



Statement of Commitment and Understanding

As a WOC appointee of the Department of Veterans Affairs (VA), I am committed to safeguarding the personal information that veterans and their families have entrusted to the Department. I am also committed to safeguarding the personal information which VA employees and applicant have provided.

To ensure that I understand my obligations and responsibilities in handling the personal information of veterans and their families, I have completed both the annual General Privacy Awareness Training (or VHA Privacy Training, as applicable) and the annual VA Cyber Security Training. I know that I should contact my local Privacy Officer, Freedom of Information Act Officer, Information Security Officer, or Regional or General Counsel Representative when I m unsure whether or how I may gather or create, maintain, use, disclose or dispose of information about veterans and their families, and VA employees and applicants.

I understand that as a paid employee while serving under a WOC appointment I must follow all procedures outlined as a trainee. When on a WOC status, I must identify myself as a WOC trainee and with such, ensure my status in all the Veterans Affairs systems/ programs reflect such.

At no time will I perform the duties or roles as a WOC appointee while on duty as a paid employee nor will I perform the normal duties and roles as an employee while training under the WOC appointment. I understand that at no time the roles of a trainee and employee may overlap. I may not receive clinical training within the same chain of command as my primary role as an employee.

I further understand that if I fail to comply with applicable confidentiality statues and regulations, I may be subject to civil and criminal penalties, including fines and imprisonment. I recognize that VA may also impose administrative sanctions, up to and including removal for violation of applicable confidentiality and security statutes, regulations and policies.

I certify that I have completed the training outlined above and am committed to safeguarding personal information about veterans and their families, and VA employees and applicants.

[Print Name]

Signature

Position Title

Date