



New Employee's On-Boarding Checklist

POJ Form 89 Rev. 17 JULY 2024

The purpose of this checklist is to help **New Employees** remember the many details needed for an effective onboarding experience. To access hyperlinks, right click on the link and select 'Copy Link Location,' then paste in your browser or Outlook. If you have trouble accessing hyperlinked content, please contact your Sponsor to have them email the content directly to you.

Employee's Name (Last, First, MI):	
Section/Office:	
Position Title and Grade:	
Supervisor's Name:	

FIRST WEEK	Location	√
1. In-process with CPAC; Sponsor will escort you to in processing location. <i>*In processing occurs every other Wednesday at CPAC. Please coordinate your travel to Japan to ensure you arrive on a Tuesday before CPAC in-processing.</i>	Various locations	
2. Obtain ID card, SOFA passport stamp, and Garrison In-processing Checklist	Various locations	
3. Complete Garrison In-processing checklist – <i>this will take 3-5 days. Your Sponsor will escort you to checklist locations. In-processing checklist will be given to new employees in person. Electronic copies are not available online.</i>	Various locations	
4. Meet Supervisor. Share emergency contact information (cell phone number, email address, etc.).	POJ Staff	
5. Complete POJ Form 83 , 'On-Boarding Records Management Acknowledgement'	Email completed form to the POJ Records Manager	



<p>6. Get building access (ID card required)</p> <p><i>*ID paperwork will be completed during CPAC In-processing</i></p>	<p>Visit POJ Security, Plans and Operations (SPO) Office</p>	
<p>7. Complete NDA/SF312, security briefing, JPAS/security clearance</p>	<p>Visit POJ SPO Office</p>	
<p>8. Public Affairs Orientation</p>	<p>Email POJ Public Affairs Officer</p>	
<p>FIRST 90 DAYS</p>	<p>Location</p>	<p>√</p>
<p>9. Camp Zama In-processing and mandatory Newcomers Orientation/Japanese Head Start</p>	<p>Find out more details at this link</p>	
<p>10. Complete ALERT registration</p>	<p>Contact the EEP Warden (SPO Office) for guidance</p>	
<p>11. Contact the Resource Management Finance and Accounting office to:</p> <ul style="list-style-type: none"> a. CEFMS access activation b. Transfer accrued leave c. Payroll (DCPS System) Actions d. Set up Government Travel Charge Card e. PCS Voucher (submittal of other documents FTA, TQSA through CPAC) 	<p>Email Resource Management Office; cc Supervisor</p>	
<p>12. Complete Financial Disclosure Statement (OGE Form 450)</p>	<p>Email Atsuko Hosokawa (Office of Counsel)</p>	
<p>13. Meet with Division Chief. Supervisor/Sponsor will coordinate with Division Administrative Assistant after in-processing and On-boarding are complete.</p>	<p>Check with your Supervisor</p>	
<p>14. Complete a Position Hazard Analysis.</p>	<p>Via the Position Hazard Analysis website. Contact Danny Fujimoto for questions.</p>	



15. Complete the Acceptable Use Policy and Security Awareness Training for Personally Identifiable Information (PII) through UPASS	Visit this UPASS link	
16. Complete Department of Defense Information Assurance Awareness Training through UPASS	Visit this UPASS link	
17. Meet your timekeeper to get basic training on CEFMS time entry and ensure time is entered for first pay period	Check with your division's Administrative Staff or Supervisor	
18. Contracting Officer's Representatives and Supervisors only – complete Fiscal Law Training to have the ability to obtain CEFMS approval authority	Online at this link	
19. POJ's New Employee Orientation; Introduction to Corporate Board and Support Staff. Occurs Quarterly. Schedule will be posted on the Training Information intranet page.	Reoccurring training. You will receive email notification to attend	
20. Mandatory Ethics Training Requirement	Reoccurring training. You will receive email notification to attend	
21. Meet with POJ Commander (GS 14 and 15 only)	Contact the Executive Assistant to schedule	