VA - Vets.gov Onboarding Check List

Ad Hoc Team
Ad Hoc LLC
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Concurrent with your Ad Hoc on-boarding process, the following steps apply to completing your Vets.gov project onboarding with the VA and USDS teams.

STEP 1: VA Onboarding Forms

You will receive an email with a digital packet of required forms for VA onboarding from the Ad Hoc recruitment manager or your supervisor. Please complete, scan, and return these forms to you supervisor and copy juliana@adhocteam.us. Ad Hoc will then forward your forms to the COR for processing.

STEP 2: VA/Vets.gov Collaboration Tools accounts

1. **Account Creation:** Your supervisor should request a VA-Vets.gov Slack and Github accounts, which may have limited user permissions prior to approval for a PIV card and VA network access, within a few days of your start date. In the event that your supervisor is unavailable to make this request, or you have not received notice of your Slack or Github accounts within 7 days of your start date on the Vets.gov project, you may contact Jeff Maher <jeff.maher@va.gov > for a status update or to make the initial request.
2. **Trainings**: If you are unfamiliar with Slack, Github, Waffle, or other required tools used by the VA-Vets.gov and USDS teams, please contact your supervisor to receive an introductory training on
   a. basic use of tool features,
   b. the preferred workflow and organizational standards of the Vets.gov team within a given tool's ecosystem,
   c. the rubric for designating data as for internal use versus publicly published, and
   d. proper conduct and security-protections within the tool and any user prohibitions.

STEP 3: TMS Training

Email to your supervisor and copy Juliana Neelbauer (juliana@adhocteam.us) your completion certificates once you've completed the TMS training and received the Privacy & Info Sec. Agmt and HIPAA training certificates. If you do not know what TMS training is, follow these steps:

a. Create a TMS training user name and log-in for the "VACO" VA Central Office work site. Select the HIPAA training radio button on the bottom of the account creation page. NOTE: If the employee has a TMS account from a prior project, s/he may log into that account to complete the TMS trainings.
https://www.tms.va.gov/learning/user/SelfRegistrationUserSelection.do

a. Complete the TMS training and send completion certificates via email to: your supervisor, copying **juliana@adhocteam.us**.

If you have already received and submitted these certificates to someone else, please forward them to juliana@adhocteam.us so that Ad Hoc can track team-wide compliance for the master contract requirements.

STEP 4: VA Fingerprinting

If you have not already completed VA fingerprinting, schedule an appointment at your local VA PIV Badging Office:
a. Find your local VA PIV Badge Office:
http://www.va.gov/pivproject/piv_badge_offices.asp
b. Set up an appointment online (or by calling to schedule an appointment, if your local office does not host online scheduling).

STEP 5: Background Check

Once VA receives your VA Onboarding forms, TMS training certificates, and VA fingerprinting records, a background check will be completed. This step can require a few days, weeks, or months, based upon your declarations and seasonal volume. You will receive a communication from the COR or another VA representative once your background check is complete and further instructions for receiving your VA network account, as applicable, and scheduling an appointment to pick up your PIV card. If your background check yields a red flag, you may be required to submit additional information to VA or its background check agent as a condition of working on the Vets.gov project. In some cases, some individuals may fail the background check, which may cause you to be ineligible to work on the Vets.gov project, or VA networks. Please notify your supervisor, and copy Juliana Neelbauer juliana@adhocteam.us, in the event that you receive notice that your initial background check was completed and requires an additional investigation.

STEP 6: PIV Card pick up

Once you complete and submit your TMS training certificates and at least 48 hours have elapsed after your fingerprinting appointment, schedule a second appointment with a local VA office to pick up your PIV card, which is required for access to buildings and VA networks.

Send email confirmation to your supervisor and copy **juliana@adhocteam.us** once you receive your PIV card.

If you will be issued an laptop with a VA-imaged hard drive, your supervisor will provide you with notification. Once you receive your PIV card and VA user account, your supervisor will contact the VA imaging representative to log into the VA network with your user account information on the imaged laptop, and deliver it to you.

STEP 7: Time Tracking Account - TSheets

If you are providing service hours for the VA-Vets.gov project, you must track and report your time spent working on project tasks within the scope of your project role. To confirm the scope of your role, contact your supervisor or the Ad Hoc Team contract representative, Gregory Gershman, **greg@adhocteam.us**.

All employees and contractors of Ad Hoc LLC and its subcontractors should use TSheets for reporting project time: **https://adhoc.tsheets.com**/

Your supervisor, or the Ad Hoc team recrutiting manager, will set up your time sheet user account and provide you with an email confirming your TSheets email account for login. Upon receipt, login to TSheets and complete your TSheets profile. All project personnel are required to enter their VA-Vets.gov time into TSheets no less frequently than at the end of every work week. If you have questions about TSheets or time entry, please contact your supervisor for additional training.