



Response is mandatory. This information will be kept confidential. It will be used for reporting purposes, conducting surveys, and improving the quality of VHA's clinical training programs. This information will be entered in the "New Person" file in Veterans Health Information Systems and Technology Architecture (Vista), and to sponsor you for your Personal Identification Verification (PIV).

Disclosure of your Social Security Number (SSN) is mandatory to identify individuals with identical names. Failure to provide this information may delay or make impossible the proper application of Civil Service rules and regulations and VA personnel policies and thus may prevent you from obtaining clinical training at VA.

Form with fields: Last Name, First Name, Middle (If none, enter NMN), Other Names Used, Date of Birth (mm/dd/yyyy), Social Security Number (xxx - xx - xxxx - \*), Email, Phone

Program Training Information

Form with fields: Name of School (Affiliate), Service PGY Level, Start Date (program with school), Service Assigned, End Date (program with school), Sub-specialty within Service, Current Degree Level, Program of Study

Fingerprinting

Form with text: Complete if you do not have a valid VA PIV badge, Yes No, Have you been fingerprinted within the last 6 months at a VA facility?, If Yes, When were you fingerprinted, Name of facility where you were fingerprinted, If No, DO NOT complete further or submit this packet before you are fingerprinted and completed the section above.

Previous VA Trainig/Volounteering

Form with text: Yes No, Have you trained at this facility previously?, Have you trained or volunteered at any VA facility previously?, If Yes, Do you have a valid VA ID Badge?, What is your PIV Expiration Date?, If you have volunteered or trained at another VA facility, what is the name of the facility?

PIV Sponsoring Information

Form with fields: Gender, Race, Height, Weight (in lbs.), Eye Color, Hair Color, Place of Birth City, State, /Country, Citizenship (US/other)

Talent Management System (TMS)

Form with text: In addition to completing this packet, trainees must complete TMS training module. please refer to the Trainee Guide and Requirements for instructions on how to self-enroll and complete training. Self enrolled in Training Management System (TMS) and complete VHA Mandatory Training for Trainees, Date completed TMS training, Submit VHA Mandatory Training for Trainees certificate

**Department of  
Veterans Affairs**

# Memorandum

From: VHA Office of Academic Affiliations (OAA)

Subj: Random Drug Testing Notification and Acknowledgement

To: Health Professions Trainee (HPT) in Testing Designated Positions (TDP)

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. OAA sponsored health professions trainees (HPTs) appointed under 38 U.S.C. 7405 or 7406 authority are employed in VA and are subjected to provisions of this policy.
2. This is to notify you that as an HPT, the Secretary of VA may deem your position as a sensitive position to protection of life or safety of patients and therefore you may be subject to random drug testing. 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. There are no pre-employment drug testing requirements for HPTs.
3. You can be assured that the quality of testing procedures is tightly controlled, that the test used to confirm use of illegal drugs is highly reliable and that the test results will be handled with maximum respect for individual confidentiality, consistent with safety and security.
4. As a HPT subject to random drug testing you should be aware of the following:
  - Counseling and rehabilitation assistance are available to all HPTs through existing Employee Assistance Programs (EAP) at VA facilities (information on EAP can be obtained from your local Human Resources office). EAP plays a valuable role by helping employees, their families and their communities. You will be given the opportunity to submit supplemental medical documentation of lawful use of an otherwise illegal drug to a Medical Review Officer (MRO).
  - VA may, at the direction of the facility's leadership, initiate disciplinary actions up to dismissal from VA rotation against any HPT who:
    - refuses to be tested,
    - refuses to obtain counseling or rehabilitation after a verified positive drug test, or
    - does not refrain from illegal drug use after a verified positive drug test.
  - VA will not initiate any disciplinary action against an employee who voluntarily identifies themselves 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.
5. Random testing will begin no sooner than 30 days from the date you sign this acknowledgement.
6. Visit the US Office of Personnel Management (OPM) Work-Life webpage for "Information on Services Available for You," Guidance & Legislation as well as Substance Use Disorder. <https://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>

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**I acknowledge receiving and reading the notice which states that my position may be designated for random drug testing, and that, if selected, refusal to submit to testing will result in termination and/or dismissal from the VA.**

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Training Program and Affiliate

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Print Name and Date Signed

Signature