

# Pre-Employment Security Requirements Checklist (Moderate & High Risk)

VA New York Harbor Healthcare System (VANYHHS)

**Your Name:** \_\_\_\_\_

**Your Position:** \_\_\_\_\_

**Your Service (Department):** \_\_\_\_\_

**Your First Day of Work Date:** \_\_\_\_\_

**Security POC's Name:** \_\_\_\_\_

**Security POC's Phone #:** \_\_\_\_\_

**Security Office Info:**

New York Harbor Healthcare System  
Personnel Security  
800 Poly Place  
Main Building, 1<sup>st</sup> Fl., Rm 1-503  
Brooklyn, NY 11209  
Main Phone: (718) 630-3660 Main Fax: (718) 630-2805  
**Office Hours:** Monday – Friday 8:00am – 4:30pm

- Step # 1 – Background Investigation Paperwork** – Completed SF 85P, SF 85PS, and VA 0710 Form and provided to Personnel Security POC prior to first day of work.
- Step # 2 – Online Information Security Training Modules** - Completed online information security training modules (VA Information Security Awareness and VHA Privacy Policy) and provided certificates of completion to Personnel Security POC prior to first day of work.
- Step # 3 (if required) – OF 306 - Declaration for Federal Employment** –Completed OF 306 and provided to Personnel Security POC prior to, or at the time of, fingerprinting.
- Step # 4 – Pre-Employment Fingerprinting** - Completed pre-employment fingerprinting at time of physical and/or TB test and showed two (2) acceptable forms of ID per the PIV ID Documentation Criteria to Personnel Security POC prior to first day of work.
- Step # 5 – Photo ID Badge** – Completed Steps 1, 2, 3 (if required), and 4 prior to first day of work and will bring two (2) acceptable forms of ID per the PIV ID Documentation Criteria on your first day of work.