

For Civilians within a 100 mile radius

SUBJECT LINE: Required For Your Madigan Rotation: Federal Background Investigation – Begin Immediately

****Please read email contents and attachments thoroughly!!****

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 investigation in order to gain access to the hospital and its computer systems. This investigation must be completed 30 days prior to your arrival, so it is important to comply as soon as possible, as the process can take up to 120 days to complete.

Seek out an Army Recruiting station in your city. Ask them for courtesy electronic fingerprints on behalf of Madigan Army Medical Center. Communicate the following codes:

SMO: DHA-AMC-Madigan-Lewis-Persec-200

SON: 997k

SOI: DD03

IPAC: 97008740

Additionally, at the appointment ****PLEASE USE FULL NAME AND DOUBLE CHECK YOUR NAME**

INFORMATION!!!** Errors can cause delay in your background investigation.

(It may help to show the soldiers a copy of these instructions)

Send only the completed MAMC Form 1567 as soon as possible to me by either emailing me the form or using the SAFE site (<https://safe.apps.mil/>). Please note that you will have let me know if you are using the SAFE site so that I can request for you to the document to me using the SAFE site. ****Only use the SAFE site to send me your 1567 and nothing else if you choose to use the site**** The additional forms will need to be provided to the security team for your background investigation along with finger prints per the instruction sheet attached hereto.

Please see the attached GME NACI document for instructions on completing the background requirements (OF306, Proof of Birth form, PSIP and SF 85). These forms should be sent to the security team to begin your background investigation immediately along with a scanned copy of birth certificate, passport, and SSN card. Please do not handwrite on the forms, please type the answers. ****PLEASE USE FULL NAME AND DOUBLE CHECK YOUR INFORMATION!!!**** Errors can cause delay in your background investigation. Also, please do not digitally sign the forms, they must have a hand written signature. ********Please let me know when you have scheduled an appointment with the security specialist at Madigan.

Additionally, within 60 days of your rotation please provide me with the following: BLS/ACLS card, 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.

ACCESSING JBLM: ID REQUIREMENTS for Unescorted Access to JBLM for non-DoD visitors has changed. A standard Washington state driver license or ID card can no longer be used to get a visitor's pass for access to Joint Base Lewis-McChord, because neither complies with Real ID Act of 2005 requirements. Washington is several states that do not comply with this law. To determine if your state's driver's license is compliant with this Act, please visit <https://www.dhs.gov/real-id>. Washington State Enhanced Driver's Licenses and IDs are Real ID Act compliant, so either can be used to prove identity. Visitors with this ID must still go to the Visitor Center to get a base pass. People without a Washington State Enhanced Driver's License or ID must provide one of the following forms of ID to get a base pass:

- DoD Uniformed Services Identification and Privileges Cards
- U.S. Passport or U.S. Passport Card
- VA Issued Health Card
- Permanent resident card or Alien Registration Receipt Card (INS Form I-551).
- Employee Identification Card issued by a federal, state or local government agency provided it contains a photograph and biometric information such as: Name, DOB, Gender, Height, Eye Color and/or Address.
- U.S. Coast Guard Merchant Mariner Card
- Transportation Worker ID Card (TWIC) issued by DHS
- Native American tribal document
- U.S. Government issued, authenticated Federal PIV credentials
- US Military or Draft Record containing name and DOB
- Washington State Enhanced Driver's License or ID Card
- Washington State Commercial Driver's License (CDL)

HOUSING: It is not Madigan's responsibility to provide housing, but as a courtesy, students can make reservations at the IHG Hotel (aka Rainier Inn) if they choose to stay on Joint Base Lewis-McChord during their rotation. Please work with your school coordinator if you have questions about paying for the room. If your school does not make reservations for you, please contact:

IHG Military Hotels JBLM

Tel: 253.964-0211

Fax: 253.967.2253

Email: Carissa.Speranza@ihg.com

SPONSORING OF GUESTS ON JBLM: We are not authorized to sponsor guests of students to access JBLM. Guests who already have a valid military ID can access the base and self-sponsor.

If you have trouble emailing any of these forms, please let me know as soon as possible. When sending attachments, please do not send more than 3 attachments per email, 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.

Your time and attention to this matter is greatly appreciated. Should you have any questions, please do not hesitate to contact the office.