



Executive Onboarding Program

Helping Executives Make Rapid Transitions



Executive Onboarding Plan For

Department of the Navy

Entrance on Duty:



New Employee Information

Name:	Entrance On Duty:
Position:	Level:
Office Phone Number:	Office Location:
HRO:	Command Point of Contact:
Executive Management Program Office: navy.ses@navy.mil Associate Director: Ms. Paula Patrick WNY 202-685-6186; PNT 703-693-0697	

This executive onboarding plan has been created for **[name of executive]** to assist in a smooth transition and integration into the position of **[title]**, at the Department of the Navy.

The Department of the Navy's Onboarding program is an important lever in building and sustaining a high performance executive culture through preparation, support and engagement and an important bridge to the DON mission and vision.

Executive Onboarding Plan Objectives:

- Accelerate assimilation in the first weeks and months on the job
- Gain clarification on performance goals
- Make more rapid transitions for effective performance
- Gain departmental appreciation and commitment to Total Force
- Understand and navigate the cultural and political landscape
- Identify stakeholders and inter-agency contacts
- Build capabilities and achieve results through relationships (i.e., use of mentors, coaches and strategic networks)
- Take an active role in individual learning & development through on-the-job experiences, relationships and executive curriculum



Onboarding Priorities – Before the First Day

PREPARE: Establish initial inroads toward early and open dialogue and ensure the executive’s successful entrance on duty

↓	Task	Complete
BEFORE FIRST DAY	Receive Offer Letter/e-mail and verify information for accuracy <ul style="list-style-type: none"> ▪ Contact your Command POC with questions 	<input type="checkbox"/>
	Receive Electronic Benefits information and complete* <ul style="list-style-type: none"> ▪ Contact HRO/DCPP or HRSC NW with questions 	<input type="checkbox"/>
	Review executive management information on the DON HR Portal : http://www.public.navy.mil/donhr/executivemanagement/Pages/Default.aspx <ul style="list-style-type: none"> ▪ Contact the Executive Management Program Office at navy.ses@navy.mil 	<input type="checkbox"/>
	Receive form SF-278 (Ethics Information) from your Command POC or HRO and submit the required documentation within first 30 days of your entrance on duty	<input type="checkbox"/>
	Talk with your Command POC regarding when and where to meet on the first day (parking, ID required, etc.) <ul style="list-style-type: none"> ▪ Confirm and review general schedule (meetings, etc.) for the first day 	<input type="checkbox"/>
	Work with HRO/DCPP to complete drug testing if applicable to position	<input type="checkbox"/>
	Confirm office visit/tour and meet and greet with Command POC/Executive Assistant	<input type="checkbox"/>
	Have initial conversation with your sponsor or peer colleague (if applicable) over the phone or via e-mail <ul style="list-style-type: none"> ▪ The sponsor or peer colleague is there to answer questions and assist with your transition to the team in the first couple weeks 	<input type="checkbox"/>
	Complete Travel Card Application: https://www.navsup.navy.mil/ccpmd <ul style="list-style-type: none"> ▪ Complete the required online Travel Card Training https://www.navsup.navy.mil/ccpmd/travel_card/training 	<input type="checkbox"/>

*** Electronic Benefits Information will include, but is not limited to, the following:**

- | | |
|---|------------------------|
| ▪ Mobility Agreement | ▪ Direct Deposit Forms |
| ▪ Location to Report on first day | ▪ TSP (401(k) info) |
| ▪ Employee Benefits Information System (EBIS) | ▪ Life Insurance |
| ▪ Health Benefits | ▪ Beneficiary Forms |
| ▪ Tax Forms | ▪ My Pay |
| | ▪ I-9 – Eligibility |

The [Executive Management](#) site provides information on the following:

- About the Executive Management Program Office
- Points of Contact
- Boards and Panels
- Executive Positions Defined
- Senior Executive Biographies
- Awards and Recognition
- Performance Management
- Pay for Performance
- Succession Management
- Executive Opportunities & Recruitment
- Onboarding
- Executive Development
- Recommended Training



Onboarding Priorities – First Day

PREPARE: Ensure executives are welcomed into the organization by senior leadership and new staff, and satisfactorily “in-processed”

↓	Task	Complete
FIRST DAY	Arrive for department welcome and introductions	<input type="checkbox"/>
	Work with Command POC and sponsor/peer colleague (if applicable) to confirm important stakeholders to contact	<input type="checkbox"/>
	Complete Security in-processing	<input type="checkbox"/>
	Work with HRO/DCPP to schedule session with Benefits Advisor	<input type="checkbox"/>
	Review list of key contacts below and begin to schedule introductory calls/meetings	<input type="checkbox"/>
	Meet new activity staff and senior co-workers	<input type="checkbox"/>
	Talk with sponsor/peer colleague (if applicable) to schedule lunch to discuss questions and better understand the group/Command	<input type="checkbox"/>

Key Contacts – Begin to schedule introductory calls and meetings

The individuals below are important sources of information and guidance in your new role.

Name	Title	Phone Number	Email Address

Team Contacts – Direct Reports (Activity Staff)

Name	Title	Phone Number	Email Address



Onboarding Priorities – First Week

***ENABLE:** Begin the deliberate introduction and acclimation as an executive into command*

↓	Task	Complete
FIRST WEEK	Meet with your supervisor to recap roles and responsibilities and gain clarification where needed <ul style="list-style-type: none"> ▪ Confirm whether any external relationships, committees or Board and/or Advisory responsibilities are associated with your new role ▪ Obtain your supervisor’s assessment of the near-term priorities 	<input type="checkbox"/>
	Work with Command POC or supervisor to review organization structure and information on key staff members	<input type="checkbox"/>
	Finish meeting the team and senior co-workers	<input type="checkbox"/>
	Review activity protocol overview with Command POC	<input type="checkbox"/>
	Work with Command POC to confirm all accounts needed are active (i.e., Time and Attendance, Travel/DTS, Messaging)	<input type="checkbox"/>
	Schedule time with Command POC to go through COOP and emergency evacuation orientation/overview	<input type="checkbox"/>
	Schedule a meeting with the Deputy Director of the Executive Management Program Office (EMPO) for an overview of services for executives <ul style="list-style-type: none"> ▪ EMPO will contact you to schedule an in-person meeting or conference call (location dependent) 	<input type="checkbox"/>
	Meet or schedule time with your assigned Ethics Counselor to go through Ethics training and ensure completion of the SF278 within 30 days of your entrance on duty <ul style="list-style-type: none"> ▪ Contact your HRO/DCPP or Command POC with questions 	<input type="checkbox"/>
	Register for the Office of Personnel Management (OPM) SES Briefing for New Executives <ul style="list-style-type: none"> ▪ http://www.leadership.opm.gov/certificates/SESbriefings/index.aspx ▪ SES Briefings are held periodically throughout the year ▪ Contact OPM with questions 	<input type="checkbox"/>



Onboarding Priorities – First Thirty Days

ENABLE: Establish roles and responsibilities of the new executive as it relates to performance, development and ethical behavior

↓	Task	Complete
FIRST THIRTY DAYS	Obtain training on the Performance Management system and assistance with setting individual performance goals: <ul style="list-style-type: none"> ▪ Contact the EMPO and/or HRO/DCPP with questions 	<input type="checkbox"/>
	Draft performance objectives and create an individual development plan <ul style="list-style-type: none"> ▪ Meet with your supervisor to confirm direction 	<input type="checkbox"/>
	Create your senior executive bio : instructions and a template can be found on the onboarding Web page <ul style="list-style-type: none"> ▪ Submit your bio to the EMPO at navy.ses@navy.mil for uploading to the DON HR Portal 	<input type="checkbox"/>
	Review sampling of executive core curriculum and register for courses that are: <ul style="list-style-type: none"> ▪ Required for new executives (if applicable) ▪ Recommended for new executives <ul style="list-style-type: none"> ○ NFLEX - http://nedp.nps.navy.mil/home/pages/symposium_description_nflex ○ SES Briefings for New Career Executives - http://www.leadership.opm.gov/certificates/SESbriefings/index.aspx ▪ Courses recommended by the EMPO: aligned to your individual development and career goals ▪ Contact your Command POC or the EMPO with questions 	<input type="checkbox"/>
	Contact the EMPO about seeking a mentor to help you progress in your new position	<input type="checkbox"/>
	Hold 1:1 meetings with your team <ul style="list-style-type: none"> ▪ What is the current organization situation? ▪ What will help you transition effectively? 	<input type="checkbox"/>
	Create an AKO/DKO (Army Knowledge Online/Defense Knowledge Online) account or confirm you already have one created. AKO/DKO accounts are needed to access the Defense Talent Management System (DTMS), the tool being used in support of the Talent Management and Succession Planning Panel Process. <ul style="list-style-type: none"> ▪ Section 1 of the AKO DKO Account User Guide will provide you with step-by-step instructions for the account registration process ▪ If you do not have an AKO/DKO account, you must go to https://www.us.army.mil to have one created ▪ If your account has been deactivated, follow the instructions to reactivate your account in Section 4 of the AKO DKO Account User Guide ▪ After you have created an account, please forward your account email address, which will be an Army address (@us.army.mil), to Greg Ruocco in the EMPO at greg.ruocco@navy.mil. There are two ways you can locate your AKO/DKO email address: <ul style="list-style-type: none"> ▪ You can refer to the confirmation email you would have received upon completing the AKO/DKO account creation process, or; ▪ You can login to the AKO/DKO portal and follow these instructions: <ul style="list-style-type: none"> ▪ Go to the AKO/DKO homepage (www.us.army.mil) and login selecting the ‘CAC Login button’ or by typing in your username and password <ul style="list-style-type: none"> ○ Once you are successfully logged in, click on ‘My Account’ tab and select ‘My Profile Page’ section ○ Your account email address is under the ‘Contact Info’ heading 	<input type="checkbox"/>
	Via E-mail, provide feedback to the EMPO on your experience after 30 days (EMPO will contact you)	<input type="checkbox"/>



Onboarding Priorities – First Ninety Days

SUPPORT: Cultivate new executive by fostering organizational relationships, detailing internal processes and providing frequent opportunities for open forum discussions

↓	Task	Complete
FIRST NINETY DAYS	Schedule appointments with key stakeholders from other organizations (e.g., programs, policies & budgets) <ul style="list-style-type: none"> ▪ Speak with your Command POC, supervisor and mentor (if applicable), to confirm stakeholders 	<input type="checkbox"/>
	Provide performance feedback early and often to direct reports (if applicable)	<input type="checkbox"/>
	Seek performance feedback from your supervisor to ensure you are on track	<input type="checkbox"/>
	Finalize a plan with your mentor (if applicable) (e.g., confirm duration of the relationship, how often to meet, what you are trying to achieve and defining roles/responsibilities) <ul style="list-style-type: none"> ▪ Contact your Command POC or the EMPO at navy.ses@navy.mil with questions 	<input type="checkbox"/>
	Take training on internal systems, general operating practices, and any supervisor related responsibilities (as needed) <ul style="list-style-type: none"> ▪ Contact your HRO/DCPP or Command POC with questions 	<input type="checkbox"/>
	Utilize your sponsor/peer colleague (if applicable) periodically for internal questions/guidance	<input type="checkbox"/>
	Understand the role of your Rating Official and check-in with him/her on how you are transitioning in the new role <ul style="list-style-type: none"> ▪ Contact your Command POC with questions 	<input type="checkbox"/>
	Register for recommended Navy Executive Development and SES training programs: http://nedp.nps.navy.mil/home/index.php	<input type="checkbox"/>
	Obtain an Executive Coach for your professional development <ul style="list-style-type: none"> ▪ Contact the EMPO at navy.ses@navy.mil for more information 	<input type="checkbox"/>
	Hold a New Leader Assimilation meeting <ul style="list-style-type: none"> ▪ Applicable if working with an Executive Coach and part of a coaching plan ▪ Hold a meeting with your supervisor, coach and you (facilitated by coach) ▪ Hold meeting with your team, coach and you (facilitated by coach) 	<input type="checkbox"/>
	Provide feedback on your experience after 90 days to the EMPO via email (EMPO will contact you)	<input type="checkbox"/>

Detailed information on [Performance Management](#) can be found at <http://www.public.navy.mil/donhr/executivemanagement/PerformanceManagement/Pages/PerformanceManagement.aspx>.

The site provides information such as:

- Pay for Performance system
- Performance Management training
- Performance Management evaluation tools
- Current criteria and information (e.g., setting result-based objectives, handbooks, policies, user guides and more)

Review the [Department of the Navy Senior Executive Biographies](#) for an overview of our executive cadre. Consider opportunities to build your internal network and strategic relationships that can help you in your career.



Onboarding Priorities – Ninety Days through First Year

ENGAGE: Monitor performance, individual development, goals and desires. Provide tools for self-assessment and growth. Engage executives in advancing the Secretary’s and National Security mission.

↓	Task	Complete
NINETY DAYS THRU FIRST YEAR	Send a reminder e-mail to your direct reports at the mid-year and year-end marks to ensure formal performance reviews occur	<input type="checkbox"/>
	Assess performance and provide feedback (formally and informally) to direct reports	<input type="checkbox"/>
	Assess professional development goals and track progress against demonstration of the DON Leadership Competencies <ul style="list-style-type: none"> ▪ Discuss with your Command POC what training and on-the-job experiences can round out your plan 	<input type="checkbox"/>
	Monitor executive development and training offerings and register for those targeted at new executives http://www.public.navy.mil/donhr/executivemanagement/ExecutiveDevelopmentandResources/Pages/Courses.aspx <ul style="list-style-type: none"> ▪ Contact the EMPO with questions at navy.ses@navy.mil 	<input type="checkbox"/>
	Check-in with your executive coach and mentor (if applicable) on: <ul style="list-style-type: none"> ▪ What you believe your biggest contributions have been to date based on your performance objectives and development goals ▪ What you would like to focus on through the remainder of the year 	<input type="checkbox"/>
	Schedule an annual physical as part of SES benefit offerings (if desired) <ul style="list-style-type: none"> ▪ Contact the EMPO at navy.ses@navy.mil 	<input type="checkbox"/>
	Discuss your role and responsibilities with the Talent Management Panel Process (if applicable) and obtain training on the Defense Talent Management System (DTMS) to support the process http://www.public.navy.mil/donhr/executivemanagement/SuccessionMgmt/Pages/Default.aspx <ul style="list-style-type: none"> ▪ Contact the Executive Management Program Office with questions at navy.ses@navy.mil 	<input type="checkbox"/>
	Meet with the Deputy Director of the EMPO to review services provided and discuss potential executive development opportunities	<input type="checkbox"/>
	Provide feedback on your experience at the 6-month and 1-year marks to the EMPO via e-mail (EMPO will contact you)	<input type="checkbox"/>

Welcome to the Team. The Department of the Navy recognizes the critical contribution its executives make to furthering the Secretary’s and the National Security mission. A successful onboarding experience, which begins before your start date and continues through your first year, can help you meet your mission objectives and grow your career.



Completing the Resume and Bio

Objective

The purpose of the resume is to provide the Department of the Navy's senior leaders with a concise, readable tool to efficiently and expeditiously review the qualifications and career histories of its career executives. While some of its information may restate content provided in other elements of the DON Talent Management Framework (e.g., the career brief and position preference survey), the resume communicates an integrated "total executive" view of each SES member in a compact and consistent format that facilitates ready assimilation of information.

Template Content

Include the following information, in this order:

- Your name, current command, position title, and contact information (business phone number and email address).
- A one-sentence summary of your overall career objective. This need not necessarily identify any specific position(s) which you wish to hold, but should readily convey an understanding of the functional domain, level and scope of the highest level of responsibilities to which you aspire during your career.
- A list of your most significant career accomplishments. These should clearly describe and quantify actual, specific and measureable achievements and outcomes, as opposed to generalized descriptions of responsibilities or the scope of duties assigned. Identify the position held when each accomplishment occurred, keyed to the position list which follows.
- A list of prior positions held, including title, employer and beginning/ending month and year, in descending date order beginning with the position prior to the current one. The positions listed should include as a minimum, all those at the SES level and GS-15 level (or military equivalent) as well as all others held during the ten years prior to the date of resume preparation.
- A list of academic degrees earned, and professional education obtained, identifying the degree-granting institution, and the year awarded.
- A list of any awards earned during the period of employment encompassed by the aforementioned listing of positions held.
- Identification of any professional certifications held and the year each was obtained.

Format

- The total length of the resume may not exceed either two pages or 800 words.
- Optimally, the first page will include all specified information through the career accomplishments, with the position chronology beginning on the second page.
- Listed items should be prefaced by bullets rather than numbers.
- Submissions should be in a Microsoft Word file (version 2003 or earlier), with all content in Times New Roman, size 12 font, with no embedded symbols, graphics or pictures.



Bio Objective

The Bio is provided by each executive for use in the Senior Talent Management Annual Panel meeting where panel members assess individual career plans (including required executive development) and ensure succession planning is in place for SES positions and key functions. Bios are also posted on the DON HR Intranet site as a networking and collaboration tool.

Template Content

Include the following information in this order, in a narrative format:

- Present Assignment: Position Title, Command and a brief summary of duties, three lines maximum.
- Date entered SES: Month, year
- Total Civilian Service: Years
- Employment History: Month/year, position title, Command/organization and a brief summary of duties, three lines maximum. Start in chronological order from your second most recent management and executive experience (GS 15, 14 or 13) to your last.
- Military Service: Beginning and ending year, branch of service, highest rank held. This may be included in your employment history.
- Educational Degrees: College/University Degree, major
- Honors and Awards: Year, type
- Other Achievements: Year, type
- Professional Memberships and Associations

Format

- Two page maximum.
- Please note the Privacy Act and current DON and DoD regulations prohibit the inclusion of family member information, and place and date of birth, in biographies posted to a publicly accessible Web site.
- Since the advent of word processing with different type styles available, it is requested that ship names be written in regular sentence case (i.e. - USS Dwight D. Eisenhower) vice in upper case (i.e. USS DWIGHT D. EISENHOWER). In the process of coding, we will italicize the ship names. Names of operations, numbered fleets, and groups are lower case. Examples: *Operation Iraqi Freedom*, *Sixth Fleet*, or *Fleet Hospital Five*.
- Biographies will follow the Associated Press Style Guide for abbreviations in rank and for states. For example, Maryland is not MD but is Md. while California would be Calif. - spell out state names if mentioned only once. More information on AP Style is at <http://journalism.wlu.edu/Stylebook2000.pdf>
- Submissions should be in a **Word file**, Times New Roman, size 12 (i.e. - no embedded symbols, graphics, or pictures).

Pictures

- Portraits should be submitted as a separate .JPEG file, a minimum of 5x7 at 300 dpi. **Contact the Media Center at 202-433-8528, Mr. Richard Oasen, for portraits to be taken.**

Submission/Revision Procedures

- New or updated SES biographies may be sent to Dionne Cotton in the Executive Management Program Office at dionne.cotton@navy.mil.

Name



Title

Major Component Command

Picture – submit as a separate
JPEG file.

Narrative biography:

Examples of [biographies](#) can be viewed at:

<http://www.public.navy.mil/donhr/> > **Executive Management** > **About Senior Executives** > **Biographies**

