Eunice Kennedy Shriver National Institute of Child Health and Human Development
Administrative Management Branch

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NICHD Orientation

NICHD Orientation

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- [Self Identification of Disability (SF256)](#)
- [ACH Vendor/Miscellaneous Payment Enrollment Form (SF3881)](#)
- [Report of Medical History (SF93)](#)
- [Request for Medical Determination and Report of Findings (NIH750-2)](#)
- [Verification of US Citizenship or Permanent Residency Status (NIH2590)](#)

⭐ denotes handouts provided at orientation

⭐ denotes forms provided/required on an case-by-case basis

(Please contact Giulia Mason, NICHD, AMB for any issues with this Wikki page, including liks, updates, and/or missing information.)

- Download Adobe Reader for free
- Tools and support information for Adobe software and content
- Microsoft Word Document Viewer

NIH › *Eunice Kennedy Shriver* National Institute of Child Health and Human Development
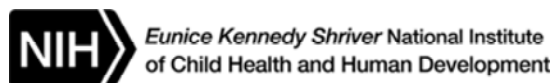
NIH…Turning Discovery Into Health®

| NICHD | NIH | Health and Human Services | USA.gov |

National Institute of Child Health and Human Development
Orientation Package Contents and Acknowledgement Form

Folder Contents – Left Side:

- Division of Intramural Research Orientation Fact Sheet
- NIH Orientation On-Line Training Instructions
- Training and Career Development

Folder Contents – Right Side:

- Training and Mentoring in the Intramural Research Program at the NIH (Teal Booklet)
- Conduct of Research in the Intramural Research Program at the NIH (Black Booklet)
- Scientific Record Keeping Guidelines in the Intramural Research Program at the NIH (Green Booklet)

- Campus Map
- Building 31 Map
- Important NIH Phone Numbers and Websites
- Getting an ID Badge
- Transhare Program Information and Application Form (NIH 2705-1)

Forms Requiring Signatures

- Individual Agreement
- Local Contact Information Sheet
- Ethnicity and Race Identification Form for Non-FTE Fellows (SF181)
- Self-Identification of Disability (SF256)
- ACH Vendor/Miscellaneous Payment Enrollment Form (SF3881) *(Required on case-by-case basis)*
- Report of Medical History (SF93) *(Required on case-by-case basis)*
- Request for Medical Determination and Report of Findings (NIH750-2) *(Required on case-by-case basis)*

I have provided a copy of my degree to the Administrative Officer.

_____
Printed Name

_____   _____
Signature   Date

I have received the NICHD Orientation Package and an Explanation of the items listed above

_____
Printed Name

_____   _____

Division of Intramural Research
Orientation Fact Sheet

General Information:

Benefits: Civil Service employees who have questions regarding health insurance, life insurance, retirement or pay should contact the Human Resources Benefits Office at (301) 496-2404. Fellows, guest researchers or volunteers who have questions on health insurance should contact their Administrative Officer.

Identification Card: All employees, fellows, guest researchers, volunteers and contractors are required to have a NIH identification card. The Administrative Office will ensure your profile is established and approved in the NIH Employee Directory (NED), in order to obtain your identification card from NIH ID Office when you arrive at the NIH campus to begin your appointment.

Your Administrative Officer will provide more detailed information on how to obtain your badge.

Contact your Lab/Branch Secretary for ID renewals or, if your card should be lost, stolen or broken.

Important Contacts: The Branch Secretary, Timekeeper, Purchasing Agent and Administrative Officer are people who will assist you with administrative matters.

Injuries at Work: If you are in an accident, injured at work, or exposed to hazardous materials, you must immediately report to your supervisor and then report to the Occupational Medical Service located in Building 10, 6th Floor Clinic (301-496-4411). If you are injured on a weekend, holiday or after work hours, report to Suburban Hospital.

Leave: Civil Service employees and Commissioned Officers are entitled to earn annual leave (vacation) and sick leave. See your timekeeper for details. Leave for fellows needs to be discussed with your sponsor.

Library Card: Access is given through NED and is coded on your NIH ID card.

Manuscripts: All manuscripts and abstracts must be cleared through the Scientific Director prior to submission. Contact your Branch Secretary for the necessary paperwork.

Parking: All vehicles using NIH parking facilities on the NIH campus must display a valid parking permit. Parking permits can be obtained from the NIH Parking Office, Building 31, Room B3B-04. You must have your current vehicle registration card and driver's license at the time of processing.

Press Inquiries: If you receive an inquiry from the press, television, or anyone from Congress, take his or her name and telephone number and call the NICHD Public Information and Communication Branch (PIC) at (301) 496-5133. **DO NOT PROVIDE ANY INFORMATION WITHOUT FIRST CONTACTING PIC.**

Procurement: To place an order for goods and services, you must complete a NIH-1861-1 Requisition Worksheet and submit it to the Purchasing Agent through the Lab Chief or Section Head. The enclosed brochure, Requesting Goods and Services at NIH, contains a reference guide on the exact procedures to be followed when ordering goods or services. **THE PURCHASING AGENT IS THE ONLY PERSON AUTHORIZED TO PLACE AN ORDER TO OBLIGATE FEDERAL FUNDS UNLESS YOU ARE AN APPROVED IMPAC CARD HOLDER. DO NOT PLACE AN ORDER FOR GOODS AND SERVICES YOURSELF. IF YOU DO, IT IS CONSIDERED "UNAUTHORIZED" AND YOU WILL BE LIABLE FOR PAYMENT.**

Training: Training is available at government expense for work-related courses, such as computer and scientific courses. If you are interested in training, see your Brach Chief or Administrative Officer to determine your eligibility. The Brach Secretary will complete the necessary forms and forward them for approval. **Never pay for a training class yourself or you will be personally liable for the cost.**

Travel: If you anticipate traveling to a meeting/conference, please contact your Lab/Branch Secretary as soon as you know about the meeting/conference for guidance and governmental rules and regulations. **DO NOT PAY FOR REGISTRATION FEES OR AIRFARE WITH PERSONAL FUNDS.** All registration fees will be paid by your Purchasing Agent via his or her Government Purchase Card. See your Lab/Branch Secretary for guidance on these procedures. **You must use the NIH Travel Management Contractor Agent for all lodging and airfare.**

ETHICAL AND REGULATORY ISSUES

Conduct of Research: NIH policy requires that all primary data (notebooks, gel, photographs, etc.) be retained at the laboratory of origin for the active life of the project or at least 5 years. Investigators leaving NIH may copy, if necessary, but must leave the original in the laboratory. Refer to the brochure *Guidelines for the Conduct of Research in the Intramural Research Program at NIH* for additional information.

Inventions: Should you develop something that appears to have a commercial value, it belongs to the government unless the government waives rights. A significant portion of any royalties will go to the inventor. You should file an Invention Report, form PHS 6364.

Material Transfer: When there is a transfer of proprietary items or information between NIH and an outside party (university, drug company), you must prepare a Material Transfer Agreement (MTA). This agreement defines the terms and conditions under which the recipients of materials (e.g. cell lines, clones, antibodies), provided by either source, may use the materials. For more detailed information see your Branch Chief or contact Virginia DeSeau at (301) 435-3798 or email at Virginia.Deseau@nih.gov.

Outside Work Activities: Advance administrative approval is required for any outside work or activity, whether or not you receive compensation and whether or not the activity is related to your official duties. These include, but are not limited to: teaching, lecturing, or speech making; professional and consultative services with outside organizations; private medical and dental practice, consultative series relating to patient car; service on boards or committees; writing, editing, or publishing; and holding office in professional organizations or societies. Paperwork requesting approval for outside activities must reach the Executive Officer four weeks prior to the date of the activity. Even if plans are not final, submit papers as early as possible as late requests will not be approved. DO NOT perform an activity, or commit yourself to perform an activity, until approval has been secured. If you anticipate outside work, consult with your Brach Chief or Administrative Officer for additional information. The Brach Secretary will have the required forms for you to complete.

Research on Animals: The Research Animal Management Branch (RAMB) provides animal research support services to NICHD investigators. Information sheets which provide general information on RAMB will be provided. For further information, contact Dr. Joseph Schech, Chief Veterinarian at (301) 496-9733. Training courses on the proper management of research animals is mandatory for individuals authorized to conduct procedures involving animals under Animal Study Proposals (ASP),

commonly referred to as animal protocols. This course if offered periodically. Contact Dr. Jim Harwell at (301) 435-1256 for course schedule or to register. This class is also available online. For more information go to: https://science.nichd.nih.gov/confluence/display/ramb/Training+Courses

Research on Human Subjects: Any research involving human tissue of any sort, including genetic material, cells or blood, or that involves interaction with human subjects, is subject to Federal regulations and NIH review. Contact the Clinical Director's office at (301) 493-8368 for more information on how to obtain clearance.

REMEMBER: **Approval is needed and there is a form for almost EVERYTHING!!**

We welcome any suggestions for additional information to be provided. Please call your Administrative Office if there are any topics that were not covered and would be beneficial to others in the future.

NIH Orientation On-Line Training Instructions

Welcome to the National Institutes of Health,
An Agency of the Department of Health and Human Services

The NIH is the United States Government's focal point for health research. Our mission is to uncover new knowledge that will lead to better health for everyone. To this end, the NIH invests billions of dollars in scientific research annually. There are thousands of people working at the NIH in varied occupations, all supporting research efforts for a healthy nation. As a part of the NIH community, you will be supporting a vital effort to improve the health and lives of all Americans and countless others around the world. You will be contributing to research that generates new knowledge about the prevention and treatment of diseases and disabilities, from the rarest genetic disorder to the common cold.

One of your first duties will be to complete the on-line orientation program, which will provide you will a summary of important information about the NIH. Please explore each topic to learn about the many benefits, opportunities, and resources available to you and complete the orientation program within the first three weeks at the NIH. You will be told which topics you are required to complete when you log on. In addition, mandatory courses are described, also dependent on your position.

To complete the on-line orientation program:

1. Open your browser and go to: https://lms.learning.hhs.gov/Saba/Web/Main

2. At the HHS Learning Portal Page – See Log In Instructions website link for NIH Users

3. Once you are logged in, click on the NIH Orientation link

4. At the next screen, scroll down to the bottom where your NIH Orientation registration is listed and click on Register

5. Then, it should take you through the course

6. At Mandated Training at NIH – http://mandatorytraining.nih.gov/ , then follow attached instructions

NIH offers a wide variety of training opportunities to its scientific staff. Regulations and policies require that all scientific staff take certain training courses, as well as others determined by your areas of research. The following pages detail the Mandatory training courses that must be completed for the NIH Summer Program.

TRAINING AND CAREER DEVELOPMENT

NIH offers a wide variety of training opportunities to its scientific staff. Regulations and policies require that all scientific staff take certain training courses, as well as others determined by your area of research:

Mandatory Courses:

- ✓ **NIH Computer Security Awareness-** The Computer Security Act requires that all government personnel and contractors who use computers as part of their official duties must receive training on computer security awareness. This training must be completed within 60 days of your arrival at NIH. *http://irtsectraining.nih.gov*

- ✓ **Privacy Awareness-**The training course emphasizes two points: (1) an increased awareness of the sensitivity of the personally identifiable information (PII) that we collect, use, store, maintain, and disseminate; and (2) an understanding of the risks to the privacy of the PII we are obliged to protect. *http://irtsectraining.nih.gov*

- ✓ **Introduction to the Responsible Conduct of Research-** This training is required for all staff who have direct and substantive involvement in proposing, performing, reviewing, or reporting research, or who receive training. This training promotes the responsible conduct of research and discourages research misconduct and questionable research practices. *http://ResearchEthics.od.nih.gov*

- ✓ **Introduction to Laboratory Safety-** This computer-based training is required for all non-administrative staff. - Introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards. *https://www.safetytraining.nih.gov/*

- ✓ **Laboratory Safety at NIH-** Required for all scientific personnel, following completion of Introduction to Laboratory Safety. – provides additional training on the recognition and control of common physical, chemical, and biological hazards. *https://www.safetytraining.nih.gov/*

- ✓ **Technology Transfer Online Training-** Provides information about your rights and responsibilities regarding technology transfer. *http://tttraining.od.nih.gov/*

- ✓ **New Employee Ethics Orientation-** Provides an overview of ethics (standards of conduct) in the Federal Government.
  FTEs use - *http://ethicsorientation.nih.gov*
  Non-FTEs use - *http://oge.gov/DisplayTemplates/ModelSub.aspx?id=2147484417*

✓ **Equal Employment Opportunity-** Includes training on Disability Awareness, Sexual Harassment, Section 508, and the No Fear Act of 2002. You will be required to complete modules 3, 5, 6, and 7. Below is a brief description of each.
http://lms.learning.hhs.gov

> ➢ **Prevention of Sexual Harassment Training-** Provides an overview of issues involved in the prevention of sexual harassment on the job.

> ➢ **Disability Awareness Training-** Provides information about the inclusion of persons with disabilities in all facets of NIH work, activities, and benefits.

> ➢ **No Fear Act Training-** initial then bi-annual (Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002).

> ➢ **Section 508 Training-** one time. Stage 1 training in Section 508 of the Rehabilitation Act of 1973. Stage 1 is an introduction to the requirements of Electronic and Information Technology (EIT) Act.

✓ **NIH Orientation-** Provides important information about NIH. Cannot be completed without NIH Identification badge being issued.
http://orientation.nih.gov

✓ **NEMS Awareness Training-**The NEMS (environmental) awareness training, which all NIH staff must take, is designed to briefly inform them of their roles and responsibilities within the NEMS. This training reviews the NIH Environmental Policy, describes how the NEMS works, and discusses ways to reduce your impact on the environment.
http://lms.learning.hhs.gov

Mandatory Course Only For Those With <u>Patient Contact</u>:

✓ **Protection of Human Research Subjects-** Designed to help <u>IRP</u> investigators understand and comply with the ethical guidelines and regulatory requirements for research involving human subjects. **(This is required only for those working with patients)**
Please contact your AO for course material.

Position Specific Training Courses:

Please speak with your supervisor to find out if any of the following courses apply to your research.

- ✓ **Radiation Safety Course** (Required for all staff working with or around radioactive sources.)- Provides instruction about radiation hazards and appropriate precautions.
  http://drs.ors.od.nih.gov/training/training.htm

- ✓ **Using Animals in Intramural Research** (Required for all staff working with animals.)- Provides information on the organizational structure of the NIH Intramural Animal Care and Use Program as well as current laws, regulations and guidelines for the care and use of animals in research.
  http://oacu.od.nih.gov/training/index.htm

- ✓ **Clinical Research Training** (Required for all research staff and for all clinical investigators involved with a protocol.)- Introduces the ethical issues involved in human subjects research, as well as the roles and responsibilities of the principal investigator and the institution when conducting clinical research in the NIH Intramural research program.
  http://www.cc.nih.gov/researchers/training.shtml

- ✓ **Blood-borne Pathogens** (Required for all staff working with blood-borne pathogens.)- addresses work practices in Biological Safety levels 2 & 3 laboratories, common methods of blood-borne pathogen exposures and the use of various controls to help prevent exposure.
  https://www.safetytraining.nih.gov/

- ✓ **Working Safely with Non-Human Primates** (Required for all personnel who are scheduled to begin working with non-human primates (NHP) but have little or no experience.) The primary goal of the training is to provide information about the normal behavior of NHP's that will enable personnel to avoid being bitten, scratched or otherwise exposed to pathogens that are transmissible to humans. Consult your IC Animal Program Director or your ACUC for information on presentation dates.

- ✓ **Universal Precautions** – The Departments of Labor, OSHA and HHS require that all health care workers whose job entails either patient care or clinical laboratory responsibilities receive training in Universal Precautions (UP) annually. They also recommend that workers with patient contact receive training regarding Tuberculosis (TB). Call (301) 496-2209 to schedule training.
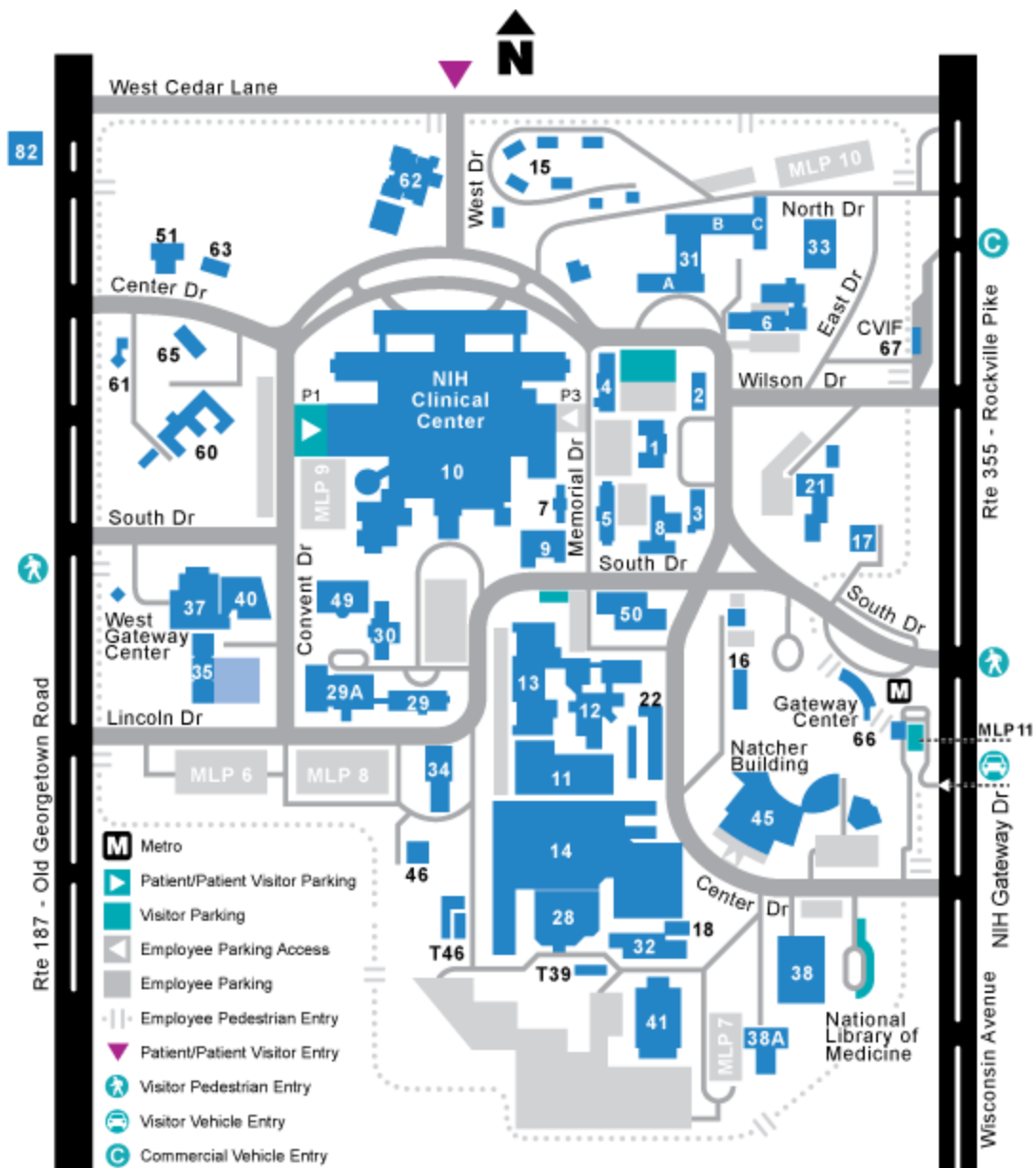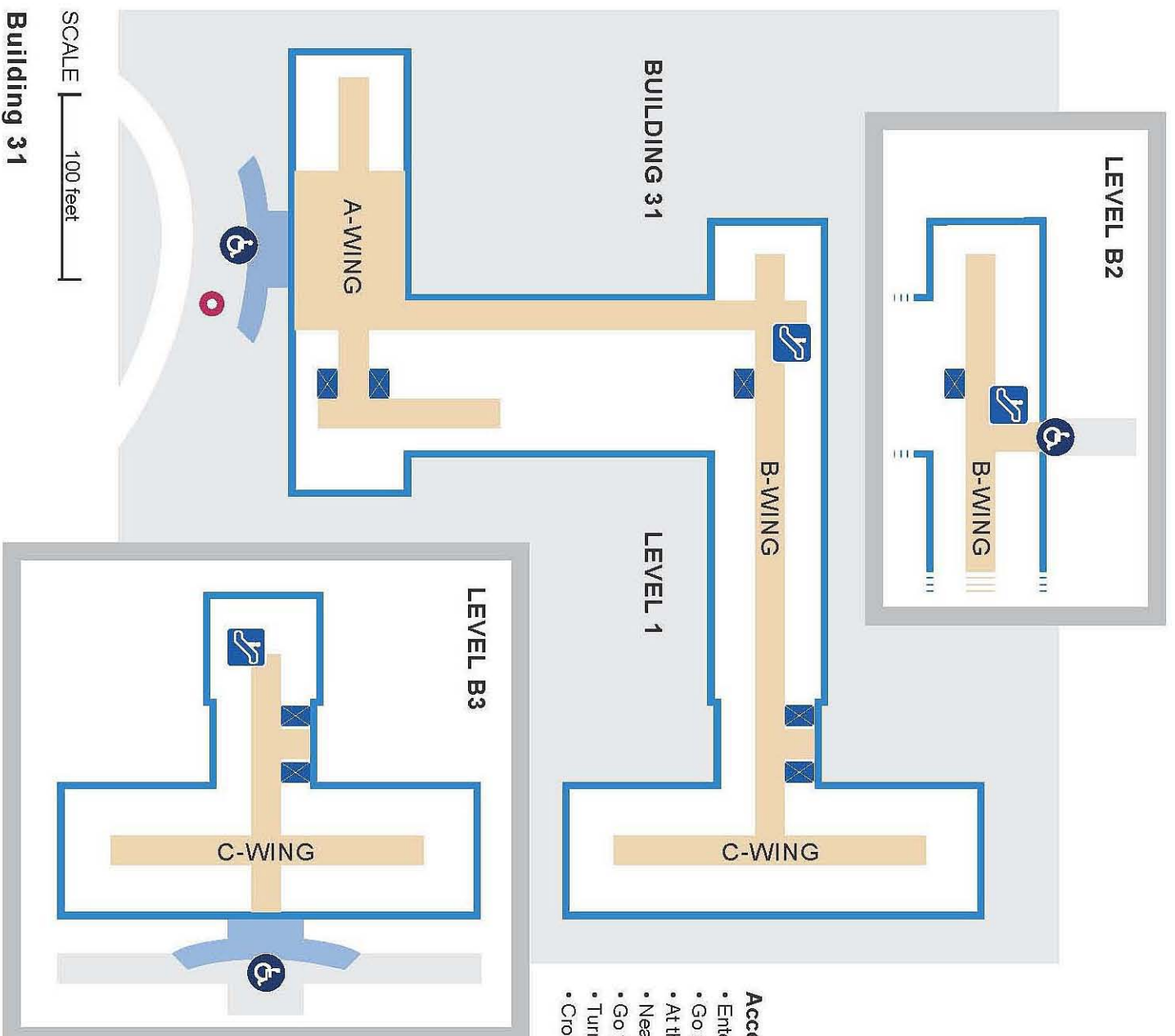
[page intentionally left blank]

I understand that I received the training requirement information and am required to provide proof of completion of these requirements to my Administrative Officer within two weeks of my start date. Failure to do so may result in the loss of NIH privileges.

_____

Printed Name

_____

Signature

_____

Date

West Cedar Lane

N

82

MLP 10

15

West Dr

62

North Dr

B C

51 63

31

33

Center Dr

A

65

East Dr

6

CVIF
67

61

Wilson Dr

60

P1

4

2

NIH
Clinical
Center

P3

21

1

MLP 9

10

17

7

5 3

8

South Dr

9

Memorial Dr

South Dr

50

16

37 40

49

Gateway
Center

M

West
Gateway
Center

30

MLP 11

66

35

13

Natcher
Building

29A

29

12 22

Lincoln Dr

11

45

34

MLP 6

MLP 8

46

14

18

T46

28

32

T39

38

Center Dr

National
Library of
Medicine

41

MLP 7

38A

Legend

M Metro

▶ Patient/Patient Visitor Parking

Visitor Parking

Employee Parking Access

Employee Parking

Employee Pedestrian Entry

▼ Patient/Patient Visitor Entry

Visitor Pedestrian Entry

Visitor Vehicle Entry

C Commercial Vehicle Entry

Rte 187 - Old Georgetown Road

Rte 355 - Rockville Pike

Wisconsin Avenue

NIH Gateway Dr

Convent Dr

Building 31

SCALE

100 feet

BUILDING 31

A-WING

B-WING

LEVEL 1
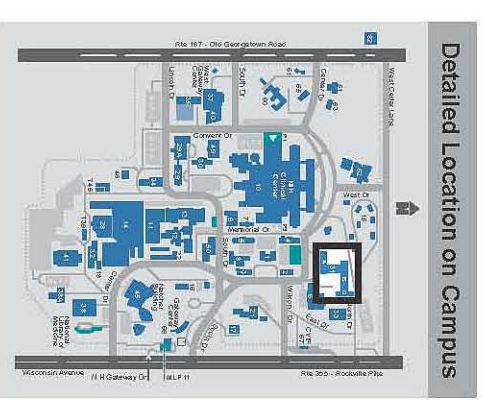
C-WING

LEVEL B2

B-WING

LEVEL B3

C-WING

Access Bldg 33 through Bldg 31:

- Enter Bldg 31 through the main lobby at the A-Wing
- Go straight down the west corridor
- At the end of the corridor turn right
- Near the end of the corridor turn left to the C-Wing elevators
- Go to Level B3
- Turn left from the elevator alcove and exit the building
- Cross the plaza to Bldg 33

N

Accessible Entrance

Campus Shuttle Stop

Corridor

Elevator

Escalator

Detailed Location on Campus

Emergency Assistance
301-496-5685
NIH Information Line
301-594-6677
301-435-1908 TTY

IMPORTANT NIH
PHONE NUMBERS & WEBSITES

NICHD DIR Orientation Wiki:

https://science.nichd.nih.gov/confluence/display/amb/NICHD+Division+of+Intramural+Research+Orientation

Deputy Director for Intramural Research (DDIR) Sourcebook:

http://www1.od.nih.gov/oir/sourcebook/

Fellows Website: http://felcom.od.nih.gov

Foundation for Advanced Education in the Sciences (FAES):

Building 10, room B1C18
Phone: (301) 496-8063
Orientation classes are held, Mon-Thurs @ 10 am
http://www.faes.org/health_insurance

Housing Websites: http://recgov.org/housing/housing.html
http://www.washingtonpost.com
http://washingtoncitypaper.com/class/classifieds.html

ID Badge Office: Building 31, Room 1B03
Phone: (301) 451-9381
DPSAC helpdesk: (301) 402-9755
e-QIP helpdesk: (301) 496-1294
8:00 a.m.–5:00 p.m. (M-F)
http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/default.aspx

Limited Authorized Personal Use of NIH Information Technology Resources:

http://www3.od.nih.gov/oma/manualchapters/management/2806/
(section C.3)

NICHD Homepage: http://nichd.nih.gov

NIH Homepage: http://www.nih.gov

NIH Federal Credit Union:

Phone: (301) 718-0208 /Toll Free: 1-800-877-6440

TDD: (301) 881-5822

$25 to open account

Building 31, Room 1A08

8:00 a.m. - 4:00 p.m. (M-F)

Bldg. 10 (Clinical Center), Room B1-C25

8:00 a.m. - 4:00 p.m. (M-Th)

8:00 a.m. - 6:30 p.m. (F)

8:30 a.m. - 1:00 p.m. (Sat) *

NOTE: Extended hours on Sat. are for Teller Dept. only

Executive Plaza South, Room T-43

8:15 a.m. to 4:00 p.m. (M-F)

Rockledge II, Room 110

8:15 a.m. to 4:00 p.m. (M-F)

Occupational Medical Services (OMS) :

Building 10, 6th floor clinic

Phone: (301) 496-4411

http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx

Parking Office: Building 31, Room B3B04.

Phone: (301) 496-5050

Fax: (301) 480-0854

7:30 a.m. - 4:30 p.m. (M-F)

nihparkingoffice@ors.od.nih.gov

Transhare Office: Building 31, Room B3B04.

Phone: (301) 496-5050

Fax: (301) 480-0854

7:30 a.m. - 4:30 p.m.(M-F)

http://dtts.ors.od.nih.gov/transhare.htm

Office of Research Services
Serving the NIH Community

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About DPSAC
Getting a Badge
- Accessibility
- Applying for a Badge
- Badging Services at Other Remote Locations
- Four Steps to Getting an ID Badge
- Lifecycle Work Stations Available Through Your I/C
- Locating a Badge Enrollment & Issuance Work Station
- New Employees
- Personal Identity Verification
- Privacy of your Information
- Renewing Your Smart Card Certificate
- Replacing Your Badge
- Resetting Your SmartCard PIN
- Summer Students
Background Checks
Forms
Policies & HSPD-12
Resources
Training
FAQ
Contact Information

Divis
Sec
Con

Quic

Four Steps to Getting an ID Badge

PDF documents on this page require the free Adobe Reader.

The instructions below describe the four steps each applicant must take to successfully complete the Personal Identity Verification (PIV) process and obtain a Health and Human Services (HHS) ID Badge.

For applicants at NIEHS-RTP and RML: Special instructions for completing the PIV process at these facilities can be found at NIEHS-RTP (PDF, 4 Pages) and RML (PDF, 2 Pages) respectively.

For Non-immigrants (Foreign Nationals): Special instructions for obtaining an ID Badge are posted on the ORS Division of International Services (DIS) website at: http://dis.ors.od.nih.gov/resources/01_contractor.html.

- Enrollment & Issuance Locations and Scheduling Procedures
- Track your badge status through NED

Step 1. Pre-Enrollment

The process of obtaining a new badge or renewing an expiring badge begins when the Sponsor -- usually an Administrative Officer (AO) -- enters your information into the NIH Enterprise Directory (NED) and initiates a request to issue you an Health and Human Services (HHS) ID Badge.

Note: As part of this process, you may be asked to provide or verify your personal information.

You will be notified when it's time for you to begin the PIV process.

Step 2. Enrollment (new photo and fingerprints)

Once you are sponsored for a new HHS ID Badge, you will receive an e-mail instructing you to schedule an Enrollment appointment with the Division of Personnel Security and Access Control (DPSAC).

To schedule an appointment and find an Enrollment Center near you, click on: EWS/IWS Locations and Scheduling Information. Please note that **NEW Federal employees** are fingerprinted as part of the Entry-on-Duty (EOD) training.

You must bring two forms of acceptable identification. **(One must be a Federal or State-issued photo ID and both must be unexpired.)** View the table of acceptable identification documents as provided on the Federal I-9 form (PDF, 1 Page) **Please be aware that both forms of ID must show your Full Legal Name. Full Legal Name consists of Full First Name, Full Last Name; Middle Name or Initial is preferred but not required.**

At your Enrollment appointment, DPSAC will scan your fingerprints. Everyone will be required to provide at least two fingerprints. These fingerprints will be programmed onto your new smart card. If DPSAC has determined that you need to complete a background investigation, all of your fingerprints will be scanned. DPSAC will also take a new photograph. Unfortunately, **old photos cannot be used because they are not compliant with the PIV process**.

Step 3. Getting Your New HHS ID Badge

Within 3-5 business days following your Enrollment appointment, DPSAC should be able to review the results of your fingerprint check from the Office of Personnel Management (OPM). You will then receive an e-mail instructing you to schedule an appointment with DPSAC to pick up your HHS ID badge.

To schedule an appointment and find a Badging Center near you, click on: **EWS/IWS Locations and Scheduling Information**.

When you come to your Badge Issuance appointment, please be sure to bring the photo ID you used at your Enrollment appointment. If you have a current NIH ID Badge, you will be required to turn it in as well.

To check on the status of your HHS ID Badge at any time, log into NED (you must already be logged into the NIH network to access NED). Once you are logged in, simply click on the button labeled "Track My Badge Status" and you will be provided with the most up-to-date information on your new HHS ID Badge.

Step 4. Background Investigation

As part of the PIV process, individuals who need to complete a background investigation will receive a separate e-mail from DPSAC instructing them to complete any necessary forms. Watch for an e-mail alert with the subject line "******Mandatory**** RE: Background Investigation Forms.**"

This e-mail provides a secure link to '**e-QIP**' (the **E**lectronic **Q**uestionnaires for **I**nvestigations **P**rocessing) that allows you to complete your background investigations form online. Please note that you cannot access the e-QIP system prior to receiving your e-mail from DPSAC.

Complete your e-QIP and any additional required forms within 7 business days, Print and submit your forms as directed. DPSAC will advise you on which of the following forms you will need to complete and sign. At a minimum you must complete the following:

- Online e-QIP form (including SF85, SF85P or SF86 and signature page) Click here to compare these Investigation Forms.
- OF 306
- OF 612 (Employees and affiliates)
- Any other required forms as directed in the e-mail

Helpful Tip: Collect the required information in advance of logging on to e-QIP to avoid interruptions and to save time. A convenient checklist of information you'll need as well as an explanation of how to complete each form can be viewed by clicking on the corresponding link below:

- At a Glance: Documents and Information Needed to Complete Form SF-85 / SF -85P / SF-86
- SF85 – Explanation of Instructions 🗗
- SF85P – Explanation of Instructions 🗗
- SF86 – Explanation of Instructions 🗗

You should save your work, close out of e-QIP, and return to the forms without having to start over. Once you've completed your questionnaire you must hit the "**Release Request/Transmit to agency**" button to finalize the e-QIP process.

Deliver your required, *signed forms* to any EWS/IWS location. DPSAC will forward your information to the Office of Personnel Management (OPM) to conduct your background investigation. DPSAC will notify you when your investigation is complete.

IMPORTANT: Failure to complete the forms for your background investigation will result in your ID badge being disabled.

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NIH Transhare Policy

Transhare Program

Purpose:

The rules and procedures of the program outline the National Institutes of Health (NIH) Transhare Program and the requirements for participation in the program as administered by the NIH, Office of Research Services (ORS), Division of Amenities and Transportations Services (DATS).

Background:

The NIH Transhare Program is a transportation incentive program for NIH employees. It was initially implemented at NIH on October 1, 1992, as a one-year pilot open to 2,000 participants who were willing to use public transportation to commute to the NIH campus. Based on available funding, the initial program provided each participant a subsidy of up to $21.00 per month. As additional funding became available, the amount of the commuting subsidy increased, and by 1993 the Transhare subsidy had increased to $44.00 per month.

The program has expanded extensively over the last several years to include a wider variety of alternative transportation modes such as vanpools, Metrorail, MARC Trains and public buses.

Employees located in off-campus facilities in Montgomery County became eligible for Transhare subsidies in 1994. In FY 1998, Congress approved adding Intramural Research Training Award employees, Fellows, Volunteers and Trainees to those eligible. Also, at that time, availability of funds allowed the NIH to raise the participant ceiling from 2,000 to 2,300.

On April 21, 2000, the President signed Executive Order Number 13150 entitled Federal Workforce Transportation requiring Federal agencies within the National Capital Region (NCR) to provide commuting subsidies to all qualified Federal employees. This expansion of benefits removed the ceiling of participation and offers qualified employees the option to receive assistance with employee out-of-pocket commuting costs incurred through the use of mass transportation and vanpools, not to exceed the maximum monthly level allowed by law (26 U.S.C. 132) currently up to $245.00.

On October 5, 2009, the President signed Executive Order 13154 requires Federal agencies to set a 2020 greenhouse gas emissions reduction; increase energy efficiency; reduce fleet petroleum consumption; conserve water; reduce waste; support sustainable communities; and leverage Federal purchasing power to promote environmentally-responsible products and technologies.

Responsibility:

The Director, ORS establishes Transhare policies, and the DATS is responsible for the management and operation of the established Transhare Program.

References:

Executive Order 13150
Executive Order 13154
Title 26, United States Code, Section 132(f)
Energy Policy Act of 1992
Federal Employees Clean Air Incentives Act of 1993
Transportation Equity Act for the 21st Century (1998)
OMB Circular a-11
OPM Decision Letter S001842, August 11, 1998
IRS Notice of Proposed Rulemaking dated January 27, 2000

Definitions:

National Capital Region (NCR) - For the purposes of these rules and procedures, the NCR is identified in the Executive Order (No. 13150) as follows:

- The District of Columbia; Montgomery, Prince George's and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or

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  - NIH Bicycle Program
  - NIH Radio - AM 1660
- Travel
- Wellness

DATS

Documents

NIH Transhare Policies and Procedures

Contact Information

Employee Transportation Services Office
Telephone:(301) 496-5050
Fax: (301) 480-3417

Ride Finders
Telephone: (301) 594-1755

Parking Permits, Transhare and Commuter Options
Rusty Mason
Program Manager
Telephone: (301) 451-4811

Shuttle and Parking Services
Louise Davis
Program Manager
Telephone: (301) 496-9621

Michelle Mejia
Quality Assurance Specialist
Telephone: (301) 496-4998

hereafter existing in Maryland or Virginia with the geographic area bounded by the outer boundaries of the combined area of said counties.

Policies and Procedures

Policy:

The NIH strongly encourages all qualified employees to actively participate in carpooling, vanpooling and the NIH Transhare Program. Information on the NIH Transhare Program, the NIH Ridefinders Network, and public transportation routes is available through the DATS by calling 402-RIDE (7433) or by visiting the NIH Parking Office in Building 31, Room B3B04. Additional information is also available on the DATS Transportation website under Transhare.

The NIH Transhare program provides a transit subsidy for use on mass-transit to include VRE, MARC, MTA, Metrorail, vanpools as described by the Internal Revenue Code 132(f), and all buses in the National Capital Region that will accept SmartBenefits or other fare media issued by the program.   Transhare is for mass-transit use only and may not be used to pay for parking to include Metro Parking Lots.

The NIH Transhare Program is open to qualified Federal employees of the NIH, including employees who are employed by other Federal agencies and are located at the NIH (i.e., FDA/CBER) and in accordance with special legislative authority (several non-FTE bearing positions such as summer students, visiting fellows and volunteers).

NOTE: FDA/CBER employees who are registered with any FDA transit subsidy program may not participate in the NIH Transhare Program.

Penalties invoked because of violation(s) or abuse of these procedures may include suspension of up to six months from the NIH Transhare Program; removal from program; criminal prosecution under U.S. Code, Title 18, Section 1001, including a fine and imprisonment for up to five years; a civil penalty action providing for administrative recoveries of up to $5,000 per violation; and/or agency disciplinary actions up to and including dismissal.

Procedures for Participation:

Complete Form 2705-1 Transhare Program Application/Commuting Cost Declaration and submit the completed form in person to the Parking Office, Building 31, Room B3B04, Monday through Friday, 7:30 a.m. to 4:30 p.m.

Transhare Application forms may also be obtained at the Parking Office, or contact 301-496-5050 to have the applications mailed or faxed to you.

- Anyone applying for Transhare for the first time must appear in person at the Parking Office with their signed Transhare application.
- Current or former Transhare members wishing to renew, re-enroll, or modify their membership benefits may fax or scan their application to the Parking Office.
- Applications must be fully completed to be considered for participation.
- Individuals must present a valid NIH identification card at the Parking Office.

Transhare participants cannot retain NIH on- or off-campus parking privileges while participating in the NIH Transhare Program. Applicants must surrender whatever parking privileges they have (i.e., permits, hangers, access cards, etc.). Participating Transhare members are not eligible for Bicycle Subsidies.

Program Conditions

Annual Renewals:

Transhare members must annually renew their Transhare memberships by recertifying their information during the assigned period, either online or at the Parking Office.

Renewal periods are staggered alphabetically according to last name. Failing to renew benefits will result in automatic termination from the program. A courtesy email reminder will be sent out to participants during their month to renew. The sole responsibility for renewing Transhare benefits is the participants.

Transhare members during their renewal period will have the whole month starting on the first and ending on the last day of that month to renew. The Transhare renewal periods are:

LAST NAME INITIAL	RECERTIFICATION MONTH
A - B - C	JANUARY
D - E - F - G	MARCH
H - I - J - K - L	MAY
M - N - O - P	JULY
Q - R - S	SEPTEMBER
T - U - V - W - X - Y - Z	NOVEMBER

Withdrawal:

NIH Transhare participants may elect to withdraw from the program at any time. To withdraw, the participant must submit a completed form NIH Form 2705-5 Termination of Program Participant 🔲 to the Parking Office or email the NIH Parking Office requesting to terminate Transhare. When emailing please provide your NIH ID number.

Temporary Parking Permits:

NIH Transhare participants who are located on-campus and must drive on a given day can be issued a temporary dashboard parking permit. These Temporary permits can be obtained from the NIH Parking Office in Building 31, Room B3B04 from 7:30 a.m. to 4:30 p.m. Monday through Friday (excluding Government Holidays).

Temporary parking permits will not be issued for more than five consecutive days. If the Parking Office is closed, you may request a temporary one-day dashboard parking permit from the NIH Police Desk located in Building 31, Room B3B17.

Off-campus Transhare participants may obtain a one-day validation sticker for parking from their Facility Manager or IC representative. NIH Transhare participants may not exceed more than six temporary parking permits or validation stickers per calendar quarter (Jan-March, April-June, etc.). Unused permits do not roll over or accumulate.

Vanpools

Transhare members can use their transit benefits for ridership in vanpools that meet state and Federal requirements. Vanpools are required to be registered with WMATA. NIH vanpools must register with the Transhare Administrator. NIH Vanpool Coordinators are responsible to notify the Transhare Administrator of any roster changes in their vanpool.

Audits and Penalties

DATS is responsible for the fiscal management of funds allocated to the program. DATS will randomly audit a percentage of Transhare participants. If during the audit it is determined that information supplied is falsified, appropriate action will be taken. The Director, DATS, or his designee may revoke the Transhare privileges for violation of these regulations or any of the requirements of these policies and procedures.

Penalties invoked because of violation(s) or abuse of these procedures may result in removal or suspension of up to six months from the NIH Transhare Program; criminal prosecution under U.S. Code, Title 18, Section 1001, including a fine and imprisonment for up to five years; a civil penalty action providing for administrative recoveries of up to $5,000 per violation; and/or agency disciplinary actions up to and including dismissal.

Record Keeping:

The DATS will maintain all necessary records and files.

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NIH TRANSHARE PROGRAM
APPLICATION
http://dtts.ors.od.nih.gov/transhare.htm

SECTION 1:	TO BE COMPLETED BY THE EMPLOYEE. Complete ALL fields.

1. PURPOSE

☐ New Enrollment in Transhare Program

☐ Change in Benefits Amount

☐ Annual Re-certification

2. EMPLOYEE'S NAME (*Last Name, First Name, Middle Initial*)

3. NIH ID NUMBER

4. EXPIRATION DATE

5. TOTAL MONTHLY BENEFIT FROM PAGE 2
$

6. INSTITUTE

7. DIVISION OR CENTER

8. GOVERNMENT EMAIL ADDRESS

9. OFFICE ADDRESS (*Street Address*)

10. OFFICE PHONE NUMBER

City	State	Zip Code	**11. HOME ADDRESS** (*Street Address*)		
Building Name or Number	Room Number		City	State	Zip Code

☐ I **require** a SMARTRIP card.

☐ I **own** a SMARTRIP card with serial # _ _ _ _ _ _ _ _

☐ **Metrocheks** (for employees who ride MARC and VRE trains, Dillon, EYRE, Keller and Omni-Ride **ONLY**)

*NIH will only issue one **SMARTRIP** card per transhare member and replacement is the responsibility of the participant.*

I CERTIFY THAT: I am employed by the government; I will be using Transhare subsidy for my daily commute to and/or from work; I will not transfer the subsidy to anyone else; I understand that I must surrender all NIH parking permits and all off-campus parking access card (FACSCARD) and/or sticker numbers to participate in the NIH Transhare Program; I understand that I cannot be a participant in the NIH Transhare Program and have on or off-campus parking permits, other than satellite parking; I understand that I cannot have parking privileges and/or a reserved space at on or off-campus facilities (i.e., all parking permits and privileges MUST be surrendered in order to participate in the NIH Transhare Program); and to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith. A false, fictitious, or fraudulent certification will render me subject to criminal prosecution under U.S. Code, Title 18, Section 1001, including a fine and imprisonment for up to five years; a civil penalty action providing for administrative recoveries of up to $5,000 per violation; and/or agency disciplinary actions up to and including dismissal, as well as repayment of Transhare funds to the agency and/or suspension of up to six months from both the NIH Transhare and Parking Programs at the NIH and/or revocation from the NIH Transhare Program.

APPLICANT'S SIGNATURE (I have read and understand the rules of the Transhare Program)

DATE (mm/dd/yyyy)

PRIVACY ACT STATEMENT: Public Law 101-509, title IV-General Provisions, section 629 (1990) authorizes the collection of the information on this form. The primary use is by management and the NIH Employee Transportation Services Office (ETSO) to analyze participation in the NIH TRANSHARE Program. Additional disclosures of the information may be to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. In the event of litigation where the defendant is: (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Department of Justice has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected. Furnishing the information on this form is entirely voluntary; however, failure to do so will result in ineligibility to participate in the NIH TRANSHARE Program.

SECTION II:	TO BE COMPLETED BY THE NIH TRANSHARE PROGRAM OFFICE/ETSO

NOTIFIED ENROLEE BY:

☐ Phone

☐ E-mail   ☐ In-person

Date: (mm/dd/yyyy)

Time

SMARTRIP NUMBER

APPROVED BENEFITS

NOTES:

AUTHORIZED SIGNATURE

DATE (mm/dd/yyyy)

NIH TRANSHARE PROGRAM
COMMUTING COST DECLARATION

http://dtts.ors.od.nih.gov/transhare.htm

It is required that NIH Transhare Program participants calculate their monthly transit commuting costs to the nearest dollar. This worksheet must be completed and submitted in order to receive benefits.

Provide your monthly commuting transit expenses below. List each mode of transportation and how much it costs. It is possible that you will have a combination of daily, weekly, and/or monthly expenses included in your total.

Parking fees cannot be included when calculating your commuting costs. If you are a person with a disability, a senior citizen, or anyone else receiving reduced rates you must provide the reduced rates below. If your scheduled number of hours in the office changes or if you go on extended leave, contact the NIH Transhare Program office.

SECTION III	DOCUMENT YOUR DAILY AND MONTHLY COSTS

Each mode should only have a daily cost associated with it. Only fill one column per row and convert your daily costs to monthly costs.

TRANSIT MODES OF TRANSPORTATION	NAME OF COMPANY *(e.g. MARC, Metro, VRE trains, Dillon, EYRE, Keller and Omni-Ride*	DAILY COST	CHECK THE BOX WHICH BEST INDICATES YOUR **WORK/TRAVEL DAYS**
☐ BUS TO WORK (*Metro Area*)		$	☐ 8 hour work day (**20** work/travel days per month)
☐ BUS FROM WORK (*Metro Area*)		$	
☐ OTHER BUS TO WORK (*Commuter, County, Etc* .)		$	☐ 9 hour work day (AWS) (**18** work/travel days per month)
☐ OTHER BUS FROM WORK (*Commuter, County, Etc* .)		$	
☐ RAIL TO WORK (Light Rail, Subway)		$	☐ 10 hour work day (AWS) (**16** work/travel days per month)
☐ RAIL FROM WORK (Light Rail, Subway)		$	
☐ OTHER RAIL TO WORK (Train)		$	☐ Telework (AWS) (_____travel days per month)
☐ OTHER RAIL FROM WORK (Train)		$	
☐ OTHER — LIST MODE TO WORK		$	☐ Part-time (_____ travel days per month)
LIST MODE FROM WORK		$	
TOTAL DAILY COST		$	
☐ **VANPOOL**		$	

SECTION IV	COPY BELOW YOUR WORK/TRAVEL DAYS

To determine your **total monthly benefit,** please multiply your **total daily cost** by **travel days**.

TOTAL DAILY COSTS   x   WORK/TRAVEL DAYS (per month)   =   TOTAL MONTHLY BENEFIT

[_____]   [_____]   [_____]

TOTAL MONTHLY TRANSIT COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR.
PLACE THIS AMOUNT ON PAGE 1, BOX 5

I CERTIFY this information to be true. I agree to notify the NIH ETSO/Parking Office if there are any changes in my commuter benefits by completing the "NIH Transhare Program Application" and checking the "Change in Benefit Amount Box". As an NIH Transhare Program participant, I will be notified yearly to recertify commuter subsidy NIH Transhare benefits. The NIH Transhare Program Application will be used and the "Annual Certification" box will be checked. Failure to adhere to these regulations and those in the NIH Policy Manual will result in the suspension or revocation of the NIH Transhare Benefits.

PRINT YOUR NAME:	SIGNATURE: