

**National Institutes of Health (NIH)  
Walter Reed National Military Medical Center (WRNMMC)  
ACCESS REQUEST CHECKLIST**

<b>Pre-Access Request Questions</b>	<b>Yes</b>	<b>No</b>
1. Will the individual see or interact with patients?		
2. Will the individual have access to patient /medical records (electronic or hard copy)?		
3. Will the individual need access to any Department of Defense (DOD) systems?		
4. Will the individual require regular routine access to WRNMMC Hospital? *		
5. Will the individual require regular routine base access? **		

If the answer is “**Yes**” to one or more of **Questions #1-4**, the individual is a Clinical Rotator that will require a **Common Access Card (CAC)** and shall be required to complete the “**Pre-Access Request – Security Requirements**” section below.

If the answer is “**No**” to all of the Questions 1-4 and “**Yes**” to **Question #5**, then the individual will skip the “Pre-Access Request – Security Requirements” section below and **reference footnote\*\*** at the bottom of the checklist.

<b>Who</b>	<b>Pre-Access Request – Security Requirements</b>
<b>NIH Administrative Officer (AO)</b>	The Clinical Rotator must be registered in the NIH Enterprise Directory (NED) with the position designation reflecting Tier 3, non-critical sensitive. The NED justification must state: “Access to WRNMMC”. This will ensure that the NIH Division of Personnel Security (DPS) initiates a T3 investigation which is required for the rotation.
<b>NIH Clinical Rotator</b>	<p><b>3 MONTHS PRIOR</b> to start of the clinical rotation at WRNMMC, the Clinical Rotator will need to <u>submit the following to the NIH Graduate Medical Education (GME) Clinical Program Sponsor/Coordinator</u>:</p> <ol style="list-style-type: none"> <li><b>Trusted Associate Sponsorship System (TASS) Registration Request (TRR)</b>: Must complete Section I &amp; II of this form to receive a CAC. <ol style="list-style-type: none"> <li>Always select: "The applicant requires access to both DOD facility and logon access to DOD Network"</li> <li>Network Name: JMED</li> <li>Personnel Category: U.S. Citizens = Non DOD Civil Service.</li> <li>Foreign Nationals = Foreign Affiliate</li> </ol> </li> <li><b>Defense Biometric Identification System (DBIDS) Application</b></li> <li><b>SECNAV 5512</b></li> <li><b>WRNMMC Sponsored User Account Form</b>: This will grant the Clinical Rotator the JKO account required to complete HIPAA and WRNMMC Cyber Awareness trainings.</li> <li><b>Foreign Visitor Request (FVR) Form</b>: Non-U.S. individuals without a CAC must complete this from along all required forms.</li> </ol>

**NIH Clinical Rotator (continued)**

**Trainings that the Clinical Rotator Must Complete ASAP:**

1. **HIPAA and WRNMMC Cyber Security Training on JKO:**  
Clinical Rotators must complete the HIPAA and WRNMMC Cyber Security Trainings as soon as possible before getting their CAC. you will be sent an email that provides instructions on completing the training and how to upload the training certificates into a centralized system.

**2 MONTHS PRIOR** to start of the clinical rotation at WRNMMC, the Clinical Rotator will need to submit the following to the NIH Division of Personnel Security (DPS) via email at [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov):

1. **eApp & all DPS requirements for T3 investigation** – please look for emails from DPS regarding this
2. **WRNMMC Prospective Employee Profile Sheet**
3. **WRNMMC Medical Screening Form**
4. **WRNMMC Patient Registration Form**

**After you are granted a CAC and receive a DOD ID and @health.mil email address, you must complete the following:**

1. **DD-2875 System Authorization Access Request Form (SAAR)**: The Clinical Rotator must be **ON-SITE at WRNMMC** to fill out Part 1 (blocks 1-12) of the DD-2875 SAAR form on a kiosk and sign this electronically with their CAC. **This can be done on the same day after receiving their CAC. WRNMMC does not accept paper copies of this form.** If the Clinical Rotator doesn't sign the DD-2875 SAAR, the Clinical Rotator will not have intranet access to Walter Reed. Once intranet access is granted, Clinical Rotators are given 7 days to upload their HIPAA and Cyber Awareness trainings to their profile via their intranet access. If this is not done within 7 days when intranet access was granted, then the Clinical Rotator will get locked out of the intranet. The DD-2875 SAAR can be signed on a kiosk located either in the IT One Stop Shop in Building 39 on the third floor, or at the WRNMMC. Signing the DD-2875 SAAR at the One Stop Shop is common since Clinical Rotators go there after receiving their CAC.
2. **Electronic Health Record application for Genesis**: In order to gain access to Genesis, Clinical Rotators must complete this form and **submit this to the WRNMMC GME Office**. After the form is completed, the WRNMMC GME Office will sign it as well then submit it to the WRNMMC Genesis team. The Genesis team will then assign the Clinical Rotators **additional** trainings in JKO, which must be completed before the Genesis team grant access. An email will be sent directly from the Genesis team when the trainings are assigned. Reply to that email when the trainings are completed.

**The Clinical Rotator may check in with the GME Offices as early as 1 week prior to the start of the rotation.**

NIH Graduate Medical Education (GME) Clinical Program Sponsor or Coordinator	<p><b>3 MONTHS PRIOR</b> to start of the clinical rotation at WRNMMC, the NIH GME Clinical Program Sponsor/Coordinator will provide the following information to the WRNMMC GME Office:</p> <ul style="list-style-type: none"> <li>a) NIH Clinical Rotator's Name</li> <li>b) NIH Clinical Rotator's Start Date</li> <li>c) Clinical Rotator's Completed <b>Trusted Associate Sponsorship System (TASS) Registration Request (TRR)</b> – send to the WRNMMC PSO TA as well.</li> <li>d) Clinical Rotator's Completed <b>Defense Biometric Identification System (DBIDS) Application</b></li> <li>e) Clinical Rotator's Completed <b>SECNAV 5512</b></li> <li>f) Clinical Rotator's Completed <b>WRNMMC Sponsored User Account Form</b></li> <li>g) If applicable, Clinical Rotator's Completed <b>Foreign Visitor Request (FVR) Form</b> (for non-U.S. individuals)</li> </ul> <p>The NIH GME Clinical Program Sponsors/Coordinator must send the information and forms and coordinate with the WRNMMC GME Office Points of Contacts (POCs):</p> <ul style="list-style-type: none"> <li>▪ Marcus Boyd: <a href="mailto:marcus.w.boyd4.ctr@health.mil">marcus.w.boyd4.ctr@health.mil</a></li> <li>▪ Natalie Parra: <a href="mailto:natalie.f.parra.civ@health.mil">natalie.f.parra.civ@health.mil</a></li> </ul> <p>The WRNMMC Personnel Security Office (PSO) Trusted Agent (TA) is:</p> <ul style="list-style-type: none"> <li>▪ Seth Vail: <a href="mailto:seth.d.vail.ctr@health.mil">seth.d.vail.ctr@health.mil</a>.</li> </ul>	
NIH Division of Personnel Security (DPS)	NIH DPS office will submit the Clinical Rotator's WRNMMC Prospective Employee Profile Sheet, Medical Screening form, and Patient Registration form to the WRNMMC PSO TA with an Investigation Verification Letter.	
WRNMMC Graduate Medical Education (GME) Office	<p>The WRNMMC GME Office will complete Section IV of the <b>Trusted Associate Sponsorship System (TASS) Registration Request (TRR)</b> submitted by the NIH GME Clinical Program Sponsor/Coordinator (which the Clinical Rotator will submit to). Section IV must be digitally signed by the WRNMMC GME Sponsor. After the WRNMMC GME Sponsor completes Section IV, they will submit the completed forms to the WRNMMC PSO Trusted Agents (TA) for processing.</p> <p>Point of Contacts (POCs) in WRNMMC GME Office:</p> <ul style="list-style-type: none"> <li>▪ Marcus Boyd: <a href="mailto:marcus.w.boyd4.ctr@health.mil">marcus.w.boyd4.ctr@health.mil</a></li> <li>▪ Natalie Parra: <a href="mailto:natalie.f.parra.civ@health.mil">natalie.f.parra.civ@health.mil</a></li> </ul>	
WRNMMC Personnel Security Office (PSO)	<p>The WRNMMC PSO Trusted Agent (TA) will complete Section III of the <b>Trusted Associate Sponsorship System (TASS) Registration Request (TRR)</b>, as it requires the TA's digital signature. Then a CAC will be granted to the Clinical Rotator.</p> <p>The WRNMMC PSO TA is:</p> <ul style="list-style-type: none"> <li>▪ Seth Vail: <a href="mailto:seth.d.vail.ctr@health.mil">seth.d.vail.ctr@health.mil</a>.</li> </ul>	

\*If "Yes" to Question 4, the individual will require a "WRNMMC Staff Badge". Instructions on obtaining a Staff Badge will be provided during In-processing with the WRNMMC GME Office.

\*\*All individuals will require a "NSAB Access Credential". This requires completion of the [SECNAV 5512](#) and [Defense Biometric Identification System \(DBIDS\) Application](#), which the individual will then need to submit to the WRNMMC GME Office.