

Pre-Employment Security Requirements Checklist (Low 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, 1st 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 – e-QIP** - Completed e-QIP and provided completed signature pages 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.