

Hello,

Congratulations on receiving a rotation with Madigan Army Medical Center. Due to security regulations at Madigan, every civilian is mandated to complete a National Agency Check with Inquiries in order to gain access to the hospital.

The following steps need to occur in order to begin the background investigation process:

- 1) You must be a U.S. Citizen
- 2) GME's student coordinator, Mrs. Holly Miller, will need your MAMC Form 1567 completed with address and phone number **90** days prior to a rotation.
- 3) You must complete and sign the attached forms: SF 85 and OF 306.
- 4) Call the Madigan Security office at 253-968-2032 to set up an appointment to visit the Madigan Security office to take fingerprints. At the appointment, you will need to have the completed **SF 85, OF 306, Original/Certified Birth Certificate, SSN Card, and Valid State ID**. Copies or substitutions **are not** accepted and will delay the investigation process. Without the appropriate documents, an appointment may not be scheduled. A Certificate of Naturalization is acceptable for proof of U.S. citizenship.
- 5) After submitting your paperwork to Madigan Security, you will receive an investigation request acknowledgement email from Personnel Security Investigation Portal (PSIP) Center of Excellence. It is crucial that you check your email. The email is being sent to allow adequate time to collect the required information. Attached to the email there will be a list of information required by the U.S. Office of Personnel Management asking you to complete the online portion of your background, Electronic Questionnaire for Investigation Processing (eQIP). **There is a time limit for a response that will expire (5 Days) and the process will have to start over.**

If you have questions concerning the eQIP process, you may contact PSIP directly by calling 410-278-4194 or Mr. Travis Evans, Madigan Security Assistant, at 253-968-2032.

If a student lives beyond the 100 mile radius, they must contact the GME coordinator, Mrs. Holly Miller, and the Madigan Security office for an exception to policy. Please do not hesitate to contact Mrs. Miller with any questions.

Additional items required at least 30 days prior to the rotation and emailed to Mrs. Miller are:

- Letter of good standing
- Liability insurance
- Immunization records up to date with MMR (measles, mumps & rubella), Tdap, Hep B series, varicella or hx of chickenpox and current TB skin test.