New Military Onboarding Checklist

A. New Military Members Information

Rank:		First Name:		Last Name:	
Report Date:		Division Assigned:		Assigned Sponsor:	
Signature					

B. Before Marine's First Day

No.	Task	Point of Contact	Date Completed	Notes
1	Sponsor identified 90 days from estimated arrival date	Sponsor		
2	Receive welcome aboard email from IEX with sponsor's information	IEX		
3	Submit first week Pentagon visitor access request 3-4 days prior to arrival	Sponsor		
4	Submit first week Pentagon temporary parking request	Sponsor		
5	Connect with sponsor if any questions	Sponsor		
6	**Training -** Complete the following required training via the STEPP Portal, MarineNet or the Defense Travel System site; upload training certificates to Onboarding Portal. If unable to upload email completed training certificates to sponsor.			
6a	**Cyber Awareness Challenge (Current Year)**	Sponsor		
6b	**Identifying and Safeguarding Personally Identifiable Information (PII)**	Sponsor		Required for SAAR
6c	**Derivative Classification**	Sponsor		
6d	**Marking Special Categories of Classified Information**	Sponsor		
6e	**Unauthorized Disclosure (UD) of Classified Information and Controlled Unclassified Information (CUI)**	Sponsor		
6f	**Travel Card 101** via DTS website	Sponsor		
7	**Security Documents -** Review and complete the following documents; upload training certificates to SharePoint. If unable to upload email completed training certificates to sponsor.			
7a	**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).	Sponsor/IEX		
7b	**NATO Security 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).	Sponsor/IEX		
7c	**HQMC Security Briefing Sheet -** Ensure you initial each line and sign at the bottom of the page.	Sponsor/IEX		
7d	**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.	Sponsor/IEX		

7e	**Pentagon Access Acknowledgement Form** -Print, sign, and date document.	Sponsor/IEX		
8	**Administrative Forms - Review and complete the following forms; upload training certificates to SharePoint. If unable to upload email completed training certificates to sponsor.**			
8a	**DOD Government Travel Charge Card (GTCC) Statement of Understanding (SOU)** - Print, date, and sign document.	Sponsor/IEX		
8b	**Military Biography** - Utilize the attached template to provide a photo and populate your biography information.	Sponsor		
8c	**NIPR SAAR Form**	Division ISC		

C. Marines First Day				
No.	Task	Point of Contact	Date Completed	Notes
1	Report to Henderson Hall	Henderson Hall		
2	Pentagon Visit - Meet sponsor at Pentagon Visitor Center	Sponsor		
3	Check-in with IEX	Sponsor		
4	**Security Documents** - Review and complete the following document if billet requires SCI clearance and was done prior to arrival; email completed documents to sponsor.			
4a	**SCI Nomination Package** (if basic orders state SCI clearance required)	SSO/SPINTCOM		
4b	**SCI Nomination Letter** (if basic orders state SCI clearance required)	SSO/SPINTCOM		
4c	**Pre-Nomination Personal Interview Questions (if basic orders state SCI clearance required)**	SSO/SPINTCOM		
4d	**SF 86C** (if basic orders state SCI clearance required)	SSO/SPINTCOM		
5	Tour Pentagon and DC I office spaces with sponsor	Sponsor		
6	**Visit assigned office**			
6a	Meet supervisor	Sponsor		
6b	Discuss performance expectations	Supervisor		
6c	Become familiar with daily work activities	Supervisor		
6d	Establish work schedule with supervisor	Supervisor		
6e	Meet colleagues	Sponsor		
6f	Locate assigned workstation	Sponsor		
6g	Sign for IT equipment	Division ISC		
6h	Become familiar with egress route	Sponsor		
6i	Obtain office address and telephone numbers	Sponsor		
6j	Learn where to gain access of office supplies	Sponsor		
6k	Review remaining onboarding checklist tasks with sponsor	Sponsor		

D. Marine's First Month				
No.	Task	Point of Contact	Date Completed	Notes
1	Attend meet and greet with DCI or ADCI	Sponsor		
2	Attend DCI New Join Orientation	IEX/IWD		
3	Gain access to systems and building spaces	Sponsor		
4	Complete Onboarding Experience Questionnaire	IEX/IWD		

No.	Task	Point of Contact	Date Completed	Notes
5	Complete SIPR SAAR Form - following processing of NIPR token (if applicable)	Division ISC		

E. Marine's First Year				
No.	**Task**	**Point of Contact**	**Date Completed**	**Notes**
1	Become familiar with DCI policies	Supervisor		
2	Complete mandatory training requirements	Supervisor		
3	Schedule coaching sessions with supervisor (as necessary)	Supervisor		