U.S. Department of Transportation
Federal Railroad Administration
F R A   O n b o a r d i n g

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 *Please note this does not apply to employees 50+ miles outside of DOT HQ*	☐
SF-61 Appointment Affidavits	☐
Direct Deposit Form	☐
I-9 Employment Eligibility Verification	☐
W-4 Federal Tax Form	☐
State Tax Form (if applicable)	☐
1681 Identification Form	☐
Submit New Hire Bio and Headshot to FRAInternalComms@dot.gov	☐
Week 1	
Coordinate with IT to pick up laptop list-ost-customerservicefedteam@dot.gov | 202-385-4357 *Please note this does not apply to employees 50+ miles outside of DOT HQ*	☐
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.	☐
Meet with Sponsor to answer any questions you may have	☐
Week 2	
Complete Orientation Survey	☐
30 Days	
Complete DOT Learns Mandatory Training	☐
Create Employee Express Account	☐
Activate US Bank Card from travel program (if applicable)	☐
Create eOPF (Electronic Official Personnel File) Account	☐
Submit time sheet in Castle (beginning with your second pay period)	☐
Work with Supervisor to develop performance plan & sign plan in USA Performance	☐
60 Days	
Complete Onboarding Survey	☐
Supervisors Only - Enroll in Workforce Transformation Tracking System (WTTS)/Entrance on Duty System (EODS)	☐
Enroll in Healthcare (FEHB) Life Insurance (FEGLI) Dental/Vision Flex Spending Account Federal Long Term Care Insurance Program	☐
Submit Beneficiary Forms to FRABenefits@dot.gov	☐
Update TSP contribution % if desired (automatically enrolled at 5% contribution)	☐

***PLEASE NOTE**: All links following week 1 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. *

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.