



ASPR

Preparing for Your Debut as an ASPR Contractor

From Yes to Success
Module 1

We are so happy your employer selected you to support ASPR as a contractor! A lot is going to happen between now and when you come on site, and we want to let you know what you need to support our team and be successful at ASPR.

In This Module



- Before You Start at ASPR
- Your First Day on Site
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Before You Start at ASPR

- Your contracting firm may have already or will reach out to you to do the following:
 - 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.
- After all forms are turned in, you will begin the onboarding security process which may take several weeks.

Before You Start at ASPR

- Tentative Period
 - Your contracting agency will work with the Federal Contracting Officer's Representative (COR) to submit your security forms.
 - 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.
 - If your job requires, you may be asked to take a drug test.
- If you clear security before you start on site at ASPR, you will be asked to schedule a badging appointment with the HHS security office.
 - 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.

Your First Day on Site

- If you have received security clearance:
 - Meet in the O'Neill Building lobby at an arranged time with your contracting employer contact.
 - ✓ 200 C St., SW, Washington, DC 20201
 - ✓ Federal Center SW is closest Metro station (Orange, Blue, Silver lines)
- If you have not received security clearance:
 - Your employer will arrange your work location and schedule with you until you receive clearance and are able to work onsite at ASPR.
 - Your employer may hold an orientation session regarding their organization's policies and practices.

Becoming Familiar with ASPR



- We know there is a lot to learn about ASPR and that can be overwhelming sometimes.
- Once you receive an HHS email, 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 3 Months...

Modules/Meetings	Timeline	Format	Documents/Training
Getting Connected (IT Resources)	Week 1	Online	
Getting Familiar with your Surroundings (Facilities)	Week 1	Online	
ASPR Orientation	Week 2	In-person	
Plugging into ASPR (ASPR Portal)	Week 2	Online	
Achieving Results (Performance Management)	Week 3	Online	
Owning Your Career (Career Development)	Week 4	Online	
Optional Meeting with Technical Monitor to Discuss Your Goals and Development	Week 4	In-person	
Completing Your Required Learning (Mandatory Training)	Week 5	Online	Sexual Harassment, Plain Language, Records Management
Making Your Schedule Work (Alternative Work Arrangements)	Week 7	Online	
Rewarding Your Accomplishments (Awards & Recognition)	Week 9	Online	
Trekking the Globe (Travel)	Week 11	Online	

Contact Information

- Contact your employer if you have questions.

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