



New Civilian Onboarding Checklist

Disclaimer: When emailing your sponsor or supervisor, please do not include Personal Identifiable Information (PII) in any of the required onboarding forms.

A. New Civilian Information

Grade Level:		First Name:		Last Name:	
Division Assigned:		Assigned IWD HR Liaison:		Assigned Sponsor:	
Assigned Division ISC:		EOD Date:			

B. Before Employee's First Day

No.	Task	Point of Contact	Date Completed	Notes
1	Complete all new join documents in USA Staffing	HROM (GS) /CIPO (GG)		
2	Receive email invite to HR's Virtual New Employee Orientation	HROM (GS) /CIPO (GG)		
3	Receive welcome aboard email from IWD HR Liaison with sponsor's information	IWD HR Liaison		
4	Receive email from sponsor	Sponsor		
5	Receive invite to DCI Orientation	IEX/IWD		
6	Submit first week Pentagon visitor access request	Sponsor		
7	Submit first week Pentagon temporary parking request	Sponsor		
8	Connect with sponsor if any questions	Sponsor		
9	Training - Complete the following required training via the STEPP Portal or the Defense Travel System (DTS) site; email completed training certificates to sponsor.			
9a	Cyber Awareness Challenge (Current Year)	Sponsor		
9b	Identifying and Safeguarding Personally Identifiable Information (PII)	Sponsor		
9c	Derivative Classification	Sponsor		
9d	Marking Special Categories of Classified Information	Sponsor		
9e	Unauthorized Disclosure (UD) of Classified Information and Controlled Unclassified Information (CUI)	Sponsor		
9f	Travel Card 101 via DTS website	Sponsor		
10	Security Documents - Review and complete the following documents; email completed documents to sponsor.			
10a	SF-312 - Classified Information Nondisclosure Agreement - Read the first page. Type in your first and last name on page 1 where it says "an Agreement Between". On the second page sign and date (DO NOT INCLUDE YOUR SSN) .	IEX Security		
10b	NATO Briefing Certificate - Print this form and fill out lines 1 through 4, type Pentagon in line 5, then sign and date line 7 with "wet ink" (our security office will NOT accept a digital signature on this form).	IEX Security		
10c	HQMC Security Briefing Sheet - Ensure you initial each line and sign at the bottom of the page.	IEX Security		
10d	Agreement to Hand Carry Classified Material - Complete only if a courier card is needed; and if a TS courier card, a written justification is required.	IEX Security		
10e	Pentagon Access Acknowledgement Form -Print, sign, and date document.	IEX Security		
11	Administrative Forms - Review and complete the following forms; email completed forms to sponsor.			
11a	DOD Government Travel Charge Card (GTCC) Statement of Understanding (SOU) - Print, date, and sign document.	IEX GTCC PM		
11b	Biography - Utilize the attached template to provide a photo and populate your biography information.	Sponsor		

11c	NIPR SAAR Form - For civilians pending an SF 50, complete Part I and provide a wet signature in box 11 and the bottom of page 4. Note: Once you've been issued a CAC you will be required to update this SAAR with digital signatures.	Division ISC		
-----	---	--------------	--	--

C. Employee's First Week - Day 1

No.	Task	Point of Contact	Date Completed	Notes
1	Attend virtual HROM/CIPO New Employee Orientation	HROM (GS) /CIPO (GG)		
2	Continue completing required training and security documents	Sponsor		
3	Email all training certificates and completed documents to sponsor	Sponsor		

D. Employee's First Week - Days 2-5

No.	Task	Point of Contact	Date Completed	Notes
1	Pentagon Visit - Meet sponsor at Pentagon Visitor Center	Sponsor		
2	Sponsor uploads completed training certificates and documents to onboarding portal	Sponsor		
3	Check-in with IEX	Sponsor		
4	Tour Pentagon and DC I office spaces with sponsor	Sponsor		
5	Visit assigned office			
5a	Meet supervisor	Supervisor		Supervisor to provide PD
5b	Discuss performance expectations	Supervisor		
5c	Become familiar with daily work activities	Supervisor		
5d	Establish work schedule with supervisor	Supervisor		
5e	Share with supervisor if you require reasonable accommodations	Supervisor		
5f	Meet colleagues	Supervisor/Sponsor		
5g	Locate assigned workstation	Sponsor		
5h	Sign for IT equipment (connect and map computer to multi-functional devices (Print, Scan, and Fax)	Division ISC		Requires CAC
5i	Become familiar with egress route	Sponsor		
5j	Obtain office address and telephone numbers	Sponsor		
5k	Learn where to gain access of office supplies	Sponsor		
5l	Review remaining onboarding checklist tasks with sponsor	Sponsor		
6	Schedule appointment with CAC office once the following items have been received/completed.			
6a	Issuance of SF-50	IWD HR Liaison		
6b	Creation of Marine Corps email address	Division ISC		
6c	Processing of Pentagon building access	IEX Security		
6d	Approval of NIPR token	Division ISC		Requires CAC and SAAR
7	For SCIF assigned personnel - schedule time to meet with SPINTCOM to complete your read-in			
7a	Indoctrination - Receive Oath of Office from ADIRINT	SPINTCOM/Sponsor		
7b	Coordinate with sponsor to establish JWICS account	SPINTCOM/Sponsor		
8	Security Documents - Review and complete the following documents if billet requires SCI clearance and was done prior to arrival; email completed documents to sponsor.			
8a	SCI Nomination Package (if basic orders state SCI clearance required)	SSO/SPINTCOM		
8b	SCI Nomination Letter (if basic orders state SCI clearance required)	SSO/SPINTCOM		
8c	Pre-Nomination Personal Interview Questions (if position description states SCI clearance is required)	SSO/SPINTCOM		
8d	SF 86C (if basic orders state SCI clearance required)	SSO/SPINTCOM		

E. Employee's First Month

No.	Task	Point of Contact	Date Completed	Notes
-----	------	------------------	----------------	-------

1	Attend meet and greet with DCI/ADCI ☒	Sponsor		
2	Attend DCI New Join Orientation	IEX/IWD		
3	Gain access to systems and building spaces	Sponsor		
4	Access personal account in TWMS	IWD HR Liaison		Requires CAC to access
5	Complete Teleworking Training via TWMS	Supervisor		Requires CAC to access
6	Complete DAI/OTL SAAR Form for timekeeping	Supervisor		Requires CAC and SAAR
7	Register with DAI/OTL (timekeeping)	IWD HR Liaison		Requires CAC
8	Create DAI/OTL profile in ARMS (timekeeping)	IWD HR Liaison		Requires CAC
9	Establish performance plan in DCPDS/DPMAP via MyBiz	Supervisor		Requires CAC to access
10	Create your Individual Development Plan (IDP)	Supervisor		Requires CAC to access
11	Review your IDP with your supervisor for approval	Supervisor		
12	Review HQMC training opportunities	HROM and IWD		Requires CAC to access
13	Register for the Marine Corps Acculturation Program	HROM		Requires CAC to register
14	Make your insurance elections			
14a	Federal Employees Health Benefits (FEHB)	HROM/CIPO		Requires CAC to enroll
14b	Federal Employees Dental & Vision Insurance Program (FEDVIP)	HROM/CIPO		Requires CAC to enroll
14c	Federal Employees Groups Life Insurance (FEGLI)	HROM/CIPO		Requires CAC to enroll
14d	Flexible Spending Accounts (FSA)	HROM/CIPO		Requires CAC to enroll
15	Review your Thrift Savings Plan (TSP)	HROM/CIPO		
16	Complete Onboarding Experience Questionnaire	IWD		
17	Complete SIPR SAAR Form - following processing of NIPR token (if applicable)	Division ISC		Requires CAC and SAAR
18	Complete JWICS SAAR Form (if applicable)	Division ISC		Requires CAC

F. Employee's First Year

No.	Task	Point of Contact	Date Completed	Notes
1	Become familiar with DC I policies	Supervisor		
2	Complete mandatory training requirements	Supervisor/IWD		
3	Schedule coaching sessions with supervisor (as necessary)	Supervisor		
4	Enroll in the Marine Corps Leadership Development Program (optional)	IWD/HROM		
5	Enlist a mentor (optional)	IWD		
6	Complete mid-term performance review (if required)	Supervisor		
7	Complete self-assessment	Supervisor		
8	Complete year-end performance review	Supervisor		
9	Sign off on completed performance review	Supervisor		
10	Establish new performance plan	Supervisor		
11	Establish new IDP	Supervisor		
12	Celebrate your first anniversary as a Civilian Marine at DC I!	Supervisor		