

Week 2	
Complete Orientation Survey	<input type="checkbox"/>
30 Days	
Complete DOT Learns Mandatory Training	<input type="checkbox"/>
Create Employee Express Account	<input type="checkbox"/>
Activate US Bank Card from travel program (if applicable)	<input type="checkbox"/>
Create eOPF (Electronic Official Personnel File) Account	<input type="checkbox"/>
Submit time sheet in Castle (beginning with your second pay period)	<input type="checkbox"/>
Work with Supervisor to develop performance plan & sign plan in USA Performance	<input type="checkbox"/>
Order business cards	<input type="checkbox"/>
60 Days	
Complete Onboarding Survey	<input type="checkbox"/>
<i>Supervisors Only</i> - Enroll in Workforce Transformation Tracking System (WTTTS)/Entrance on Duty System (EODS)	<input type="checkbox"/>
Submit reasonable accommodation request form (if applicable)	<input type="checkbox"/>
Enroll in Healthcare (FEHB) Life Insurance (FELI) Dental/Vision Flex Spending Account Federal Long Term Care Insurance Program	<input type="checkbox"/>
Submit Beneficiary Forms to FRABenefits@dot.gov	<input type="checkbox"/>
Update TSP contribution % if desired (automatically enrolled at 5% contribution)	<input type="checkbox"/>

***PLEASE NOTE:** All forms and links cannot be accessed until you have access to your DOT issued computer. Please do not access Castle, DOT Learns, and Employee Express until you have your permanent PIV card. *

For more new hire resources, please visit FRA's [New Hire Hub](#).

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.