

# 15E1D1 Target #2 Onboarding: Complete Standard Operating Procedures (SOP) for an FAA-wide approach that outlines a consistent corporate framework for onboarding procedures and policies. Due September 30, 2015.

Special Designations: OSI, FAA Strategic Initiatives

## Commentary (January 2015)

With the Jan. stand-up of the Program Office and LOB/SO Onboarding Working Group, initiated development of Standard Operating Procedures. Completed mapping for the AHR-ASH interface during the pre-arrival security clearance phase. Developed draft Standard Operating Procedures around these processes to be finalized in Feb. 2015 and piloted in March 2015.

## Commentary (December 2014)

Initiated cross-organizational mapping of existing processes and variances for all new hire touch points. In addition to new processes to be introduced in conjunction with implementation of FY14 recommendations, these process maps will serve as the basis for documenting Standard Operating Procedures. In January 2015, the program office anticipates completion of the security clearance and PIV card processes and initiation of HR process mapping in HQ and select pilot locations.

Status Table (Qualitative Metric)

Period	Actual
10/2014	Green
11/2014	Green
12/2014	Green
01/2015	Green

✓ Indicates that the item is complete.