



SAN FRANCISCO VETERANS AFFAIRS MEDICAL CENTER
4150 Clement St
San Francisco, CA 94121
Phone: 415-221-4810

COMPLETED FORMS CHECKLIST - RETURN WITH YOUR PACKET

NAME: _____

PROGRAM: _____

UCSF PROGRAM COORDINATOR: _____

Overview:

- **Please follow UCSF directions for returning the forms**
- **Schedule your Human Resources WOC appointment**
- **Complete or update TMS training (any previous VA experience: complete MTT refresher)**
- **Obtain SFVAMC fingerprints and PIV badge (if required)**

Check off each completed item.

☐ Completed Talent Management System (TMS) Mandatory Training for Trainees (MTT) course online at **www.tms.va.gov**

NEW STUDENTS:

Follow instructions to create account, complete course, save pdf certificate of completion at http://www.sanfrancisco.va.gov/education/resident_orientation.asp.

☐ Completed and emailed TMS User ID and the MTT course certificate of completion pdf to my TMS administrator from the contact list provided at the VA link (same as below).

RETURNING MEDICAL STUDENTS:

- If you already have a TMS account, use your current account.
- Complete the refresher course: 3192008_VHA Mandatory Training for Trainees – Refresher.
- Completed and emailed my TMS User ID and the MTT course certificate of completion pdf my TMS administrator from the contact list provided at the VA link (same as below).

FORMS

☐ **Application for Health Professions Trainees – VA Form 10-2850 D**

Complete entire form; answer all questions on each page and sign.

Sign line 17a



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If you are not an American citizen, complete questions 13a, 13b, 13c, or 13d. If you are a foreign medical student, please include your ECFMG number in questions 21a, 21b, and 21c.

☐ Declaration of Federal Employment VA Form OF-306

Complete entire form; answer all questions on each page and sign.

☐ Fingerprint Request Form

Write legibly, using your legal name, and sign the second page.

☐ PIV Card Application

Complete form; for employee type check "affiliate", duration >180 days; answer all questions and sign.

☐ I have emailed y21sfcwoc@va.gov and scheduled a Human Resources WOC appointment to process forms, get my fingerprints taken, and PIV card picture taken. My appointment is at least two weeks prior to my start date.

Email TMS certificates and Paperwork Questions to your VA contact* listed below:

Neuro 110: Gary Yim, (gary.yim@va.gov)

- **TMS self-enrollment information**
 - **VA Location Code** SFC
 - **VA Point of Contact First Name** Gary
 - **VA Point of Contact Last Name** Yim
 - **VA Point of Contact Email address** gary.yim@va.gov

Psych 110: Anderson Lam (anderson.lam@va.gov).

- **TMS self-enrollment information:**
 - **VA Location Code** SFC
 - **VA Point of Contact First Name** Anderson
 - **VA Point of Contact Last Name** Lam
 - **VA Point of Contact Email address** anderson.lam@va.gov



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Medicine 110: Cindy Sam: Cindy.Sam@va.gov, or Gurpreet Dhaliwal: Gurpreet.Dhaliwal@ucsf.edu

- **TMS self-enrollment information:**
 - VA Location Code **SFC**
 - VA Point of Contact First Name **Cindy**
 - VA Point of Contact Last Name **Sam**
 - VA Point of Contact Email address Cindy.Sam@va.gov

Anes 110 and Anes 140: Melita Rines (melita.rines@va.gov), John Rukkila john.rukkila@va.gov

- **TMS self-enrollment information:**
 - VA Location Code **SFC**
 - VA Point of Contact First Name **Melita**
 - VA Point of Contact Last Name **Rines**
 - VA Point of Contact Email address Melita.rines@va.gov
 -

Surg 110: Lentise Berts, Lentise.Berts@va.gov

- **TMS self-enrollment information:**
 - VA Location Code **SFC**
 - VA Point of Contact First Name **Lentise**
 - VA Point of Contact Last Name **Berts**
 - VA Point of Contact Email address Lentise.Berts@va.gov