

HQMC Onboarding Checklist: Phase 3

Item : 1. Procure Security Badges

- ☐ [a. Procure your Common Access Card \(CAC\)](#)
- ☐ a1. Complete and submit all paperwork
- ☐ a2. Obtain CAC from Defense Enrollment Eligibility Reporting System (DEERS) office
- ☐ b. Do you need a building badge? Obtain one from your building Security Office

Item : 2. Complete Required EEO Training

- ☐ [Notification of Federal Employee Antidiscrimination and Retaliation \(NO FEAR ACT\)](#)
- ☐ [Prevention of Sexual Harassment \(POSH\)](#)

Item : 3. Complete Required Security Training

- ☐ [a. Civilian Cyber Awareness Training \(CCAT\) \[CAC Required\]](#)
- ☐ a1. Information Assurance Awareness (IAA)
- ☐ a2. Personally Identifiable Information (PII)
- ☐ a3. Lethal Keystrokes
- ☐ b. Basic Information and Personnel Security
- ☐ c. Antiterrorism/Force Protection (AT/FP)
- ☐ d. Counter-Espionage

Item : 4. Enter your Time and Attendance

- ☐ a. Configure your computer for the Time and Attendance portal
- ☐ [b. Learn Standard Labor Data Collection and Distribution Application \(SLDCADA\)](#)

Item : 5. Create your Performance Plan

- ☐ [a. Meet with your Supervisor to set objectives](#)
- ☐ b. Submit your draft Performance Plan
- ☐ c. Receive Performance Plan approval

Item : 6. Preview next onboarding Phase

- ☐ [a. Preview Phase 4 to learn about more career options](#)
- ☐ [b. As soon as you have your CAC, finalize your benefits](#)