



DEPARTMENT OF VETERANS AFFAIRS
South Texas Veterans Health Care System
Audie L. Murphy Division
ACOS/Education Service (14A)
San Antonio, Texas 78229-4404

October 11, 2018

In Reply Refer To: 671/14A

- Subject: South Texas Veterans Health Care System Trainee Processing Information

Dear Medical Student:

The South Texas Veterans Health Care System (STVHCS) serves as a rotation site for the University of Texas Health Science Center San Antonio (UTHSCSA) training program. As an incoming medical student in the UTHSCSA training program, you will rotate through STVHCS during your training. Before your training program begins on July 1, you must be officially appointed through STVHCS.

To facilitate your appointment process with STVHCS, it is requested that you complete the required forms, including the completed training certificate and email them to Robin Risemas as soon as possible. Please remember your Talent Management System (TMS) training username and password for annual recertification. When completing the documents, there are many items that are frequently forgotten or looked over. Here are the most common omissions: Application – name and SSN at the top of pages 2, 3, 4. Questions 16 and 17 on page two; Declaration for Federal Employment – You are both the applicant AND the appointee, so please sign 17a and 17b; The Appointment Affidavit does NOT need to be signed in front of me, so please sign and date that prior to submitting; Without Compensation Memo – include your graduation date in the top right highlighted box. In the first paragraph, the highlighted blank is for a date. This can be the date you are filling out the form; Random Drug Testing notice – include both your school name and your training program name above your signature.

Security clearances are a mandatory requirement for all who rotate at our facility. You will need to be fingerprinted before you start your rotation if you haven't already done this. You will need to bring two forms of identification for the Personal Identity Verification Card (ID badge) and verification for fingerprinting. You will need to come to room D317 with the completed fingerprint form and Declaration for Federal Employment to take to our Human Resource Management Service (you will still need to email a copy). Fingerprint hours are between 8:30 am and 3:30 pm, Monday, Tuesday, Wednesday and Friday and from 8:30-11:30 on Thursdays. Keep in mind that others may be waiting and that this may take up to one hour to accomplish.

Processing of all documents and establishment of computer access takes a month to complete, so please plan appropriately.

Should you have additional questions or concerns, please call Robin Risemas, Office of Associate Chief of Staff for Education, at 210-617-5109, or email: robin.risemas@va.gov

We look forward to meeting you and would like to welcome you to the South Texas Veterans Health Care System.

Robin Risemas

Graduate Program Education Coordinator
ACoS for Education