

NAVAHCS New Employees

Welcome to NAVAHCS!

NAVAHCS has been building a dynamic onboarding program designed to help new employees hit the ground running their very first week and continue to make great strides throughout their first year. This program has been designed especially for you, a new NAVAHCS employee, to help begin a long and fruitful career at the VA.

This site provides new employees guidance on:

- What you need to do before you report for duty
- What you need to bring on your first day
- Additional information about the VA

Please refer to your welcome letter for reporting instructions on your first day.

We at NAVAHCS are delighted to serve you and hope that you will contact us with any questions or concerns. Contact NAVAHCS (PREHRMASSISTANTS@va.gov) at any time for help along the way.

Additionally, please provide any onboarding feedback to PREHRMSUPERVISORS@va.gov

Thank you for your commitment to the Veterans of the United States.

Preparing Before You Start New Employee Orientation (NEO)

It is important that you read and understand the information provided on this site prior to your first day of employment.

Forms To Complete and Send Back *Prior* To Starting

Please be sure to complete the forms listed below and submit them to the Human Resources Office prior to starting NEO.

1. I-9 Employment Eligibility Verification (<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>) – The I-9 form is required to document verification of identity and employment authorization of each new employee.
2. Direct Deposit Information: Please bring a voided check or your banking routing number and account number for the account you want your paycheck direct deposited into.
3. VA-4637 (<http://vaww.va.gov/vaforms/va/pdf/VA4637.pdf>) – The information furnished will be used to update your education level to reflect the highest level achieved. (Only print and return the first page)
4. SF-256 (https://www.opm.gov/forms/pdf_fill/sf256.pdf) – The information you provide will be used for statistical purposes only and will not affect you individually

5. SF-181 (https://www.opm.gov/forms/pdf_fill/sf181.pdf) – This information is used as necessary to plan for equal employment opportunity throughout the Federal Government.

6. SF-144 (https://www.opm.gov/forms/pdf_fill/sf144.pdf) – This form documents your prior federal service. You should complete this information to ensure HR requests your prior service records.

7. PIV Card Request (http://www.va.gov/PIVPROJECT/docs/VA0711_Oct2006.pdf) – Regardless of affiliation, everyone working within VA facilities or requiring access to VA information systems requires a credentialing ID badge. (Only print and return page 1 and 2) Page 1, fill out numbers 1-9; Page 2, fill out numbers 3-10 under PART A

On Your First Day

Identification

Please bring all completed forms, along with required forms of identification with you to Orientation. If you bring your valid, unexpired passport, it will simplify in-processing. If you do not have a valid, unexpired passport or any other of the documents identified in List A on the I-9 form, you must bring 2 other acceptable forms of identification, one from List B and one from List C, such as a valid driver's license and Social Security Card. Closely review the instructions for I-9, Employee Eligibility Verification, to ensure you have the correct identification. Please not, if you became a citizen after birth, you must also bring your Certificate of Naturalization.

Additional Documentation

If you have a **TSP loan**, please bring that information with you.

Please bring a **canceled check** or other financial documentation with you to complete the direct deposit forms.

After Your First Day

After your first day at the VA, please visit the NAVAHCS intranet site where you can find additional materials and information to aid in your transition to the VA. This website contains information on the following topics:

- Welcome to the VA – New Employee checklist, orientation slides, and more
- About the VA – This section includes VA-at-a-glance, parking map, ethnic materials, PIV Card information, health and wellness information, work/life information, career development resources, etc.
- Pay and Leave Information – Find out when you'll get paid, how leave is calculated, and more.
- Benefits Information – Here you will find benefits forms and information.

About the Department of Veterans Affairs

Welcome to the Department of Veterans Affairs, and thank you for your service to our country.

The VA was established for one purpose:

“To care for him who shall have borne the battle and for his widow and his orphan...” - by serving and honoring the men and women who are America’s Veterans. – Abraham Lincoln

For a detailed history of the VA and Veteran support, find it in our VA History (http://www.va.gov/about_va/vahistory.asp)

For history of the Northern Arizona VA Health Care System, find it

<http://www.prescott.va.gov/about/history.asp>

VA leadership, with input from across VA, developed a VA Values statement, we call ICARE.

- **Integrity** – Act with high moral principle. Adhere to the highest professional standards. Maintain the trust and confidence of all with whom I engage.
- **Commitment** – Work diligently to serve Veterans and other beneficiaries. Be driven by an earnest belief in VA’s mission. Fulfill my individual and organizational responsibilities.
- **Advocacy** – Be truly Veteran-centric by identifying, fully considering, and appropriately advancing the interests of Veterans and other beneficiaries.
- **Respect** – Treat all those I serve and with whom I work with dignity and respect. Show respect to earn it.
- **Excellence** – Strive for the highest quality and continuous improvement. Be thoughtful and decisive in leadership, accountable for my actions, willing to admit mistakes, and rigorous in correcting them.

RESOURCES

Worklife Benefits (<http://www.va.gov/OHRM/WorkLifeBenefits.asp>)

Insurance (<https://www.opm.gov/healthcare-insurance/>)

NAVAHCS External Webpage (<http://www.prescott.va.gov/>)

Building Diversity (<http://www.diversity.va.gov/>)

ICARE Core Values (<http://www.va.gov/icare/>)

CONNECT WITH US

Human Resources:

(928) 445-4860 ext. 6015

Fax: (928) 776-6102

Facebook Webpage:

<https://www.facebook.com/VAPrescott>

Veterans Crisis Line:

1 (800) 273-8255 Press 1