Walter Reed Rotation Instructions

NIH and Walter Reed share an agreement that allows NIH staff to participate in Clinical Rotations to Walter Reed.

Walter Reed is an Army base; therefore, before they will allow any NIH staff to have access to the base or to medical records, they have established requirements that must be met before physical or logical access will be granted:

1. **Walter Reed requires that the individual has a favorably adjudicated or scheduled Tier 3 investigation before gaining access to Walter Reed base or systems**
   – If they do not, NIH sponsors them for this investigation

2. **The NIH AO must elevate the NIH rotator's position tier to T3 in NED three (3) months prior to the start of their Walter Reed rotation**
   – For FNs rotators in US less than 3 years, NED will translate their investigation tier to a NAC-2

3. **The NIH GME sponsor must also provide the rotators name and start date to the Walter Reed sponsors three (3) months prior to the rotation**

1. **Prior to Walter Reed start date, the individual must complete:**
   – All e-QIP & DPSAC requirements for T3 investigation. Once completed:
   – Complete and submit 'Trusted Associate Sponsorship System (TASS) Registration Request (TRR)' to WRNMMC GME Sponsor
   – Complete the 'WRNMMC Personnel Security Office *Prospective Employee Profile Sheet*' and submit to DPSAC (ORSpersonnelsecurity@mail.nih.gov) **2 months** prior to start of clinical rotation at WRNMMC

2. **Once T3 investigation is scheduled, DPSAC** will submit the completed *WRNMMC Prospective Employee Profile sheet* to WRNMMC Personnel Security Office along with an **Investigation Verification Letter**

If inquires are received for Walter Reed status or processing requests, customer service staff should do the following:

1. If received via phone inquiry, please instruct the individual to email ORSPersonnelSecurity@mail.nih.gov with subject line 'Walter reed processing request'
   1. ORS Persec email manager will forward the request to Kristine Schmitt and Tara Patti

2. Review the inquiry to identify if you can answer the question or provide status of request. Sources of information may include:

   - BITS – if NED/BITS tier is not yet at "Tier 3" level, the helpdesk may inform the requestor that this must be elevated with the justification "Access to WRNMMC"
   - BITS notes: Kristine Schmitt and Tara Patti will often leave notes to show the status of the request.

Remember, DPSACs only involvement is to:
- Ensure the Tier 3 paperwork is completed and scheduled after AO elevates to T3 in NED
- Once that is complete, send the **WRNMMC prospective profile sheet** (completed by the rotator) and the **Investigation Verification Letter** to Walter Reed personnel security office (completed by Kristine or Tara)

Walter Reed Rotation process steps

(refer to these as needed if inquiries are received)

- ❑ **NIH AO:** Position Designation in NED is "T3" with justification "Access to WRNMMC"
- ❑ **NIH GME Sponsor:** Coordinate with WRNMMC Sponsors (Amaris Thurstun and Leanda Dulaney). Provide <u>name</u> of NIH Clinical Rotator and <u>Start Date</u> **at least 3 months prior** to date WRNMMC Access needed
- ❑ **NIH Individual (Clinical Rotator):**
  - ❑ First complete e-QIP & all DPSAC requirements for T3 investigation. Once completed:
  - ❑ Electronically complete and submit the following to Amaris Thurstun (WRNMMC GME Sponsor):
    - ❑ Section I & II of the 'Trusted Associate Sponsorship System (TASS) Registration Request (TRR)'
      - ▪ Select "Applicant requires both access to DOD facility and DOD Network"
      - ▪ Network Name: JMED
      - ▪ Personnel Category:
        - ▪ U.S. Citizens: Select "Non DOD Civil Service"
        - ▪ Non-U.S. Citizen: Select "Foreign Affiliate"
  - ❑ Complete the 'WRNMMC Personnel Security Office Prospective Employee Profile Sheet' and submit to DPSAC (ORSpersonnelsecurity@mail.nih.gov) **2 months prior** to start of clinical rotation at WRNMMC
- ❑ **DPSAC:** office will submit a WRNMMC Prospective Employee Profile sheet to WRNMMC Personnel Security Office along with an Investigation Verification Letter (once investigation is scheduled)

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- ❑ **WRNMMC Graduate Medical Education (GME) or Sponsors:**
  - ❑ Complete section IV of the Trusted Associate Sponsorship System (TASS) Registration Request)
    - ❑ Section IV must be digitally signed by the WRNMMC Sponsor. After the WRNMMC Sponsor completes the section, he/she must submit the completed forms to the WRNMMC GME Office (for clinical fellows) or directly to Trusted Agents (TA) for processing
  - ❑ Point of contacts in WRNMMC GME or PSO Office Trusted Agents (TA):
    - ❑ WRNMMC GME Office: Leanda.r.dulaney.civ@mail.mil & Amaris.d.thurston.ctr@mail.mil
    - ❑ PSO TA's: Omar Williams Omar.A.Williams10.civ@mail.mil3
- ❑ **NIH Individual (Clinical Rotator):**
  - ❑ Seven (7) days prior to Rotators start at WRNMMC, instruct clinical rotator to complete the HIPAA and WRNMMC Cyber Security Training located at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf.

- ❑ **WRNMMC PSO**
  - ❑ Complete Section III of the TASS Registration Request (must be digitally signed by WRNMMC PSO)
  - ❑ Part I (blocks 1-12) of 'DD-2875 - System Authorization Access Request Form (SAAR) *(completed electronically after the trainee arrives at WRNMMC on the first day of the rotation)*

National Institutes of Health
Office of Management

Document Requirements for WRNMMC Access

Document Type	File
NIH WRNMMC Access Request Checklist	Adobe Acrobat Document
DD-2875 - System Authorization Access Request Form (SAAR)	Adobe Acrobat Document
TASS Registration Request Process for CAC Issuance	Adobe Acrobat Document
TASS Registration Request	Adobe Acrobat Document
WRNMMC Request Process Overview	Adobe Acrobat Document
WRNMMC Prospective Employee Profile Sheet	Adobe Acrobat Document

Files are embedded within slide, double click to open