



ASPR

Preparing for Your ASPR Debut

From Yes to Success

We are so happy you accepted your tentative job offer! A lot is going to happen between now and when you start, and we want to let you know what you need to officially join our team and be successful at ASPR.

Welcome to ASPR



- Forms to Complete
- Outside Activities
- Financial Disclosure
- Before Your Start Date
- Your First Day
- Becoming a Part of Our Team
- The First 30 Days...
- And Beyond
- Immediate Actions to Complete
- Contact Information

Forms to Complete

- After accepting your tentative offer, you must complete the following forms within **48 hours**:
 - The Personnel Security and Badging Services form (HHS 828) which was attached to the email.
 - ✓ Digitally sign/date, rename, and save the PDF.
 - ✓ Complete Page 4 (Numbers: 21-24 and 26-33), Page 6 (digitally sign/date Numbers: 64-65), Page 7 (Badge Request; Numbers: 4-15), Page 11 (Investigation Request; Numbers: 4-15).
 - [The Rules of Behavior](#): Hand sign/date page 13.
 - The Cyber Security Awareness Training certificate of completion.
 - ✓ After you complete the [Cybersecurity Awareness Training](#), you will need to hand sign and date the [Certificate of Completion](#).

Forms to Complete

- Reply to the email you received and include all forms.
- Any incomplete forms will delay the on boarding process and your entrance on duty date.
- If necessary, you will need to complete the required forms for Outside Activities.
- After all forms are turned in, you will begin the onboarding security process which may take several weeks.

Outside Activities

- What are Outside Activities
- Understanding When to Report
- Understanding How to Report



What are Outside Activities

- An outside activity is paid or unpaid work outside your official HHS/ASPR work that is professional or consultative in nature.
- You must report certain outside activities to your ethics representative.
 - Approval is granted one year at a time.
 - Renewal is required 45 days prior to the end of the currently approved time.

Understanding When to Report

- If you need information about whether your activities are considered Outside Activities, watch [this video](#) from the Office of Government Ethics.

Understanding How to Report

- If you are advised to complete paperwork regarding outside activities, complete the attached Request for Approval of Outside Activities ([HHS 520](#)) and send to the [ASPR Ethics Team](#). Put *Outside Activity Request for Tentative Employee* in the subject line.
- Learn how to complete the form with [instructions](#) or watching a [video](#) from the Office of Government Ethics.
- Remember: Any time you have new outside activities during your ASPR tenure, you need to report them to ASPR Ethics Team.

Financial Disclosure

- Financial disclosure is used to avoid conflicts of interest between your official duties in the government and your private financial interests.
- You will need to divulge your financial holdings if your position is designated as a financial disclosure filer.
- The ASPR Ethics Team will review your holdings and your official duties, and determine if there are any conflicts.
- If there are any conflicts your ASPR Ethics Specialist will work with you to resolve the issue.
- You will receive more information after your start date, if your position is designated as a financial disclosure filer.

Before Your Start Date

- Tentative Period
 - The HHS security office (HSPD-12Services@hhs.gov) will email you to set up an appointment for fingerprints and possibly taking your HHS badge photo. Check your junk mail if you do not receive this email before receiving a start date.
 - The Personnel Security Division will email you to activate your e-QIP account.
 - You will be required to submit a pre-employment drug screening. Screenings are time sensitive and must be completed within 48 hours after you are contacted.
- Final Offer Period
 - Your HHS recruiter will email you asking you to complete paperwork in the HHS Onboarding Manager portal for your orientation day.
 - Many of these forms can be completed later, including benefit option forms.

Your First Day

- Meet in the Humphrey Building lobby at 8 a.m. to attend the HHS department-level orientation.
 - 200 Independence Ave SW, Washington, DC 20201
 - Federal Center SW is the closest Metro station (Orange, Blue, Silver lines)
- Bring two forms of identification so you can get your HHS badge.
 - Social security card *and*
 - Driver's license or passport
- If you did not take your photo during your fingerprinting appointment, you will take your photo when you pick up your HHS badge.
- You'll get a break for lunch, so bring food or money.
- Depending on when orientation ends, you'll either meet with your supervisor and team or head home and meet them on Tuesday.
- You may be asked to turn in a direct deposit form ([SF 1199A](#)) for your pay – learn more about completing this form with these [instructions](#).

Becoming a Part of Our Team



- We know there is a lot to learn about ASPR, your benefits, and being successful in your role, and that can sometimes be overwhelming.
- Once you start, you'll get notifications to complete informational modules like this one that are spaced out to help you remember what you've learned.

The First 30 Days...

Modules/Meetings	Timeline	Format	Documents/Training
ASPR Orientation	Week 1	In-person	
Getting Familiar with Your Surroundings and Technology (Facilities and IT)	Week 1	Online	
Selecting Your Perks (Benefits)	Week 1	Online	Health Care, Life Insurance, Beneficiary Forms
Showing You the Money (Timekeeping and Pay)	Week 2	Online	
Securing Your Future Needs (Retirement)	Week 2	Online	401(k) Forms, Beneficiary Forms
Achieving Results (Performance Management)	Week 2	Online	
Meeting with Supervisor about Your Goals	Week 3	In-person	Performance Now System

And Beyond

Modules/Meetings	Timeline	Format	Documents/Training
Owning Your Career (Career Development)	Week 5	Online	
Meeting with Supervisor about Your Development	Week 6	In-person	Individual Development Plan
Completing Your Required Learning (Mandatory Training)	Week 6	Online	Initial Ethics Orientation, No Fear Act, Sexual Harassment, Plain Language, Alternative Dispute Resolution, Records Management
Making Your Schedule Work (Alternative Work Arrangements)	Week 7	Online	Flexible Schedule or Telework Arrangement
Rewarding Your Accomplishments (Awards & Recognition)	Week 9	Online	
Trekking the Globe (Travel)	Week 11	Online	Travel Profile
Creating a Healthy Lifestyle (Health and Wellness)	Week 13	Online	

Immediate Actions to Complete

- Reply to the email with the following within 48 hours:
 - Personnel Security and Badging Services form (HHS 828)
 - Rules of Behavior
 - Cybersecurity Awareness Certificate
 - Resume
 - Send Outside Activities form (HHS 520) to ASPR Ethics Team, if necessary

Contact Information

- [ASPR Shared Services](#)
- [ASPR Ethics Team](#)

Please click [here](#) to complete this module and print your certificate.