

## NEW EMPLOYEE CHECKLIST (FOR DA Interns) (Before You Report for Duty)

Timeframe	Activity/Task	Date Completed
<p>Within 3-5 days of receiving welcome email from AAA.</p>	<ul style="list-style-type: none"> <li>✓ Review and sign the <u>Statement of Understanding (SOU)</u> regarding special conditions of employment (for Auditor positions only).</li>   <li>✓ FAX to 301-677-6905 or email to your Army Audit Agency (AAA) HR Point of Contact.</li> </ul>	
<p>By suspense date provided to you in an email from your servicing CPAC HR Specialist.</p>	<ul style="list-style-type: none"> <li>✓ Complete all pre-employment forms provided to you by your servicing CPAC HR Specialist either through email or Army's E-EOD system. Detailed instructions for completion will be provided to you via email.</li> </ul>	
<p>At least 3 weeks prior to start date</p>	<ul style="list-style-type: none"> <li>✓ Familiarize yourself with your benefits options as a new federal employee (health insurance, life insurance, Thrift Savings Plan, long term care insurance) if you plan to enroll. There are many options available and we cannot recommend or chose one for you.</li> </ul> <p>Benefits information for new Army employees is available at:</p> <p style="padding-left: 40px;"><a href="http://www.abc.army.mil/NewEmployee/NewEmployeeInfo.htm">http://www.abc.army.mil/NewEmployee/NewEmployeeInfo.htm</a></p> <p style="padding-left: 40px;"><a href="http://www.opm.gov">http://www.opm.gov</a></p> <p style="padding-left: 40px;"><a href="http://www.tsp.gov">http://www.tsp.gov</a></p>	
<p>At least 2 weeks prior to your start date</p>	<ul style="list-style-type: none"> <li>✓ Create your Army Knowledge Online (AKO) account using the <u>Creating AKO Account Guidance</u></li>   <li>✓ If you already have an AKO account, please provide the address to you AAA HR POC.</li> </ul>	
<p>At least 1 week prior to start date</p>	<ul style="list-style-type: none"> <li>✓ Contact your sponsor or supervisor before your first day to confirm your arrival and to ask any last minute questions.</li>   <li>✓ Get directions and instructions for any special instructions/procedure for getting on base if not provided yet.</li> </ul>	

<p>Bring with you on your first day</p>	<p>✓ Follow all reporting instructions provided to you by your servicing CPAC Specialist ensuring you bring an original copy of your birth certificate and a valid picture id (i.e. driver's license) or a U.S. Passport (valid) for verification purposes.</p>	
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