



# NAVAIR NEW EMPLOYEE ROADMAP

This checklist is provided to guide you through the first few days, weeks and months as a NAVAIR employee.

## BEFORE YOUR START DATE

It is important that you complete this paperwork as quickly as possible. *Note: If you are transferring from another federal agency, you should provide a copy of your last leave and earnings statement to your assigned human resources (HR) adviser to qualify for interim leave credit.*

- Ensure you have an active USAJobs account at <https://www.usajobs.gov>
- Complete new hire paperwork through the Onboarding Manager tool at <https://onboarding.usastaffing.gov>
- Complete background investigation (e-QIP) at <https://nbib.opm.gov/e-qip-background-investigations/> (see page 2 for details)
- Complete cybersecurity training at [https://iatraining.disa.mil/eta/disa\\_cac2018/launchPage.htm](https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm)
- Review the Navy Civilian Benefits Center website at <http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx>
- Contact your assigned New Employee Navigator (sponsor) with questions

## FIRST DAY

- Report to new employee indoctrination and bring two forms of identification, as listed in the employment eligibility verification form (I-9).
  - A copy of your formal offer letter
  - A copy of your resume
  - Valid driver's license, valid vehicle registration and valid proof of liability insurance
  - Certificate of release or discharge from active duty (DD 214), if you are a veteran
  - Direct deposit form (SF-1199A)
  - Change of address form or MyPay (<https://mypay.dfas.mil/mypay.aspx>), whichever is applicable
  - Federal tax form (W-4) and state tax form
  - Last leave and earnings statement, if you are a prior federal government employee
  - Current common access card (CAC), if you are a current Department of Defense employee

## FIRST WEEK

- Obtain CAC.
- Discuss job responsibilities, performance expectations, work schedule, telework policies, lunch breaks and hours of operation with your supervisor.
- Review relevant organizational charts, policies and procedures.
- Check for Notification of Personnel Action (SF-50) at <https://compo.dcpds.cpms.osd.mil/>, which should take three to four days to obtain.

## FIRST 30 TO 60 DAYS

- Confirm electronic official personnel folder access with your HR adviser.
- Set performance objectives and discuss preliminary performance feedback with your supervisor.
- Take any office or role-specific training, as advised.
- Submit benefits elections at <https://www.civilianbenefits.hroc.navy.mil/>.

## FIRST 90 DAYS

- Work with your supervisor to create and submit an individual development plan.
- Complete the New Employee Navigator Program evaluation form.
- Confirm with your supervisor any mandatory training requirements.

### SECURITY BACKGROUND INVESTIGATION (e-QIP)

Because all positions at NAVAIR require the ability to obtain and maintain a security clearance, all new hires must go through an adjudication process. The adjudication process is an examination of a sufficient period of a person's life to make an affirmative determination the person is eligible for a security clearance.

Factors considered in evaluating an individual's conduct:

- The nature, extent and seriousness of the conduct
- The circumstances surrounding the conduct, to include knowledgeable participation
- The frequency of the conduct and how recently it occurred
- The individual's age and maturity at the time of the conduct
- The voluntariness of participation
- The presence or absence of rehabilitation and other pertinent behavioral changes
- The motivation for the conduct
- The potential for pressure, coercion, exploitation or duress
- The likelihood of continuation or recurrence

Determinations are based on careful consideration of the following:

- Allegiance to the United States
- Foreign influence
- Foreign preference
- Sexual behavior
- Personal conduct
- Financial considerations
- Alcohol consumption
- Drug involvement
- Emotional, mental and personality disorders
- Criminal conduct
- Security violations
- Outside activities
- Misuse of information technology