

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 and the government computer systems.

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, Julie Krzmarzick, will need your completed MAMC Form 1567 at least **90** days prior to a rotation.
- 3) You must complete and sign the attached forms: SF 85 and OF 306, which you will take to your appointment with the Madigan Security office (see #4).
- 4) Contact the Madigan Security office at 253-968-2425 or miklos.g.toth.civ@mail.mil 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 two emails from Personnel Security Investigation Portal (PSIP) Center of Excellence. It is crucial that you check your email and promptly comply with the requirements. The first email is being sent to allow adequate time for you to collect the required information that you will need for the second email. 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 after 5 Days and the process will have to start over if you do not complete it.**

If you have questions concerning the eQIP process, you may contact PSIP directly by calling 410-278-4194 or Miklos Toth, Madigan Security Assistant, at 253-968-2425 or miklos.g.toth.civ@mail.mil.

If you live beyond the 100 mile radius, contact the GME coordinator, Julie Krzmarzick for information on how to complete your background check from a distance. Please do not hesitate to contact Julie Krzmarzick with any questions at 253-968-1511.