

STUDENTS THAT LIVE MORE THAN 100 MILES AWAY:

Congratulations on receiving a slot to rotate with Madigan Army Medical Center. Due to security regulations at Madigan, every civilian is mandated to complete a National Agency Check with Inquiries (federal background check) in order to gain access to the hospital. **The background check must be initiated at least 10-12 weeks before your rotation start date, to be completed at least 30 days prior to the rotation start date.**

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 will need your MAMC Form 1567 completed and received at least **90** days prior to a rotation. Email the form to usarmy.jblm.medcom-mamc.mbx.gme@mail.mil.
- 3) You must complete and sign the attached forms: SF85, MAMC Proof of Birth form, OF 306 and PSIP Request, which you will E-mail to the Madigan Security office (see #8).
- 4) You will need to get your fingerprints completed electronically. The easiest way to complete this is by contacting a US Army Recruiter in your local area and see if they are willing to assist you in this process. Please google search for a US Army Recruiter in your area to locate offices near you. Then, call the office or several offices to see if any have time to schedule finger printing. If they are willing to assist you the following codes will need to be provided: SOI: A080, SON: Z256, ALC 21008711. If the recruiter would like to verify any of this information, please provide the contact information from the bottom of this email to them. If the Recruiter office is not able to assist you, please contact the security office at the number below to coordinate alternate means to complete finger printing. Also, if you have any issues with this process, have questions or need assistance, please contact the security office via telephone and e-mail below.
- 5) You will need to complete the OF 306 that you have been provided. The agency that receives this form is VERY particular in their requirements. It is highly recommend that the form is TYPED. You will then need to print out the form, Sign & Date. DO NOT sign the form electronically it will not be accepted. When dating the document ensure the date is clear and in this format- MM/DD/YYYY. You will need to conduct a high resolution scan of this entire form, and send to the security office at the e-mail address below. Ensure that no part of the form has been cut off or it will be returned for corrections.
- 6) Please complete the Personnel Security Investigation Portal (PSIP) Request Form. The most important part of this form that needs to be completed is your personal information such as your name, SSN, POB, DOB, and contact information. The form can be typed, and sent as a file.
- 7) The MAMC Proof of Birth form will need to be notarized. The most common location to find a notary is your local bank or credit union. Once this form has been completed, you will need to scan the form and the supporting document and send to security office at the e-mail address below. If you are not able to get the form notarized, please forward a copy of your original current passport, current driver's license, and social security card to the security office.
- 8) Prior to being able to start the investigation process, the security office will need to receive all documents. If your prints have been done by an Army Recruiter or any local law enforcement office, they will need to be completed digitally to the security office. All other documents should be sent digitally to the security office.
- 9) 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 7 Days and the process will have to start over if you do not complete it.**

For all questions during or about the background investigation process please contact:

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If you have questions concerning the eQIP process, you may contact PSIP directly by calling 410-278-4194.