

ORD WOC Decision Tree – May 2025

Before you begin the process, ask why does the person need a WOC and is the research that they will participate in truly Veteran centric, meeting the Secretary's Research Priorities? WOCs are federal employees conducting federal work. If this is a collaborator, mentor or consultant, do they really need a WOC? Is this a collaborative project where the collaborative site is responsible for the non-VA Research portion? If so, then do the staff need a WOC? Being listed as an author on a paper does not necessarily require a WOC. Finally, while WOCs appear to be no cost, there are administrative and regulatory burdens to consider.

NPC Staff providing administrative support to the NPC should not receive a WOC appointment to conduct VA business and should be processed to receive an affiliate badge. They do not require a WOC appointment to access VA facilities or systems as long as they are not conducting VA work.

Not a WOC. Submit through contractor account provisioning process.

Contact the local Education office to process the WOC under the approved health professional training program.

