



ASPR

Preparing for Your ASPR Debut

From Yes to Success
Module 1

We are so happy you accepted your 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.

In This Module



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Before Your Start Date

- After accepting your tentative offer, you must:
 - Complete the Personnel Security and Badging Services form (HHS Form 828).
 - Read and sign the Rules of Behavior.
 - Complete Cyber Security Training.
 - On the *Evaluations and Forms* page (the last page of this module), download HHS Form 828, the last page of the Rules of Behavior and the Cyber Security Certificate of Completion. Complete, sign and attach the forms to this page.
- You will receive information if you need to complete required forms for Outside Activities and Financial Disclosure.
- After all forms are turned in, you will begin the onboarding security process which may take several weeks.

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.
 - If your job requires, you may be asked to take a drug test.
- 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 on the *Evaluations and Forms* page.

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
Getting Connected (IT Resources)	Week 1	Online	
Getting Familiar with Your Surroundings (Facilities)	Week 1	Online	
Selecting Your Perks (Benefits)	Week 1	Online	Health Care, Life Insurance, Beneficiary Forms
Meeting Your ASPR Human Capital Business Partner	Week 2	In-person	
ASPR Orientation	Week 2	In-person	
Showing You the Money (Timekeeping and Pay)	Week 2	Online	
Plugging into ASPR (ASPR Portal)	Week 2	Online	
Securing Your Future Needs (Retirement)	Week 3	Online	401(k) Forms, Beneficiary Forms
Achieving Results (Performance Management)	Week 3	Online	

And Beyond

Modules/Meetings	Timeline	Format	Documents/Training
Owning Your Career (Career Development)	Week 4	Online	
Meeting with Supervisor about Your Goals and Development	Week 4	In-person	Performance Appraisal form, Individual Development Plan
Completing Your Required Learning (Mandatory Training)	Week 5	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	

Contact Information

- [ASPR Human Capital Team](#)

Please complete this module by clicking on to the [Evaluation and Forms page](#).