

SECTION 2

DFW R/OCIP ENROLLMENT PROCESS

STEP 1: Contractor contacts R/OCIP Office at 972-973-2394 after Notice of Award

STEP 2: Contractor completes R/OCIP Enrollment Form and provides proof of off-site insurance

STEP 3: Contractor completes the R/OCIP Screening Registration Form (found via. www.trip.ruizservices.com) and then schedules employees for drug screen and background check:

**By phone: 972-850-7952 (or)
By e-mail: trip@ruizservices.com**

STEP 4: Contractor receives Screening Results

**Passed: Contractor schedules training at rociptraining@dfwairport.com
(Employees – 2 days; Supervisors – 3 days)**

Failed: Notification sent to employer

STEP 5: Badge Issuance - Upon completion of Safety Training, badge is delivered to employees and they are cleared to begin work.

**R/OCIP Enrollment Contact:
Email:
Gloria.Engle@willistowerswatson.com,
Nancy.Jarmon@willistowerswatson.com
Phone: 972-973-2394, 972-973-2406**

**Drug Test/Background Screening:
E-mail: trip@ruizservices.com
Phone: 972-850-7952**

**R/OCIP Safety Training:
E-Mail: rociptraining@dfwairport.com
Phone: 972-973-2392**



*** Employees must bring a Government Issued Photo ID and signed Consent Form
to drug screening office at:
3003 South Service Road, R/OCIP Trailer
A-6, DFW Airport, TX 75261**