

## **NNMC Security Procedures**

### **Trainees Rotating at NNMC over 30 days:**

The NNMC Clinical Champion (or GME Office if a clinical champion is not identified) will send Standard Form (SF) 85P and Optional Form (OF) 306 to the trainees. Trainees must submit completed SF and OF with 2 fingerprint cards to the Clinical Champion **30 days prior** to the first day of training.

The three forms (SF85P, OF306, and finger print cards) will be forwarded to the command security manager, Mr. Crisaldo Padilla (301-295-2878).

At least **two weeks prior** to the start of training, each trainee must submit a Base Access Form to the clinical champion. This form will be forwarded to the Pass and ID Office.

Forms to Security Manager, 30 days prior:

SF85P

OF 306

2 Fingerprint Cards

Form to Pass and ID, two weeks prior:

Base Access Form

### **Trainees Rotating at NNMC less than 30 days:**

The NNMC Clinical Champion or (or GME Office if a clinical champion is not identified) will collect a copy of the background investigation completed by the home institution (or letter of good standing for high school students) **30 days prior** to the first day of training.

At least **two weeks prior** to the start of training, each trainee must submit a Base Access Form to the clinical champion.

The background investigation will be forwarded to the command security manager, Mr. Crisaldo Padilla (301-295-2878); the Base Access Form will be forwarded to the Pass and ID Office.

Form to Security Manager, 30 days prior:

Copy of background investigation

Form to Pass and ID, two weeks prior:

Base Access Form

Notes:

\*Trainees are not eligible to rotate at NNMC unless they are US citizens.

\*All trainees will complete the SAAR-N upon arrival to NNMC. All trainees must check in with GME upon arrival.

\*All USU/HPSP/HSCP medical students should already be in JPAS. The clerkship coordinator will verify this with the security manager when scheduling.