

**DO NOT** start working as a WOC until you receive final approval from the WOC Coordinator **AND** you have received your PIV badge.

**APPLICANT CHECKLIST:** This list will help you submit all the documents required to become a Without Compensation Employee (WOC). We recommend that you print a copy of this checklist for reference while completing your application packet. Be sure to read and follow the instructions carefully. Documents can be found on the following website and/or e-mail from WOC Coordinator.

<http://www.houston.va.gov/WOC/>

**Be advised ALL documentation is required to be completed before your WOC Applicant Packet will be initiated through Human Resources.**

**Initial upon completion of each requirement below:**

- \_\_\_ 1. Welcome Letter - Enter your information in all parentheses. *(Start date must be at least 4 weeks from today's date or 6 weeks if credentialing is required. Term is 3 years)*
- \_\_\_ 2. Scope of Practice
- \_\_\_ 3. OF-306 Declaration of Federal Employment - sign in the Applicant area NOT the Appointee spot
- \_\_\_ 4. OF-612 Will be attached to the email (Takes the place of forms 10-2850A/C/D or resume)
- \_\_\_ 5. I-9 Employment Eligibility Verification
- \_\_\_ 6. PIV Name Badge Application
- \_\_\_ 7. WOC Initial Processing Form (Without Compensation Appointment (WOC) Application)
- \_\_\_ 8. Intellectual Property Agreement Form
- \_\_\_ 9. Task Analysis for Occupational Health and Safety Exposure
- \_\_\_ 10. VA Certificate of Compliance (for PPD & Hep B AB) - Must be signed and stamped by your physician or Baylor Occupational Health Center
- \_\_\_ 11. Vet Pro (only for Licensed Personnel)
- \_\_\_ 12. Computer Access request
- \_\_\_ 13. VA Form 10-0539 Assignment of Functional Categories
- \_\_\_ 14. Three Attached Brochures signed (new WOC applicants only) (GEMS, Whistle Blower, Operation Save)
- \_\_\_ 15. Copies of Completed Training Below:

**TRAINING SITES FOR REQUIRED TRAINING**

**CITI** - <https://www.citiprogram.org> You may be required to self-register for a user ID and password. If you already have an account with CITI, please affiliate with the VA by choosing **>Click here to affiliate with another institution** (second drop down on Main Menu...middle of the page). Type in **"Houston, TX-580"** and follow the instructions to complete your affiliation.

**TMS** - <https://www.tms.va.gov> You may need to create a user name and password. Please follow the instructions provided to self-register

## REQUIRED TRAINING

**A. If you are new research laboratory member at the VA, take the following training in conjunction with any additional training for the research you are associated with below:**

\_\_\_ 1. CITI - VA ORD Biosecurity

**B. If you are working with Human Subjects...Complete the following training:**

\_\_\_ 1. CITI - VA Human Subjects Protection (or BCM equivalent)

\_\_\_ 2. CITI - Good Clinical Practice (GCP) training - ONLY IF YOU ARE WORKING ON A CSP PROTOCOL

\_\_\_ 3. TMS - VA Privacy and Information Security Awareness and Rules of Behavior (TMS# 10176)

\_\_\_ 4. TMS - Privacy and HIPAA Training (TMS# 10203)

\_\_\_ 5. TMS - HOU-ART Infection Control, Blood Borne Pathogen and TB (TMS# 3873852)

**C. If you utilize laboratory animals for research, testing, or teaching in any of the settings below:**

- *Conduct or supervise use of animals on VA property;*
- *Conduct or supervise use of animals purchased with VA funds; or*
- *Conduct or supervise use of animals while on a VA tour of duty but not on VA property.*

**Complete the following training:**

\_\_\_ 1. CITI - Working with the VA IACUC

\_\_\_ 2. CITI - Animal Specific Training (mouse, rat, hamster, gerbil, guinea pig, rabbit, cat, dog, swine, nonhuman primate or amphibian)

\_\_\_ 3. TMS - VA Privacy and Information Security Awareness and Rules of Behavior (TMS# 10176)

\_\_\_ 4. TMS - HOU-ART Infection Control, Blood Borne Pathogen and TB (TMS# 3873852)

**D. If your work involves packaging and/or shipping of Class 6.2 hazardous materials...Complete the following training:**

\_\_\_ 1. CITI - Packaging and Shipping of Class 6.2 Hazardous Agents (or BCM equivalent)

Once your packet and training have been completed please contact the WOC Coordinator, Rebecca Hill at [Rebecca.Hill@va.gov](mailto:Rebecca.Hill@va.gov) or 713-791-1414 x25072 to set up an appointment to turn in your packet.

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WOC Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Investigator (PI) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_