



Checklist to be used for all Appointees (Title 5 / Title 38 / Hybrid / Fee Basis / WOCs / Residents / Contractors / Students / Volunteers) All entries on the checklist must be completed, signed and dated. Retain on the left side of E-OPF or applicable file

NAME:	<input type="text"/>	SSN (FULL):	<input type="text"/>
POSITION:	<input type="text"/>	SERVICE/OFFICE:	<input type="text"/>
EOD:	<input type="text"/>	FACILITY:	<input type="text"/>
TYPE OF APPOINTMENT:	<input type="text"/>		

PART A

REQUIRED DOCUMENTATION		INITIAL/DATE COMPLETED	N/A	REQUIRED DOCUMENTATION		INITIAL/DATE COMPLETED	N/A
1.	Resume or Application Form		<input type="checkbox"/>		Position Designation (PDR) Complete		<input type="checkbox"/>
2.	Pick One <input type="text"/>		<input type="checkbox"/>	14.	<input type="checkbox"/> Low Risk <input type="checkbox"/> Moderate Risk <input type="checkbox"/> High Risk		
				15.	Reciprocity Applicable? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3.	Declaration For Federal Employment OF-306 - Suitability Issues Cleared		<input type="checkbox"/>	16.	Prior Background Investigation Verified		<input type="checkbox"/>
4.	NPDB (National Practitioner Data Bank) <i>Contact HR Officer with results</i>		<input type="checkbox"/>	17.	New Background Investigation Initiated In E-QIP		<input type="checkbox"/>
5.	LEIE (List of Excluded Individuals/Entities) <i>Contact HR Officer with results</i>		<input type="checkbox"/>	18.	Electronic Fingerprints Captured		<input type="checkbox"/>
6.	Valid License/Registration/Certification (Sighted) & VA Form 5-4682-2 Completed		<input type="checkbox"/>	19.	Special Agency Check (SAC) Results Received		<input type="checkbox"/>
7.	Employment Eligibility Verification (I-9)		<input type="checkbox"/>	20.	<input type="checkbox"/> NACI (T-1) <input type="checkbox"/> MBI (T-2) <input type="checkbox"/> BI Packet Reviewed		<input type="checkbox"/>
8.	Non-citizen: Proof of Employment Authorization		<input type="checkbox"/>	21.	SAC Results Adjudicated		<input type="checkbox"/>
9.	Selective Service Registration Verified		<input type="checkbox"/>	22.	Background Investigation Released to OPM		<input type="checkbox"/>
10.	Educational Degree Sighted		<input type="checkbox"/>	23.	Background Investigation Scheduled at OPM		<input type="checkbox"/>
11.	Educational Verified		<input type="checkbox"/>				<input type="checkbox"/>
12.	VETPRO Cleared		<input type="checkbox"/>				<input type="checkbox"/>
13.	State Sex Offender Website Queried <i>Forward flyer to Personnel Security</i>		<input type="checkbox"/>				<input type="checkbox"/>

NAME:		SSN (FULL):	
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PART B									
OPTIONAL TRACKING DOCUMENTS			INITIAL/DATE COMPLETED	N/A	OPTIONAL TRACKING DOCUMENTS			INITIAL/DATE COMPLETED	N/A
1.	Applicable Board Action			<input type="checkbox"/>	18.	Relocation Incentive Agreement			<input type="checkbox"/>
2.	Compensation Panel Action Form VA Form 10-0432A			<input type="checkbox"/>	19.	Recruitment Incentive Agreement			<input type="checkbox"/>
3.	Pre-Employment Physical or PPD			<input type="checkbox"/>	20.	Request for Official Personnel Folder SF-127			<input type="checkbox"/>
4.	Drug Testing Position			<input type="checkbox"/>	21.	SCD Verified SF-144			<input type="checkbox"/>
5.	Drug Test Results			<input type="checkbox"/>	22.	Retirement Worksheet VA Form - 2176			<input type="checkbox"/>
6.	Priority Consideration			<input type="checkbox"/>	23.	Procurement Integrity Certification OF-333			<input type="checkbox"/>
7.	Military Discharge Documentation DD-214			<input type="checkbox"/>	24.	Direct Deposit Form FMS-2231			<input type="checkbox"/>
8.	Application for 10 Point Preference SF-15/ Letter of Proof			<input type="checkbox"/>	25.	W-4 Tax Form			<input type="checkbox"/>
9.	Referral Slip VA Form 5-3903 /Interview Sheet			<input type="checkbox"/>	26.	Employee Educational Data Form VA-4637			<input type="checkbox"/>
10.	Transfer from another VA: Intra-Agency Transfer Request SF-3918			<input type="checkbox"/>	27.	Race & National Origin Identification SF-181			<input type="checkbox"/>
11.	Current Federal Service: SF-75 Information			<input type="checkbox"/>	28.	Appointment Affidavit SF-61			<input type="checkbox"/>
12.	Commitment / EOD Letter			<input type="checkbox"/>	29.	Uniform Allowance Authorized			<input type="checkbox"/>
13.	Temporary Appointment Statement			<input type="checkbox"/>	30.	VRA Training Plan			<input type="checkbox"/>
14.	ECFMG Certification Verification			<input type="checkbox"/>	31.	Functional Statement/Position Description			<input type="checkbox"/>
15.	English Language Proficiency (TOFEL)			<input type="checkbox"/>	32.	Self-Identification of Handicap SF-256			<input type="checkbox"/>
16.	Appointment Above the Minimum Entrance Rate Documents			<input type="checkbox"/>	33.	Sponsored for PIV/Non-PIV Credential			<input type="checkbox"/>
17.	Recruit/Relo Bonus + Statement of Understanding			<input type="checkbox"/>	34.	GSA Debarment List (Contractors Only)			<input type="checkbox"/>
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