Welcome Packet

Pre-Employment Information for New Contract Employees

U.S. Department of Labor
2 Massachusetts Avenue, NE
Washington, DC 20212
www.bls.gov

What you will find inside...

[Page Intentionally Left Blank]

Welcome to BLS

Welcome to BLS! As a contractor to this Agency, you're now part of the team, but before everything falls into place, a few administrative items must be completed.

Below is a checklist of items that will help you prepare for your Enter on Duty (start) date, your first day of work. The following pages will provide additional information regarding the items listed below.

What to complete before arriving on your start date:

Your E-QIP questionnaire

What to bring with you on your start date:

One unsigned copy of the acknowledgement of each release form at the end of your E-QIP questionnaire

- Certificate of Release (CER)
- Release of Information (REL)
- Medical Release (MEL) (Only required for certain investigation types.)

Two forms of approved identification

Tips that will be useful to read in preparation for your arrival to BLS:

Information regarding parking and public transportation
Your role for obtaining a good set of fingerprints

If you have any questions:

Contact the Project Management Office (PMO) for your company. The PMO contains your company's top managers and administrative support staff located at the BLS worksite.

Failure to complete or bring any of the necessary documents WILL result in a delay of your start date.

Your E-QIP Questionnaire

All contractors assigned to BLS must complete a background investigation questionnaire.

The Electronic Questionnaire for Investigations Processing system (E-QIP) is a secure online application used to fill out your background investigation questionnaire. An e-mail will be sent to you inviting you to log into the E-QIP application. The E-QIP system allows users to start and stop the application without the loss of information to allow users more flexibility in completing the form.

You must have completed the questionnaire, in full, __before__ your start date. Gathering the information needed to complete your questionnaire may take some planning to compile, so you should get started as soon as possible.

Technical note: Macintosh users may find that the E-QIP system will not open using Safari. If this occurs, please use another web browser. The form is compatible with Windows and Firefox. Free versions of Mozilla's Firefox browser can be found by typing "Firefox for Mac" in your preferred search engine.

Information Needed for Your E-QIP

In addition to basic information such as your name, nicknames, Social Security Number, date and place of birth, and citizenship, the E-QIP questionnaire will require more in depth information such as:

- Alien Registration Number

- Residences for the Last 5 Years
  References, including name, current address, and phone number will need to be provided for each location. Physical addresses only, P.O. Boxes are not acceptable

- Educational Background

- Personal References, including name, current address, and phone number

- Selective Service Registration Number (http://www.sss.gov)
  If you are a male US citizen born after 1959, you must either provide this information or a legal exemption reason as to why you are not registered

- Military History (http://www.archives.gov/veterans/evetrecs/index.html)

- Employment Activities
  Full mailing address and supervisor's name must be included
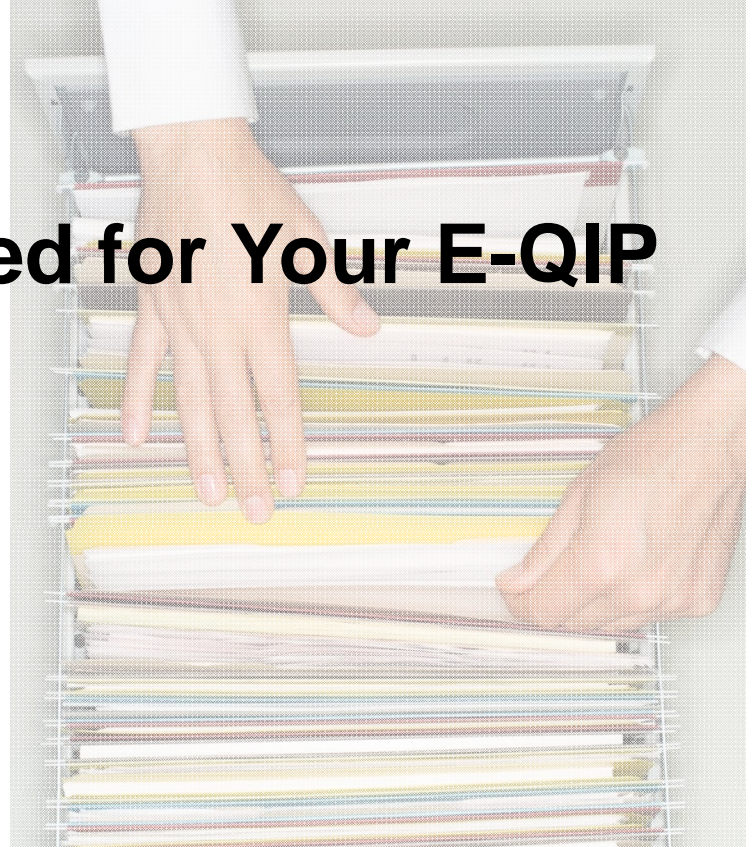
If your position requires a higher level of investigation, your PMO and the e-mail invitation for E-QIP will inform you that you may need to provide the additional information:

- Residences for More than 5 Years
  Some clearances require addresses for the past 7 or 10 years

- Your Police Record

- Record of previous background or security clearance investigations

- Name and Citizenship of Your Spouse, Relatives, and Associates

- Foreign Countries Visited in the Last 10 years, including dates and locations

E-QIP Completion and Release

Once you have completed the online form, you will be directed to the Validate, Review, and Certify page. Follow the instruction for each of the three (3) steps. After completing step #2, you will sign and date the Certification Page and the Authorization for Release of Information form. Be sure to scroll the full length of the page to complete the form.

After your E-QIP has been completed in full, the system will prompt you to save or print two or three different sets of papers that acknowledge your release of the information to BLS. You must print these papers and deliver them, **unsigned**, to BLS on your start date. These forms include:

- Certificate of Release (CER)
- Release of Information (REL)
- Medical Release (MEL) (Only required for certain investigation types.)

Do not leave required items blank as missing information will result in your E-QIP application being rejected. A rejected E-QIP application causes delays in issuing your BLS identification card and WILL delay your start date.

Approved Identification

BLS must verify your identity for employment, so two forms of identification are required:

1. One piece of identification must be a government issued <u>photo</u> ID (such as a passport or driver's license)

2. The other may be any other from the following list:

Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

U.S Passport (must be unexpired)

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

An unexpired foreign passport with a temporary I-551 stamp

An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

School ID card with a photograph

Voter's registration card

Driver's license issued by a Canadian government authority

U.S. Military card or draft record

U.S. Military dependent's ID card

U.S. Coast Guard Merchant Mariner Card

Native Tribal Document

U.S. Social Security card issued by the Social Security Administration *(other than a card stating it is not valid for employment)*

Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*

Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

U.S. Citizen ID Card *(Form I-197)*

ID Card for use of Resident Citizen in the United States *(Form I-179)*

Unexpired employment authorization document issued by DHS

Your First Day- Public Transportation

Trains

Since the PSB is located adjacent to Union Station, it is directly accessible by public transportation. More information, including schedules and fares can be found at:

Metro:
(www.wmata.com)

Virginia Railway Express (VRE):
(www.vre.org)

Maryland Area Regional Commuter (MARC) Train:
(www.mtamaryland.com)

Metro Map

Your First Day- Personal Vehicle

Driving

The Postal Square Building (PSB) is located at 2 Massachusetts Avenue, NE, in Washington, DC. The PSB is located directly next to Union Station and within a few blocks of the Capital.

To find driving directions online, please visit your preferred online directions website.

Parking

Parking is available at several locations in the immediate vicinity of the PSB.

- Union Station Parking Garage: Accessible from H Street NE
- 100 Massachusetts Avenue NW
- 1 G Street NW

On Your First Day- You've Arrived

Where to Enter the Building

Until you have been issued a permanent badge, you must enter the PSB through the Employee/Visitors entrance located on 1st Street, NE. This entrance is on the east side of the building, directly across from the 1st Street Metro entrance.

Your Role for Obtaining a Good Set of Fingerprints

Part of your security investigation includes a fingerprint check. BLS will take your fingerprints on your start date.

Rather than using ink to take fingerprints, the BLS uses an electronic fingerprinting system. In order for accurate, quality fingerprints to be taken, it is recommended that you observe the following:

- *Do NOT use lotion before coming to BLS on your start date.*
- Wash your hands and dry them thoroughly before being fingerprinted.

Questions?

If you have any questions about the information in this packet, please contact your Project Management Office.

U.S. Department of Labor
2 Massachusetts Avenue, NE
Washington, DC 20212
www.bls.gov

Bureau of Labor Statistics
2 Massachusetts Avenue, NE
Washington, DC 20212
www.bls.gov