

SFVAMC DAV TRANSPORTATION NETWORK VOLUNTEER ONBOARDING SUMMARY LIST

Make and keep copies of all completed and submitted documents. Unless stated, submit all Volunteer onboarding documents to the local VA ***“Center for Development and Civic Engagement Department (CDCED)”*** (formerly Volunteer Services). [Mail Stop Code: 135]
Phone: (415) 750-2144 Email: VHASFCVolunteerOnboarding@va.gov

No.	FILL OUT AND READ ONBOARDING FORMS AND DOCUMENTS	Date Submitted to VA	Date Completed
1	Fill out online VA form. Select “Santa Rosa VA Clinic (662GA)” https://www.cdceportal.va.gov/volunteer_at_facility/		
2	VA Form 10-7055 Application for Voluntary Service		
3	2019 VA Universal Fingerprint Request Form		
4	SFVAHCS Baseline Health Status Intake Form		
5	Declaration for Federal Employment Form OMB No. 3206-1082		
6	VA Volunteer Blue Badge		
7	VA Form 10-0483 Jul 2015 Acknowledgment of the Notice of Privacy Practices		
8	Tuberculosis Screening and Testing Form – SFVAMC Employee Health Clinic		
9	VA Form 10-0539 Sep 2021 Assignment of Functional Categories		
10	VA Memorandum Driver’s License Verification		
11	Watch The White Ribbon VA Pledge with VA Secretary Denis McDonough https://youtu.be/4pbCksID2vI		
12	Complete the White Ribbon Pledge – sign and submit the acknowledgment https://www.whiteribbonusa.org/whiteribbon-va-pledge		
13	VA Under Secretary for Health’s Information Letter Veterans Transportation Coordination 12/30/2014		
14	VA Memorandum Flu Prevention Update for Employees, Volunteers, Researchers and Trainees 11/14/2018		
15	VHA Directive 1193 Appendix B COVID-19 Vaccination VA Form 10-263 8/13/2021		
16	SFVAMC TMS Mandatory Training for Volunteers		
17	SFVAMC TMS Course #VA 4300999 Annual Mandatory Training For All Personnel		
18	SFVAMC TMS HIPPA & PRIVACY		
19	SFVAMC TMS Privacy and Information Security and Rules and Behaviors		
20	Watch TN Best Practices unlisted YT video https://youtu.be/HvlVe1aS964		

SCHEDULE APPOINTMENTS

Schedule a day to come to the San Francisco VA Medical Center to get fingerprinted and to see Occupational Health. You will need to bring with you:

1. Two (2) forms of ID (passport, social security card, identification, driver's license, birth certificate.
2. COVID vaccination card
3. Immunization records

No.	DOCUMENT or TASK	Appointment Date & Time	Date Submitted to VA	Date Completed
21	Fingerprinting			
22	VA Occupational Health			
23	COVID vaccination card			
24	Immunization records			

NOTE: The Transportation Coordinator volunteer is not required to take a physical.

San Francisco VA Medical Center (SFVAMC) is the VA Sierra Pacific Network (VISN 21)
4150 Clement Street
San Francisco, CA 94121-1545
Main Phone: 415-221-4810

North Santa Rosa VA Clinic
3841 Brickway Boulevard
Santa Rosa, CA 95403
Main Phone: 707-569-2300

South Santa Rosa VA Clinic
2285 Challenger Way
Santa Rosa, CA 95407
Main Phone: 707-569-2300

DAV Sonoma Chapter 48
PO Box 762
Santa Rosa, CA 95402
Phone: 707-595-0324
Email: DAV48SonomaPC@gmail.com

No.	DOCUMENT or TASK ONLY FOR TRANSPORTATION COORDINATOR	Appointment Date & Time	Date Submitted to VA	Date Completed
25	2-week computer training class (Mon-Fri) at the San Francisco VA Medical Center (only offered 1x per month). This class will train coordinators on how to use a VHA computer program.			