obtain NIPR/SIPR/CENTRIX accounts, as needed	
	Attend the "DLA New Employee Training/Briefings", as required	
	Acquire and discuss procedures for a Government Cellphone or Blackberry Device with your supervisor, as needed	
	Obtain a ration card, as required	
	Obtain a SOFA stamp, as required	
	Provide your emergency contact information to your supervisor	
	Complete any remaining employment paperwork to include benefits forms	
	Your supervisor will give you a copy of your Position Description and discuss draft Performance Plan	
	Become familiar with DLA Learning Management System (LMS)	
	Select your supervisor in LMS, review your LMS 'To Do' list. Plan to take all training on your 'To Do' list within the timeframe due	
	Complete Enterprise Orientation II online in LMS	
	Plan to attend at the earliest possible offering, DLA Today (Course #101)	
	Ensure you have access to the various websites: eWP (<i>Action Officer page, BMO Dashboard, Organization Charts, other eWP sources of information; Q share drive</i>), TMT, LMS, FEPAAS, MyBiz, EOPF and Eagle overview.	
	Update your supervisor	
	Provide comments below on Phase 1 through Phase 4 activities:	
Send copy of this checklist with employee signature and dates of completion for Phase 1 through Phase 4 within 10 business days of your arrival to DLA Pacific Business Management Office (BMO). Send form to: DLA Pacific Management Business Office		

DLA Pacific Employee Onboarding New Employee Checklist

	Task	Completed Date
Phase 5. Within the First 90 Days	<i>Your Work Unit, Your Job, Local Orientation, Training</i>	NA
	Within 30 Day Tasks: <ul style="list-style-type: none"> Attend Performance session with your supervisor and sign Performance Plan Ensure emergency point of contact information is up to date in MyBiz Respond to New Employee Entrance Survey sent via email from Human Resources Complete DLA Pacific Employee Onboarding Survey 	
	Ensure host installation Newcomer's Orientation is complete	
	Collaborate with your supervisor to create your first Individual Development Plan (IDP) in LMS (<i>civilian only</i>)	
	Plan to attend DLA Our Customer Today (Course #105)	
	Take supervisor approved essential training that is directly related to your duties	
	Regularly check your LMS 'To Do' list to verify enterprise mandatory training is complete	
	Receive supervisor's feedback on your performance and ask questions for clarity <i>*Note - Military Members must complete this step within 60 days.</i>	
	Within 60 days of arrival - Regularly check LMS "To Do" List. Complete enterprise mandatory training and DLA Our Customer Today (105)	
	Obtain a Defense Travel Systems (DTS) account via DLA Pacific BMO, as required	
	Obtain a Government Travel Card (GTC) via DLA Pacific BMO, as required	
	Obtain a Government Drivers Card, as required	
	Obtain a Government Cellphone/Blackberry, as required	
	Obtain a local driver license, as needed	
	Make school arrangement for your children, as needed	
	Make arrangements for POV pickup, as needed	
	Register your vehicle, as required	
	Make arrangements for household goods delivery, as needed	
	Develop a Non-Combatant Evacuation (NEO) Packet, as required	
	Provide "on-boarding" progress with your supervisor; identify any roadblocks	
Provide your feedback and suggestions to improve the DLA Pacific Employee Onboarding process		
Phase 6. First Year	<i>Evaluate your progress; ask for feedback</i>	NA
	Collaborate with your supervisor to update your IDP in LMS	
	Obtain performance feedback from your supervisor	
	Evaluate your progress	
	Update Supervisor, as needed	

*Detailed information on DLA HR is located at:
<http://www.hr.dla.mil/resources/benefits/Welcome.asp>

*Once CAC and Computer are issued, information on the J3 organization and processes can be found at:

<https://eworkplace.dla.mil/sites/s14/j3/s14d/Pages/default.aspx>

<https://eworkplace.dla.mil/sites/s14/j3/Pages/default.aspx>

<https://eworkplace.dla.mil/sites/s14/j3/Pages/J3BusinessManagementOffice.aspx>

*Note – DLA Pacific Employees on customer sites may require unique processing steps.

DLA Pacific Employee Onboarding Employee Checklist

EMPLOYEE NEEDS ASSESSMENT CHECKLIST

Name: Last, First

Current Duty Station:

CONTACT INFORMATION:

Currently Active

Work: xxx-xxx-xxxx

Date no longer active after: dd-MMM-yy

Home: xxx-xxx-xxxx

dd-MMM-yy

Cell: xxx-xxx-xxxx

dd-MMM-yy

Email:

Leave en route? Address: Phone:

FAMILY:

(this information will help your sponsor plan for transportation, lodging, activities, etc)

Accompanied by family members?

How many? 0

Children

Ages?

Other Family Members

Explain:

Pets

Type:

REQUIREMENTS:

Lodging:

Transportation:

Childcare:

School:

Special Needs:

ARRIVAL:

Date: dd-MMM-yy

Time:

Airline:

Flight Nbr:

REMARKS: