

### FTE EOD CHECKLIST

N/A	Date Completed	Required Action	Remarks
<input type="checkbox"/>		1. Add employee to Cyborg database	(Frederick only)
<input type="checkbox"/>		2. Schedule physical with OHS or OMS	Forms to be completed by employee and supervisor
<input type="checkbox"/>		3. Enter employee in ITAS	Entered by Timekeeper
<input type="checkbox"/>		4. Complete ID Card/Cardkey requests	Send to ARC for signature
<input type="checkbox"/>		5. Prepare Key Request Memo (Frederick) or submit Delpro Request for other areas	ARC has approval authority
<input type="checkbox"/>		6. Complete application for US Bank Travel Card	If applicable. Contact ARC for application
<input type="checkbox"/>		7. Prepare Travel Voucher SF1012 for EOD relocation expenses	If applicable
<input type="checkbox"/>		8. Schedule Safety Orientation (Frederick)	Required for all lab staff
<input type="checkbox"/>		9. Schedule Radiation Training and request Radiation Badge (Frederick)	If applicable
<input type="checkbox"/>		10. Establish PMAP	Required for all FTE employees
<input type="checkbox"/>		11. Submit NCI-Frederick email application	Fax to the LAN x5762
<input type="checkbox"/>		12. Add employee to NEDs	ARC Staff
<input type="checkbox"/>		13. Request access for ADB, VSOFF, NIHITS	Send request to ARC
<input type="checkbox"/>		14. Request MCI Calling Card	Send request to ARC
<input type="checkbox"/>		15. Complete Signature Authorization form for access to Cost Centers (Frederick)	If required
<input type="checkbox"/>		16. Send email to Mail room (Alicia Troxell) to establish employee mailing address (Frederick)	Include employees name, building, room, extension, and supervisor
<input type="checkbox"/>		17. Check with employee that the following forms have been received, completed, and returned to their HR specialist: investigation form (SF-85), TSP, FBHB, FEGLI, Tax, Address and Direct Deposit	
<input type="checkbox"/>		18. Employee must complete NIH Online Orientation	Mandatory Requirement
<input type="checkbox"/>		19. Employee must complete NIH Computer Security Training	Mandatory Requirement
<input type="checkbox"/>		20. All new employees must complete the NIH Ethics Training.	Mandatory Requirement