



## Form I-9s to Be Distributed May 6 & 7

*Meet the WVCA Management Team*

*Enjoy Donuts and Coffee*

*HR Team Will Be Available to Answer Questions*

*On Tuesday, May 6 and Wednesday, May 7, employees should drop by AOC Conference Room 1 or the Guard House to pick up their I-9 Forms that will be required for employment verification. While many employees already know the leadership team (see below), if there is anyone you would like to meet, the team will be available both days to say hello and answer questions. HR will also be available if you have any HR-related questions, and donuts and coffee will be served.*

### Form I-9 Distribution Schedule & Leadership Team Meet & Greet

Tuesday, May 6, 6:00 am to 9:00 am	Guard House
Wednesday, May 7, 6:00 am to 9:00 am	AOC, Conference Room 1

## Form I-9 FAQs Answered

**Question:** Many employees are in the process of obtaining new Real-ID drivers licenses. Will Real-ID licenses be required to satisfy Form I-9 requirements?

**Answer:** Form I-9s DO NOT require the driver's license to be a Real-ID. Employees should refer to the list of acceptable documents to ensure they have appropriate items from both List B and C if they are using a standard driver's license. This list was published in last week's transition bulletin and is included again in this week's bulletin.

**Question:** Which type of documentation is the HSPD-12 suitable for?

**Answer:** The HSPD-12 badge would qualify as a way to meet the option to provide Item #2 on List B of the I-9 Form: "ID Card issued by federal, state or local government ..." A form of identification from List C would still be required to complete the form verification.

**Question:** Do I have to bring original forms of the documents, or are photocopies acceptable?

**Answer:** The original forms of the documents are required. Photocopies of documents will not be accepted.

**Question:** What happens if I am not at the site to pick up my form or drop it off?

**Answer:** In the limited cases where employees are unable to pick up their forms and meet with HR on these dates, you should contact WVCA via email to [info@westvalleycleanup.com](mailto:info@westvalleycleanup.com) or call 434.347.3110 to make separate arrangements.

## WVCA Announces Full Leadership Team

**By Jason Casper, WVCA President & Program Manager**

When WVCA assumes operations at WVDP on June 24, there will be many familiar faces on the management team. That said, we will be making some organizational changes in terms of responsibilities and reporting structures.

As the organizational chart on the next page shows, in addition to my administrative staff members (Employee Concerns, Communications, Administration), seven managers will report to the



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President's Office. These functions have some similarities to how we operate, but there are a few changes that I would like to point out.

First, Engineering and End State Management under Dan Stevens is organized around the design, execution and final end state to ensure cradle-to-completion of the proposed scope. This allows for the project team to start with the end in mind and build a program to effectively and efficiently deliver the work scope.

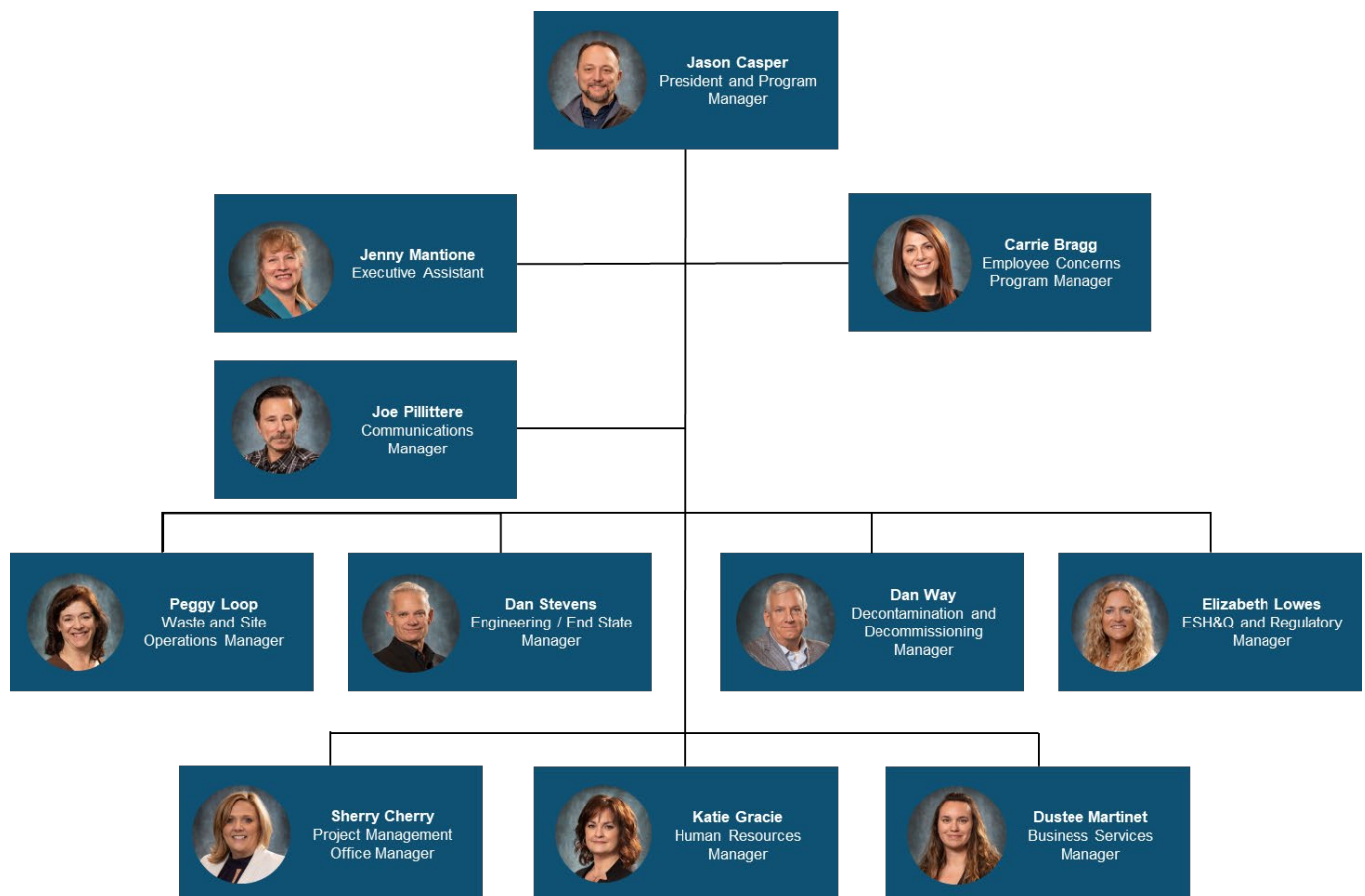
You will also note that a new Decontamination and Decommissioning Manager is identified as we move into the new below-grade scope with a focus on operations and cost-effective and compliant delivery of the scope.

Lastly the Environmental, Safety, Radiation, Security, Quality and Regulatory Support functions are now under one senior manager with the intent of supporting the launch of the new work scope with a common support framework.

The slightly different reporting structure, combined with the stability of the senior management staff, will help the program move to execution in a relatively short period of time. We will also benefit from the strong relationships the leadership team already has with the workforce and the customer.

In the next few weeks, I'll be talking about these changes in my 360 Meetings with employees, so you'll have the opportunity to ask questions about our plans.

After we begin operations, there will likely be some additional, relatively minor changes within the seven functional areas in the chart below. We will make those announcements internally during the first week of WVCA operations, so stay tuned for more news ahead.





## Reminder: Documents Needed for I-9 Employment Verification

Everyone's situation may be different in terms of which documents are most convenient to provide. Please refer to the chart below in deciding which documents to provide to HR.

- One option is to present one selection from List A only.
- The other option is to present two forms of identification: one from list B and one from list C.

One selection from List A

-OR-

One selection from List B and one selection from List C

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:  a. Foreign passport; and  b. Form I-94 or Form I-94A that has the following:  (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
<b>Acceptable Receipts</b> May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document.  • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.  • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.