

# New Employee Passport





## Introduction

This guide is a tool for you to use in order to get the most of your first 90 days with DFAS. The activities and tasks within are designed for you to complete in addition to your tailored orientation for your job and office.

Though not mandatory, the use of this guide is encouraged, as it provides step-by-step guidance in getting acclimated to your new role, engaging your supervisor, understanding the DFAS culture, and contributing to DFAS in a meaningful way.

There is a wealth of information, both within this Passport and on the Onboarding website. We encourage you to explore both of these resources to help guide you as you begin your DFAS career.





# ONBOARDING

Your Connection to DFAS Culture, Community, Career



## Prepare

|                              | Your Action  | Additional Information   | Complete                 |
|------------------------------|--|--|--------------------------|
| <b>Before Your First Day</b> | Get an insider's perspective on what you can expect as a member of DFAS.   | Go to the main page for the DFAS Onboarding website (same location where you found this resource) and check out the video designed with you in mind. A closed-caption version is provided.   | <input type="checkbox"/> |
|                              | Read about DFAS' mission, vision, and values.  | Go to the main page for the DFAS Onboarding website. Under <b>Prepare</b> select and review 'DFAS Overview'.   | <input type="checkbox"/> |
|                              | Review what role you play in the mission of DFAS.  | Go to the main page for the DFAS Onboarding website. Under <b>Prepare</b> select and review 'Your Role in Our Mission'.  | <input type="checkbox"/> |
|                              | Learn more about your future customers.  | Go to the main page for the DFAS Onboarding website. Under <b>Your Customers</b> , review the information on the various customer groups we serve.   | <input type="checkbox"/> |
|                              | View the information for your site.  | Go to the main page for the DFAS Onboarding website. Under <b>Prepare</b> select and review 'Your DFAS Site'.  | <input type="checkbox"/> |
|                              | Review the information on your Federal Benefits package. <ul style="list-style-type: none"> <li>• Make <i>preliminary</i> choices regarding your health, life, and retirement plans.</li> <li>• You will enroll for these benefits electronically after you begin work.</li> </ul> | Go to the main page for the DFAS Onboarding website. Under <b>Prepare</b> select 'Your Benefits and Beneficiary Forms'. You can use the following to annotate your preliminary health, life, and retirement plan choices.<br><br>Selected Plans:<br><br>Health _____<br>Life _____<br>TSP Contribution/Amount/Fund _____<br>_____<br>Dental/Vision _____<br>Long Term Care _____ | <input type="checkbox"/> |





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## Orient

| First Day/Orientation | Your Action                                       | Additional Information  | Complete                 |
|-----------------------|---|---|--------------------------|
|                       | Attend and complete your site's orientation.      | Information regarding the orientation process can be found on the DFAS Onboarding website by selecting 'Your Site Orientation' under <b>Orient</b> . There, you will find a link to <u>site specific guidance</u> .   | <input type="checkbox"/> |
|                       | Complete the necessary in-processing forms.       | <p>Most of your in-processing forms will be completed via the Onboarding Manager (OM) system.</p> <p>Your Human Resources (HR) representative will let you know when each form is due.</p> <p>There are some forms such as your payroll and additional employment forms (I-9, Appointment Affidavit, etc.) that <b><i>you must print and bring with you on your first day.</i></b></p> <p>If you are unsure of which forms to bring, please contact your HR representative.</p> | <input type="checkbox"/> |
|                       | Obtain assistance in locating necessary supplies. | <p>Contact your office's Administrative Point of Contact (POC) or Secretary to obtain the basic office supplies you will need to complete your work.</p> <p>You can also decorate your office space with award certificates, family pictures, and the like.</p>   | <input type="checkbox"/> |





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## Engage

| Your Action   | Additional Information   | Complete                 |
|---|--|--------------------------|
| Increase your awareness and knowledge about DFAS' strategy, organizational structure, and general administrative policies/practices.  | Go to the main page for the DFAS Onboarding website. Under <b>Engage</b> , select and review the various topics listed to enhance your awareness and knowledge. Take notes to ask/discuss any questions you may have regarding this information with your Supervisor, Team Lead, or Sponsor. | <input type="checkbox"/> |
| Meet your team members.   | Your Supervisor, Team Lead, or Sponsor should take you around the office and introduce you to who you'll be working with. <b>DON'T WAIT</b> , take the initiative to introduce yourself to those sitting around you and begin building those valuable professional relationships.            | <input type="checkbox"/> |
| <b>Meet with your Supervisor and ...</b>  |  |                          |
| Discuss the vision, mission, and strategy for DFAS and your organization.   | Copies of your organization's mission, function, and organizational chart should be available through your supervisor or team lead. <b>Learn how your job supports the most important customers in the world.</b>  | <input type="checkbox"/> |
| Review DFAS Policies to include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hours of Work</li> <li><input type="checkbox"/> Leave</li> <li><input type="checkbox"/> Conduct</li> <li><input type="checkbox"/> Performance Management</li> <li><input type="checkbox"/> Training</li> <li><input type="checkbox"/> Equal Employment Opportunity</li> <li><input type="checkbox"/> Chain of Command</li> </ul> | Your Supervisor or Team Lead should have his/her own checklist of items to cover with you regarding these topics.<br><br>You won't need to memorize them, but should know where to go to review them.  | <input type="checkbox"/> |
| Begin your first work assignment.   | Because each organization differs, your first assignment may range from completing core training to providing assistance to a fellow team member. <b>No matter the task, look for opportunities to learn the processes and business.</b>   | <input type="checkbox"/> |

First Week





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## Excel

| First 90 Days | Your Action  | Additional Information  | Complete                 |
|---------------|--|---|--------------------------|
|               | Learn about the various tools and processes in place to support you in starting a successful career at DFAS.                 | Go to the main page for the DFAS Onboarding website. Under <b>Excel</b> select and review the various topics listed to enhance your awareness and knowledge. Share questions you have regarding this information with your Supervisor, Team Lead, or Sponsor.   | <input type="checkbox"/> |
|               | Review your performance plan and position description.   | Your performance plan is tailored toward your specific position. Your Supervisor should discuss with you the performance elements of your job and give you an opportunity to provide input.   | <input type="checkbox"/> |
|               | Explore the various required, or highly recommended, certifications associated with your specialty and/or position.          | Under <b>Excel</b> , select and review 'Certifications'. Discuss any specific certification requirements or recommendations with your Supervisor.   | <input type="checkbox"/> |
|               | Create your development plan using the electronic Individual Development Plan (eIDP).  | After meeting with your Supervisor, formalize your first eIDP. DFAS employees should always strive to improve upon their own performance through formal development and performance feedback.   | <input type="checkbox"/> |
|               | Seek feedback on your performance.   | If you're not regularly receiving feedback both informally and formally, provide a self-assessment to your Supervisor and schedule a time to discuss your perspective and to seek his/her perspective.  | <input type="checkbox"/> |
|               | Be on the lookout for process improvements in your job that would result in better service and/or products for the customer. | All DFAS employees are encouraged to look for better ways to do business in the areas they work. If you see a potential process improvement, share it with your Supervisor and/or Team Lead. <b><i>This also includes providing your feedback via the New Hire Surveys you'll be invited to participate in.</i></b> | <input type="checkbox"/> |





The road ahead holds many opportunities – both for your professional development and in making a difference for our customers.

Use your first year to aggressively address competency gaps and solicit performance feedback from your Supervisor and/or Team Leader. To close any developmental gaps, be sure to take advantage of the many resources that can be found on the Growth and Learning ePortal Community.

We wish you the best in your DFAS career!

