

VOLUNTEER SCREENING CHECKLIST

*Checklist to be used for all Appointees (Title 5 / Title 38 / Hybrid / Fee Basis / WOCs / Residents / Contractors / Students / Volunteers)
All entries on the checklist must be completed, signed and dated. Retain on the left side of OPF or applicable file*

Name:		SSN (last 4 only):	N/A
Position:		Service:	
EOD:		Facility:	Charlie Norwood VA Medical Center

Type of Appointment: **RS Volunteers** **Computer Access** **VTN Drivers**

PART A

	<u>REQUIRED DOCUMENTATION</u>	Initial/Date Completed	N/A		<u>REQUIRED DOCUMENTATION</u>	Initial/Date Completed	N/A
1.	Federal Application Form or Resume			12.	Educational Degree Sighted Only applicable if Volunteer is appointed as a licensed or certified health care assignment.		
2.	Circle One: SF-52 / WOC Letter / RCVL / TQCVL / Volunteer Application Form 10-7055			13.	Education Verified Only applicable if Volunteer is appointed as a licensed or certified health care assignment.		
3.	Declaration For Federal Employment OF-306 – Suitability Issues Cleared - www.usajobs.gov Only applicable if Volunteer requires more than a SAC level background investigation.			14.	Position Risk and Sensitivity Level Designation VAF-2280 Voluntary Service		
4.	NPDB (National Practitioner Data Bank) – Only applicable for Volunteers providing direct patient care.			15.	Questionnaire for Non-Sensitive Positions SF-85 or Questionnaire for Public Trust Positions SF-85P Completed: Circle one Only applicable if Volunteer requires higher than SAC		
5.	HIPDB (Health Integrity & Protection Data Bank) – Contact HRM Officer if any discrepancy 7 th Floor HR-Downtown VA – Room			16.	Fingerprints Electronic SF-87 Submitted 4th Floor HR – Uptown Room 4D 103 By appointment only		
6.	LEIE (List of Excluded Individuals/Entities) Voluntary Service Office			17.	SAC (Special Agreement Check) Results Received		HR
7.	Valid License/Registration/Certification (Sighted) & VA Form 5-4682-2 Completed Only if applicable to assignment			18.	SAC Results Adjudicated		VSS
8.	Employment Eligibility Verification Form I-9			19.	NACI MBI BI Submitted: Circle one As applicable for Volunteer assignments requiring more than SAC		
9.	Non-citizen: Proof of Employment Authorization			20.	NACI MBI BI Received: Circle one As applicable for Volunteer assignments requiring more than SAC		
10.	Selective Service Registration Verified			21.	NACI MBI BI Adjudicated As applicable for Volunteer assignments requiring more than SAC		
11.	VETPRO Cleared – Only applicable if Volunteer is appointed as a licensed or certified health care assignment.			22.	ID Badge – Human Resources 4th Floor HR – Uptown Room 4D 103 By appointment only		

PART B

23.	Evidence of Cyber Security Training www.tms.va.gov			29.	Volunteer Driver Questionnaire-return to Employee Health Downtown		
24.	Evidence of Privacy Training www.tms.va.gov			30.	Copy of Current Insurance Card		
25.	PPD Test - Employee Health (2B139 Downtown –(Not on Thursdays)			31.	Copy of Driver's License/complete form		
26.	Orientation Book – Voluntary Service			32.	Driver Handbook Received		
27.	Job Description – Voluntary Service			33.	VA Driver Safety Training (keyword “driving”) Vol Serv Shared Drive		
28.	Statement of Commitment			34.	Texting While Driving Training Vol Serv Shared Drive		

<u>OPTIONAL TRACKING DOCUMENTS</u>	Initial/Date Completed	N/A	<u>OPTIONAL TRACKING DOCUMENTS</u>	Initial/Date Completed	N/A
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