



Preparing for Your ASPR Debut

From Yes to Success

Preparing for Your ASPR Debut

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
- 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**:
 - HHS-828 – Personnel Security and Badging Services (Attached) – Please make sure that you complete all questions and make sure that your name is spelled correctly.
 - Digitally sign/date, rename, and save the PDF.
 - Complete Page 4 (Numbers: 21-33), Page 6 (digitally sign/date Numbers: 64-65), Page 7 (Badge Request; Numbers: 4-15), Page 11 (Investigative Request; Numbers: 4-15).
 - [The Rules of Behavior](#): Hand sign/date ONLY on page 13.
 - The Cyber Security Awareness Training certificate of completion.
 - After you complete the [Cybersecurity Awareness Training](#), you will need to hand sign/date the attached [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. Federal government employees are prohibited from engaging outside activities that conflict with their official duties.
- 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 have an outside activity, 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 a 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

- An ASPR Ethics Specialist will contact you to complete an OGE Form 450 if your position is designated by your supervisor as a financial disclosure filer.
- You will need to divulge your financial holdings if your position is designated as a financial disclosure filer.
- Financial disclosure is used to avoid conflicts of interest between your official duties in the government and your private financial interests.
- 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.

Before Your Start Date

- After accepting the Tentative job offer
 - If your job requires, you may be required to take a drug test.
 - The Personnel Security Division will email you to activate your e-QIP account.
 - The HHS security office (HSPD-12Services@hhs.gov) will email you to set up an appointment for fingerprints and to take your photo for your HHS badge. Check your junk mail if you do not receive this email before receiving a start date.

Please note: All badging requests will be fulfilled by appointment only, walk-in service is not available.

- After accepting the Final job Offer
 - 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.

Before Your Start Date

- Final Offer Period (con't)
 - 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.
- Bring two unexpired, valid forms of identity source documents in original form for the appointment. One form of identity source must have a current photo. This can be:
 - Social security card *and*
 - Driver's license or passport

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 Familiar with Your Surroundings and Technology (Facilities and IT)	Week 1	Online Module	
Creating a People Focused Organizational Culture	Week 1	Online Module	
ASPR Orientation	Week 1	In-person	
Selecting Your Perks (Benefits)	Week 1	Online Module	Health Care, Life Insurance, Beneficiary Forms
Securing Your Future Needs (Retirement)	Week 1	Online Module	401(k) Forms, Beneficiary Forms
Making Your Schedule Work (Alternative Work Arrangements)	Week 2	Online Module	Flexible Schedule or Telework Arrangement
Showing You the Money (Timekeeping and Pay)	Week 2	Online Module	
Achieving Results (Performance Management)	Week 2	Online Module	
Trekking the Globe (Travel)	Week 3	Online Module	
Meeting with Supervisor about Your Goals	Week 3	In-person	

And Beyond

Modules/Meetings	Timeline	Format	Documents/Training
Owning Your Career (Career Development)	Week 5	Online Module	
Meeting with Your Supervisor about Your Development	Week 6	In-person	Individual Development Plan
Completing Your Required Learning (Mandatory Training)	Week 6	Online Module	Initial Ethics Orientation, No Fear Act, Sexual Harassment, Plain Language, Alternative Dispute Resolution, Records Management
Rewarding Your Accomplishments (Awards & Recognition)	Week 7	Online Module	
Creating a Healthy Lifestyle (Health and Wellness)	Week 8	Online Module	

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.