

HQMC Onboarding Checklist: Phase 1

Before You Arrive

Item : 1. Review Your Position

- a. [Learn about your Position Description \(PD\) from the "Your Position" page](#)
- b. [Download the job description from USAJobs or ask your HQMC contact for a copy of your PD](#)
- c. Refer any questions you may have to your HQMC contact or your Supervisor
- d. [Will you need Reasonable Accommodation? If so, contact your Supervisor](#)

Item : 2. Complete Required Forms

- a. [Determine which forms you will need from the "Onboarding Forms" page](#)
- b. Download the required forms to your computer
- c. Complete all forms
- d. Forward as many completed forms as possible to your HQMC contact

Item : 3. Plan Your Commute

- a. [Review your transportation options on the "Transportation and Parking" page](#)
- b. Will you need parking? Contact your Supervisor for instructions
- c. Taking public transportation? Research options and make special arrangements if necessary

Item : 4. Establish Your Schedule

- a. [Review your options on the "Attendance and Leave" page](#)
- b. Contact your Supervisor (if possible) to discuss which scheduling options will best suit you

Item : 5. Enroll in Benefits

- a. [Review your Benefits options on the "Federal Employment Benefits" page](#)
- b. Select your benefits
- c. Enroll in your selected benefits
- c1. [Federal Employees Health Benefit \(FEHB\)](#)
- c2. [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- c3. [Federal Flexible Spending Account\(s\)](#)
- c4. [Federal Long-Term Care Insurance](#)
- c5. [Federal Employee Group Life Insurance \(FGLI\)](#)
- c6. [Thrift Savings Plan \(TSP\)](#)

Item : 6. Preview Next Onboarding Phase

- a. [Preview Phase 2 before reporting for duty](#)