



# NAVWAR NEW EMPLOYEE ROADMAP

This checklist is provided to guide you through the first few days, weeks and months as a NAVWAR employee

## BEFORE YOUR START DATE

It is important that you complete this paperwork as quickly as possible. Note: *If you are transferring from another federal agency, you should provide a copy of your last leave and earning statement to your assigned human resources (HR) advisor to qualify for interim leave credit.*

- Ensure you have an active USAJobs account at <https://www.usajobs.gov>
- Complete new hire paperwork through the Onboarding Manager tool at <https://onboarding.usastaffing.gov>
- Complete background investigation (e-Quip) at <https://nbib.opm.gov/e-quip-background-investigations/> (see page 2 for details)
- Complete cyber security training at [https://iatraining.disa.mil/eta/disa\\_cac2018/launchPage.htm](https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm)
- Review the Navy Civilian Benefits Center website at <http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx>
- Contact your assigned New Employee Sponsor with questions

## FIRST DAY

- Report to New Employee Indoctrination and bring two forms of identification, as listed in the employment eligibility verification form (I-9).
  - A copy of your formal offer letter
  - A Copy of your resume
  - Valid driver's license, valid vehicle registration and valid proof of liability insurance
  - Certificate of release or discharge from active duty (DD 214), if you are a veteran
  - Direct deposit form (SF-1199A)
  - Change of address form or MyPay (<https://mypay.dfas.mil/mypay.aspx>), whichever is applicable
  - Federal tax form (W-4) and state tax form
  - Last leave and earning statement, if you are a prior federal government employee
  - Current Common Access Card (CAC), if you are current Department of Defense employee

## FIRST WEEK

- Obtain CAC
- Discuss job responsibilities, performance expectation, work schedule, telework policies, lunch breaks and hours of operation with your supervisor
- Review relevant organizational charts, policies and procedures
- Check for Notification of Personnel Action (SF-50) at <https://compo.dcpds.cpms.osd.mil/>, which should take three of four days to obtain

## FIRST 30 TO 60 DAYS

- Confirm electronic official personnel folder access with your HR adviser
- Set performance objectives and discuss preliminary performance feedback with your supervisor
- Take any office or role-specific training, as advised
- Submit benefits elections at <https://www.civilianbenefits.hroc.navy.mil/>.

## FIRST 90 DAYS

- Work with your supervisor to create and submit an individual development plan
- Complete the New Employee Evaluation Form
- Confirm with your supervisor any mandatory training requirements