**SUBJECT LINE:** Overview - Welcome to Madigan! Rotation dates \_\_\_\_\_\_\_\_

As you begin this next adventure in your life, at Madigan Army Medical Center (MAMC) on Joint Base Lewis-McChord (JBLM), there are a few items that will need to be completed prior to your rotation start date. Please review the following information, so that you will have a full understanding of the process of on-boarding we are about to undertake prior to your rotation at Madigan.

Necessary Information:

-The entire in-processing can take up to 120 days.

\*\*\*PLEASE READ THROUGH ALL THE INFORMATION PROVIDED IN EACH EMAIL.\*\*\*

-You and I will be playing ping pong over the next few months to ensure your in-processing is complete. -Team work is crucial! You and I will work together with entities inside and outside of Madigan to complete the process.

-Each step in the process is like building blocks, another step cannot be taken or completed without the previous step. Please be diligent at completing each request as quickly as possible.

-You will receive emails from myself, dhagsc or DHA, security administrators, and preceptors/coordinators. Please be prompt with responses. Most emails are time sensitive.

-Check your spam folder for emails, the security of the networks do not always work well together.

-Please do not procrastinate during this process, we must work together to complete the packet in a timely fashion to allow for a successful rotation.

Items that will need to be completed prior to rotation start date:

-Background investigation (can take up to 90 days to complete and needs to be completed at least 20 days prior to your start date for all access to be created for you, forms/appointment and finger printing are required, Time sensitive forms/items) (HPSPS Students-usually have clearance, however, I still verify with our Security Team that the background is sufficient).

-JKO Username (I will request, 2 emails will be sent to you with instructions, Time sensitive).

-Forms (MAMC 1567, Badge and Alert, Professional Standards Signature page 12, Time sensitive – return each as soon as possible).

-Online Training (I request with your JKO username – MHS Genesis (4-20 courses dependent on department requirements). You will be provided instructions where to locate - JKO-HIPAA, Cyber Awareness, Swankhealth-NEO, All courses are time consuming and lengthy).

-Access for our facility cannot be requested until the above-referenced has all been completed. After access is requested, it can take up to 10 business days for access to be granted.

Miscellaneous Information:

-During the in-processing meeting, we will cover expectations, team work, customer service, etiquette, Military customs and courtesies, food places, responsibilities, apparel, parking, gyms, and etc.

-Madigan Badge and VOLAC (for individuals gaining computer access) will be issued during your in-processing on the start date of your rotation.

-Housing information will be sent via the in-processing email, closer to the rotation start date.

-Gate access will be sent via email the week prior to the rotation start date.

-All requirements are not done through my office. Requesting trainings, background investigations, and requesting access are all done via email with forms, I must complete and provide completed certificates to other entities.

-The human factor also plays a factor in timelines, with holidays, sick leave, and vacations, there is always the possibility of a lag in responses due to people taking time off.

-Please be advised that due to the volume of rotators to our institution, if all background investigations, forms, and certificates are not completed and received by the GME Coordinator five (5) business days prior to the start date of the rotation, the rotation may be subject to cancellation.

If you have trouble emailing any forms/certificates, please let me know as soon as possible. When sending attachments, please do not send more than 3 attachments per emails, as the government outlook does not allow large emails to be received. Additionally, if you do not receive a response from me regarding emails sent, please contact my office, as I probably did NOT receive your email.

Should you have any additional questions, please do not hesitate to contact me. I look forward to working with you, receiving your certificates/forms, and in-processing your packet for this rotation.