**DCMA Military Onboarding Checklist**

(Websites that the link doesn’t work will need to be copied and paste into the toolbar)

Onboarding is the action or process of integrating a new employee into an organization. Some actions must be done by the sponsor before arrival and some of these actions require the assistance of the sponsor for a successful transition.

**Pre-arrival**

Sponsor or Supervisor

* Contact inbound employee NLT 72 hours prior to arrival to provide reporting/onboarding instructions to the employee (directions, when/where to report, parking, attire, etc.) and provide POC name/number for arrival
* Identify a work location and have ready prior to employee arrival
* Create an Internal Web Access Management (IWAM) account 3-5 business days prior to onboard date by going to under eCAPABILITIES then eTools on DCMA 360 for computer access
* Have member complete Cyber Awareness Challenge located under Training at the DISA page <https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm> as well as complete an Acceptable Use Policy form at <https://360.dcma.mil/teams/P2-IT/ITK/ETA/ETA%20Documents%20Library/AcceptableUsePolicy_20161227%20_Approved.pdf> to gain e-mail access. This should be coordinated by the sponsor/supervisor prior to arrival and both certificate and form submitted to dcma.lee.it-dir.mbx.dcmait-k-8570@mail.mil. Otherwise these actions will need to be done after arrival on a computer that has a dual CAC reader
* Submit a Service Request by going to the lower left hand corner of the below page <https://servicecenter.dcma.mil/CGWeb/MainUI/ServiceCatalog/ServiceCatalog.aspx>
	+ Computer Equipment
	+ Telephone
* Have employee watch the “What DCMA Does” video found on the DCMA public page, <https://www.dcma.mil/>, under the title bar About Us then Agency Mission Video

**Post-arrival**

Employee

* Receive building/facility access, security badge and evacuation guidance from unit
* Receive leave, passes and accountability procedures from unit
* Receive building tour (cafeteria, supply office, emergency rally point, etc.)
* Supervisor/onboarder should provide phone instructions on how to dial out
* Meet with supervisor and receive Chain of Command information
* Schedule appointment with Commander/Director
* Receive recall roster and enrolled in notification system(s)
* Complete Occupational Safety and Health Skill Soft training (will be sent to you via e-mail)
* Log into the Enterprise Integrated Toolkit (EITS) under eCAPABILITIES on DCMA360
	+ Click on the “My Training” tab
	+ Complete any training listed by the due date (i.e., Ethics, Privacy Act, etc.)
* Send an e-mail to the DTS Help Desk at dcma.lee.hq.mbx.fbla-dts-helpdesk@mail.mil for your GTCC and DTS profile to be transferred to DCMA. There are several training requirements and forms that will be e-mailed to you to complete prior to being gained to DCMA. All DTS training is in Travel Explorer (Trax) at [https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=238612546&CFTOKEN=70aa8e91a95c0ae5-1B3F1CEC-9275-F8D7-9E2EBB834E9D84B0#](https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=238612546&CFTOKEN=70aa8e91a95c0ae5-1B3F1CEC-9275-F8D7-9E2EBB834E9D84B0). From there you will click on Training and go to the Completed tab to verify completion (in case you have already done the training). If you haven’t completed these courses, then go to the Available/Recommend tab, click View All and search/complete the training.
	+ DTS (Basic) - DTS Travel Documents (DTS 101) - do not confuse

this course with "About DTS"

* + Programs & Policies - Travel Card Program (Travel Card 101)

[Mandatory] - Must be retaken every 3 years

* + Programs & Policies - TDY Travel Policies 101
	+ Programs & Policies - City Pair Program
	+ Programs & Policies - U.S. Government Rental Car Program
	+ DTS (Special Topic) - Itinerary Changes
	+ DTS (Special Topic) - Personal Leave with Official Travel

If you are assigned as an Accountable Official or Certifying Officer in Defense Travel System (DTS), you will need to complete the additional training:

* + DTS (Special Topic) – Constructive Travel
	+ DTA – Maintenance Tool: An Overview
	+ AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL)
	+ AO/RO – The DTS Approval Process
* If you hold a DAWIA certification for your position, send your certifications to your training coordinator
* Complete additional unit specific in-processing with CMO/Regional LNO

Supervisor

* Obtain an Army Knowledge Online account since the Executive Agent for civilian employees is the Army and access to all the Army civilian HR systems requires an AKO account (e.g., DCPDS, AutoNOA, CPOL, etc.). Instructions can be found on DCMA 360 <https://360.intranet.dcma.mil/Directorate/PH-HC/HCB/SYS/SiteAssets/AKO_Guidance.pdf>
* Obtain system access to all the Army civilian HR systems by submitting a System Access Authorization Form (SAAR). The webpage is located at DCMA 360 <https://360.intranet.dcma.mil/Directorate/PH-HC/HCB/SYS/SitePages/HCTools.aspx#Requesting_HR_Tool_Access>. SAARs need the security signature before the IAO signs.
* Obtain DAI access for timecards with “Employee Time User DCMA” and “OTL Supervisor Approver” roles by following the instructions on DCMA 360 <https://360.intranet.dcma.mil/Directorate/PH-HC/Lists/Supervisors/NS.aspx>. Once you have access you will need to sign-up for training at <https://360.intranet.dcma.mil/directorate/ph-fb/FBS/FBSO/Lists/Calendar/Register.aspx>.
* Review AcqDemo site on 360, <https://acqdemo.hci.mil/training.html>, if supervising non-bargaining unit civilians in order to learn how to write appraisals
* Review Position Descriptions (PD) or Position Requirements Document (PRD) for civilian employees you are directly supervising