

**APPOINTMENT LETTER FOR TRAINEES
APPOINTED WITHOUT COMPENSATION (WOC)**

In Reply Refer to:

Dear

Welcome to the Department of Veterans Affairs. You will be assigned to our facility as _____ from _____ through _____ under the authority of Title 38 United States Code (U.S.C.) 7405(a) (1).

In accepting this training assignment, you will receive no monetary compensation and you will not be entitled to those benefits normally given to regularly paid employees of the Veterans Health Administration (VHA), such as leave, health insurance, or retirement.

If you agree to these conditions, please sign the following statement and return the letter in the enclosed envelope. Either party may terminate this agreement any time by written notice of such intent.

Sincerely,

Thomas D. Johnson, Director
Human Resources Management Service

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

(Signature) _____ (Date)

(Printed or Typed Name)

(Home Address)

(School or Program)