LAPTOPS FOR TRAINEES

1. Laptops – are available for trainees
   a. Laptops for NEW trainees should be requested as part of the JIT of their onboarding and can be done by your ADPACs. According to OIT this is the fastest way to get a laptop for new trainees. ADPACS should list their names/emails in the JIT process to help get the laptops to your trainees. According to OIT trainees do not always respond to emails and we need to have the ADPACS help get the trainees the laptops.
   b. Laptops for Returning trainees who submitted a request in the Suspense a few weeks ago will be notified by OIT by email with a cc to the supervisor. We are working with them to prioritize trainees. These will be coming in over the next few months. Please send V21SFCEducation@va.gov an email with the names of your ADPAC who will help get these trainees their laptops. We will share that with OIT in case they are having issues with getting laptops to the trainees.
   c. Laptop for returning trainees who did not have a request submitted during the May 2020 OIT suspense can have the request submitted via YOURIT. ADPACs can do this.
   d. Laptop transfers from the trainees who are leaving to trainees who are arriving. This is allowed. The process is:
      i. Go into YOURIT SELF SERVICE PORTAL with the EE number from the computer and request it to be transferred to the new trainee.
      ii. The new trainee can simply use the laptop immediately. There are no restrictions.
   e. Telework Agreements- we are now required to have Telework Agreements for trainees. We continue to finalize this process. We anticipate NO TMS and 1 prefilled form.