WORKFORCE MANAGEMENT & CONSULTING
VHA CARDS GUIDELINES
WITHOUT COMPENSATION (WOC) APPOINTMENTS

CRITERIA	COMMENTS
Note: If this pending WOC appointment is for a health professions trainee (HPT), use the WOC HPT CARDS guide in lieu of this CARDS guide.	
1. Does the WOC appointment meet the criteria outlined in VA Handbook 5005, Part II, Chapter 3, Section G?	
2. If an individual being considered for a WOC appointment is a non-US citizen, you must review the WOC eligibility guide for non-US citizens on the VHA, WMC, HR HUB, under Recruitment and Placement https://dvagov.sharepoint.com/sites/WMCPortal/policy/SOP_JobAide/Recruitment%20and%20Placement/WOC%20Eligibility%20Guide%20for%20Non%20US%20Citizens.pdf, to determine the individual's eligibility and to ensure all required processes are completed prior to appointing any non-US citizens to WOC appointments.	
3. Current VA employees (not VA Contractors) can be appointed WOC in addition to their existing VA appointment, but this is not recommended because of the Fair Labor Standards Act (FLSA) and overtime rules. If this situation occurs, you must review FLSA and overtime rules to determine if the WOC appointment is authorized.	
4. A current VA Fee Basis employee can be appointed WOC in addition to their VA Fee Basis appointment.	
5. A current VA Volunteer can be appointed WOC in addition to their VA Volunteer status.	
6. VA Contractors are not authorized to be appointed WOC.	
7. Individuals currently under an Intergovernmental Personnel Act (IPA) assignment/detail are not authorized to be appointed WOC.	
8. Was the appropriate application form submitted (10-2850, 10-2850a, or 10-2850c)?	
9. Was the Form Letter (FL) 10-0294 or a similar document completed and a) Signed by the director or designee (need delegation memo) b) Signed by the individual attesting to the agreement and the conditions specified c) Countersigned by the HR Officer (not re-delegated)	
10. Was VA Form 10-0453, Screening Checklist, completed?	
11. Does the WOC file contain all required documents including: a) Screening Checklist (10-0453) b) SF-61, Oath of Office c) OF-306, Declaration for Federal Employment d) Form I9 e) Evidence that credentialing & privileging was completed (if required) f) Evidence that employee registered for selective service (if required) g) Physical requirements were met (if required) h) PDAT - Suitability determination was made (SAC and NACI (if	

required)) i) Drug Testing Acknowledgement (if required) j) Other required pre-employment checks	

REFERENCES
VA Handbook 5005, Part II, Chapter 3 **VHA Directive 2012-030, Credentialing of Health Care Professionals** **VHA Handbook 1100.19, Credentialing and Privileging** ***For information on Health Professions Trainees (HPT) WOCs, please use the WOC Appointment Guidelines for HPTs.***