VETERANS HEALTH ADMINISTRATION

Healthcare Professions Trainee (Without Compensation)
Day One Readiness Journey Map

Healthcare Professions Trainee (Without Compensation) Pilot Day -1 Readiness Acronyms

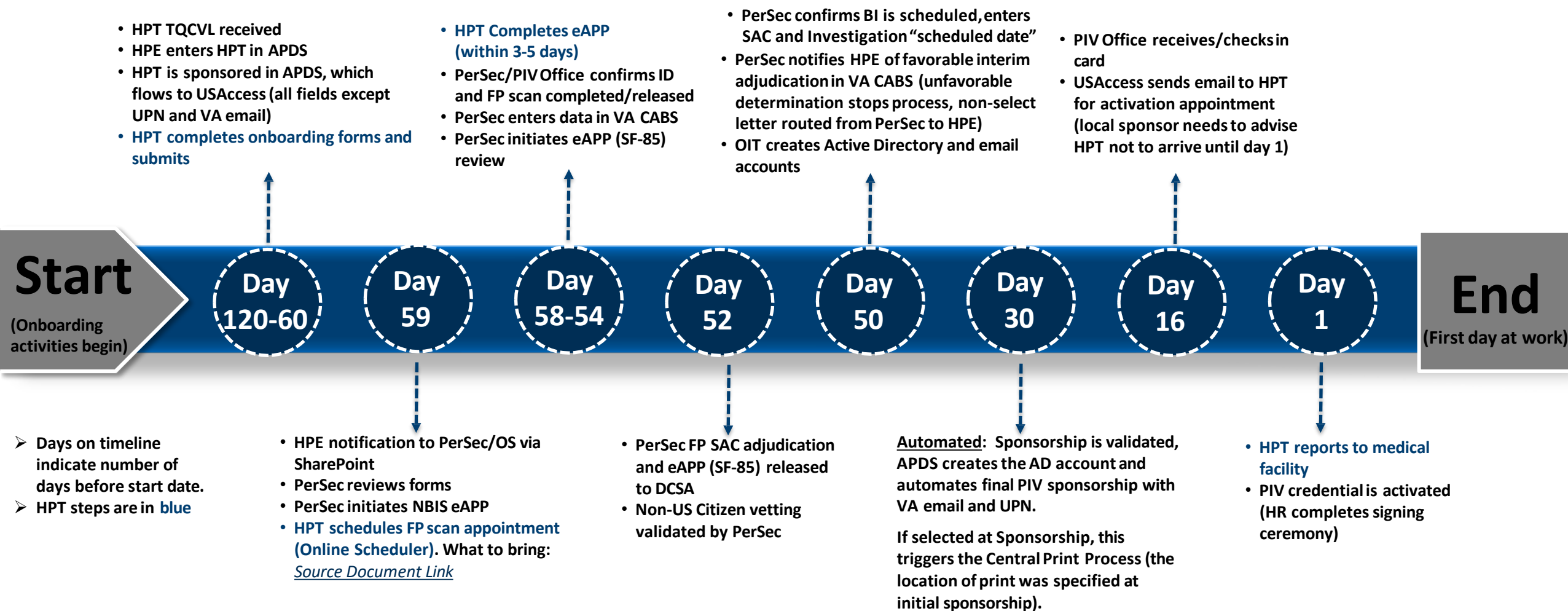| Term	Meaning
APDS	Account Provisioning/Deprovisioning System
BI	Background Investigation
CABS	Centralized Adjudication Background System
DCSA	Defense Counterintelligence and Security Agency
eAPP (SF-85)	Electronic application for non-sensitive position background investigations
FP	Fingerprint
HPE	Health Professions Education Office
HPT	Health Professions Trainee
NBIS	National Background Investigation Services
OIT	Office of Information and Technology
OS	Onboarding Sponsor
PerSec	Personnel Security
PIV	Personal Identity Verification
SAC	Special Agreement Check
TQCVL	Trainee Qualifications and Credentials Verification Letter
USAccess	System that supports PIV credentialing services
USAccess Sponsorship	Person that determines which credential you need and initiates process within USAccess
UPN	User Principal Name (same as VA Email Address)
VA CABS	VA Centralized Adjudication Background System, tool that supports management of suitability vetting

Healthcare Professions Trainee (Without Compensation) Pilot Day -1 Readiness

- HPT TQCVL received
- HPE enters HPT in APDS
- HPT is sponsored in APDS, which flows to USAccess (all fields except UPN and VA email)
- HPT completes onboarding forms and submits

- HPT Completes eAPP (within 3-5 days)
- PerSec/PIV Office confirms ID and FP scan completed/released
- PerSec enters data in VA CABS
- PerSec initiates eAPP (SF-85) review

- PerSec confirms BI is scheduled, enters SAC and Investigation "scheduled date"
- PerSec notifies HPE of favorable interim adjudication in VA CABS (unfavorable determination stops process, non-select letter routed from PerSec to HPE)
- OIT creates Active Directory and email accounts

- PIV Office receives/checks in card
- USAccess sends email to HPT for activation appointment (local sponsor needs to advise HPT not to arrive until day 1)

Start (Onboarding activities begin)

Day 120-60 • **Day 59** • **Day 58-54** • **Day 52** • **Day 50** • **Day 30** • **Day 16** • **Day 1**

End (First day at work)

- ➢ Days on timeline indicate number of days before start date.
- ➢ HPT steps are in blue

- HPE notification to PerSec/OS via SharePoint
- PerSec reviews forms
- PerSec initiates NBIS eAPP
- HPT schedules FP scan appointment (Online Scheduler). What to bring: _Source Document Link_

- PerSec FP SAC adjudication and eAPP (SF-85) released to DCSA
- Non-US Citizen vetting validated by PerSec

Automated: Sponsorship is validated, APDS creates the AD account and automates final PIV sponsorship with VA email and UPN.

If selected at Sponsorship, this triggers the Central Print Process (the location of print was specified at initial sponsorship).

- HPT reports to medical facility
- PIV credential is activated (HR completes signing ceremony)

Ideally, process steps identified before day 30 on the map should be done as soon as possible within the 120-day range - this will ensure day 1 readiness.