**CHECKLIST PRIOR TO STARTING YOUR ROTATION**

For Residents Returning to the VA

These steps are required for you to have computer access prior to your rotation.

This is your responsibility. If you do not have computer access, you will not be able to work.

**Washington DC VA Medical Center VA Central Office**

HR Security Office (just off atrium, main floor) 810 Vermont Ave NW, room B11

50 Irving Street, NW, Room 1A-114 Washington, DC 20571

Washington, DC 20422 *Walk-in hours 8:00am – 3:00pm M-F*

*Mondays 7:00 a– 11:40 a.m. walk- in, Closed for lunch 12-1pm*

*Tuesdays and Thursdays by appointment 7:00 a.m. – 11:40 a.m.*

*and 1:00 – 3:00 p.m.*

*Fridays 7:00 a.m. – 11:45 a.m. & 1:00p – 2:45p*

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| **WHEN** | **WHAT** |
| **4 weeks prior to your rotation** | 1. **Make sure your TMS Modules are up to date:** must be completed **every 12 months. If you have rotated at another VA and have a TMS account, do not create a new account; instead email Ms. Evangeline Kokkinos:** evangeline.kokkinos@va.gov, phone 202-745-8471**.** a. Go to <https://www.tms.va.gov/SecureAuth35> b. Log in. If you need help logging in, call the TMS helpdesk at 1-855-673-4357 c. If you have completed the training previously, please **complete** **course #3192008: VHA Mandatory Training for Trainees – Refresher** |
| 2. If you have a VA badge that is **not** expiring in the next 90 days, you do not need to do anything else.  |
| 3. If you do **not** have a VA badge or your badge is expiring in the next 90 days: 1. **Fingerprinting:** Can be done at three different locations. **Must 2 sets of federal ID, including: US Passport, Driver's license, Federal/State issued ID card, or Social security card**
2. Washington, DC VA PIV office: Please go during the walk in hours above. **Make an appointment using this link:** [**http://www.fedidcard.gov**](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fedidcard.gov%2F&data=05%7C01%7C%7C3544990bb6044e489b7c08db353aa6fc%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C638162298245930125%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PImoSp35LoOuNi8z8URdpvqGa5tinW45c14TMscimBM%3D&reserved=0)
	* “Schedule” 🡪 “Department of Veterans Affairs” 🡪 “Enrollment” for first appointment🡪 City: Washington, State: DC, Zip Code: 20422 🡪Select Location C “Washington VA Medical Center” 🡪 Select a date/time to for your appointment
3. Any other VA location: Please ask their office to forward your fingerprints using the following routing codes: **SON 1468, SOI VAG1 and IPAC 36001200**
4. VA Central Office: Make an appointment using following link: [VACO Fingerprint Office, 810 Vermont Ave (office365.com)](https://outlook.office365.com/owa/calendar/VACOBadgeOfficeTEST%40DVAGOV.onmicrosoft.com/bookings/)
5. **VA Badge:** to be done at the DC VAMC **within 120 days of fingerprinting**. You will not be able to get a badge after 120 days as the fingerprints expire. Please go during walk-in hours at the DC VAMC, Fridays 7am to 11am.
6. Bring 2 sets of federal ID, including: US Passport, Driver's license, Federal/State issued ID card, or Social security card
7. If you have an old VA ID badge, please bring it to your appointment!
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