

# Stanford In-Processing Requirements Checklist

VA PALO ALTO HEALTH CARE SYSTEM (VAPAHCS)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Resident or Fellow (circle one)

PGY: \_\_\_\_\_

New to VA Palo Alto Health Care System? Yes or No (circle one)

- Requirement # 1** – Fingerprints at VA Palo Alto Health Care System (no attachment). You will travel to VAPAHCS for fingerprinting on the afternoon of your Stanford orientation (see VAPAHCS Welcome Letter for more detailed instructions).
- Requirement # 2** – Information Required for Electronic Fingerprint Verification Form (see 1 page attachment).
- Requirement # 3** – SF 85 – Questionnaire for Non-Sensitive Positions (see 10 page attachment with 2 page SF 86 continuation sheet and 6 page sample).
- Requirement # 4** - OF 306 – Declaration for Federal Employment (see 3 page attachment with 2 page sample).
- Requirement # 5** – VA Information Security Awareness and VHA Privacy Policy Training for Current FY (see 5 page attachment).
- Requirement # 6** – Copies of Two (2) Forms of ID that Meet the VA PIV ID Documentation Criteria (see 3 page attachment). **The names on both forms of ID must match exactly. Originals must be presented at the time of your VA orientation.**
- Requirement # 7** - SF 88 – Report of Medical Examination (see 2 page attachment).
- Requirement # 8** - VA Form 10-2850b - Application for Residents (see 4 page attachment).
- Requirement # 9** – Graduate Medical Education (GME) Data Sheet Sign-In Form (see 1 page attachment).
- Requirement # 10** - Previously Issued VAPAHCS ID Badge, if Applicable (no attachment). **If you were previously issued a VAPAHCS ID Badge and did not return it when your last rotation through VAPAHCS ended, you must return it before you will be issued a new VAPAHCS ID Badge. A \$10 fine is assessed for unreturned VAPAHCS ID Badges.**