

**APPENDIX A
SAMPLE**

**APPOINTMENT LETTER FOR TRAINEES PAID
THROUGH A DISBURSEMENT AGREEMENT**

Facility Letterhead

Date

Dear Trainee:

Welcome to the Department of Veterans Affairs (VA) and _____. You will be given a without compensation appointment at our facility as a Resident Physician from _____ (Start Date) to _____ (End Date) under the authority of Title 38 United States Code (U.S.C.) 7406. During your period of appointment to our facility, you will be paid by VA using a disbursement agreement with _____ and will be authorized to perform services as directed by _____.

Acceptance of this letter, as signified by your signature below, and completion of the Standard Form (SF) 61 prior to the start of your training, serves as your appointment authorization for this training period. If you have prior federal service, you are requested to report to our Human Resources Management Office by _____ (date) for additional appointment information and processing. Please bring this letter with you, as well as any documents you may have relating to your prior federal service.

Sincerely yours,

(Appointment Authority)

Enclosure: SF 61

(Signature)

(Date)

(Printed or Typed Name)

(Home Address)

(School or Program)