



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Honoring those who served U.S.

VA Accreditation

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VA ACCREDITATION

For Accreditation, VA Network/Access and PIV Badges

The FDVA is the central focal point for accreditations in the State of Florida for the Florida Department of Veterans Affairs (FDVA) and American Legion. Bypassing the FDVA by going directly to the VA with forms and training certificates needlessly slows or stops the process. Please follow the steps below to ensure accrediting can be done in a timely and orderly fashion. Do not contact the VA. In the FDVA, Ms. Benedek will be the central point of contact for all accreditation, PIV and network access with the VA.

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Step 1 – CVSO's/Supervisors please contact the FDVA, Leslie Benedek at Benedekl@fdva.state.fl.us when you have a new hire who will need access to the VA System and accreditation. Provide their name and email address.

Step 2 - Ms. Benedek will work with your new hire through emails for the VA TMS Training, TRIP Training, as well as PIV fingerprinting, needed forms and PIV Issue. The following courses must be completed:

- TMS Self-Enroll and Training (Certificates Required)
- Rules of Behavior form and 0344 Required
- TRIP Training (Certificate Required)
- PIV Fingerprints-If the CVSO is unable to get these done appointments will be made during the certification course
- Sponsor Request-An information background request will be received from eQuip and needs to be completed as soon as possible
- Sponsor Email from the VA-The VSO/VCE should take the sponsor's email to the PIV office for PIV Badge Issue.

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Step 3 – FDVA Certification Course. All new employees must attend an initial certification course with no exceptions. At the start of each certification course, Ms. Benedek will provide Form 21's used to request accreditations. The following accreditations are requested:

- Florida Department of Veterans' Affairs – 017
- American Legion – 074
- **NOTE: FDVA – 017 is the Primary Accreditation**, must be requested first and approved by the Office of General Counsel before American Legion - 074 is requested as a cross accreditation through FDVA.

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Step 4 – After the VSO/VCE attends the certification course and passes the final exam, their Form 21 requesting FDVA-017 accreditation is sent to the Office of General Counsel by the FDVA. Currently FDVA – 017 takes 2 weeks to a month to be approved. Once the FDVA accreditation is granted, request for American Legion accreditation can begin. Approval is given by the American Legion, Department of Florida, through the American Legion National Office in Washington D.C. The National Office communicates with the VA Office of the General Counsel, who will grant the accreditation. It is not a quick process; some waiting is to be expected (about 1 1/2 to 2 months). Contact Ms. Benedek if there are delays in the process. Accreditation searches for individual VSO's can be found at <https://www.va.gov/ogc/apps/accreditation/index.asp>

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Step 5 – Once the FDVA accreditation is granted, a request is sent for VA Network access, **IF** the VSO/VCE has been issued their PIV Badge. Access will not be granted until the VSO/VCE has physical ownership of the PIV Badge and confirmation of completed TRIP training. All information that is remaining for access will be provided with the VSO/VCE's OGC accreditation number.

Step 6 – Once the VA IT builds the rest of the VSO/VCE's profile, they will contact the individual stating, that that account is complete and they can contact the VA National Helpdesk in 48 hours for assistance with their first login.

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If at any time any of your employees resign, retire or are terminated, FDVA should be notified immediately. At that time, a request to revoke all accreditations will be sent to the Office of General Counsel. The employee's PIV Badge should be mailed to FDVA attention to Ms. Benedek to surrender to the VA.