

# HQMC Onboarding Checklist: Phase 2

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## ***Your First Day (Entrance on Duty)***

### **Item : 1. Review EOD requirements**

- ☐ [a. Learn about the HQMC Dress Code](#)
- ☐ [b. Learn about HQMC Standards and Ethics](#)
- ☐ [c. Learn about HQMC Security Requirements](#)
- ☐ c1. Obtain a Government-Issued Picture ID
- ☐ c2. Obtain Proof of Citizenship

### **Item : 2. Prepare: the day before EOD**

- ☐ a. Plan your route; Estimate your time-on-route
- ☐ b. Check/prepare your means of transportation
- ☐ c. Prepare your clothing
- ☐ d. Check your alarm; Set a back-up

### **Item : 3. Prepare: the morning of EOD**

- ☐ a. Arrive early (in case of unexpected problems)
- ☐ b. Be prepared to meet your supervisor and co-workers
- ☐ c. Call your contact person (Sponsor) upon arrival
- ☐ d. Ask questions (e.g.: location of restrooms? food?)
- ☐ e. Be prepared to work

### **Item : 4. Check out your workspace**

- ☐ [a. Do you need Reasonable Accommodation? If so, was it provided?](#)
- ☐ b. Desk is in good order and well-lit
- ☐ c. Your desk chair suits your needs
- ☐ d. You know where the restrooms are located
- ☐ e. You know how and where to get your lunch
- ☐ f. You have a working computer
- ☐ f1. You are able to log on (login, password, email account)
- ☐ f2. You have been instructed how to print, scan, and fax
- ☐ g. You have a working telephone
- ☐ h. You know your office address and telephone numbers
- ☐ i. You know how to get necessary office supplies

### **Item : 5. Meet with your Supervisor**

- ☐ a. What will your daily work schedule be?
- ☐ [b. Are you eligible for CWS? What is your Regular Day Off \(RDO\)?](#)
- ☐ [c. Are you eligible for telework? Regular? Ad Hoc?](#)
- ☐ d. On what current agency projects will you be working?

### **Item : 6. Preview next Onboarding Phase**

- ☐ [a. Preview Phase 3 to help plan your week](#)