**Instructions for Requesting a “Without Compensation” (WOC) Appointment**

* Review and follow the instructions in the section below entitled: Instructions for a Smooth Approval Process.

**New WOC Applicant Information**

**Name:**

**Email:**

 **\*US Citizen:**

**WOC Position Title: Research Assistant Research Coordinator Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Site Location:**

**A few sentences to justify the need for a WOC appointment:**

**Human Resources Required Information**

**Will work 5 days per week consecutively?** **Yes No**

**Will work less than 5 days per week consecutively?** **Yes No**

**Anticipated # of days per week:**

**Anticipated # of hours per week:**

**Expected duration of appointment (months or years):**

**\*Non-US Citizens require additional steps in the process and must have current US work authorization and a U.S. Social Security Number**

**Principal Investigator**

**PI Name and Credentials:**

**Alternate Contact Name:**

**Indicate BRRC or NonCenter:**

**Target Start Date:**

**Study Information – Highlight below as appropriate**

**Position Duties: Administration/Data Human Animal Chemical**

**Will WOC work with Liquid Nitrogen? Yes No**

**Will VA computer access be required? Yes No**

**Instructions for a Smooth Approval Process**

* Copy and paste the information shown in the gray box above into an email.
* Fill out each field and send the email to Helen.Vaillancourt@va.gov. Subject line: **New WOC Applicant: (LName)**
* Submit only one applicant per email and **do not include the WOC applicant on the email.**
* Applicant will receive a “Welcome” email; supervisor will be copied as notice that the process has begun.

**Please address the areas below when initially talking to the applicant about a WOC appointment with the VA and make sure the applicant is ready to start before sending the New WOC Applicant email.**

 **2 ID Requirements: 2 IDs are required for background check, obtaining PIV badge, EOH registration, and HR.**

Examples of commonly used IDs:  Driver’s License, Social Security Card, Birth Certificate, and Passport.

Non-US citizens also need U.S.A. work authorization documents and IDs. VA does not accept the H1B Visa.

 **2 IDs in Their Possession: Stress to applicants the importance of having 2 IDs with them for the entire process.**

Many students do not have the VA-required 2 IDs in their possession because at least one ID is in safe keeping with, for example, their parents.  If the documents are expired, that adds additional time.  **Do not send** the New WOC Applicant email until they have their 2 IDs.  It causes a backlog: Some have been on the log for 5+ months trying to get their IDs.

 **TMS and CITI Trainings: Do not start applicants on TMS and CITI training.**

Trainings distract applicants from critical first steps. The step-by-step WOC process is designed to address critical areas first, to not overwhelm applicants, and to keep them on track.  The step-by-step process documents their progress.

 **WOC Application: Do not get the applicant started on any portion of the WOC application.**

Things constantly change and can impact the forms in the application.

 **Procrastination: Encourage/coach applicants to stay on task once they start the WOC process.**