

DLA ENGAGE New Employee Checklist - Defense Logistics Agency

Welcome to DLA! DLA ENGAGE activities are designed to help you build a solid foundation for your career with the Agency. From your first day onboard, we want you to realize your full potential. Your supervisor has selected a sponsor from your team to assist you during your first weeks onboard. As a new employee, we expect you to embrace new ways of doing work, adapt to new office norms and work styles, complete all required paperwork, take mandatory training, and seek resources and information you need to do your job. This checklist will assist you with the activities we have planned to help you begin a successful career with DLA.

DLA ENGAGE New Employee Checklist		
PHASE	TASK	COMPLETION DATE
Prior To First Day	<i>Welcome to DLA!</i>	
	Review the New Employee Welcome Documents on the DLA Careers Web page.	
	Complete any paperwork that was sent to you that is required for employment and return electronically or as instructed.	
	Communicate any special needs you may have.	
First Day	Use your legal name, to match your CAC, for all IDs and systems access requests. If you have a common last name, you should include your middle name or initial. This will help avoid confusion if another DLA employee has the same first and last name as you.	
	<i>Help DLA make your first day a compelling, valuable experience.</i>	
	Arrive with plenty of time to meet your sponsor.	
	Bring all employment paperwork with you if it was not returned electronically.	
	Bring your ID, passport or two other forms of ID, as advised by Human Resources (HR).	
	Proceed to the entrance checkpoint, visitor's center, or appropriate ID check site for your location upon your arrival at your installation.	
	Newcomers will be issued a temporary form of ID.	
	Go with your sponsor, who will escort you to HR or appropriate in-processing location to complete any requirements for employment, take the oath of office, and see Enterprise Orientation I	

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First Two Weeks	Go to CAC office to get your Common Access Card (CAC) and badge.	
	Test computer equipment (i.e., logon to workstation, access email, test printer, test Microsoft Office suite access). Contact Enterprise Help Desk at 1.855.352.0001 for any IT related issues.	
	Electronically sign Rules of Behavior and Consent to Monitor forms in Account Management Provisioning System (AMPS).	
	<i>Actively participate in your onboarding processes.</i>	
	Provide your emergency contact information to your supervisor.	
	Complete any remaining employment paperwork to include benefits forms.	
	Bring your CAC and ID cards with you to work every day once you obtain them.	
	Clarify any questions you have concerning your position description and performance expectations with your supervisor.	
	Become familiar with DLA Learning Management System (LMS).	
	Select your supervisor in LMS; review your LMS to-do list.	
	Complete DLA ENGAGE Curriculum online in LMS by due dates.	
	Complete benefits training/information session.	
	Complete Cyber-Awareness Challenge/Information Assurance (IA) and provide proof of completion to your supervisor. This course is required for additional systems access.	
	Complete all other training on your LMS to-do list within the timeframe due.	
Ask any questions you may have of your supervisor and sponsor.		

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First 90 Days	<i>Your work unit, your job, local orientation, training.</i>	
	Receive supervisor's feedback on your performance and ask questions to clarify. Communicate concerns on job duties/tasks. Comply with expectations and discuss future performance opportunities.	
	Collaborate with your supervisor to create your individual development plan (IDP) in LMS.	
	Take supervisor approved essential training as it relates to your duties	
	Check your LMS to-do list regularly to verify all enterprise mandatory training is completed by due date.	
	Provide your feedback and suggestions to improve DLA ENGAGE by completing the 90-Day Feedback in the LMS.	
First Year	<i>Evaluate your progress; ask for feedback.</i>	
	Collaborate with supervisor to update your IDP in LMS.	
	Obtain performance feedback from your supervisor.	
	Evaluate your progress; set personal goals.	