On-boarding Checklist for Fellows
Non-FTE's (Domestic and Foreign*)

Name/Title: _____   Entrance on Duty (EOD): _____

LP Point of Contact: _____   Lab/PI: _____

Date submitted to AO: _____   Review from AO: _____

Please ensure that actions requiring review and approval have been completed

✓	Date	Action	Details
		Submit Appointment package for approval	AO will email POC with package approval
		Register non-FTE in NED: Please request email and network access in NED.	Personal Identifiable Information – Email link to non-FTE via NED. The POC will initiate NED entry during pkg. creation
		Computer/Security Training	**IT Security Training** - Email sent to non-FTE fellow for action
		Confirm EOD: Email offer letter to fellow	POC to send Official Offer Letter to Fellow – (in approved pkg)
		BGRS Relocation (*if needed*)	Contact AO before creating appointment package
		*DIS: Verify that DIS has received docs	AO will forward the final DIS offer letter to POC
		Verify Badge and AD status in NED	Point of Contact to check in NED/DPSAC for status
		Visiting Program- *Foreign FTE's only*	Check-in with DIS. Building 31, Room B2B07 **(Post arrival info)**
		Fellow on-boarding with the Lab/Branch	Fellow to meet with POC and PI; email AO for FPS activation
		Verify ACH form & local address	POC to update in FPS and NED; complete within 2 days of EOD
		Badge/fingerprint enrollment	**NIH Badge Office** Bldg. 31, Rm 1B03 or Bldg. 10, Rm 1C52
		Submit IT ticket for login credentials	POC must contact **NIH IT Service Desk**
		Parking Pass or Transhare (*ETS Office*)	Bldg. 31, Rm B3BO4 *(Take ID badge and car registration)*
		NIH Mandatory Training	PI and Employee will review required training list
		NCI Orientation	AO will register Fellow within 2 weeks of EOD
		Occupational Medical Services (OMS)	Confirm OMS appointment (301) 496-4411
		Animal Exposure Program	Register with program if working w/animals; (301) 496-4411
		NIH Safety Training - *for Lab Personnel*	PI can help determine required courses for Fellow
		Request Key via FIMS	**Email Kayla O'Donnell** with request and cc Supervisor
		Social Security Number	Fellow to submit SSN for ID badge clearance (*Foreign* only)
		Tour of LP space	LP OOTC point of contact and PI
		Request addition to LP email list	**Email Dr. Joseph Chinquee** with request
		Request user access in POTS	AO will submit request within 1 week of EOD
		Confirm computer and phone access	POC to confirm the user has received computer and phone #
		**Payment reminder	The fellow will be paid on the 1st of the month