

Your WOC is up for renewal. Please complete the attached forms using the guidance below.

We appreciate your interest in applying for your WOC renewal to VA Greater Los Angeles Medical Center.

WOC Process Changes:

Please complete the attached forms electronically and send them back using the same naming when complete.

Principal Investigator (PI) Signatures:

- 1. WOC memo
- 2. WOC request, contact information, and occupational health and safety program
- 3. Health screening and the self-certification for light duty

Additional Forms for Applicant only:

- 4. Drug Test Memo
- 00. LEAF submission Information

Please include the following TMS training certificates required for VA WOC renewal:

1. VHA privacy and information security awareness and rules of behavior (VA 10176)
- 2.. Government Ethics – The Essentials (VA 3812493)
3. Privacy and HIPAA Training (VA 10203)

Providing an updated resume is optional.

Please let us know if you need any assistance.

Thank you.

1: WITHOUT COMPENSATION (WOC) EXTENSION REQUEST Only 1 WOC extension can be requested on this form. For multiple WOC extensions you must complete additional request forms as needed. The following must be submitted with all requests: For WOC extension WOC Extension Memorandum WOC Appointment Request (Research Only) Health Screening Self-Certification (Research Only) All required TMS Training Certificates (Research Only) Incomplete Requests: Will be returned without action. Appointees will not be contacted to schedule in-processing appointment with Human Resources. In-processing appointments are not to be made by the Service. Service Responsibilities: Requesting email accounts, computer access and Sponsoring for PIV or Non-PIV Card. Ensuring all required documentation is submitted VA and Department specific orientation *

I certify that I understand the information above and that the information provided in this request is accurate

2: WOC Appointee Information

2.1: Appointee Name (Last, First, M.I.) *

2.2: Position Title *

2.3: SSN# (in ###-##-#### Format) *

2.4: Date of Birth *

2.5: Address *

2.6: Place of Birth *

2.7: Phone Number (in ###-###-#### format) *

2.8: Email Address	2.9: Current Degree level *
2.10: Program of Study *	

3: Work Area	
3.1: Supervisor's name *	3.2: Sponsor's Name *
3.3: Location of work area (i.e. GLA, CBOC name) *	
3.4: Is Computer Access required? *	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.5: Is appointment greater than 180 aggregated days in a one year period? *	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

4: Credentialing/Privileging
4.1: Does position require credentialing and privileging? *
<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2: If so, what type of Credentialing/Privileging?
<input type="checkbox"/> Dependent <input type="checkbox"/> Independent

5: WOC Extension Required Documentation
5.1: Health Screening Self-Certification
5.2: Please provide other documentation (If applicable and not labeled in prior sections of this request)
5.3: WOC Extension Memorandum *
5.4: WOC Appointment Request Form

6: TMS Trainings
6.1: Government Ethics Certificate *
6.2: VA Privacy and Information Security Awareness and Rules of Behavior Certificate *
6.3: VA Privacy and HIPAA Training Certificate *
6.4: Infection Control, Blood Borne pathogens and TB (If working with Human Subjects)

* = required field

**DEPARTMENT OF
VETERANS AFFAIRS**

Memorandum

Extension

Date:
From: Chief, Medical Research Service (151)
Subj: Without Compensation Appointment
To: Senior Strategic Business Partner (10A2)

1. Approval is requested for the appointment of _____ to the position of _____ beginning _____ to _____.
Start Date End Date

Selection of this candidate is in accordance with DVA regulations concerning citizenship and veteran preference requirements.

2. As a WOC (without compensation) appointee, the candidate will receive no monetary compensation, does/does not receive payment-in-kind, and will not be entitled to benefits normally given to paid employees, such as leave, retirement, etc.

Principal Investigator Signature

Date

I request appointment to the position indicated above and agree to the conditions specified.

Applicant Signature

Date

ACOS for Research

Date

TO: Research and Development Service (151)

Date

FROM: Senior Strategic Business Partner

The WOC appointment requested above is approved. All regulatory requirements have been met and this individual may be appointed as of today. This agreement may be terminated at any time by either party by written notice of such intent. Please give a copy of this letter to the employee with instructions to obtain an identification badge from the Human Resources Security Service, building #218, and vehicle registration if the employee will be driving on the facility grounds from Police and Security, Building. # 236



WOC APPOINTMENT REQUEST FORM & CONTACT INFORMATION

Name: _____ Email: _____

Job Title (Home Agency): _____ Job Title (VA): _____
(e.g., Bio Lab Tech, Program Analyst)

Tasks: _____

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Request patient care responsibilities. (Candidate makes clinical decisions.) | <input type="checkbox"/> Request permission to use radioisotopes. (Must take radiation safety course prior to handling). |
| <input type="checkbox"/> Candidate has clinical degree and/or license. | <input type="checkbox"/> Will be listed as co-investigator on study. |

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____
(Spouse, Mother, Father, Sister, etc.)

Address: _____

Home Phone #: _____ 2nd Phone #: _____

OCCUPATION HEALTH AND SAFETY PROGRAM: OCCUPATIONAL EXPOSURE TO ANIMALS IN A RESEARCH ENVIRONMENT

Employees who are exposed to animals in a research environment must be screened by the VA Employee Health Physician according to their exposure level. Please classify the exposure level of the above-named employee by checking the blank next to the appropriate description below. The Employee Health Physician will screen the employee accordingly.

- | | |
|---|--|
| <p><input type="checkbox"/> 1. Animal care employee. Any person who is employed by the VA, a VA non-profit organization, or Person Working Without Compensation (WOC) who has as a major component of the job, the care and handling of animals. These persons would include, but not be limited to, veterinarians, animal care supervisors, employees who have the word "animal" in their job title, and other animal care persons.</p> <p><input type="checkbox"/> 2. Other persons with significant laboratory animal contact. Any person who works with live animals or unfixed animal tissue for one (1) hour a day for more than 20 days in a one- year period is considered to have significant animal contact. Persons working only with fixed animal tissues may have risks, but his person is not the focus of this SOP.</p> <p><input type="checkbox"/> 3. Persons with limited laboratory animal exposure, who do not meet the time requirements above, but that for whom the nature of exposure creates a</p> | <p>significant risk. Examples would include working with known human pathogens in animals even n if very brief exposure or potential exposure: or working with animals that are naturally dangerous to humans such as certain non-human primates.</p> <p><input type="checkbox"/> 4. Certain persons with casual laboratory animal contact. Janitors and other lab personnel will be included in the initial screening to determine if any risks are present. These persons will have a health history on file and notification of possible risks from being exposed to animals.</p> <p><input type="checkbox"/> 5. Supervisors of any of other classes of employees with laboratory animal contact. These persons need training to be familiar with the requirements for their employees.</p> <p><input type="checkbox"/> 6. No exposure or risk from laboratory animals.</p> |
|---|--|

IF YOU CHECKED 1-5, YOU MUST COMPLETE THE RESEARCH MEDICAL HISTORY QUESTIONNAIRE FORM. The Occupational Health Program for Research is now entirely electronic. Please complete the Medical History Questionnaire Form and email it directly to mirasol.button@va.gov in the Occupational Health Office. Occupational Health will review your health history and reply by email with your clearance (if appropriate).

PI Name

Signature of Principal Investigator

Date



U.S. Department
of Veterans Affairs
VA Greater Los Angeles Healthcare System

HEALTH SCREENING/ SELF CERTIFICATION FOR LIGHT DUTY WORK FORM

NOTE: THIS FORM MUST BE SUBMITTED WITH PI'S SIGNATURE EVEN
IF EMPLOYEE DOES NOT REQUIRE A PHYSICAL EXAMINATION.

NAME OF APPLICANT: _____ SOCIAL SECURITY#: _____

POSITION TITLE: _____

DUTIES: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Duties require patient care | <input type="checkbox"/> Human Subject Contact | <input type="checkbox"/> Animal Contact |
|--|--|---|

Principal Investigator Signature Date

- Do you have any problem listed below which might adversely affect your job performance in the position named above? Please check all that apply.

Duties require specific physical abilities checked below: Environmental factors, such as:

- | | |
|--|---|
| <input type="checkbox"/> Lifting or carrying objects up to 45 pounds
<input type="checkbox"/> Sitting or standing for long periods of time
<input type="checkbox"/> Walking or climbing upstairs
<input type="checkbox"/> Pushing or pulling motions
<input type="checkbox"/> Frequent bending or stooping | <input type="checkbox"/> Severe dampness or dryness
<input type="checkbox"/> Constant or sever intermittent noise
<input type="checkbox"/> Excessive heat
<input type="checkbox"/> Excessive cold
<input type="checkbox"/> Working with hands in water
<input type="checkbox"/> Some exposure to fumes, smoke or gases |
|--|---|

Specific visual requirement:

- Reading small print with without glasses
 Distinguish basic color or shades of color

Other specific factors, such as:

- Hearing ordinary conversations, including telephone conversations (hearing aid permitted)
 Speech impairment
 Amputation or abnormality of leg, foot, arm, hand, or finger which prevents performance of duties

- Have any disease or disability which would make your employment in this position a hazard to yourself or others.

Please give details regarding any boxes checked above. (Continue on the reverse page if more space is needed.)

Employee Signature Date



DEPARTMENT OF VETERANS AFFAIRS
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply Refer To:

DATE:

FROM: Human Resources Officer (10A2)

SUBJ: Notice that Position is Subject to Random Drug Testing

TO:

1. On September 15, 1986, President Reagan signed Executive Order 12564, Drug-Free Federal Workplace, establishing a policy against the use of illegal drugs by Federal employees, whether on or off duty. In accordance with the Executive Order, VA has established a Drug-Free Workplace Program to include random testing for the use of illegal drugs by employees in sensitive positions.

2. This is to notify you that your position is sensitive as defined in Section 7(d) of the Executive Order and has been designated as a testing designated position; therefore, you will be subject to random drug testing for illegal drug use. The testing procedures, including the collection of a urine specimen, will be conducted in accordance with Department of Health and Human Services (HHS) Guidelines for Drug Testing Programs. Random testing will begin no sooner than 30 days from the date you receive this notice.

3. In accordance with the VA Secretary's memorandum, "Drug Free Workplace Program – Authorization Form for Drug Testing and Employee Assistance Program Participation for Illegal Drug Use," signed August 22, 2018 (<http://go.va.gov/hawp>), you will be required to sign VA Form 10-5345, "Request for and Authorization to Release Health Information," prior to being drug tested. This form authorizes your drug test results to be shared with VA officials, and others who have a need to know. Failure to sign the authorization form may result in disciplinary action up to and including removal.

4. The term "illegal drugs" means a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by Federal law. Although some state laws allow for the use of marijuana, it is still illegal under the Controlled Substances Act, and drug testing of federal employees is mandated by Executive Order and Public Law. As Federal employees, we must abide by Federal law which states

West Los Angeles
Healthcare Center
11301 Wilshire Boulevard
Los Angeles, CA 90073
(310) 478-3711

Bakersfield Community
Based Outpatient Clinic
1801 Westwind Drive
Bakersfield, CA 93301
(661) 632-1800

Los Angeles Ambulatory
Care Center
351 E. Temple Street
Los Angeles, CA 90012
(213) 253-2677

Gardena Community Based
Outpatient Clinic
1149 W. 190th St.
Gardena, CA 90248
(310) 851-4704

San Luis Obispo Community
Based Outpatient Clinic
1288 Morro Street, Suite 200
San Luis Obispo, CA 93401
(805) 543-1233

Santa Barbara Community
Based Outpatient Clinic
4440 Calle Real
Santa Barbara, CA 93110
(805) 683-1491

Santa Maria Community
Based Outpatient Clinic
1550 East Main Street
Santa Maria, CA 93454
(805) 354-6000

Oxnard Community Based
Outpatient Clinic
1690 Universe Circle,
Oxnard, CA 93033
(805) 204-9135

Lancaster Community Based
Outpatient Clinic
340 E. Ave I
Lancaster, CA 93535
(661) 729-8655

East Los Angeles Community
Based Outpatient Clinic
5426 East Olympic Blvd,
Suite 150
Commerce, CA 90040
(323) 725-7557

Sepulveda Ambulatory Care
16111 Plummer Street
North Hills, CA 91343
(818) 891-7711

marijuana is an illegal drug. The use of marijuana by VA employees is still considered illegal even if an employee has a prescription.

5. You can be assured the quality of testing procedures is tightly controlled, the test used to confirm use of illegal drugs is highly reliable and the test results will be handled with maximum respect for individual confidentiality, consistent with safety and security.

6. As an employee subject to random drug testing you should be aware of the following:

- a. Counseling and rehabilitation assistance will continue to be available to all employees through existing Employee Assistance Programs (EAP) at VA facilities. You may contact Leona Payton-Franklin, EAP Coordinator at (213) 253-2677 x24726. You will be required to sign a release form authorizing EAP to share information with VA officials and others with a need to know about your participation in the program. Failure to sign the authorization form may result in disciplinary action up to and including removal;
- b. You will be given the opportunity to submit supplemental medical documentation of lawful use of an otherwise illegal drug to a Medical Review Officer;
- c. VA will initiate action to discipline any employee who is found to use illegal drugs on the basis of a verified positive drug test except that VA will not initiate any disciplinary action against an employee who voluntarily identifies himself or herself as a user of illegal drugs prior to being notified of a scheduled drug test, obtains counseling or rehabilitation, and thereafter refrains from using illegal drugs;
- d. Removal action will be initiated against an employee who is found to use illegal drugs and who refuses to obtain counseling or rehabilitation through an Employee Assistance Program;
- e. You have the opportunity to voluntarily identify yourself as a user of illegal drugs willing to receive counseling or rehabilitation, in accordance with paragraph 4c of this notice, in which case disciplinary action will not be taken;
- f. An employee found to use illegal drugs will be referred to VA Employee Assistance Programs. Such referral, however, does not preclude institution of disciplinary proceedings;
- g. VA will initiate action to remove from service any employee who is found to use illegal drugs a second time;
- h. An employee found to use illegal drugs will not be allowed to remain on duty in a sensitive position prior to successful completion of rehabilitation through an EAP. However, as part of an EAP, the authorized VA official may, in his/her discretion, allow an employee to

return to duty in a sensitive position if it is determined this action would not pose a danger to public health or safety or national security;

i. Disciplinary action up to and including removal will be initiated against any employee who refuses to be tested;

7. You may contact Devin Dodson (310) 478-3711 ext. 48935 for additional information regarding the VA Drug-Free Workplace Program.

A copy of the previously issued 60-Day General Notice required by executive Order 12564 is attached.



Andre L. Gray
Human Resources Officer

1/14/2020
Date

Attachment

I acknowledge receiving and reading the notice which states my position has been designated for random drug testing and understand refusal to submit to testing will result in initiation of disciplinary action, up to and including removal.

Signature of Employee

Date

Print Name

**PREVIOUSLY ISSUED 60-DAY GENERAL NOTICE TO ALL EMPLOYEES
AS REQUIRED BY EXECUTIVE ORDER 12564 AND VA HANDBOOK 5383**

1. All employees are hereby notified that a program designed to implement Executive Order 12564, Drug-Free Federal Workplace, dated September 15, 1986, has been established in the Department of Veterans Affairs (VA). Testing for illegal drugs will be part of VA's comprehensive drug prevention program to achieve the President's goal of a drug-free Federal workplace with due consideration for the rights of the employee and the government. VA's employee testing program, which will include both mandatory and voluntary drug testing, will begin no sooner than 60 days from the date of this posting.
2. Testing may occur under the following circumstances:
 - a. **Random Testing of Employees in Testing Designated Positions.** Employees who hold positions identified for random testing will receive an individual notice no later than 30 days prior to the commencement of testing, indicating that their positions have been identified as testing designated positions.
 - b. **Reasonable Suspicion Testing.** An employee in a Testing Designated Position may be directed to undergo drug testing when there is a reasonable suspicion that the employee uses, or is impaired by, illegal drugs, whether that use or impairment is on or off duty. Employees who are not in Testing Designated Positions may be directed to undergo drug testing when there is a reasonable suspicion that the employee is using or impaired by illegal drugs while on duty.
 - c. **Testing in Connection with An Injury, Illness, Unsafe or Unhealthful Practice Investigation.** Any employee involved in an accident or unsafe practice will be directed to take a drug test as part of an authorized investigation into an accident or unsafe practice, when the accident or unsafe act meets the following criteria:
 - (1) The accident results in a death or personal injury requiring immediate hospitalization; or
 - (2) The accident results in damage to government or private property estimated to be in excess of \$10,000.
 - d. **Follow-Up Testing.** All employees who undergo a counseling or rehabilitation program for illegal drug use through the Employee Assistance Program will be subject to unannounced testing both during and after such a program.
 - e. **Applicant Testing.** Applicants who are tentatively selected for VA employment in a Testing Designated Position are subject to drug testing.
 - f. **Voluntary Testing.** Employees may volunteer for unannounced random testing by notifying their Human Resources Management Officer.
3. The laboratory testing methodology is a series of scientific and technical procedures which are highly accurate and reliable. In addition, a Medical Review Officer will review and interpret positive test results reported by the testing laboratory. Employees will be afforded the opportunity to submit medical documentation of lawful use of an otherwise illegal drug. Positive

test results verified by the Medical Review Officer may only be disclosed to the employee, the appropriate Employee Assistance Program Coordinator, the appropriate management officials necessary to process any disciplinary or adverse action against the employee, or a court of law or administrative tribunal in an adverse personnel action.

4. Counseling and rehabilitative assistance is available to all employees through existing Employee Assistance Programs (EAPs) at VA facilities. Employees found to be using illegal drugs will be referred to the EAP for assessment, and for counseling and referral to treatment or rehabilitation, as appropriate. Employees who wish to seek assistance voluntarily may do so through existing program arrangements at their facility or through the employee's servicing human resources management office.

5. All medical and rehabilitation records in an EAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient.

6. Tests for employees working in drug treatment programs in accordance with MP-5, part I, chapter 792, or other programs which were authorized prior to the issuance of Executive Order 12564, dated September 15, 1986, will continue in effect and are not subject to this advance notice.

7. The VA Drug-Free Workplace Program should be consulted for specific information on the program.