**DEPARTMENT OF VETERANS AFFAIRS** **Policy Memorandum 18-25**
**South Texas Veterans Health Care System**
**San Antonio, Texas 78229** **April 2, 2018**

# RESEARCH STANDARD OPERATING PROCEDURES

## Submitting and Monitoring Appointments for Without Compensation (WOC) Personnel Conducting Research Activities

1. PURPOSE: To identify a process whereby the South Texas Veterans Health Care System is in compliance with Department of Veterans Affairs requirements for WOC employees conducting research activities. Department of Veterans Affairs requires that all individuals participating in research activities within the VA facility must have either (1) a VA-salaried appointment or (2) a Without Compensation (WOC) appointment for the purpose of conducting research.

2. POLICY: In accordance with VA Central Office requirements, the STVHCS is required to maintain specific documentation on all non-VA salaried (WOC) individuals participating in research. A standardized process will be used to insure compliance with this VA requirement.

3. ACTION:

A. WOC Application. The Research and Development (R&D) Office will provide a standardized WOC application packet to be used by all individuals requesting WOC appointments for research purposes. This packet will include all Human Resources Management Service (HRMS) requirements as well as all research documents required by VA Central Office.

B. Application Submission.

(1) WOC applicants will submit completed packets to the R&D Office, Q203 (X15991), which will review for completion, and prepare the WOC request memo for appropriate service chief signature, and deliver to the appropriate service.
(2) The R&D Office will pick up the packet after the service chief's review and signature, complete package with the required number of copies, etc., and deliver to the HRMS Contact Point(s) designated by Chief HRMS.
(3) R&D Office will maintain a hard file and enter the individual into the Research WOC database indicating submission date and a follow-up date.

C. Application Monitoring. Using database information, R&D Office will follow up with HRMS Contact Point(s) on status of applications.

D. Appointment Approvals. Upon receipt of approval memo, HRMS will:

(1) Provide a copy of the WOC appt memo to the individual and to the Research service
(2) The Research Service will maintain a copy of the WOC appointment memo to document individual's compliance with VACO requirements and enter appointment data into the required database.

E. Monitoring Renewals.

(1) R&D Office will monitor its research WOC database for expiration dates and contact the principal investigators to determine need for appointment renewal.
(2) R&D Office will prepare the renewal request and follow the same procedures used for the initial request.

F. Database/Documentation. R&D Office will maintain the database of research WOCs and required hard copy documentation.

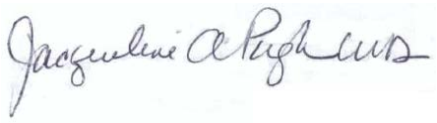
4. REFERENCES:

- **NOVEMBER 20, 2007 VA HANDBOOK 5005/21 PART II CHAPTER 2, 4. c. (type of appointment**
- **JUNE 14, 2012 VA HANDBOOK 5005/57 PART II CHAPTER 2, 5.e. (Appointment Documents SF 61 and OF 306)**
- **AUGUST 12, 2005 VA HANDBOOK 5005/12 PART II CHAPTER 2 II-19**
- **APRIL 15, 2002 VA HANDBOOK 5005 PART II CHAPTER 3 c.**
- **AUGUST 12, 2005 VA HANDBOOK 5005/12 PART II CHAPTER 3 II-112 4.d.**
- **AUGUST 12, 2005 VA HANDBOOK 5005/12 PART II CHAPTER 3 7. ACCEPTANCE OF SERVICES ON A WITHOUT COMPENSATION BASIS UNDER 38 U.S.C. 7405(a)(1) & (2)**
- Attachment A: STVHCS WOC Process Step-by Step

5. RESPONSIBILITY: ACOS for Research and Development

6. RESCISSION: 04-25

7. RECERTIFICATION: April 2, 2023



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# Appendix A: WOC Process

**New WOC**

1. **WOC Coordinator** interviews Researcher and gathers proper paperwork for H.R. and Research Privileges.
2. **WOC Coordinator** enters information on Sharepoint and highlights VETPRO requirement.
3. **WOC Coordinator** takes Researcher to fingerprints and Occupational Health Clinic for PPD and sets up TMS Profile and CITI Profile for trainings.
4. **WOC Coordinator** submits packet to H.R. with OF612, OF306 and WOC request Memo.
5. **WOC Coordinator** sets appointment for Researcher to come back to the following WOC Clinic and collect PPD receipt and Scope of Practice.
6. **H.R.** sets up EQIP Account at WOC Clinic and WOC Coordinator assists researcher with EQIP completion. **VETPRO H.R.** or **MSO** (when applicable) assists researcher with VETPRO application at WOC Clinic.
7. **WOC Coordinator** takes EQIP signature pages to H.R. along with PPD receipt and sends Scope of Practice for approval.
8. **WOC Coordinator** submits copy of approved Scope of Practice to Human Resources.
9. **Human Resources** submits copy of approved Scope of Practice to VETPRO (H.R. or MSO) along with approved WOC Request Memo. **VETPRO H.R.** or **MSO** (when applicable) updates Sharepoint of VETPRO completion.
10. **Human Resources** enters in Sharepoint when WOC is ready to be appointed.
11. **WOC Coordinator** sets up appointment with researcher to come back to the next WOC Clinic to be appointed and alerts H.R. of date and time.
12. At next WOC Clinic **H.R.** appoints the researcher and submits copy of appointment letter along with copy of board or clearance date from VETPRO H.R. (when applicable) to Research Service.
13. **WOC Coordinator** sponsors PIV Badge and sends the Researcher to the Badge Office with proper paperwork.
14. **WOC Coordinator** collects CPRS access form and submits to ADPAC for final processing through ePAS.
15. **WOC Coordinator** picks up sealed envelope from I.T. and contacts the researcher to stop by and pick up access codes and assists researcher with their first sign on to the network.
16. **WOC Coordinator** assists researcher with request of VPN (when applicable).
17. **WOC Coordinator** assigns final research privileges and updates Research Database and hard copy file.
18. **Training Coordinator** maintains privileges as items become due and alerts the researcher for completion.

**WOC Extension**

19. **WOC Coordinator** interviews Researcher and gathers proper paperwork for H.R. and Research Privileges.
20. **WOC Coordinator** enters information on Sharepoint and highlights VETPRO requirement.
21. **WOC Coordinator** takes Researcher to fingerprints and Occupational Health Clinic for updates of fingerprints and PPD.
22. **WOC Coordinator** submits packet to H.R. with OF612, OF306, Scope of Practice and WOC Extension request Memo.
23. **WOC Coordinator** sets appointment for Researcher to come back to the following WOC Clinic and collect PPD receipt.
24. **VETPRO H.R.** or **MSO** (when applicable) assists researcher with VETPRO application at next WOC Clinic.
25. **Human Resources** enters in Sharepoint when WOC is ready to be appointed.
26. **WOC Coordinator** sets up appointment with researcher to come back to the next WOC Clinic to be appointed and alerts H.R. of date and time.
27. At next WOC Clinic **H.R.** appoints the researcher and submits copy of appointment letter along with copy of board or clearance date from VETPRO H.R. (when applicable) to Research Service.
28. **WOC Coordinator** sponsors PIV Badge renewal and sends the Researcher to the Badge Office with proper paperwork.
29. **WOC Coordinator** assigns renewed research privileges and updates Research Database and hard copy file.
30. **Training Coordinator** maintains privileges as items become due and alerts the researcher for completion.

**Resignations**

31. **WOC Coordinator** collects badge when researcher resigns and turns it in to the Police Service.
32. **WOC Coordinator** submits STX Exit Clearance in ePAS and collects VA form 0708 for MAS and escorts WOC to MAS for final approval.
33. **WOC Coordinator** submits hard copy of STX Exit Clearance to H.R. along with a copy of VA form 0708 from MAS.
34. **WOC Coordinator** inactivates TMS and CITI profiles.
35. **WOC Coordinator** updates research database and hard copy file.