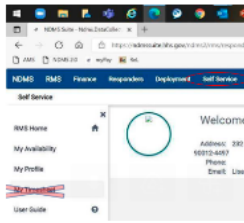


When you are in RMS Self Service, **please do NOT click on “My Timesheet”** link!



**TIMESHEETS:**

**FY24 PP24** and supplemental timesheet(s) in excel format is/are due to Jake and Lisa along with any course cert(s) you're claiming hours for no later than the Thu before the end of each pay period. (Hours for the last Fri & Sat of the pay period can be submitted after Thu, but not guaranteed to be enter and may be paid out with following pay period unless hours are for a response). Timesheet(s) is/are due no later than **1700 on Thu 16 Nov**. Make sure your timesheet(s) is/are filled out completely and correctly or it'll be returned to you to update. Any questions on filling out timesheets, please reference attached instruction and sample PDF. Current version of timesheet in use is **"FY24 Timesheet TEMPLATE r.2023.10.24.xls"**

**LICENSES & CERTIFICATES:**

If you have any updated medical **licenses**, please send them to [NDMSLicenseUpdate@hhs.gov](mailto:NDMSLicenseUpdate@hhs.gov) and cc Lisa.  
 If you have any updated medical **certificates** such as ALS, PAL, etc... including COVID vaccination cards/booster, please upload to your RMS account and send Lisa an email it's been uploaded.

**PERSONAL IDENTIFIABLE INFORMATION (PII) UPDATES:**

You'll need to upload copy(ies) to your profile on RMS and email Lisa it's been uploaded (Driver's License, Passport, Record of Home Update, Copy of ID Badge, etc...)

**LINKS:**

- AMS:** <https://ams.hhs.gov/amsLogin/SimpleLogin.jsp> > this link gets you on MyPay and E-Travel (Concur)
- Citibank:** <https://home.cards.citidirect.com/CommercialCard/login>
- E-Travel (Concur):** [Sign in to Concur | Concur Solutions](#) (You login through AMS. If you login via AMS and it asks you for additional password once you get into Concur, log out of AMS and log into AMS again)
- MyPay:** <https://mypay.dfas.mil/#/> (You should login through AMS)
- ReL:** <https://respondere-learn.hhs.gov/login/index.php>
- RMS:** <https://ndmssuite.hhs.gov/ndms2>
- WhatsApp:** Please use your phone App center to find and download

**IBA (INDIVIDUALLY BILLED ACCOUNT) Citibank Government Credit Card**

If your IBA is expiring soon, Citibank should be sending you a new card prior to your current card expiration. If you did not receive a new card, please contact Citibank using the number on the back of your current card or go online to your account and make sure your mailing address is correct. Once you receive your new card, immediately call the number on the back of the card to activate. Then email Lisa and confirm your account number is the same, card is activated, and what new expiration date is.

**UNIFORM:**

If you wish to order additional uniforms on your own, log into [Aspetto Inc \(intermittentuniforms.com\)](http://Aspetto.Inc); Password is **ASPETTOHHS2021**

**MANDATORY TRAINING: \*\*\*The available limited funding is currently open to new hires only\*\*\***

- Please log into you RMS profile to see if you have any outstanding mandatory courses. NDMS employees should only complete training when directed to by NDMS (which will be repeating by Jake and/or Lisa). If you receive a notification from HHSU, ASPR Training, or anyone else outside of NDMS stating you need to complete training, please disregard it. We've made numerous attempts to have those notifications turned off for NDMS personnel but have been unsuccessful.
- All courses needs to be completed before you can be deployable and rostered.

Once you've completed all your courses, you can find your certificate by going to: My Records > find course > Far right under Certificate, you should see a "View" hyperlink. Click on it and you'll have a pdf file to send to Jake and Lisa. If you do not see the course, this means you did not complete the Quiz within the course, Quiz after the course, and/or Survey after the course.

Please submit the following in a **single** email to Jake and Lisa:

1. Fully filled out timesheet. If any information is missing, it'll be return to you to complete.
2. Individual course certificates. DO NOT merge multiple certificates into a single file. Certificates are uploaded to different locations.

Updated as of 05 Nov 23 / Information subject to change - Always use what's listed in ReL						
Course # - Click link to course	Site	Required to take by	Mandatory Training Course Name	Chargeable Up-To		Allowable salary cycle
				Minutes	Time Sheet	
<a href="#">N8010 FY</a>	ReL	Jake, Lisa*	FY## Cybersecurity Awareness Training (w/GFE only)	90	1.50	Annual***
<a href="#">N8070 FY</a>	ReL	Jake, Michael**	FY## Ethics Training for OGE-450 Filers	60	1.00	Annual***
<a href="#">N8090 FY</a>	ReL	Everyone	FY## Sexual Harassment Prevention Training for Employees	45	0.75	Annual***
<a href="#">N8100 FY</a>	ReL	Jake, Michael**	FY## Workplace Harassment Prevention Training for Managers	60	1.00	Annual***
<a href="#">N8160 FY</a>	ReL	Everyone	FY## Bloodborne Pathogens Training	60	1.00	Annual***
<a href="#">N8190 FY</a>	ReL	Everyone	FY## Respiratory Protection Program Training	60	1.00	Annual***
<a href="#">N8200 FY</a>	ReL	Everyone	FY## Records Management Training	30	0.50	Annual***
	ReL	Everyone	Psychological First Aid (PFA) Training 3.0	90	1.50	Every 3yrs FY

<a href="#">N8020</a>	ReL	Everyone	Emergency Preparedness & Response Training etc	60	1.00	version
<a href="#">N8050</a>	ReL	Everyone	HHS Travel Card Training (& Travel Agreement) [& three forms]	60	1.00	Every 3yrs FY version
<a href="#">N8030</a>	ReL	Everyone	FY## Ethics Training for Special Government Employees (SGEs)	60	1.00	Once
<a href="#">N8040</a>	ReL	New Hire	Safety 101 Training - Interim (N8130, N8140 combine in future)	90	1.50	Once
<a href="#">N8130</a>	ReL	New Hire	PPE Donning and Doffing Training	60	1.00	Once
<a href="#">N8140</a>	ReL	Everyone	PPE Selection, Regulations, and Limitations Training	60	1.00	Once
<a href="#">N8150</a>	ReL	Everyone	Pathogens of Concern Training	60	1.00	Once
<a href="#">IS100.x</a>	FEMA	Everyone	Introduction to the Incident Command System (ICS)	120	2	Once
<a href="#">IS200.x</a>	FEMA	Jake, Michael	ICS for Single Resources and Initial Action Incidents	240	4	Once
<a href="#">IS700.x</a>	FEMA	Everyone	An Introduction to national Incident Management System	210	3.5	Once
<a href="#">IS800.x</a>	FEMA	Jake, Michael	National Response Framework, An Introduction	180	3	Once

\*Individual that's been issued Government Furnished Equipment (GFE) such as a laptop and phone: Team Commander (TC), Deputy Team Commander (DTC), & Administrative Officer (AO)

\*\*only TC and DTC

\*\*\*Any fiscal year (FY) courses taken are paid salary from Oct of one year to Sep of the following Year (e.g. FY22: 10/01/21-09/30/22)

Whenever you complete mandatory training, always submit .pdf copy of your certificate with your .xls timesheet

- To see what courses you've taken already and when, click on "My Records" under Quick Links on the left hand side
- To obtain a copy of your ReL certificate, click on the "View" and open then save a copy to your computer