

Tips for a Successful First Day!

Welcome to the Army! We are happy to have you onboard as an Army Civilian and a member of a winning team. We have provided a few tips to help you on your first day.

1. Contact your Sponsor and Supervisor prior to your first day to confirm your arrival and to ask any last minute questions.
2. Your work location (Army Post or designated work building) may be processing a number of new employees at the beginning of a pay period. Ensure to allow enough time to go through the Visitor's Center if applicable, in order to arrive at your orientation on time.
3. Security rules may be a bit more rigorous than you are accustomed. Ask your sponsor what the rules are for gaining access to your work location.
4. While each new employee, including transfers, goes through the onboarding process, first-time Federal employees have a few extra steps. Be prepared, follow instructions, and ask questions if you have them.
5. The Human Resources in-processing lasts the morning of your first day. There may be additional in-processing requirements at your location, especially if working overseas.
6. You will meet your Supervisor, teammates and perhaps have an office call with other organizational leaders, so if going into the office, dress to make a positive first impression.
7. Ensure that you bring any supporting documentation that was requested by your Human Resources point of contact, to include any Form I-9 Acceptable Documents that will establish both identity and employment authorization.
8. Ensure that you have completed any Security forms that were requested. Incomplete Security forms may impact your start date.
9. Complete new hire forms in accordance with the due dates identified by your Human Resources point of contact, prior to your arrival. These forms take a considerable amount of time to complete and could significantly delay your onboarding. Ask questions right away if unsure how to complete the forms.
10. To ensure the timely receipt of your pay check, please complete and submit your Standard Form (SF) 1199A, Direct Deposit Sign-Up, W-4 Federal tax withholding form, and if applicable, the State Tax form to the designated point of contact. This could be the Human Resources point of contact or your organizational Customer Service Representative.
11. The Defense Finance and Accounting Service (DFAS) provides your Leave and Earnings Statement (LES). Once you are onboard as an Army employee, you will receive information on how to access DFAS myPay for the first time. This website provides an interactive link to assist you in understanding your LES:
<https://www.dfas.mil/civilianemployees/understandingyourcivilianpay/les/>.
12. The Human Resources point of contact or your Supervisor may inform you of the requirement for an Army Common Access Card (CAC). The CAC will provide you access to Army applications and some Department of Defense sites. After your SF-50 is

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processed, you will be able to apply for the CAC. For an appointment or walk-in hours information, search for a ID Card facility near you: <https://idco.dmdc.osd.mil/idco/>.

13. The “401K” for Federal employees is the Thrift Savings Plan (TSP). Information related to the Federal TSP can be found at www.tsp.gov.
14. When arriving at your new work place, take the initiative to introduce yourself; let your new teammates know who you are.
15. At the end of the day, meet with your Supervisor and/or sponsor ask any additional questions or for assistance you may require.