



HOW TO BECOME A VAMHCS VOLUNTEER

Baltimore VA Medical Center

Voluntary Service (BT/135)
10 North Greene Street
6th Floor, Rm 6A-168A
Baltimore, MD 21201
Office: (410) 605-7100

Loch Raven VA Medical Center

Voluntary Service (LR/135)
3900 Loch Raven Boulevard
Level 1, Rm 124
Baltimore, MD 21218
Office: (410) 605-7000, Ext. 55877

Perry Point VA Medical Center

Voluntary Service (PP/135)
Building 15H, 2nd Floor, Rm 214
Perry Point, MD 21902
Office: (410) 642-1038

Questions? Details?

Please contact
Voluntary Service, or visit:
www.maryland.va.gov/giving

Thank you for your interest in becoming a VA Maryland Health Care System (VAMHCS) volunteer! Please review the information below, and submit your application to one of our Voluntary Service offices.



THE BASICS FOR VOLUNTARY SERVICE PARTICIPATION



Must be a U.S. Citizen



At Least 14 Years of Age or Older



Provide (2) Forms of Government-Issued Identification



Pass VA-Provided Background Check & TB Screening



Must Be Dedicated to Serving our Nation's Veterans

I'M READY TO VOLUNTEER! WHAT'S NEXT?

1. Complete attached forms and submit via mail (addresses listed to left).
 - Application for Voluntary Service (VA Form 10-7055)
 - Declaration of Federal Employment (OF 306)
 - ID Card Request Form
2. You will be contacted to schedule a volunteer interview.
3. Review potential volunteer opportunities (reverse), and prepare to discuss during your interview.
4. Following your volunteer interview, you will be scheduled for a background check, TB screening, ID badge, and volunteer orientation to complete the onboarding process.

Welcome to the VAMHCS Volunteer Team!



HOSPITALITY & PATIENT CARE

ADMINISTRATIVE

GROUP VOLUNTEERS

PLEASE NOTE

A full volunteer position description will be available at the interview. Volunteers are matched by skill set, patient needs, service needs, availability of placements, and VA Maryland Health Care System's mission statement. Volunteers will be trained to perform their assignment by staff.

VAMHCS VOLUNTEER OPPORTUNITIES

Here is a sample of our volunteer openings throughout the VAMHCS. Please note that not all opportunities are available at all locations—call and speak with a Voluntary Service Specialist to discuss the right volunteer role for you.

- ★ **Serve coffee** to outpatients at the outpatient coffee kiosk or cart.
- ★ **Escort** Veteran patients within the facility to testing areas throughout the medical center, and to appointments.
- ★ **Greeters**—Facilitate communication between medical center staff and families, and help Veteran patients and visitors find their intended location throughout our facilities.
- ★ **Hospice** volunteers to listen, sit, and provide companionship to terminally-ill Veteran patients. This requires an additional training class to be eligible.
- ★ **In-home caregiver support**—Provide companionship and comfort to a Veteran, and relief to their caregiver. Read with the Veterans, play games, or do other activities that you both enjoy.
- ★ **Patient visitor**—Spend time talking with inpatients, share stories, or play games.
- ★ **Pet visitor**—If you have a certified pet, you can bring them for friendly visits with inpatients. **Only available at Loch Raven and Perry Point campuses.**
- ★ **Recreation Therapy**—Support arts & crafts, games, field trip activities, including helping inpatients get to and from events. **Musicians and singers** wanted, too—you can perform for our Veterans. **Artists, creative writers, and photographers** welcome to teach art classes.
- ★ **Rehabilitation Therapy**—Aid occupational, physical, or speech therapists to support Veteran patient care.
- ★ **Volunteer Transportation Network (VTN) Driver**—Drive eligible Veterans to their outpatient clinic appointments at the VA. Additional training and screening is required for this position.
- ★ **My HealtheVet volunteers** assist Veteran outpatients with use of My HealtheVet website so that they can order medications online, and communicate with patient care team members.
- ★ **Office volunteers** needed to support a variety of services, such as **Engineering, Prosthetics, and Volunteer Transportation Network (VTN).**
- ★ Organizations are welcome, by appointment, to visit inpatient units, organize structured activities (e.g. games, karaoke), and provide entertainment (e.g. musical performance). *Additional food safety training is also required for groups to have food at on-medical center facility events. ***Only available at Loch Raven and Perry Point campuses.**

TELL US ABOUT YOURSELF!

- | | |
|---|--|
| <input type="checkbox"/> I would describe myself as outgoing | <input type="checkbox"/> I can play a musical instrument/sing; or |
| <input type="checkbox"/> I have public speaking and/or teaching experience | I have artistic talents (can paint, draw; creative writing). |
| <input type="checkbox"/> I prefer to work independently | <input type="checkbox"/> I prefer an assignment where I will do a lot of walking |
| <input type="checkbox"/> I am comfortable being in a busy environment where things quickly change | <input type="checkbox"/> I prefer to sit |
| <input type="checkbox"/> Computer skills (MS Office, DOS-based programs) | <input type="checkbox"/> I am fluent in another language/ bi-lingual |



U.S. Department
of Veterans Affairs

OMB Number 2900-0090
Estimated Average: 15 min.

APPLICATION FOR VOLUNTARY SERVICE

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a valid OMB number. We anticipate that the time expended by all individuals who must complete this form will average 15 minutes. This includes the time it will take to read instructions, gather the necessary facts and fill out the form. The form is used to assist personnel of both voluntary organizations, which recruit volunteers from their membership, and the VA in the selection, screening and placement of volunteers in the nationwide VA Voluntary Service program. The volunteer program supplements the medical care and treatment of Veteran patients in all VA facilities.

PRIVACY ACT INFORMATION: The information requested on this form is solicited under the authority of 38 U.S.C. 7405(a)(1)(D) and will be used in the selection and placement of potential volunteers in the VA Voluntary Service Program. The information you supply may be disclosed outside VA as permitted by law; possible disclosures include those described in the 'routine uses' identified in the VA system of records 57VA135 Voluntary Service Records-VA, published in the Federal Register in accordance with the Privacy Act of 1974. The routine uses include disclosures: in response to court subpoenas, to report apparent law violations to other Federal, State or local agencies charged with law enforcement responsibilities, to service organizations, employers and Unemployment Compensation Offices to confirm volunteer service, and to congressional offices at the request of the volunteer. Disclosure of the information is voluntary, however, failure to furnish the information will hamper our ability to arrange the most satisfactory assignment for you and the Department of Veterans Affairs.

NAME (Last, First, Middle Initial)

ADDRESS (Street, City, State and Zip Code)

DATE

TELEPHONE NUMBER

E-MAIL ADDRESS

DATE OF BIRTH

ORGANIZATION MEMBERSHIP(S) (Unit, Post, Chapter, if Affiliated)

ASSIGNMENT PREFERENCES

1. 2. 3.

SEX ☐ M ☐ F

EXPERIENCE AND TRAINING (Special Skills/Abilities)

RESTRICTIONS, LIMITATIONS OF SERVICE (Health Concerns, Medications, Allergies, etc.)

AVAILABILITY (Days and Times)

IN CASE OF EMERGENCY, PLEASE CONTACT (Name, Relationship, Phone Number)

Monetary Waiver: I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a "without compensation basis" for an indefinite period. I understand that this waiver applies only to remuneration (compensation) for specific services rendered in the VA Voluntary Service (VAVS) Program and is not related to any other VA services or benefits to which I may be entitled. (**NOTE:** VA has entered into this agreement by the authority of 38 U.S.C. 7405(a)(1)(D). This agreement may be canceled by either party upon written notice.) I hereby accept the volunteer appointment(s) as outlined above.

Volunteer Signature

Date

I hereby appoint this applicant as a VA without-compensation employee subject to the provisions on this application. The above individual has been provided basic and assignment specific orientations which have been documented in the official volunteer folder located in the VA Voluntary Service Office.

VAVS Program Manager - Appointing Official Signature

Date

OFFICE USE ONLY

1. SUPERVISOR

2. SUPERVISOR PHONE NUMBER

3. ORIENTATIONS

4. UNIFORM

COMMENTS

NAME AND TITLE OF REVIEWER

DATE

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment*

Form Approved
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

2. **SOCIAL SECURITY NUMBER**

3a. **PLACE OF BIRTH** (Include city and state or country)

3b. **ARE YOU A U.S. CITIZEN?**

☐ YES ☐ NO (If "NO", provide country of citizenship)

4. **DATE OF BIRTH** (MM / DD / YYYY)

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

6. **PHONE NUMBERS** (Include area codes)

Day

Night

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO (If "NO", proceed to 8.)
- 7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)
- 7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military? ☐ YES (If "YES", provide information below) ☐ NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.

If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? ☐ YES ☐ NO
(Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
10. Have you been convicted by a military court-martial in the past 7 years? (If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. ☐ YES ☐ NO
11. Are you currently under charges for any violation of law? If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. ☐ YES ☐ NO
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address. ☐ YES ☐ NO
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt. ☐ YES ☐ NO

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works. ☐ YES ☐ NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

- 17a. Applicant's Signature: _____ Date: _____
(Sign in ink)
- 17b. Appointee's Signature: _____ Date: _____
(Sign in ink)

Appointing Officer:

Enter Date of Appointment or Conversion
MM / DD / YYYY

18. Appointee (Only respond if you have been employed by the Federal Government before): Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

- 18a. When did you leave your last Federal job? _____
DATE: MM / DD / YYYY
- 18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW
- 18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW

<input type="checkbox"/> Managed	<input type="checkbox"/> Sponsored	<input type="checkbox"/> Captured Bio	<input type="checkbox"/> Registrar	<input type="checkbox"/> Issued
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ID CARD REQUEST FORM

PLEASE PRINT CLEARLY

FULL LEGAL NAME <i>(Last, First, Middle)</i> <i>(list full middle or NMN for no middle name)</i>			ALIAS OR PSEUDO NAME <i>(If applicable)</i>
DOB <i>(MM/DD/YYYY):</i>	SSN <i>(list full number):</i>	CELL OR HOME PHONE:	
WORK ADDRESS <i>(include building)</i> ASSIGNED DUTY STATION:		HOME ADDRESS:	
NAME OF SERVICE OR RESPONSIBLE VA ORGANIZATION MAIL/INTERNAL ROUTING SYMBOL: COST CENTER: US CITIZEN OR FOREIGN NATIONAL ? <i>(select)</i>		POSITION TITLE <i>(Job Title):</i>	
WORK PHONE NUMBER:		WORK E-MAIL ADDRESS:	
SEX Male Female	RACE American Indian or Alaskan Native Asian or Pacific Islander Black, Non-Hispanic Hispanic White, Non-Hispanic	HEIGHT	WEIGHT
EYE Blue Black Brown Gray Green Hazel	HAIR Black Blond Brown Gray Red White Bald	PLACE OF BIRTH- <i>(City AND State or City AND Country)</i>	
TYPE OF BADGE <i>(select below)</i> NEW ID RENEWAL REPLACEMENT NAME CHANGE CHANGE LEVEL OF ACCESS		TYPE OF APPOINTMENT <i>(select blow)</i> VA Employee or VA Temp Employee VOLUNTEER	
EMERGENCY RESPONDER <i>(select)</i> : YES NO CRITICAL EMPLOYEE <i>(select):</i> YES NO			
For Security Use Only:			
SAC Adjudicated:		Card Type (PIV, NON-PIV, or FLASH):	
NACI Adjudicated:		Applicant ID (UPN) (example - jsmith1):	