



Statement of Commitment and Understanding for VA Trainees

As a trainee in 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 other VA trainees and VA employees 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 the local VA Privacy Officer, Freedom of Information Act Officer, Information Security Officer, or Regional or General Counsel representative when I am unsure whether or how I may gather or create, maintain, use, disclose or dispose of information about veterans and their families, other VA trainees and VA employees. Should I encounter any difficulty in identifying or reaching these individuals, I understand that I should contact my service chief, or failing that, the Chief of Staff, to seek guidance.

I further understand that if I fail to comply with applicable confidentiality and security statutes, regulations and policies, I will be removed from VA assignment. I may also be subject to civil and criminal penalties including fines and imprisonment.

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

Print or Type Trainee Name

Trainee Signature

Training Program/Level

Date

Please return this form to MAS, Attn: Arnett Hayes (136/Ext. 3825/ Room 2A131).