[Date] In Reply Refer To: 618(05)

Dear [Name]:

Welcome to the Department of Veterans Affairs. You will be assigned to our facility as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ under authority of 38 U.S.C. 7405(a)(1). During your period of affiliation with our facility, you are authorized to perform services as directed by the ACOS of Research Service.

In accepting this assignment you will receive no monetary compensation and you will not be entitled to those benefits normally given to regularly paid employees of the Department of Veterans Affairs, such as leave, retirement, etc. In addition, you agree to adhere to all policies and procedures of the Department of Veterans Affairs as well as those of the Minneapolis VA Health Care System.

This agreement may be extended, dependent upon funding and satisfactory performance. It also may be terminated at any time by either party with a written notice of such intent. On your last working day, you must report to your supervisor to obtain your clearance papers to clear the Medical Center. All VA property must be turned in before you will be cleared.

Sincerely,

Gary Hildebrandt, Director

Human Resources Management Service

I agree to serve in the above capacity under the conditions indicated.

Signature:

Print Name:

Date: