FRTIB Onboarding Checklist for Contractors

This Onboarding Checklist was created to enhance your entrance experience to the FRTIB and acclimation to the agency. As such this checklist is for your use only and does not need to be returned to the agency. This checklist is not auditable.

Please note, some of the links in this checklist will only work within the FRTIB network.

	✓	Action	Link	Owner(s)
BEFORE ARRIVAL				
1	☐	Suitability Processing / Background Investigation - Contractor may be contacted to complete additional forms via the Electronic Questionnaire for Investigative Processing (e-QIP) system. Note: This does not apply if contractor already completed the appropriate background investigation.		ORM-BCSD / Contractor
2	☐	New contractor visits the FRTIB contractor onboarding website's training section and follows the instructions for Cyber Security Awareness Training (SETA), and how to complete the IT Rules of Behavior (ITRoB). New hire completes on-line training and sends signed Cyber Security training certificate and signed ITRoB to your contracting officer representative (COR).	FRTIB Contractor Onboarding page - Training & Forms section	Contractor
3	☐	Please read FRTIB Non- Disclosure Agreement, complete, sign bottom of the form along with a witness and return to your COR.	FRTIB Contractor Onboarding page - Forms section	Contractor
WEEK 1				
		Action	Link	Owner(s)
4	☐	Contractor completes on-line Privacy Awareness training and sends training certificate to your contracting officer representative.(COR) (Privacy Awareness Training is dependent to your contract. Please check with your COR if it is required)	https://www.dhs.gov/xlibrary/privacy_training/index.htm	Contractor
5	☐	Enrolls in and completes CUI training in ELMS. (Please check with your COR if this is required.)	https://frtib.skillport.com/skillportfe/login.action	Contractor
6		Enrolls in and completes Records Management training in ELMS. (Please check with your COR if this is required.)	https://frtib.skillport.com/skillportfe/login.action	Contractor