

HQMC Onboarding Checklist: Phase 1

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](#)