



AIR FORCE MATERIEL COMMAND

NEW EMPLOYEE CHECKLISTS

PRE-EMPLOYMENT

- ☐ Receive tentative job offer
- ☐ Complete e-QIP (if applicable for security clearances)
- ☐ Receive reporting date and instructions
- ☐ Fingerprints
- ☐ Physical (if applicable)
- ☐ Drug test (if applicable)
- ☐ Receive Firm Job Offer
- ☐ Receive instructions for base access
- ☐ Receive email from unit sponsor/supervisor
- ☐ Complete remaining paperwork
- ☐ [Complete Cyber Awareness Challenge](#) (Complete prior to first day and print a copy of your completion certificate)
- ☐ Receive reporting date & instructions

IN-PROCESSING

- ☐ Check-in with personnel team
- ☐ Certify required paperwork
- ☐ Take [Oath of Office](#)



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- ☐ Attend installation Welcome Orientation briefings and trainings.
- ☐ Obtain [Common Access Card \(CAC\)](#) (Two valid forms of ID are required)
- ☐ Register for [benefits](#) (CaC required)

FIRST DUTY DAY

- ☐ Settle into workspace
- ☐ Receive unit briefing and welcome letter
- ☐ Meet with your supervisor to discuss expectations
- ☐ Certify that you have base access, building access, and parking areas
- ☐ Set office hours and work schedule
- ☐ Discuss leave/absence procedures & timecard system
- ☐ Discuss workplace attire
- ☐ Discuss workplace safety
- ☐ Discuss inclement weather reporting requirements
- ☐ Obtain relevant training manuals and AFIs
- ☐ Ensure computer, phone and voicemail work properly
- ☐ Learn building locations (restrooms, rally points, etc.)



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FIRST DUTY WEEK

- ☐ Obtain list of required training from supervisor
- ☐ Begin internal new employee checklist
- ☐ Obtain installation/unit organizational chart
- ☐ Learn unit-specific websites/SharePoint locations
- ☐ Obtain list of useful phone numbers (emergency, recall rosters)
- ☐ Learn building locations (cafeteria, restrooms, document shredders, trash, etc.)
- ☐ Learn organizational policies (fitness, smoking, technology, etc.)

FIRST DUTY MONTH

- ☐ Review Performance Plan with your supervisor
- ☐ Register for [MyVector](#)
- ☐ Apply for government travel card
- ☐ Find a mentor via MyVector, or seek out a local mentor
- ☐ Work with supervisor to create an Individual Development Plan
- ☐ Complete on-boarding feedback assessment