

SOF GLSS New Employee Orientation Training

Suppliers are required to provide the below training materials as part the onboarding process for all new contractors supporting SOF GLSS every Tuesday prior to Start.

Please visit www.spstaffing.com/lms/sof-neo-modules for all modules.

*Log in with password: **SearchPros1**

All training must be completed prior to the contractor's start date.

Once completed, the supplier will upload **SOF GLSS NEO Training Completion Acknowledgement** to contractor's assignment profile under Compliance and Certification Management.

It is the supplier's responsibility for ensuring that their contractor reads and understands each module listed below.

SearchPros will send the SearchPros NEO Training Log to SOF GLSS HR monthly to meet LM audit requirements.

Estimated time of completion 1-2 hours. The contractor must go through the entire training module without interruption. Do not use the back button.

Module 1 Intro to Information Systems Awareness (approx. 15 min)

- IT New Employee Orientation
- PEO SOFSA Phishing Attack Awareness Training

Module 2 Security Awareness (approx 15 min.)

- New SC3501-Security Briefing

Module 3 QA In-briefing (approx. 20 min.)

- Quality NEO

Module 4 Property Custodian Training (approx. 20 min.)

- SOF GLSS Subcontractor Property Training

Module 5 Environmental, Safety, and Health Orientation (approx. 20 min.)

- Environmental, Safety, and Health Orientation

Module 6 Labor Charging and SCILS Reference (download)

- Workforce AutoTime (WAT) Training Document
- SCILS Employee Quick Reference Guide