

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.