

## Arrival Departure Checklists

The *NIST Associate Entrance on Duty Worksheet* and *NIST Associate Separation Clearance Worksheet* should be used to manage and organize the NIST Associate's pre-arrival and post-arrival processes, as well as for ensuring that separation clearance tasks are completed as required. The worksheets identify necessary steps and requirements associated with tasks that are essential to ensuring that NIST Associates experience a smooth on-board and separation process. The policy that pertains to these worksheets may be found in the Administration Manual, Section 10.25, or online at <http://www-i.nist.gov/admin/mo/adman/contents.htm>. Note, however, that some tasks may not be applicable in certain circumstances, in which case non-applicable entries should be labeled with "N/A" and initialed and dated.

NAIS-Web automatically fills in some fields on the checklists. These are the fields that are recorded as the associate's agreement is being processed. Most of these fields are dates but a few are the names of people processing the associate. For the *NIST Associate Entrance on Duty Worksheet* they include process initiation, arrival date, associate's signature at either OTP or OIAA, appointment with OSY, receipt of NIST Site Badge, PIV Badge Enrollment and PIV Badge Issuance. The only fields filled in on the *NIST Associate Separation Clearance Worksheet* are the departure date and the initiator.

Both the *NIST Associate Entrance on Duty Worksheet* and the *NIST Associate Separation Clearance Worksheet* have two versions: Gaithersburg and Boulder. This is due to the fact that the processes are slightly different especially in how security is handled. The worksheets were created with input from both locations and therefore reflect each location's processes. This causes some fields to be filled out on one version but not on the other. The NAIS-Web Team has tried to include as much information as possible on the worksheets to reduce the amount of work by the processors.

The following pages contain screenshots of the pop up window one sees when one clicks "Show Forms" and the Gaithersburg version of the worksheets. The pop up window offers the user the ability to pick which forms they want to print. Previously, when the user clicked "Show Forms," all forms were selected for printing. But now, the user has the ability to print only the forms they are interested in printing. If you look at the bottom of the pop up window, you will see the checkbox next to the "Arr/Dept Checklist" form. Clicking that box adds the Checklist to the forms being printed.

Following the display of the "Show Forms" pop-up box is the Gaithersburg version of the worksheets. The fields that are automatically filled in are circled in red. Additionally, the top of each worksheet is automatically completed.

https://p622890.campus.nist.gov:7102/NAISWeb/naisMain.swf - Windows Internet Explorer

https://p622890.campus.nist.gov:7102/NAISWeb/naisMain.swf

File Edit View Favorites Tools Help

NAIS-Web

Welcome, Michelle Bitler [Find an Associate](#) [Contact Us](#) [Help](#) [Logout](#)

Work Items (0)  
Notifications (0)  
Delegated Work (0)  
Initiate  
Associates (101)  
Needs Attention (13)  
Pending Approval (0)  
Pending Arrival (6)  
Arrived (96)  
Pending Badge (7)  
Pending Departure (22)  
Processes  
Reports  
Preferences

Associates with Arrived Agreements

The details for the selected associate

NA Name	Org
Conn, Steven	184.00
Connors, Brian	185.00
Cooperstein, Steven	181
Daniels, William	182.00
Davis, Darrel	183.00
Davis-Reinhold, Timothy	182.00

Asterisk (\*) indicates an actual date.

Summary Security Status

Selected Agreement: 1  
Associate Name: C  
Extension #: 1  
Issue:  
Type/Subtype: A  
Agreement Status: A  
Project Title: C  
Citizenship: U  
Location: G  
Division: G  
Host:  
Employer Name - Country: ed States  
Sponsor Name - Country: ed States  
Funding Agreement: Contract - 581241182202020

End Loc Host

End	Loc	Host
10/05/11	G	Crosson, Robert
12/22/10	B	Ramsburg, Deana
10/19/10	G	Enloe, Christian
02/28/10	G	Glenn, Rachel
09/25/10	G	Sell, Sean K.
02/28/10	G	Konig, Eric

Show Forms

Please select the forms you want to show, then click "OK".

- NIST-1291
- NIST-1296
- Associate Summary
- NIST-1085
- NIST-351
- NIST-1260
- NIST-289
- FCRA Release
- OFI-86C
- OF-306
- NIST-1284
- Security Opt Out
- CD-591
- DAO 207
  - DAO 207 Att2
  - DAO 207 Att3
- DN-42
- Associate Verification
- Arr/Dept Checklist
- Blank out Personally Identifiable Information (PII)

OK Cancel

Show Forms Hide Details Update Depart

Done

Local intranet 100%

start Windows Task Mana... vdb01.nist.gov\_NE... Java - FormService.j... Command Prompt Start Admin Server F... https://p622890.ca... 2:38 PM

## NIST Associate Entrance on Duty Worksheet

OU: _____	Division: _____
Name of NIST Associate: _____	Group: _____
Entrance on Duty Date: _____	

Action	Action Required for Pre-Arrival	Completion Relative to Arrival	Recommended Responsible Individual(s)	Initials	Date
1	Complete Project Information for NIST Associates at <a href="http://www-i.nist.gov/div222/NAIS/templates/project%20info.doc">http://www-i.nist.gov/div222/NAIS/templates/project%20info.doc</a> and provide it to the NIST Associate Information System (NAIS) Initiator	3 or 4 months in advance of arrival for Foreign National Associates arriving from abroad. At least 1 month for all others.	NAIS Host, Group Leader or COTR		
2	Complete and provide to the NAIS Initiator: <ul style="list-style-type: none"> <li>• General Information for Domestic Guest Researchers at <a href="http://www-i.nist.gov/div222/NAIS/templates/domestic1web.doc">http://www-i.nist.gov/div222/NAIS/templates/domestic1web.doc</a> or</li> <li>• General Information for Foreign Guest Researchers at <a href="http://www-i.nist.gov/div222/NAIS/templates/foreign1web.doc">http://www-i.nist.gov/div222/NAIS/templates/foreign1web.doc</a> or</li> <li>• General Information for Other NIST Associates at <a href="http://www-i.nist.gov/div222/NAIS/templates/other1web.doc">http://www-i.nist.gov/div222/NAIS/templates/other1web.doc</a></li> </ul>	3 or 4 months in advance of arrival for Foreign National Associate arriving from abroad. At least 1 month for all others.	NAIS Host and NIST Associate		
3	Initiate NAIS-Web Process: <ul style="list-style-type: none"> <li>• NAIS-Web at <a href="https://iapps.nist.gov:7102/NAISWeb/naisMain.html">https://iapps.nist.gov:7102/NAISWeb/naisMain.html</a></li> <li>• NAIS-Web Users Guide at <a href="http://www-i.nist.gov/div222/NAIS/nais_web_help/references/NAIS-Web_User_Guide.pdf">http://www-i.nist.gov/div222/NAIS/nais_web_help/references/NAIS-Web_User_Guide.pdf</a></li> </ul>	3 or 4 months in advance of arrival for Foreign National Associate arriving from abroad. At least 1 month for all others.	NAIS Initiator		
4	For Foreign National Associates: Print the NIST-1260 and DAO 207-12 Attachment 2 forms from NAIS-Web.  The NIST-1260 Registration of Foreign Visitors must be Faxed to: <ul style="list-style-type: none"> <li>• OSY (301) 975-8590</li> </ul> The DAO 207-12 (Attachment-2 only) must be completed and signed (annually) by the NAIS Host or COTR and faxed to: <ul style="list-style-type: none"> <li>• ESD Attn: Ben Overbey (301) 975-692</li> </ul>	1 month prior	NAIS Initiator and NAIS Host or COTR		
5	Background investigation paperwork for NIST Associates with SSN: Should complete e-QIP application within 30 days of receiving the e-QIP invitation. All updates are done 5-10 days prior to arrival at NIST campus.	1 month prior	NAIS Initiator and NIST Associate		
6	Identify workspace, prepare desk supplies, name plate, etc. Obtain and set up a computer. Assign NIST Buddy to escort Associate until they have been issued a NIST Site Badge.	1 month prior	NAIS Host or COTR		
7	Notify Administrative Staff of arrival date.	1 month prior	Group Leader, NAIS Host or COTR		
8	Order Safety Supplies.	2 weeks prior	Group Leader, NAIS Host or COTR		
9	Complete: <ul style="list-style-type: none"> <li>• NIST-1221- Telecommunications Service Request and Directory Information at <a href="http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi">http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi</a></li> <li>• Register for a NIST Username and Computer Account at <a href="http://acctnew.nist.gov/accounts/">http://acctnew.nist.gov/accounts/</a></li> <li>• Order keys and obtain door sign.</li> <li>• Enter NIST Associate into Visitor Registration at <a href="http://www-i.nist.gov/admin/fsd/police/visitorreg.htm">http://www-i.nist.gov/admin/fsd/police/visitorreg.htm</a>.</li> </ul>	2 weeks prior	NAIS Initiator		

Action Required Post-Arrival					
10	Enter arrival date into NAIS-Web. Review and correct any errors in the NIST Associate's information. <ul style="list-style-type: none"> <li>Ensure that Associates personal information matches primary form of ID (Drivers License, Passport).</li> </ul>	Day 1	NAIS Initiator		
11	Domestic Guest Researcher should meet with the Office of Technology Partnerships (OTP) located at 222/A226 between 9:00 am and 1:00 pm to sign agreement (NIST-1296) and pick up Personal Identity Verification (PIV) Request form CD-591.  Foreign Guest Researchers should call OIAA (X3072, X3079 or X3474) for an entrance briefing appt, sign their agreement (NIST-1291) and pick up Personal Identity Verification (PIV) Request form CD-591 form CD-591.  All other NIST Associates should be provided a Personal Identity Verification (PIV) Request form CD-591at <a href="http://www-i.nist.gov/div222/InventorHandbook/samples/CD-591.pdf">http://www-i.nist.gov/div222/InventorHandbook/samples/CD-591.pdf</a> by their PIV Sponsor.	Day 1	NIST Associate (accompanied by NAIS Host or Buddy) and OTP, OIAA or PIV Sponsor		
12	Background Investigation/Security Paperwork appointment with OSY: <ul style="list-style-type: none"> <li>Arrival date entered in NAIS-Web.</li> <li>Personal Identify Verification (PIV) Request form CD-591.</li> <li>Completed e-QIP submission (if requested by OSY).</li> <li>Completed paper SF-85 (required for Foreign National Associates without SSNs) at <a href="http://www-i.nist.gov/pdfprntfrms/sf85po.pdf">http://www-i.nist.gov/pdfprntfrms/sf85po.pdf</a></li> <li>Completed DAO 207-12 Attachment 3 (Foreign Nationals) at <a href="http://dms.osec.doc.gov/cgi-bin/doiit.cgi?204:112:1:256">http://dms.osec.doc.gov/cgi-bin/doiit.cgi?204:112:1:256</a></li> <li>A scheduled appointment with OSY.</li> </ul>	Day 1	NIST Associate (accompanied by NAIS Host or Buddy) and OSY		
13	Receive NIST Site Badge from ESD. Approval Requires: <ul style="list-style-type: none"> <li>OSY approved NIST-351 in NAIS-Web.</li> <li>Associate's forms of identification.</li> </ul>	Day 1	NIST Associate (accompanied by NAIS Host or Buddy) and ESD		
14	Receive Parking Pass from Police Office. Complete form NIST-201 (available at police office), bring NIST Id and valid registration for each vehicle to: <ul style="list-style-type: none"> <li>101/A16</li> </ul>	Day 1	NIST Associate (accompanied by NAIS Host or Buddy)		
15	Obtain IT accounts: <ul style="list-style-type: none"> <li>Read and sign NIST Policy on Information Technology Resources Access and Use provided at <a href="http://www-i.nist.gov/cio/itsd/pp_nist/policy/policy_accnuse.html">http://www-i.nist.gov/cio/itsd/pp_nist/policy/policy_accnuse.html</a></li> <li>Obtain IT account information, i.e., user name/password.</li> <li>Take IT Security Orientation at IT Assistance Center (iTAC) kiosk.</li> <li>Participate in IT security training.</li> </ul>	Day 1  Within 30 days  Annually	NIST Associate (accompanied by NAIS Host or Buddy) and iTAC		
16	Provide a brief Division Orientation – copiers, NIST storeroom, office and computer, etc. Introduce the Secretary and Division office staff.	Day 1	NIST Associate and NAIS Host or Buddy		
17	Go to <a href="http://safety.nist.gov">http://safety.nist.gov</a> to take required safety training. <ul style="list-style-type: none"> <li>Review all applicable Health and Safety Instructions (HSIs) on the website. To find HSI's go to "Quick Links" on the right side of the Safety website <i>For the following training, you must have a Commerce Learning Center (CLC) username and password:</i></li> <li>Complete Environmental Management System (EMS) Awareness Training available through <a href="https://doc.learn.com/nist">https://doc.learn.com/nist</a> (under Hot Spots click on NIST Course Catalog –select EMS Training 2005).</li> </ul> Complete NIST-1197 (Occupational Health and Safety	Day 1	NIST Associate and Group Leader, NAIS Host or COTR		

	Orientation Checklist) at <a href="http://www-i.nist.gov/pdfprntfrms/n1197po.pdf">http://www-i.nist.gov/pdfprntfrms/n1197po.pdf</a> then submit a copy to the NIST Safety Office.				
18	Meet and discuss: <ul style="list-style-type: none"> <li>• Personal safety glasses, protective clothing.</li> <li>• Proper chemical labeling, storage, and disposal.</li> <li>• Procurement process (esp. chemicals).</li> </ul>	Day 2	NIST Associate and Division Safety Representative		
19	Schedule NIST Associate Orientation through <a href="https://doc.learn.com/nist">https://doc.learn.com/nist</a> (under Training and Development click on Associate's Orientation - need user name and password) or call Training Office on X3032.	Day 2	NIST Associate and Group Leader, NAIS Host or COTR		
20	Meet and explain: <ul style="list-style-type: none"> <li>• NIST and Division Policies</li> <li>• Travel</li> <li>• Procurement</li> <li>• WERB</li> </ul>	Day 2	NIST Associate and Group Leader, NAIS Host or COTR		
21	Meet the OU or Division level IT Security Officer, Information Coordinator and Division Property Officer to discuss their role and the NIST Associate's responsibilities.	Day 2	NIST Associate, IT Security Officer and Property Officer		
22	PIV Badge Enrollment (if receiving a PIV badge). The NIST Associate will receive an email at their NIST.GOV or personal email address entered into NAIS-Web from GSA Online Scheduling System ( <a href="mailto:HSPD12Admin@eds.com">HSPD12Admin@eds.com</a> ) instructing them to schedule an appointment for enrollment. Associate must bring their identification documents to the enrollment meeting.	Week 1	NIST Associate and ESD		
23	PIV Badge Issuance (if receiving a PIV badge). The NIST Associate will receive an email at their NIST.GOV or personal email address entered into NAIS-Web from the GSA Online Scheduling System ( <a href="mailto:HSPD12Admin@eds.com">HSPD12Admin@eds.com</a> ) instructing them to schedule an appointment for badge activation. Associate must bring their identification documents to the enrollment meeting.	Week 2 – 3	NIST Associate and ESD		
24	Certification of completion of worksheet, and transmittal of completed worksheet to Division AO for filing and retention.	Upon completion, but no later than 30 calendar days after arrival date	Worksheet Owner		

## NIST Associate Separation Clearance Worksheet

OU: \_\_\_\_\_

Division: \_\_\_\_\_

Name of NIST Associate: \_\_\_\_\_

Group: \_\_\_\_\_

Entrance on Duty Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

	Action Required	Completion Relative to Departure	Recommended Responsible Individual(s)	Initials	Date
1	Notify the NAIS Initiator, Division Chief, Division or Group Secretary, and Administrative Officer of the Associate's departure.	1 month prior or ASAP	NAIS Host, Group Leader or COTR		
2	Print and complete Hazardous Materials Clearance for Non-employees, form NIST-1251, if applicable, at <a href="http://www-i.nist.gov/pdfprntfrms/n1251po.pdf">http://www-i.nist.gov/pdfprntfrms/n1251po.pdf</a> Provide to the Group Leader after reviewing all of the non-employee's work areas.	1 month prior	NAIS Initiator, NAIS Host or COTR, NIST Associate with Group Leader		
3	Schedule, if necessary, a departure interview with Division Chief.	2 weeks prior	NAIS Initiator, Division or Group Secretary		
4	For Foreign National Associates: Call OIAA (X3072, X3474, or X3079) for a departure briefing.	At least 1 week prior to departure	NIST Associate or NAIS Initiator		
5	<ul style="list-style-type: none"> <li>Return any safety equipment/PPE (shoes, glasses, etc.) to the OU or Division Safety Officer.</li> <li>Return any NIST-owned IT and telecommunications equipment (e.g., desktop/laptop computer, RSA 2 factor authentication token, BlackBerry, storage devices, cell phone, etc.)</li> <li>Return any borrowed library books</li> <li>Provide forwarding address to NAIS Initiator, Group Leader or COTR for tax purposes.</li> </ul>	2 days prior	NAIS Host and NIST Associate		
6	Return any keys that were issued along with the NIST site badge, PIV badge, if applicable, to the NAIS Initiator, Group Leader, NAIS Host or COTR. Collect the NCNR building access badge, if applicable, and return to the NCNR User Office. When applicable, call the NCNR User Office at X8200 immediately when an associate holding an NCNR badge is terminated.	Last day	NIST Associate, NAIS Initiator, Group Leader, NAIS Host or COTR		
7	Enter actual departure date in NAIS-Web. Update agreement data including forwarding address. Print and file if necessary.	Last day	NAIS Initiator		
8	Close accounts (e.g., Commerce Business System (CBS), Commerce Learning Center (CLC) and any other OU specific applications.	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
9	Return long distance phone card (if applicable) to NAIS Initiator, Division or Group Secretary	Last day	NAIS Host and NIST Associate		
10	Remove, disconnect or reassign telephone number from NIST directory, complete and submit on-line:  Telecommunications Service Request and Directory Information, form NIST-1221, at <a href="http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi">http://www-i.nist.gov/cgi-bin/directory/nist1221.cgi</a>	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
11	Close IT Accounts: <ul style="list-style-type: none"> <li>Contact the OCIO with the Associate's separation information. Send an email message to <a href="mailto:itac@nist.gov">itac@nist.gov</a> or call the iTAC Account Hotline at (301) 975-2883. Provide departure date (if possible), Associate and Sponsor name.</li> </ul>	Last day	NAIS Initiator, Group Leader, NAIS Host or COTR		
12	Update property system, as necessary. <ul style="list-style-type: none"> <li>Transfer NIST property.</li> </ul>	2 weeks after	Property Officer		
13	Certification of completion of worksheet, and transmittal of completed worksheet to Division AO for filing and retention.	Upon completion, but no later than 30 calendar days after departure date	Worksheet Owner		