WITHOUT COMPENSATION (WOC)
HEALTH PROFESSIONS TRAINEE (HPT) APPOINTMENTS

NAME	OCCUPATION	EFFECTIVE DATE

Note: If this pending WOC appointment is not for an HPT, please use the non-HPT WOC appointment guide in lieu of this CARDS guide.

CRITERIA	YES	NO	N/A	COMMENTS
1. 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. **Physician Residents on Disbursement Agreement in VA, under a WOC appointment can be non-US Citizens.**				
2. 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.				
3. A current VA Fee Basis employee can be appointed WOC in addition to their VA Fee Basis appointment.				
4. A current VA Volunteer can be appointed WOC in addition to their VA Volunteer status.				
5. VA Contractors are not authorized to be appointed WOC.				
6. Individuals currently under an Intergovernmental Personnel Act (IPA) assignment/detail are not authorized to be appointed WOC.				
7. Was the appropriate application form submitted (10-2850d)? a) Was Section IV, signed by the Designated Education Officer (DEO) or Designee?				
8. Was the Form Letter (FL) 10-0294 or a similar document completed and a) Signed by the individual attesting to the agreement and the conditions specified?				

WITHOUT COMPENSATION (WOC)
HEALTH PROFESSIONS TRAINEE (HPT) APPOINTMENTS

b) Countersigned by the HR Officer?				
9. Is the signed Trainee Qualifications and Credentials Verification Letter (TQCVL) available for review? [as verified by the DEO signing VA 10-2850d]				
10. Does the WOC file contain all required documents including: FL 10-0294; 10-2850d; SF-61, Oath of Office; OF-306, Declaration for Federal Employment and HPT Random Drug Testing Acknowledgement (if required)? **NOTE: Department of Defense HPT are exempted from completing a SF-61, an OF-306, fingerprinting, and background investigation.**				

REFERENCES
VA Handbook 5005, Part II, Chapter 3, Section G
VA Handbook 5005/12, Part II, Chapter 3, Section B (see section B for credentialing requirements)
VHA Directive 0710, VHA Personnel Security & Suitability Program
Legal Authority 38 USC 7405(a)(1) except Medical & Dental Residents 38 USC 7406
Record Control Schedule 10-1, Section 1400 Clinical Trainee Onboarding Case File
OAA HPT Application Forms Internet Page https://www.va.gov/oaa/app-forms.asp
Trainee Qualifications and Credentials Verification Intern Page https://www.va.gov/OAA/TQCVL.asp

RESOURCES AND HELPFUL LINKS:
OAA website: https://vaww.portal2.va.gov/sites/oaa/public/SitePages/default.aspx/