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.

<table>
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<tr>
<th>Washington DC VA Medical Center</th>
<th>VA Central Office</th>
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<tr>
<td>HR Security Office (just off atrium, main floor)</td>
<td>810 Vermont Ave NW, room B11</td>
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<td>50 Irving Street, NW</td>
<td>Washington, DC 20571</td>
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<td>Washington, DC 20422</td>
<td>Walk-in hours 8:00am – 3:00pm M-F</td>
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<td><strong>Walk-in hours 7:00am – 11:00am M-F</strong></td>
<td><strong>Closed for lunch 12-1pm</strong></td>
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<td><strong>4 weeks prior to your rotation</strong></td>
<td><strong>1. Complete PIV-0711 form</strong> (Section I and Section III, Part A, #3-9) and <strong>VA registration form</strong> and email it to <a href="mailto:dcvamcchiefs@gmail.com">dcvamcchiefs@gmail.com</a></td>
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| | **2. Complete TMS Modules:** must be completed **every 12 months**  
  a. Go to https://www.tms.va.gov/plateau/user/login.jsp  
  b. Log in. If you need help logging in, call TMS helpdesk at 866-496-0463 or Latisha Hambrick at 202-745-8000 x57436.  
  c. If you have completed the training previously, please complete Course #3192008: VHA Mandatory Training for Trainees - Refresher |
| | **3. If you have a VA badge that is not expiring in the next 90 days, you do not need to do anything.** |
| | **4. If you do not have a VA badge or your badge is expiring in the next 90 days:**  
  A. **Fingerprinting:** to be done at the DC VAMC or the VA Central Office. Please go during walk-in hours at the DC VAMC (7am to 11am) or make an appointment.  
    a. To make a Fingerprinting Appointment: Go to https://va-piv.com  
    b. Log-in with email address. Organization is VHA. Applicant type is Affiliate.  
    c. Click “Make Appointment”  
    d. Click on the “Location” and select Washington DC.  
    e. Select “Fingerprint” for the activity.  
    f. Choose an appointment date and time.  
    g. Bring 2 sets of federal ID, including: US Passport, Driver’s license, Federal/State issued ID card, or Social security card  
  B. **VA Badge:** 1 week after fingerprinting and to be done at the DC VAMC or the VA Central Office **within 120 days of fingerprinting**. Please go during walk-in hours at the DC VAMC (7am to 11am) or make an appointment.  
    a. Go to https://va-piv.com  
    b. Use the same log-in as fingerprinting. Organization is VHA. Applicant type is Affiliate.  
    c. Click “Make Appointment”  
    d. Click on the “Location” and select Washington DC.  
    e. Select “PIV Badge-Renewal” for the activity – (does not matter which you pick).  
    f. Proceed with choosing an appointment date and time.  
    g. IMPORTANT: E-mail the chiefs at least 24 hours before at dcvamcchiefs@gmail.com with when you are coming to get your badge.  
      - If you are a Walter Reed resident, please copy Timmie.Merriwether@va.gov also  
      h. Bring 2 sets of federal ID, including: US Passport, Driver’s license, Federal/State issued ID card, or Social security card  
      i. If you have an old VA ID badge, please bring it to your appointment!