

To all ORO Federal Employees:

The current reimbursement period, Period 18, for the ORO Employee Fitness Program ends October 31. After several false starts, we are now prepared to accept vouchers electronically using the Vendor Inquiry Payment Electronic Reporting System (VIPERS). Employees submitting vouchers via VIPERS typically receive their payment in 3-4 business days, rather than up to 6 weeks with the paper system. Employees may still submit paper vouchers, but they must be submitted to a Wellness Committee member by COB November 7.

To use VIPERS, you must first register. Go to <https://finweb.oro.doe.gov/vipers.htm> and click on the fitness reimbursement instructions under Document Links. Print these out, then click Request VIPERS Access and follow those instructions.

After you have registered, log in and follow the instructions for requesting a reimbursement. ***In addition to the attendance information, you will have to attach payment information.*** These can be combined into a single attachment or attached separately. However, the voucher can only accept 2 attachments. If you have any questions about registration or voucher submittal using VIPERS, contact Lynda Vinyard at 576-1697.

For new participants, if you have submitted an Application for Participation to any Wellness Committee member and have met the criteria for Reimbursement, you can submit a voucher.

Information about the Program can be found at:

<https://sharepoint.oro.doe.gov/topics/Employee%20Center/Wellness%20Program/Pages/default.aspx>

and the ORO Order for the Employee Fitness Program (ORO O 340, Chapter V, Change 5) can be accessed through the DMG page at:

[http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/)

Questions about the Employee Fitness Program should be directed to Richard Martin at 576-9428.