



Pre-Start Date	
Coordinate fingerprints with the Security Office located at DOT HQ 1200 New Jersey Avenue, S.E. Washington, D.C. 20590 Room W12-180 202-366-0032 <i>*Please note this does not apply to employees 50+ miles outside of DOT HQ*</i>	<input type="checkbox"/>
SF-61 Appointment Affidavits	<input type="checkbox"/>
Direct Deposit Form	<input type="checkbox"/>
I-9 Employment Eligibility Verification	<input type="checkbox"/>
W-4 Federal Tax Form	<input type="checkbox"/>
State Tax Form (if applicable)	<input type="checkbox"/>
1681 Identification Form	<input type="checkbox"/>
Submit New Hire Bio and Headshot to FRAOnboarding@dot.gov	<input type="checkbox"/>
Week 1	
Attend Day 1 DOT Orientation (if applicable)	<input type="checkbox"/>
Attend Day 2 FRA Orientation	<input type="checkbox"/>
Coordinate with IT to pick up laptop list-ost-customerservicefedteam@dot.gov 202-385-4357 <i>*Please note this does not apply to employees 50+ miles outside of DOT HQ*</i>	<input type="checkbox"/>
Complete initial steps for travel program and create E2 Solutions profile (if applicable). FRA Travel (fratravel@dot.gov) will email instructions to the supervisor and employee.	<input type="checkbox"/>
Meet with Sponsor to answer any questions you may have	<input type="checkbox"/>

***PLEASE NOTE:** All pre-start forms must be completed electronically via the Entry on Duty System (EODS) on a personal device. *

HELPFUL LINKS: [Home | DOT Intranet](#) [Home | FRANet \(dot.gov\)](#)

Visit FRA's [New Hire Hub](#) for additional resources.

If you have any questions, please reach out to FRAOnboarding@dot.gov.